Index Keywords

As the author, you are the best judge of what is important enough to list in the index of your book. We need you to provide a list of keywords, ideally 10–15 words and names per chapter. The Production team will then expand upon these key terms to create the full index.

What to Include

An index should include important ideas, facts, names, and terms that receive significant discussion in the text. Items that are only mentioned incidentally in the text should not be included. On average, there should be 1–3 index entries per page of text. When selecting key terms, think about what most readers will look for first. You can also list related terms.

How to Deliver the Information

There are a few methods you may use to provide the keywords.

In your individual chapter Word documents, you may:
- Use the Comment bubble tool to mark each of the keywords. Each comment should say “Index term.”
- Use the Comment bubble tool and leave a note at the beginning of the chapter (tagged to the title) with a list of all keywords for the chapter.
- Use the built-in Index tool in Word. Please only use this if you are familiar with the method.

Alternatively, you may provide a keyword list for your entire manuscript either in a Word document or in an Excel spreadsheet.

Regardless of your delivery method, all index keywords are due by the time you complete the Author Review of your last chapter.

How to Capture the Information

Here are some general guidelines about capturing entries:

- If you are supplying a list of keywords (not comment bubbles on each term in the Word chapter document), related concepts should be grouped together. For example:
  Security
  auditing
  authentication
  confidentiality

- Use no more than two levels of subentries. For example:
  JSON Web Encryption (JWE) ← main entry
  attributes ← subentry level 1
  serialization attributes ← subentry level 2
  data structure

- Information should be indexed under a main noun (or compound noun) and not under adjectives. For example, instead of capturing the terms "Numbering footnotes," "Styling
footnotes," and "Verifying footnotes" as three entries, capture them as in this example:

Footnotes
  numbering
  styling
  verifying

How to Style the Entries

Please follow these general rules about styling entries and subentries when providing a list in Word document or Excel sheet:

- Main entries begin with a capital letter. Numbers and symbols (such as @, #, hyphens, quotes, and brackets) are ignored in this context.

- Subentries begin with lowercase letters unless the term is a proper noun. Indent them by one tab to make it clear it’s a subentry. (One column across if in Excel.)

- Entries are formatted as in the chapter text. All-caps and mid-word capitalization will be retained (e.g., “CLASSPATH variable” and “LocalDate.now() method”).

- If a keyword has a common abbreviation or short-form as well as a long-form, the more prevalent form should be the main entry and the less prevalent form should be a second entry that refers to the main entry. For example:

  Extensible Application Markup Language
  
  see XAML
  
  …

  XAML (Extensible Application Markup Language)
  graphic rendering using DirectX
  wiring events
  
  …

- There’s no need to list page numbers with the entries.
Sample Keyword List

The following is a fragment of an index keyword list illustrating many of the instructions in the previous paragraphs.

Chapter 1:
Compass
  helpers
  mixins
  typography
Preprocessors
Definition
  features
    extend/inheritance
    import
    nesting
    operators
DRY principle

Chapter 2:
absolute() method
Advanced Class Design
  abstract classes
  enum data type
Collection classes
  abstract classes and interfaces
  concrete classes
    ArrayList Class
    asList() method