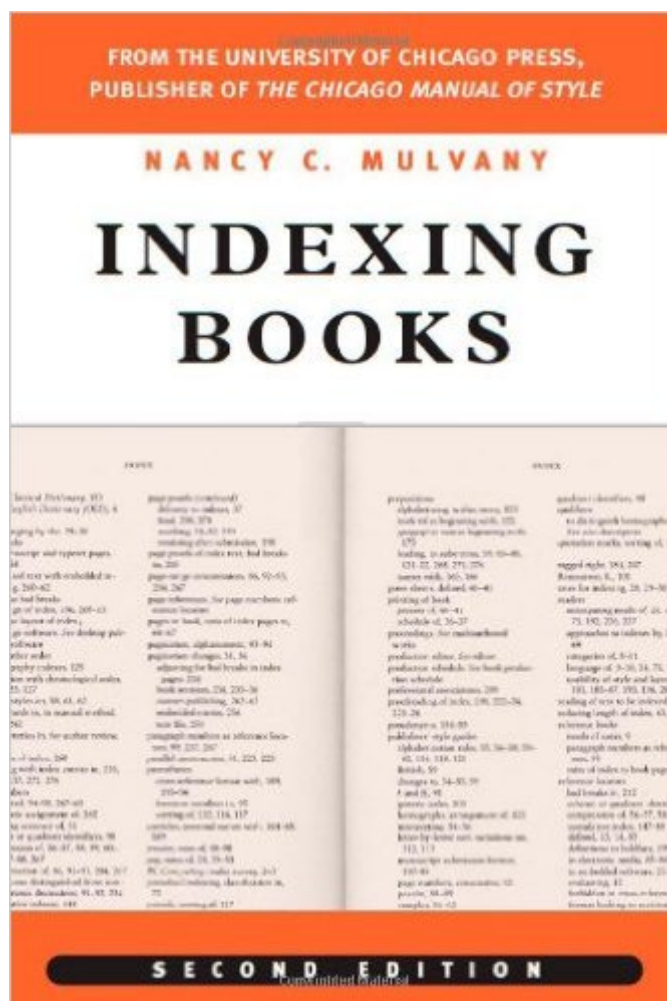


The book was found

# Indexing Books, Second Edition (Chicago Guides To Writing, Editing, And Publishing)



## Synopsis

Since 1994, Nancy Mulvany's *Indexing Books* has been the gold standard for thousands of professional indexers, editors, and authors. This long-awaited second edition, expanded and completely updated, will be equally revered. Like its predecessor, this edition of *Indexing Books* offers comprehensive, reliable treatment of indexing principles and practices relevant to authors and indexers alike. In addition to practical advice, the book presents a big-picture perspective on the nature and purpose of indexes and their role in published works. New to this edition are discussions of "information overload" and the role of the index, open-system versus closed-system indexing, electronic submission and display of indexes, and trends in software development, among other topics. Mulvany is equally comfortable focusing on the nuts and bolts of indexing—how to determine what is indexable, how to decide the depth of an index, and how to work with publisher instructions—and broadly surveying important sources of indexing guidelines such as *The Chicago Manual of Style*, Sun Microsystems, Oxford University Press, NISO TR03, and ISO 999. Authors will appreciate Mulvany's in-depth consideration of the costs and benefits of preparing one's own index versus hiring a professional, while professional indexers will value Mulvany's insights into computer-aided indexing. Helpful appendixes include resources for indexers, a worksheet for general index specifications, and a bibliography of sources to consult for further information on a range of topics. *Indexing Books* is both a practical guide and a manifesto about the vital role of the human-crafted index in the Information Age. As the standard indexing reference, it belongs on the shelves of everyone involved in writing and publishing nonfiction books.

## Book Information

Series: Chicago Guides to Writing, Editing, and Publishing

Hardcover: 320 pages

Publisher: University Of Chicago Press; 2 edition (November 1, 2005)

Language: English

ISBN-10: 0226552764

ISBN-13: 978-0226552767

Product Dimensions: 6 x 1 x 9 inches

Shipping Weight: 1.3 pounds (View shipping rates and policies)

Average Customer Review: 4.7 out of 5 stars [See all reviews](#) (26 customer reviews)

Best Sellers Rank: #445,743 in Books (See Top 100 in Books) #35 in [Books > Reference >](#)

[Writing, Research & Publishing Guides > Publishing & Books > Bibliographies & Indexes > Art &](#)

Photography #70 inÂ Books > Reference > Writing, Research & Publishing Guides > Publishing & Books > Bibliographies & Indexes > Science #135 inÂ Books > Textbooks > Humanities > Library & Information Science

