

JOURNAL INDEXING

The Gist of Journal Indexing

by Carolyn G. Weaver

Indexing journals and other periodicals, publications “issued in successive parts, bearing numerical or chronological designations, and intended to be published indefinitely,”¹ is a specialty related to but quite different from back-of-the-book indexing.

The basic principles of indexing – analysis of text and assignment of subject headings and relationships – are the same for both books and journals.² The most obvious difference is that a book index is a stand-alone product, created for one specific closed-end publication. The book usually has a central topic that is aimed toward a particular audience (general public, educated laymen, or professionals) with a unified style and level of specialization. The indexer uses the author’s terminology and provides cross-references appropriate for that particular publication, without regard to an external thesaurus, following accepted rules as to format and style. Vocabulary control is needed only to the extent necessary to avoid scattering of concepts between synonyms and to clean up terminology variations in a multi-authored work. A subject heading list or thesaurus is usually irrelevant for a back-of-the-book index except as a reference tool.

A journal or periodical index, in contrast, is a living organism, an open-ended index created over an extended period by one or more persons. Journals grow and change throughout their lifespan, and the indexes have to change with them, both in terminology and in format. Journal articles deal with a large number of topics at varying levels of sophistication, authors do not use standard terminology, and the terminology itself changes over time. Readership may extend far beyond the target audience for the publication, thanks to its availability in libraries and on the Internet. The indexer needs to keep all those factors in mind.

There is also no standard format for a journal index. It can be indented or run-in, a single dictionary style index, or

have multiple indexes for authors, subjects, advertisements, or special topics. The index may be published in the last issue of a volume, the first issue of the subsequent volume, or as a stand-alone publication. It all depends on the journal, the audience, the output format, and client preferences.

Although the focus of this article is on indexing of journals intended for a scholarly audience, the definition of ‘periodical’ quoted in the first paragraph also includes magazines, bulletins, newspapers, and newsletters, as well as annual publications such as yearbooks, almanacs, annual reports, and proceedings – any publication that is published on a recurring basis. From a practical perspective, magazines usually have a more popular target audience, while journals are intended for professional or scholarly readers. Both types of publication need indexes. But *what gets indexed*, and the depth of indexing, may vary greatly, based on the needs of the audience.

Types of journal indexes

From the perspective of an indexer who is invited to bid on a project, there are four different types of journal indexes:

- A database covering many different journals;
- An index designed from scratch for a journal that has never been indexed;
- An index in progress, one that was started by one indexer and that is being continued by another indexer;
- A cumulated index for a journal that is either still being published or that has ceased publication.

Database indexing is a highly specialized process. Database indexers are often salaried and are usually trained by the database producers to follow strict indexing guidelines. They must adhere religiously to the use of thesauri for sub-

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ject control, and terms can be added to the thesaurus only after extensive review and approval. For example, indexing for the MEDLINE database and other National Library of Medicine (NLM) products (covering over 3,000 titles annually) is provided by several hundred indexers who work both onsite and at remote locations. NLM indexers receive extensive training in the use of *Medical Subject Headings*³ (MeSH) and indexing procedures, and their work is rigorously revised to make sure that their output is uniform and up to standard. The objective is to produce a very clean database that can be used to produce both online and printed indexes. MEDLINE (MEDLARS) is the gold standard for medical indexes.

The opportunity to **design indexes from scratch** for a journal that has never been indexed is something that doesn’t happen very often. The original indexer works with the client in developing specifications for the index (assuming they don’t have a house style), and the subject headings used for the first volume become the general standard for subsequent years. But the indexer has to be careful: Bad design choices can come back to haunt you. If the client loves the format, you’ll be stuck with that format for the foreseeable future, even if it becomes apparent later that a different format works better.

Much more common is being hired to

continue **ongoing journal indexes**. The client usually provides copies of the indexes for prior years, and the indexer uses those previous indexes as samples for subsequent volume indexes. Some publishers specify that previous formats must be followed exactly, while others welcome suggestions on how the indexing could be improved.

