Index Checklist

Client name and contact info:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Document title and subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Document type: Print book Ebook Electronic document

Delivery format: PDF InDesign Other \_\_\_\_\_\_\_\_\_\_

Delivery to indexer:

Delivery method: Email FTP File sharing site

Delivery date of initial portion:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Delivery date of last portion:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*Note that excessive delay may necessitate change in delivery of final index*)

Delivery date of index to client:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Delivery format:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Index Specifications**

***Index Style***

Sample index format provided Yes No

Style manual used Chicago APA Other

Format: Indented Run-in (paragraph style)

Page range format: Full range Abbreviated

Punctuation/capitalization styles: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alphabetization: Letter-by-letter Word-by-word

Limit on subentry levels? Yes \_\_\_\_\_\_\_\_ No

Cross-reference format and placement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Indexable material***

Introduction Appendices Footnotes Illustrations/Captions

specify callout style for notes or illustrations:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Index length***

Is there a limit on the number of lines allowed? Yes No

If so, please specify number of lines and number of characters per line:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payment**

Page rate: $\_\_\_\_\_\_\_\_\_ per indexable page OR Flat rate: $\_\_\_\_\_\_\_\_\_ total

**Additional information:**