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Titolo	Handbook of indexing techniques : a guide for beginning indexers / / Linda K. Fetters
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Soggetti	Indexing Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	""Cover""; ""Title Page""; ""Contents""; ""Acknowledgments""; ""Preface""; ""Chapter 1: Learning to Index""; ""Formal Courses and Seminars""; ""Distance Education (Correspondence Courses)""; ""American Society for Indexing Training Course in Indexing""; ""Society of Indexers Distance Learning Course""; ""Graduate School USA""; ""University of Californiaa€?Berkeley""; ""Self-Training""; ""Internet Discussion Groups""; ""INDEX-L""; ""Indexersa€? Discussion List""; ""IndexPeers""; ""IndexStudents""; ""Writing and Studying Indexes""; ""Professional Organizations"" ""Standards and Index Evaluation""""ASI/H.W. Wilson Award""; ""Works Cited""; ""Chapter 2: Starting the Index""; ""What Is an Index?""; ""What the Index Includes""; ""Viewpoint""; ""Getting an Overview""; ""Length of the Index""; ""Reference Sources""; ""Works Cited""; ""Chapter 3: Writing the Index""; ""Choosing and Writing Headings""; ""Forest and Tree Entries""; ""Avoiding Bias""; ""Nouns and Noun Phrases""; ""Singular vs. Plural""; ""Linked (Precoordinated) Headings""; ""Paraphrasing Entries""; ""Consistency""; ""Writing Subheadings""; ""Relationship of Headings to Subheadings"" ""Alphabetizing Subheadings""""Phrasing and Editing Subheadings""; ""Running-In a Single Subheading""; ""Page Range vs. Subheadings""; ""Bringing Information Together""; ""Inverting or Flipping Entries

(Double-Posting)"; "Levels of Subheadings"; "Classification in Indexes"; "Recording Entries"; "Works Cited"; "Chapter 4: Names and Biographies"; "Indexing Names"; "Names in Scholarly Works"; "Forms of Names"; "Separate Name Indexes"; "Indexing Biographies"; "Works Cited"; "Chapter 5: References"; "Locators"; "Page References in Printed Documents"; "Page Ranges"; "Abbreviating Page References"; "References to Notes"; "References to Illustrations and Tables"; "Indexing Books Before Pagination Is Known"; "Cross-References"; "See References"; "See Also References"; "Placement of See Also References"; "Format and Punctuation of Cross-References"; "General See Also References"; "Cross-References From Subheadings"; "See Under and See Also Under References"; "Verifying Cross-References"; "Works Cited"; "Chapter 6: Finishing Touches"; "Alphabetizing the Entries"; "Initial Articles and Prefixes"; "Numbers and Symbols"; "Subheadings"; "When to Alphabetize the Index"; "Editing the Index"; "Formats or Styles for Indexes"; "Indented Style"; "Run-In Style"; "Typographical Considerations"; "Electronic Index Files and Typesetting Codes"; "Introduction to the Index"; "Index Preparation Methods"; "Dedicated Indexing Software"; "3 x 5 Card Method"; "Word Processor Method"; "Works Cited"; "Chapter 7: Periodicals"; "Magazines and Journals"; "Indexing Decisions"; "Locators"; "Subject Authority Lists and Thesauri"; "Newsletters"; "Newspapers"; "Indexing Decisions"; "Locators"; "The San Antonio Register Index"