Finally, there are **cumulated indexes**, either for journals that are still being published or for titles that have ceased publication. For a title that is still being published, you may be designing the ongoing index as well as doing the retrospective accumulation. A cumulated index for a 'dead' title (i.e., one that is no longer being published) is a closed-end project that could be a publication in its own right.

Index design

Unlike books, there are no real standards for journal indexes. Each one is different, based on the audience of the journal and the preferences of the client. Indexing depth can range from back-of-the-book style indexing at the paragraph level with two or more levels of subheadings to indexing of the title and abstract only, with limitations on the number of entries per article.

Many review publications use book-style indexes, which look very much like indented book indexes, with multiple levels of subentry and locators pointing to specific paragraphs within the text. Articles are very dense and often yield 20 or more locators per page. Some review publications are annuals with only one volume per year. Others are published monthly, bimonthly, or quarterly and may have individual issue indexes that are cumulated annually. (See Figure 1)

The *Bulletin of the Medical Library Association (BMLA)*, a professional society journal with separate subject and author indexes, is an example of a journal index that uses full title subheadings. Articles are indexed with broad headings (typically 5-8 entries per article), and locators reflect the inclusive pagination of the article. Volume and issue numbers are not included with the locators since there are no plans to cumulate the annual indexes. (See Figure 2)

The *BMLA* author index (Figure 3) is also written by the indexer. The full article citation, with all co-authors, is listed under the first author, with cross-refer-

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Enzyme-linked immunosorbent assay:
  in neuroborreliosis diagnosis, 220
  for primed T-lymphocyte identifica-
    tion, 245
Ependymoma, 489
Epilepsy, 96-101
  absence
    in childhood, 105
    in sleep deprivation, 108
  in children, 102-106
    developmental disorders, 104
    etiology, 102
.....

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Figure 1: Index excerpt from *Current Opinion in Neurology and Neurosurgery*.

ences from secondary authors. In a society publication, it is especially important that member names are spelled correctly – which is why approximately half the edit time each year is spent verifying spellings of names.

I have been indexing *BMLA*, a quarterly publication, since 1992. Prior to that time, indexing had been done by the journal editor. When I took over, the publication had a dictionary-style index, with authors and subjects combined in the same index. Author headings were in boldface, with subjects and names as subjects in capitals. I naively recommended splitting it into separate author and subject indexes, with the format shown, including the "left" side of the cross-reference in plain text and the body of the cross-reference in boldface. I would now like to convert it back to a single dictionary index with less 'elegant' (and time-consuming) cross-references. But since the editor and the membership like the format, I'm stuck with it – which is the reason for the warning to be careful what you ask for in designing

a journal index: You may get it! *Respiratory Care* (Figure 4) had also been indexed by the editor since its inception, with full article title subheadings and a subject heading scheme that had very little control or consistency. When I was approached in 1999 to take over the index starting with volume 49, I was given considerable flexibility in making changes, both in format and in terminology. I used the existing subject lists as a general guideline, and modified headings as needed. Full article title subheads, except for selected sections specified by the client such as book reviews and editorials, were dropped in favor of descriptive phrases. Locators, at the client's direction, continued to point to the first page of the article only, although major sections within articles now have locators assigned as well. Indexing density averages 6-10 entries per article.

For the first two years that I indexed this publication, subject headings were assigned by checking three different term lists to identify what the preferred term for a given concept had been in previous years. I decided to create a formal thesaurus for the journal in 2001, using my indexes for 1999 and 2000, along with the three old term lists, as the basis for the consolidated list. It took about 12 hours to create a thesaurus in *MultiTes4* thesaurus development software. Use of the thesaurus in 2001 cut the indexing time required for the annual index (and the cost for the client, who pays by the hour) by about 40 percent.

Indexing guidelines for Mosby journals allow only three subject headings per article, regardless of the length or

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Indexes and indexing
  Evidence-based practice: extending the search to find material for the
    systematic review (Helmer et al), 346-52
  Financing North American medical libraries in the nineteenth century (Luft
    and Belleh), 386-94
  A tribute to knowledge (McClure), 81-2
  The use of Dublin Core metadata in a structured health resource guide on the
    Internet (Darmoni et al), 297-301
Information access
  Bundles; meeting clinical information needs (Ash et al), 294-6
  Ethics and access to teaching materials in the medical library: the case of
    the Pernkopf atlas (Atlas), 51-8
  Note to "Ethics and access to teaching materials in the medical library: the
    case of the Pernkopf atlas" (Hover) [letter], 309
  Intellectual property, see Copyright
.....

