

# ISO 999:1996-11 (E)

## Information and documentation - Guidelines for the content, organization and presentation of indexes

---

<b>Contents</b>		<b>Page</b>
<b>1</b>	<b>Scope</b> .....	<b>1</b>
<b>2</b>	<b>Normative references</b> .....	<b>1</b>
<b>3</b>	<b>Definitions</b> .....	<b>2</b>
<b>4</b>	<b>Function of an index</b> .....	<b>3</b>
<b>5</b>	<b>Types of index</b> .....	<b>4</b>
<b>5.1</b>	<b>Subject indexes</b> .....	<b>4</b>
<b>5.2</b>	<b>Author indexes</b> .....	<b>4</b>
<b>5.3</b>	<b>Name indexes</b> .....	<b>4</b>
<b>5.4</b>	<b>Geographic indexes</b> .....	<b>4</b>
<b>5.5</b>	<b>Title indexes</b> .....	<b>4</b>
<b>5.6</b>	<b>Number and code indexes</b> .....	<b>5</b>
<b>6</b>	<b>Quality control</b> .....	<b>5</b>
<b>6.1</b>	<b>Quality of indexes</b> .....	<b>5</b>
<b>6.2</b>	<b>Length and detail of indexes</b> .....	<b>5</b>
<b>6.3</b>	<b>Consistency in indexing</b> .....	<b>5</b>
<b>6.4</b>	<b>Relations between the indexer and author/publisher/user</b> .....	<b>6</b>
<b>7</b>	<b>Content and general Organization</b> .....	<b>7</b>
<b>7.1</b>	<b>General content and construction</b> .....	<b>7</b>
<b>7.2</b>	<b>Concepts: representation in headings and subheadings</b> .....	<b>7</b>
<b>7.3</b>	<b>Proper names and titles of documents: choice and form of headings</b> .....	<b>13</b>
<b>7.4</b>	<b>Locators</b> .....	<b>18</b>
<b>7.5</b>	<b>Cross-references</b> .....	<b>21</b>
<b>8</b>	<b>Arrangement of entries in Indexes</b> .....	<b>25</b>
<b>8.1</b>	<b>Basic Order of filing characters</b> .....	<b>25</b>
<b>8.2</b>	<b>Word-by-word versus letter-by-letter alphabetization</b> .....	<b>26</b>
<b>8.3</b>	<b>Alphanumeric arrangement</b> .....	<b>26</b>
<b>8.4</b>	<b>Filing index headings</b> .....	<b>27</b>
<b>8.5</b>	<b>Index headings beginning with the same term</b> .....	<b>27</b>
<b>8.6</b>	<b>Filing subheadings</b> .....	<b>28</b>
<b>8.7</b>	<b>Filing entries which include cross-references</b> .....	<b>28</b>
<b>9</b>	<b>Presentation of printed Indexes</b> .....	<b>28</b>
<b>9.1</b>	<b>Preparation of index copy for final processing</b> .....	<b>28</b>
<b>9.2</b>	<b>Introductory note</b> .....	<b>29</b>
<b>9.3</b>	<b>Presentation of published index</b> .....	<b>29</b>
<b>9.4</b>	<b>Search aids</b> .....	<b>30</b>
<b>9.5</b>	<b>Set-out (indented) style versus run-on (paragraph) style for layout</b> .....	<b>31</b>
<b>Annex</b>		
<b>A Bibliography</b> .....		<b>33</b>
<b>Index</b> .....		<b>34</b>