Notes for contributors to *The Indexer*

The Indexer is published twice yearly, in April and October. Material for the April issue should reach the editor before 6 January, and for the October issue, before 6 July; but contributions should be sent as early as possible. We welcome reports of research or personal experience in indexing, and comments on indexes.

Preparation of copy. Two copies of each manuscript are required. Manuscripts should be typed double spaced, approximately 54 characters to the line, on one side only of unfolded white A4 paper. The top copy should be on heavy bond paper (not flimsy). The title should *not* be typed in capital letters. Use single quotes (double within single).

Use the spelling of the *Oxford English dictionary.* Indicate italics by under-lining; do not type any words (other than acronyms) in capitals.

For articles of 2,000 words and over, an *abstract* of up to 150 words should follow and be separated from the author's name and the article itself by typed or drawn lines the full measure of the typing. It should indicate with brevity and clarity the subject matter, scope and coverage of the contribution, also any conclusions arrived at by the author.

Short sectional *subheadings* are desirable for long articles; they may appear on separate lines, not indented, where appropriate. They should be in lower case, underlined and without a final point, and not preceded by numerals.

Illustrations. Line drawings, tables, photographs or Xerox copies of pages of publications used to illustrate an article should bear the caption on the back. Xerox or similar copies must be clear and 'contrasty'.

Abbreviations of names of organizations which are easily recognized should be used without points; the names of organizations which are not generally well known should be used in full in the first instance with the abbreviation following immediately within parentheses.

Footnotes should be inserted in the text of the MS. immediately after the line containing the word or phrase to which they refer. This word or phrase should be followed by an asterisk or plus sign in a superior position, the corresponding symbol preceding the footnote. Horizontal lines of full measure should appear above and below each footnote.

Bibliographical references should be indicated in the text by superior numerals in consecutive order, and listed separately at the end of the article. Each corresponding reference number should be typed at the end of the article and be followed only by the relative bibliographical information. A reference to a journal article should begin with the author's surname followed by forename or initials, and the title of the article, the name of the periodical followed by vol. no. (underlined by a wavy line), issue no. in ( ), full date (if a daily or weekly), month, year in full, inclusive page numbers in full. Commas are to be used after periodical title and year of publication, and to separate groups of page references, as:

Wellisch, Hans H. The alphabetization of prepositions in indexes. *The Indexer* 12 (2) Oct. 1980, 90-92.

References to the authors and titles of books are to be in the same style except that titles are to be underlined, and followed by the edition statement (when not the first). The place of publication should be given: to avoid confusion, towns may be followed by the abbreviations of the country, county, or state, as:

Cambridge (Mass.); Cambridge (England)

followed by a colon, the publisher's name (only full enough for identification), year of publication, and inclusive page numbers of the reference. Example:

Austin, Derek. *PRECIS: a manual of concept analysis and subject indexing.* London: British National Bibliography, 1974, pp. 19-27.

Note that no capital initials after the first, except for proper names, are used in the titles of articles or books. *This practice is also to be used in the text of articles,* and the titles of books are to be underlined.

A short note on the position/s held by the author should be submitted. Papers are accepted subject to editorial amendment.

Proof Correction

Galley proofs should be carefully checked and returned immediately. Authors' corrections and amendments to the text cannot be accepted at the proof stage. Proof corrections should be made in the margins and should be in accordance with British Standard 5261: Part 2: 1976 *Specification for typographic requirements . . . and proof correction . . .* Printer's errors should be marked in blue ink and any essential author's amendments in red.