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Figure 2: *BMLA* subject index excerpt.

complexity, so the indexing is done primarily from the title and abstract. MeSH is used as the controlled vocabulary for the subject index, although non-MeSH terms can be added for names of societies, people as subjects, etc. (See Figure 5)

Mosby author indexes list the full citation under the primary author, with cross-references for all secondary

authors. Depending on the journal, the number of author entries per article ranges from one or two for a clinical journal such *Journal of Emergency Nursing*, which has many very short articles and sections (see Figure 6) to twelve or more for a research-level publication such as *Journal of Vascular Surgery* (see Figure 7). The workload for a Mosby journal index is thus much

more dependent on the number of authors per article than on the length or density of the articles themselves.

The *Massage Magazine* index (Figure 8) is an example of a dictionary style index that lists subjects, authors, and personal names in a single alphabetical arrangement. Subjects, including personal names, are in boldface, and author names are in plain text. Because this is a cumulated index, locators are complex, showing issue number and date as well as page numbers.

Factors in journal index design

A number of factors need to be considered in designing an index from scratch. The same questions need to be asked of the client when you are approached to take over an index in progress, since the answers indicate the amount of time that will be required by the project and whether or not you can afford to accept the job at the rate offered.

Client preferences

- What is the purpose of this index? Is it to be published as a printed tool or a database?
- Who is the target audience: professionals, educated laymen, the general public, editorial staff?
- Is this a subject index only, or will you also be writing the author index? If the latter, does the client want separate indexes or dictionary style?
- Are samples of previous indexes available, or can the client provide samples of indexes they like?
- Subheadings can be full citations, article title, or topical. What is preferred, and for topical subheadings, how many levels of entry will be allowed?
- What special features (columns, editorials, etc.) must be regularly indexed?

Output factors

- Where will the index be published: Last issue of volume? First issue of subsequent volume? Stand-alone? An index published in the last issue of the volume is on a very tight time schedule, with the last issue indexed from galley proofs or using temporary page numbers. Ideally you should receive the earlier issues in the volume well before the deadline

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 : **Connor, Elizabeth**
 : *AAHP/Dorland Directory of Health Plans* [review], 85
 : Corral, Oscar L., see **Fikar, Charles R.**
 : **Crossno, Jon E.; Berkins, Brenda; Gotcher, Nancy; Hill, Judith L.;**
 : **McConoughey, Michelle; Walters, Mitchel**
 : Assessment of customer service in academic health care libraries (ACSAHL): an
 : instrument for measuring customer service, 170–6
 : Dahlen, Karen, see **Ludwig, Logan, et al.**
 : **Darmoni, S. J.; Thirion, B.; Leroy, J. P.; Douyère, M.**
 : The use of Dublin Core metadata in a structured health resource guide on the
 : Internet, 297–301
 :

Figure 3: BMLA author index excerpt.

.....
 : **Magnetic resonance imaging (MRI)**
 : of chest, 922
 : ventilation, 930
 : **Mathematics**
 : book reviews
 : *Basic mathematics for the health-related professions*, 1059
 : **Measurement and measurement techniques**
 : health-related quality of life instruments, 1236
 : **Mechanical ventilation**
 : in acute respiratory distress syndrome, 130
 : airway pressure release ventilation, with short release time, pediatric
 : (case report), 1019
 : cardiogenic triggering (letter), 1054
 :

Figure 4: Respiratory Care index excerpt.

