

DataWorks Indexing Services

DataWorks indexing services is provided by a professional team of experts who have vast experience in creating professional indexes. DataWorks indexing solutions include keyword, image, semantic, bibliographic or Metadata and faceted indexing. We have a good rapport with our clients as we meet their personalised indexing needs. Our indexing solution assists the readers to access each and corner of the book with less effort.

DataWorks has automated most of its publishing services process, but Indexing is an exception. Our experienced indexers apply their knowledge, thought and common sense and prepare the indexes customized and specially created for each book. Our Indexing service is based on The Chicago Manual of Style, 16th ed., University of Chicago Press, 2010.

DataWorks' Indexing Services Process

1. Book/MSS Analysis:

Indexer must have a good understanding on the subject matter of the book. An Author is the best indexer, but it may not always possible: due to their time constraint and lack of technical skills. Professional indexing companies like DataWorks plays a vital role. DataWorks indexing process begins with the analysis. The Books or MSS received from our client is first analysed by our experienced indexers. They identify the subject of the book and the intended target audience. Based on the analysis our indexers decide the type of the index that is best suited for the book.

2. Types of Index:

Indexers decide the type of indices best suited for a particular book. Indexers can be publisher/Author/editor. We DataWorks decide the index type based on the author requirement and based on the internal analysis process. We start every index on a new page. The most common types of indices are: a. modern authors, b. subjects (or names and subjects) and c. (ancient) sources.

3. DataWorks Indexing process:

- We **index every pertinent record** which is available within the body of the text.
- We **mark the words and phrases** that we want to index on a printout of the page proofs. In this way we will have the printout as a reference to re-check or change our strategy at a later stage.

- Our **main entries** are always noun or noun phrase. We **plan the sub entries** from the beginning and note them down. We recheck the indexed terms at regular intervals to re-index or change our strategy if required.
- We use the **electronic softwares** like **Word, Adobe, CINDEX, Macrex, SKY Index Professional, Xindex** for search function. We use this search function very carefully as there are too many variables that make our searches imperfect. We always remember that human intervention is always a must in indexing.

