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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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