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 : **Aneurysm, false**
 : Intra-arterial thrombin injection of an ascending aortic pseudoaneurysm com-
 : plicated by transient ischemic attack and rescued with systemic abciximab
 : (Lin et al). 2001;34:939-42 (Case rep.)
 : **Aneurysm, infected**
 : *Candida* infection associated with a solitary mycotic common iliac artery
 : aneurysm (Woodrum et al). 2001;34:166-8 (Case rep.)
 : Indicators of infection with *Chlamydia pneumoniae* are associated with expan-
 : sion of abdominal aortic aneurysms (Lindholt et al). 2001;34:212-15
 : Infected aortic aneurysms: aggressive presentation, complicated early out-
 : come, but durable result (Oderich et al). 2001;34:900-8
 : Long-term results of cryopreserved arterial allograft reconstruction in infected
 : prosthetic grafts and mycotic aneurysms of the abdominal aorta (Lesèche et
 : al). 2001;34:616-22
 : **Aneurysm, mycotic; see Aneurysm, infected**
 : **Aneurysm, ruptured**
 : Abdominal aortic aneurysm in women (Lederle et al). 2001;34:122-6
 :

Figure 5: Journal of Vascular Surgery subject index excerpt.

Mahabee-Gittens EM, Grupp-Phelan J, Luria JW, Gonzalez del Rey JA. Is routine heparin lock placement beneficial in the evaluation and treatment of febrile children?. 2001;27:335-9

Majka G. A case management, education, and prevention program at a small emergency shelter for homeless men: one nurse's experience. 2001;27:255-9

Malay ME. Unintentional methamphetamine intoxication. 2001;27:13-16

Malone RE. Emergency nurses' hidden policy skills. 2001;27:88-90

Manion J. Commitment, not compliance. 2001;27:498-9 (Managers Forum)

Manley L. An ED nurse reflects on the murders of an infant and a toddler. 2001;27:232-3 (Letter)

Figure 6: Journal of Emergency Nursing author index excerpt.

Feinglass J, Pearce WH, Martin GJ, Gibbs J, Cowper D, Sorensen M, Khuri S, Daley J, Henderson WG. Postoperative and amputation-free survival outcomes after femorodistal bypass grafting surgery: findings from the Department of Veterans Affairs National Surgical Quality Improvement Program. 2001;34:283-90

Ferreira LM (see Parodi et al). 2001;34:909-14

Fillinger MF (see Nelson et al). 2001;34:526-31

Fillinger MF (see Wassef et al). 2001;34:730-8

Fillinger MF (see Woodrum et al). 2001;34:166-8 (Case rep.)

Fischer R, Linde N, Duff C, Jeanneret C, Chandler JG, Seeber P. Late recurrent saphenofemoral junction reflux after ligation and stripping of the greater saphenous vein. 2001;34:236-40

Fiser SM (see Kaza et al). 2001;34:367-8 (Tech. note)

Figure 7: Journal of Vascular Surgery author index excerpt.

Sibson and Company, Chicago, Illinois
Chair massage hits its professional stride (Mower), 66:50, Mar/Apr 1997

Sickle cell pain
AMTA Foundation awards research, outreach grants [Table Talk], 67:23, May/June 1997

Siderius, Ray
Politics and massage; inside Oregon's sunset review [letter], 22:18, Oct/Nov 1989

Siderius, Ray
The state of education: a dialogue on standards, focus and direction (Mower), 55:24, Mar/Apr 1995

Figure 8: Massage Magazine index excerpt.

in order to index them while waiting for the final issue. If the index is published in the subsequent volume or as a standalone publication, the indexer can often work exclusively from published journal issues.

- What is the publication format: Printed index (plain text or html)? Electronic output to database, or both? If a database, what is the program, and what fields will be required?
- Are embedded print codes required?
- Are there any plans to produce a cumulated index in the future? If there is the possibility of an accumulation, locators need to be struc-

ured so as to allow easy consolidation of files.

Indexable content

With book indexes, the assumption is that all concepts, illustrations, charts, tables, etc., are indexable. This is not true for journal indexes. Each issue will contain a substantial amount of material that is not indexable; and you will need to make sure that both you and your client are in agreement as to what is to be included in the index.

