

Index Styles

1. Alphabetical Order

Word-by-word or letter-by-letter:

Word-by-word order

benefit system 378, 379
Benefits Agency 239, 378
Child Accident Prevention Trust 39
child-friendly environments 33
Child Health Record Books 20
child-initiated activities 183
child protection policies and procedures 102-4, 232
child psychiatrists 227
Child Support Agency 239
childminders 22, 241, 244
Children Act (1989) 231, 262, 338-9
children's centres 23
children's commissioner 236-7
Children's Rights 108
Equal Pay Act (1984) 262
equality of opportunity 99-100, 181, 262-3, 378
health services 232, 233-4, 277
health visitors 93, 227, 233
healthcare professionals 93-4, 227, 233
play dough 212
play specialists 94
play therapists 227
play therapy 208
playground safety 28
playgroups 23, 243-4, 251

Letter-by-letter order

Benefits Agency 239, 378
benefit system 378, 379
Child Accident Prevention Trust 39
child-friendly environments 33
Child Health Record Books 20
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childminders 22, 241, 244
child protection policies and procedures 102-4, 232
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playground safety 28
playgroups 23, 243-4, 251
play specialists 94
play therapists 227
play therapy 208

Word-by-word is more common and therefore probably more familiar to users.

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2. Run-on or set-out subheadings

Run-on (saves space)

babies: bathing 311-13, 324; bladder function 318; bowel function 317-18; choking 47; communicating with 296-7, 303-4; crying 327-9; dressing 322-3; dummies 303; emotional and social development 193, 194-6; equipment for 322-5; feeding 298-309, 327 (bottle-feeding 299-303, 324; breast-feeding 298-9; problems 304); fontanelles 81, 86, 318, 328, 330, 378; foot care 321

Set-out (more user-friendly)

babies

- bathing 311-13, 324
- bladder function 318
- bowel function 317-18
- choking 47
- communicating with 296-7, 303-4
- crying 327-9
- dressing 322-3
- dummies 303
- emotional and social development 193, 194-6
- equipment for 322-5
- feeding 298-309, 327
 - bottle-feeding 299-303, 324
 - breast-feeding 298-9
 - problems 304
- fontanelles 81, 86, 318, 328, 330, 378
- foot care 321.

It is possible to have a run-on style with the first subheading set-out and subsequent subheadings run-on.

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3. Cross-references before or after subheadings

Run-on before

books (see *also* stories) 162-8, 212; book areas 166; cultural diversity in 165; for different ages 163-4; fiction and non-fiction 163; illustrations in 164-5; positive and negative images in 165, 269;

Run-on after

books 162-8, 212; book areas 166; cultural diversity in 165; for different ages 163-4; fiction and non-fiction 163; illustrations in 164-5; positive and negative images in 165, 269; see *also* stories

Set-out before

books 162-8, 212;
see *also* stories
book areas 166
cultural diversity in 165
for different ages 163-4
fiction and non-fiction 163
illustrations in 164-5
positive and negative images in 165, 269

Set-out after

books 162-8, 212;
book areas 166
cultural diversity in 165
for different ages 163-4
fiction and non-fiction 163
illustrations in 164-5
positive and negative images in 165, 269
see *also* stories

Before is recommended if there is a long list of subheadings, otherwise after is most usual.

4. Elision of page numbers

Page ranges given in full, or abbreviated:

play

equipment for 127-128, 144-149
and learning 116-120

play

equipment for 127-8, 144-9
and learning 116-20

Pages can be joined by hyphens (as above) or en rules:

play

equipment for 127–8, 144–9

Full pagination is unambiguous, but elided saves space and is very common.

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5. Punctuation

a) Before locators

A comma or a double space are normally standard

bedtime routines 57 (double space)

bedtime routines, 57

Other punctuation is possible.

b) Before set-out subheadings where main heading has no page references

This can be nothing, or a comma, or a colon.

babies

 bathing 311-13, 324

 bladder function 318

babies,

 bathing 311-13, 324

 bladder function 318

babies:

 bathing 311-13, 324

 bladder function 318

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Index style following ISO 999

ISO 999 recommends **word-by-word** order; **set-out** subheadings; **cross-references at beginning** of subheadings; **non-elision** of page ranges; **comma or double space** before locators:

Sample entries following ISO 999

- babies
 - bathing 311-313, 319, 324
 - bladder function 318
 - bowel function 317-318
 - communicating with 296-297, 303-304
 - crying 327-329
 - dressing 322-323
 - emotional and social development 193, 194-196
 - equipment for 322-325
 - feeding 298-309, 327
 - fontanelles 81, 86, 318, 328, 330, 378
 - foot care 321
 - growth 9, 284-285
 - head injuries 48
 - illness 330-331
 - nappies 314-317, 332
 - needs 293-294
 - neonatal cold injury (hypothermia) 82, 86
 - physical development 11, 286-293
 - promoting 295-296
 - playing games with 156
 - reflexes 286-287
 - routines 326
 - sensory and intellectual development 107
 - skin care 310-314
 - Sudden Infant Death Syndrome 330-331
 - talking 296-297
 - topping and tailing 310-311
 - walking 295-296
 - weaning 304-307
- baths, and bathing, babies 311-313, 319, 324
- bedtime routines 57
- behaviour 214-227
- benefit system 378, 379
- Benefits Agency 239, 378
- bladder control 58-61
- bladder function, in babies 318
- bladder infections 61
- bleeding, treatment for 50-51
- books 162-168, 212
 - see also stories
- book areas 166
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- for different ages 163-164
- fiction and non-fiction 163
- illustrations in 164-165
- positive and negative images in 165, 269
- bottle-feeding 299-303, 324, 327
- bowel and bladder function in babies 317-318
- breast feeding 298-299, 327
- bruises 61, 102
- burns and scalds 25, 48-49, 102
- child-friendly environments 33
- Child Health Record Books 20
- child-initiated activities 183
- child protection policies 102-104, 232
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- Child Support Agency 239
- childminders 22, 241, 244
- Children Act (1989) 231, 262, 338-339
- children's centres 23
- children's commissioner 236-237
- Children's Rights 108
- Equal Pay Act (1984) 262
- equality of opportunity 99-100, 181, 262-263, 378
- head injuries 48
- health services 232, 233-234, 277
- health visitors 93, 227, 233
- healthcare professionals 93-94, 227, 233
- play 108-149
 - see also indoor play; outdoor play
 - activities for sick children 92
 - adult role in 117, 178-185
 - babies' need for 294
 - competitive games 158-159
 - cooking activities 150-156, 270
 - encouraging exploration 172-173

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equipment for 127-128, 144-149
and learning 116-120
listening games 161-162
playing games with children 156-159
role of 108-109
safety issues 23-24, 26-30
supervision of 35

types of 116, 120-144
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playground safety 28
playgroups 23, 243-244, 251

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Other considerations:

Number of subheading levels

main entry

subheading 1

subheading 2

subheading 3 etc

- Specialised forms of locators (page/paragraph numbers)

Diagrams, drawings, pictures can be indicated by numbers in *italics*

Major discussion can be indicated by **bold** type

Special sections of text can be indicated by additional letters if preferred:

glossary 123g
case studies 123s
appendices 123a
footnotes 123n

- Number of columns for index and font size (this may be partly dictated by available pages for index/length of index)

bottle-feeding 299-303, 324, 327

bowel and bladder function in babies 317-319

breast feeding 298-299, 327

bruises 61, 102

burns and scalds 25, 48-49, 102

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159

Heading letter for each alphabetical section:

B

bottle-feeding 299-303, 324, 327

bowel and bladder function in babies 317-319

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