THE BEST INDEXING

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All non-fiction books should be indexed—names and capitalized words. In names and subjects capitalization should follow the text. Sub-entries should always be arranged alphabetically—never numerically (as in Albert Bigelow Paine's Mark Twain and Butcher's My Three Years with Eisenhower, e.g.) Every direct quotation should be marked with a “q”. Every footnote reference should be marked with an “n”. All language names—English, French, German, Spanish, Gaelic, and so on—should be identified (language). “Indian” should be identified as Asiatic or American. “Civil War” should be identified as English, American, or Spanish, etc. “Commonwealth” should be identified. “Revolution” should be identified as English, French, Russian or American. Old and New World names should be identified—Cambridge, Rome, Utica, Cairo, Syracuse, Memphis, Toledo, Dublin, Alexandria, Babylon and so on. “Georgia” should be identified as in Russia or America. “English sovereigns” should be identified as money or rulers. “Pole” should be identified as an earth point or a person. “Tennessee” should be identified as a state or a man. “Christian”, “Faithful”, “Hopeful” (Pilgrim’s Progress) should be identified as men. “Friday” (Robinson Crusoe) should be identified as a man. “Providence” should be identified as a divine action or a city. “Panama” should be identified as a district or a hat. “New York” should be identified as a state or a city. “Washington” should be identified as a man, a state, or a city. Lincoln, Lowell, Cleveland, Raleigh, Milton, Paris, St. Paul, St. John, St. Louis should be identified as man or city. Names of animals should be identified as such. Capitalized deity pronouns should be identified—God or Christ. First names alone should have the surname added in parentheses. Names of rivers and ships should be followed by “the”. (These do not appreciably increase the bulk or cost of the index, but they do add materially to its usefulness.) Titles and authors should be cross-referenced. Possessives should be identified—“Plato’s idea”, “Dickens’s novels”, “Shakespeare’s plays”, “Mrs. Turner’s, at” and so on. All phrases with two or more capitalized words should be cross-referenced. Significant identifying words or phrases should be included—“Diana, temple of,” “Madrid, at,” “England, kings of,” “America, from,” “God, belief in,” “Dryden, earlier days of,” and so on.