Articles (signed or unsigned) will normally be included. Editorials with substantive content are usually indexed; those that are little more than overviews of the content of the issue may get omitted. Advertisements will probably not be

indexed, though the publisher might compile a separate index to advertisers. Smaller and often anonymous items such as news items, personal news (nominations to office, awards, prizes won, obituaries), book and product reviews, letters to the editor, and question-and-answer columns may or may not qualify as indexable, depending on the nature of the journal, the audience, and the depth of indexing. Gossip columns, human-interest stories, and other trivia will usually get omitted unless that is the focus of the publication.

Sponsoring societies often want special attention given to the activities of their members. Conference proceedings, honors and awards for members, society business, etc., may need special attention. And verify the spelling of names as subjects! Members will often check the indexes for their own names, and you will hear about it if a typo occurs.

Depth (specificity) of indexing

Journals can be indexed to varying levels of specificity, from very broad subjects taken only from the title and abstract to back-of-the-book style indexing at the paragraph level. Make sure that you know what your clients expect, since this affects both the length of the index and your rate of return for the job. In particular, illustrations, charts, and tables will usually not be included unless you're doing back-of-the-book style indexing. But there may be exceptions, such as cover illustrations, foldout charts, and inserts such as CD disks. Determine how those are to be handled.

Controlled vocabulary

To insure indexing consistency across volumes and between indexers, a controlled vocabulary for a journal index is essential. This may be a published thesaurus such as *Medical Subject Headings* (MeSH), or it may be a subject list that has been created on the fly through the years by the indexer.

Regardless of the source, the vocabulary needs to be appropriate for the subject matter. Although MeSH is the gold standard for medical thesauri, it is designed as a general vocabulary for all health science disciplines and is not necessarily the best source of terms for subspecialties that have their own specialized jargon. For a specialty journal, you may need to create your own

thesaurus or supplement MeSH terms with terms that appear in the literature itself – this is especially true for newly emerging terms or those that consistently appear in the journal in a different form. In a case such as Mosby journals, where the client requires the use of a specific thesaurus, judgment still needs to be exercised. For example, if MeSH is too detailed for your journal, you can use a more general heading (for example, “Interleukins” rather than “Interleukin-12”). As with all indexes, what is important is to use the vocabulary that is most appropriate for the audience and to be consistent in the way rules are applied.

For ongoing indexes, previous years’ indexes serve as the model and guide to terminology for subsequent years. The language needs to be consistent for a number of years, so as not to confuse the users who know where a concept was indexed previously. When the terminology changes as a discipline evolves, cross-references need to be provided from previous index terms to the ones now preferred. For example, entries in the *BMLA* index for “End User Searching” have changed substantially in the last ten years as database searching has evolved from librarian-mediated searches to routine searching of databases by library patrons. See Figure 9 to see how handling of this subject has changed over the years.

Index form

Most journals do have separate author and subject indexes. Although many publishers create their own **author indexes** from the Table of Contents, this may also be part of the indexer’s duties. If so, you will need to confirm the format and whether or not all authors will be cited in the index, which can make a considerable difference in the scope of the job. For instance, *Journal of Emergency Nursing* rarely has more than three author entries per article. *Journal of Vascular Surgery* averages over 6 authors per article and had 16 authors for one recent article. Wellisch 1991 cites a Japanese paper with 257 coauthors.

The journal may have additional **specialized indexes** (taxonomy, cases and legislation, etc.). These need to be specified, along with the format. Or, the client may want a dictionary-style index, with authors and subjects in the same

October 1992:

End-user searching

Clinical medical librarian impact on patient care: a one-year analysis (Veenstra), 19-22

Impact of end-user search training on pharmacy students: a four-year follow-up study (Ikeda), 124-30

October 1995:

End-user searching, see **Self-service searching**

Self-service searching, see also Database searching

Delivering medical information to the desktop: the UIC GRATEFUL-MED-via-the Internet experience (Martin, E.), 402-6

End-user search behaviors and their relationship to search effectiveness (Wildemuth), 294-304

October 2000:

Database searching

Factors associated with successful answering of clinical questions using an information retrieval system (Hersh et al), 323-31

The rise and fall of the medical mediated searcher (Atlas), 26-35

End-user searching, see **Database searching**

Self-service searching, see **Database searching**

Figure 9: Changes in BMLA terminology.

file, in which case it is usually necessary to differentiate between author names and names as subjects by using different fonts or typography. **Explanatory notes** are essential for these types of index.