## Customer Reviews

Give a hearty welcome to this much-needed and highly understandable handbook covering the mechanics of book index preparation. Written by a professional indexer, this thorough how-to guide covers such topics as the book production process, assigning headings and subentries, laying out and editing an index, rules for proper names and alphabetizing, cross references, indexing standards, and methods and tools for indexing, including a list of available indexing software. While it does not cover a broad theoretical base and is limited to "back-of-the book indexing," Mulvaney's extensive work will be an excellent supplement to Donald and Ana Cleveland's *Introduction to Indexing and Abstracting* (Libraries Unlimited, 1990 . 2d ed.) and Hans Wellisch's *Indexing from A to Z* (H.W. Wilson, 1991). Of value as a reference source and as a textbook, *Indexing Books* will be of immediate use to indexers, teachers, authors, editors, technical writers, and library school students. Highly recommended for academic and public library professional collections.- Angela Washington-Blair, Texas Woman's Univ. SLIS, Denton Copyright 1994 Reed Business Information, Inc. --This text refers to an alternate Hardcover edition.

"Mulvaney's book is widely used as a textbook in North America, and the release of a revised second edition will quite likely ensure its continued popularity. . . . I have utmost respect for anyone with enough patience to write, let alone revise, a thorough textbook that covers all aspects of indexing. Mulvaney's pertinent . . . discussions of important issues facing our profession gives this volume an importance beyond the realm of mere instruction." (Ruth Pincoe *The Indexer*) "[*Indexing Books*] should be on every aspiring indexer's reading list." (C&RL News) "When you are an acknowledged leader in your field, and you have literally 'written the book' on indexing, what do you do for an encore? If you are Nancy Mulvaney, professional indexer and author of the industry standard *Indexing Books*, you write a second edition that reflects the concerns of indexers in the 21st century." (Dick Evans *Technical Communication*) "I am a huge fan of this book. It is engagingly written in jargon-free English with a well-designed format. I highly recommend it for all faculty of information studies libraries and those libraries that may have among their users would-be indexers or authors that are interested in knowing about the methods of indexing their books. . . . This second edition should replace the first edition on library shelves."Â (Jean Weihs *Technicalities*)

[Download to continue reading...](#)

Indexing Books, Second Edition (Chicago Guides to Writing, Editing, and Publishing) The Chicago Guide to Grammar, Usage, and Punctuation (Chicago Guides to Writing, Editing, and Publishing) Writing for Social Scientists: How to Start and Finish Your Thesis, Book, or Article: Second Edition (Chicago Guides to Writing, Editing, and Publishing) Legal Writing in Plain English, Second Edition: A Text with Exercises (Chicago Guides to Writing, Editing, and Publishing) Digital Paper: A Manual for Research and Writing with Library and Internet Materials (Chicago Guides to Writing, Editing, and Publishing) The Subversive Copy Editor, Second Edition: Advice from Chicago (or, How to Negotiate Good Relationships with Your Writers, Your Colleagues, and ... Guides to Writing, Editing, and Publishing) A Manual for Writers of Term Papers, Theses, and Dissertations, 6th Edition (Chicago Guides to Writing, Editing, and Publishing) The Craft of Research, 2nd edition (Chicago Guides to Writing, Editing, and Publishing) A Manual for Writers of Term Papers, Theses, and Dissertations (Chicago Guides to Writing, Editing, and Publishing) Mapping It Out: Expository Cartography for the Humanities and Social Sciences (Chicago Guides to Writing, Editing, and Publishing) The Architecture of Story: A Technical Guide for the Dramatic Writer (Chicago Guides to Writing, Editing, and Publishing) How to Write a BA Thesis: A Practical Guide from Your First Ideas to Your Finished Paper (Chicago Guides to Writing, Editing, and Publishing) Nine Day Novel-Self-Editing: Self Editing For Fiction Writers: Write Better and Edit Faster (Writing Fiction Novels Book 2) How To Write Erotica: A Beginner's Guide To Writing, Self-Publishing And Making Money As An Erotica Author! (How To Write Erotica, Self-Publishing Erotica, Writing Erotica For Beginners) Writing : Novel Writing Mastery, Proven And Simple Techniques To Outline-, Structure- And Write A Successful Novel ! - novel writing, writing fiction, writing skills - The City in a Garden: A History of Chicago's Parks, Second Edition (Center for American Places - Center Books on Chicago and Environs) EDITING The RedPen Way: 10 steps to successful self-editing Non Fiction Writing Templates: 44 Tips to Create Your Own Non Fiction Book (Writing Templates, Writing Non Fiction, Kindle Publishing) Fiction Writing Templates: 30 Tips to Create Your Own Fiction Book (Writing Templates, Fiction Writing, Kindle Publishing) Youdunit Whodunit!: How To Write Mystery, Thriller and Suspense Books (Writing Skills, Writing Fiction, Writing Instruction, Writing a Book)

[Dmca](#)