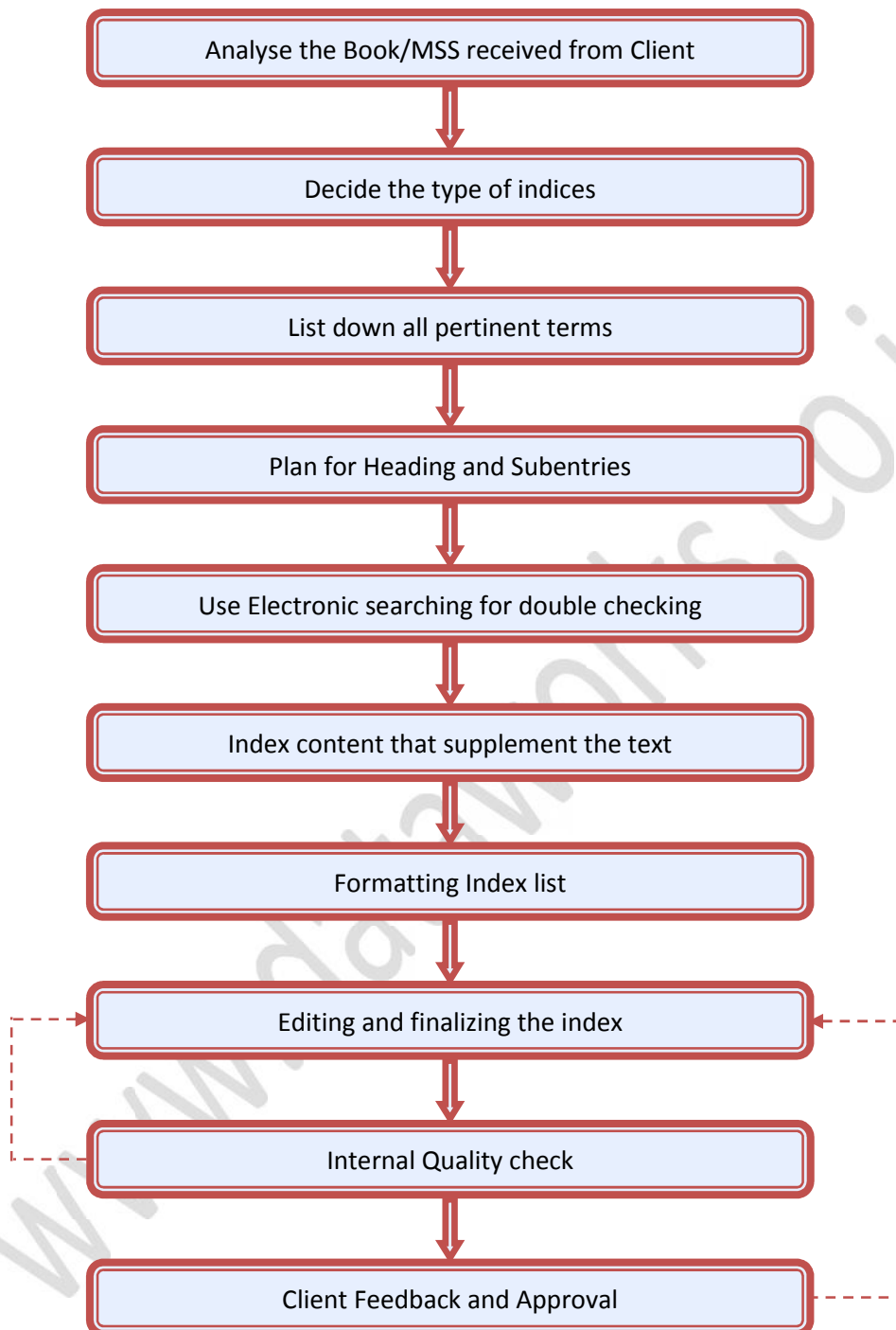
Drawbacks of electronic searching

- Electronic searching does not find synonyms or different spellings, and it will include locations of the search terms that are not important or extensive enough for the reader.
- In the PDF, certain combinations of letters (such as 'ff' or 'fl') are replaced by a ligature. This ligature will prevent the term from being found, which is why we sometimes need to search only part of the term. The search does not give any results, even though we are sure that the index term is in our text.
- Transliterations of Arabic sometimes also cause problems, specifically the aleph and the ayin.

4. What do we Index:

- DataWorks index every term which are important to the subject matter and purpose of the book.
- DataWorks Indexers, index a foreword, preface and/or appendices if their content supplements the text. We do not index preliminary pages, table of contents etc.
- We do not index names of people, places, and things that are mentioned only as examples and not further discussed.
- Our team questions itself whether the reference provide the reader with relevant information about the term sought, or is it merely mentioned as (f.e.) part of an enumeration, a birthplace or example?

DataWorks Indexing Process



5. Formatting Index list:

- We type the entries and subentries in a single list in Word. Our typesetters will lay it out in columns later.
- We preferably use indented style instead of run-in.

Indented Style

Argos
cremation at, 302
and Danaos of Egypt, 108
Middle Helladic, 77
shaft graves at, 84

Run-in Style

Argos: cremation at, 302; and
Danaos of Egypt, 108; Middle
Helladic, 77; shaft graves at,
84

- We use a tab after the index entry, not a comma.
- Our team ensures that they are consistent in using 'letter by letter' or 'word by word' alphabetizing. Letter by letter (preferred) ignores any spaces or punctuation marks; word by word includes them.

Letter by letter	Word by word
NEW (Neighbors Ever Watchful)	NEW (Neighbors Ever Watchful)
New, Zoe	New, Zoe
new-12 compound	New Thorndale
newsboy	new town
news conference	new-12 compound
news release	news conference
New Thorndale	news release
new town	Newsboy

- If a term occurs in a footnote, we add an 'n' to the page number (16n); if there is more than one footnote on that page; we also add the footnote number (16n6).
- We insert a blank line between letters (in a. and b.) or works (in c.)

6. Editing and Finalizing the Index:

We do check on the whole index once it is finished.

- We check the headings and subentries for alphabetical order.
- We check the spellings, capitalization and cross refer with page proofs in case of doubts.
- We refine the index terms: choose between synonyms, possibly add cross references (use *see* or *see also*)
- We confirm whether all cross references match the headings.
- We check the punctuations for proper style.

- We check for consistency in use of capitals, alphabetizing, word forms, abbreviations, names/initials etc.
- If an entry has too many page numbers, we try to refine by adding subentries.

7. Internal Quality check:

Our Indexers will pass on the indexing draft to our QA team before it is sent to the client/author. Our QA team will check on the whole index once it is finished and suggest corrections and feedback. These corrections and feedback are reflected in the indexing draft.

8. Client Feedback and Approval:

The final updated index is sent to the client/author for approval. The author corrections and feedback are updated and finalized.

Reference: V. 1.0, Feb. 2012. Source: 'Indexes', The Chicago Manual of Style, 16th ed. Univ. of Chicago Press, 2010.

www.dataworks.co.in