Locator formats can vary widely. If there is a possibility that the index will be cumulated in the future, you may want to include volume numbers in the annual index to save time later, even if the client doesn’t ask for them. Locators also need to reflect different pagination styles. If a journal uses continuous pagination throughout a volume, locators often consist of only the page number(s). Periodicals that are individually paginated for each issue will need month or issue designators in addition to page numbers.

Cumulated indexes

Cumulated indexes covering multiple years or volumes are essentially large-scale closed-end projects. Some journals still being published issue printed cumulated indexes at regular intervals (every 5 or 10 years), but these are becoming less common as journal content becomes accessible through online and CD-ROM databases. The more likely scenario is that the cumulated index will be delivered as a searchable file in some electronic format. Be sure to resolve format issues prior to accepting the job.

I have written two cumulated indexes, both for the same publisher. The *Massage Magazine* index (Figure 8) was a retrospective to 12 years of a bimonth-

ly periodical that began publication in 1986, and that was aimed toward massage practitioners. Early issues were 28-32 pages long, with very little advertising. The articles were very 'touchy-feely,' heavy on anecdotes and massage-related news and photos, with little substantive content. Publication was somewhat irregular, and only issue numbers were used (no volume numbers). Over the years the character of the publication changed substantially as it evolved into a professional journal. Articles shifted from lightweight promotion and industry news to techniques and research, paralleling the legal and public acceptance of massage therapy as a legitimate health profession, and coverage expanded to alternative health care in general. With the change in content, the size increased to 160 pages per issue, of which about 85 pages per issue were indexable. Since they never adopted volume numbers, indexing was to the issue number.

I was approached to create an index that would be searchable by the editorial staff, although there was some interest in selling the index as a standalone product. The objectives were to be able to retrieve articles by title, author, or subject from a Filemaker Pro database. They were most interested in the data from the last five years, although all past issues were to be indexed. The client also wanted a database that could be maintained onsite once the retrospective file was complete, and they wanted to be able to distinguish between persons as subjects and persons as authors.

In bidding for the job, I asked to see sample issues from various time periods: the current issue, one published mid-way in its history, and a very early issue. As expected, the issues varied considerably in size and content. I did sample indexes of all three issues and averaged my times to produce an equitable quote, allowing a generous amount of time for editing the final index. I used Cindex™ to develop the format shown in Figure 8 and sent a copy of the test file in comma-delimited format to the client to make sure they could handle my PC file on their Macs. After some format negotiations, they were happy with the results and hired me to do the index.

Because I was moonlighting and had a limited amount of time to work on this index in addition to projects for other clients, the contract stipulated that I had

a year to complete the index, with deliverables and billings at regular intervals. We agreed that I would do the index in reverse chronological order, six issues (1 year) at a time, and that the first five years would be completed as quickly as possible. Interim indexes were delivered on disk (since I never did convince them to accept email delivery), along with my invoice, which they paid promptly. Since each update was a cumulated file, they could see the index grow and had access to the complete searchable file with each update. I did caution them that there would be errors and inconsistencies in the interim files that would be cleaned up with the final version.

The primary reasons for working in reverse chronological order were (1) the client was most interested in data from the last five years, and (2) terminology needed to reflect current usage. As terminology or the names of organizations or people changed, I was able to use the current name or terminology as preferred, with *see or see also* cross-references from the earlier terms.

Shortly after I started work on the *Massage index*, the publishers decided they needed an index to eight years of *Touch Therapy Times*, a monthly newsletter they had acquired from another publisher. This publication actually had two different titles, and used continuous volume numbering for both. Issues were mostly 8 pages in length, with short articles that were mostly unsigned, meaning that author entries were not a major consideration. The head note explained how the two titles were handled in the index. (See Figure 10)

These projects are typical of cumulated-from-scratch indexes, which differ from stand-alone journal indexes only in the scope of work and the time involved. Cumulating the indexes for several years of a journal for which you are the original indexer is essentially a simple project involving merging the previous annual indexes (adding volume and issue numbers if necessary) and reconciling changes in terminology and format throughout the years. [*Editor's Note: Simple, and essentially straight forward, but certainly time-consuming and not trivial in scope!*]

Cumulating previous indexes done over a long period of time by multiple indexers is a much larger problem, particularly if the original indexes are not

available in electronic format or you do not have access to the original material, or both. The individual indexes are likely to have varying styles, terminology, and interpretations. If the earlier indexes use full-title subheadings, then the titles can be used to re-index as needed. If the indexes used topical subheads, then it will be difficult to reconcile terminology without access to and re-indexing of the original documents. Bid accordingly.

Practical details

Bidding for the job

Journal indexes can be billed hourly, or by the page, article, issue, entry, etc. Charging by the page can be problematic because there can be so much variation between indexable content and non-indexable material; how do you define a page? Unless you are doing back-of-the-book style indexing, articles usually do not have to be read in depth. Indexing can be based on the title, abstract, and a quick scan of major sections, illustrations, figures, etc. If you bid by the article, issue, or entry, make sure that you see several sample issues in order to calculate your average rate. If bidding by the hour, be sure to allow for regular increases in rates, since it's certain that you will get faster with every volume that you index.

Volume indexes usually get billed and invoices paid only when the index is submitted, meaning that you may be working on the index throughout the year but will not see the income until the end of the year. For a cumulated index, or an index for a very large journal, you can request interim payments with partial deliverables. Be sure to factor the payment schedule into the contract. Also, for a cumulated index, be sure to include sufficient time for final editing. The larger the index file, the more time you will need for editing.

Time factors

Some volume indexes get commissioned just before the index is due, and the indexer receives all of the published issues plus the last issue(s) in galley proof in one batch, meaning that the indexer will experience the usual problems of meeting an impossibly tight deadline. A considerate editor will ship the issues published to date several months in advance, providing a comfortable amount of time to index the published issues before delivery of the final issue(s) and the deadline crunch.

Author names are followed by (au). Vol. 1-3 covers *Maryland Bodywork Reporter*; vol. 4+ covers *Touch Therapy Times*.

Access to Medical Treatment Act

Compelling testimony on freedom to choose, 7(9):4-7, Sep 96

Medical treatment access act filled, 8(3):1, Mar 97

Accreditation

Accreditation agencies to be reviewed, 5(6):6, Jun 94

Accreditation committee encounters revolt and cultural differences, 6(7):1+, Jul 95

Figure 10: Touch Therapy Times index excerpt and explanatory note.

Once you are indexing a journal on a recurring basis, ask to be added to the subscription list so that you receive the issues as they are distributed. This way, the only issues in the volume that you will have to deal with in proof copy are the last one or two prior to publication of the index issue. The final issue, depending on the publication schedule, may need to be indexed with temporary page numbers since the turn-around time is so short that final page numbers may not yet be available.

Recurring journal indexes for which you receive issues as published are a

great cushion for slow times. You can index individual issues during down-times between other projects, and the due dates for the final indexes are predictable. For instance, I can plan on two journal indexes being due in April, one in August, and four more in September and early October. The payments may only come once a year, but the income is predictable.

It is essential to schedule large cumulated indexes with the needs of your other clients in mind. It is unlikely that you can afford to turn down work from other regular clients in order to devote

six months to one project; so either allow sufficient time to work on other projects at the same time or plan on subcontracting some of the work to complete the cumulated index as quickly as possible. The cumulated index, no matter how lucrative, is one-time income, so you need to maintain relations with other clients who provide your long-term income base. *i*

¹ *Anglo-American Cataloguing Rules*. 2nd ed. Chicago: American Library Association, 1988.

² Wellisch, Hans W. *Indexing from A to Z*, 1st ed. New York: H.W. Wilson Co., 1991. Much of the theoretical content of this article is taken from Wellisch.

³ *Medical Subject Headings* is accessible online at www.ncbi.nlm.nih.gov/entrez/mesh-browser.cgi.

⁴ MultiTees Thesaurus Development Software, www.multitees.com.