



INDEXING - CHECKLIST

An index is a list of all the names, subjects and ideas in a piece of written work, designed to help readers quickly find the location of these within the text. A well-designed index provides an intuitive map of the text. It does this through identifying key themes and ideas, grouping similar concepts, cross-referencing information and using clear formatting. A good index will:

- be arranged in alphabetical order
- include accurate page references that lead to useful information on a topic
- avoid listing every use of a word or phrase
- be consistent across similar topics
- use sub-categories to break up long blocks of page numbers

At Atlas Translations we are proud to work with a highly qualified team of professional writers who can provide you with an Index which maximises the accessibility and usability of your text.

We refer you to our terms and conditions of business; ask us if you need a copy.

We advise that you include information on the following points when communicating with us about your requirements:

- In which language is the text for which the Index is required?
- Does your project require any Translation to be completed? If so, please provide us with details?
- What is the nature of the text for which the Index is required? Please describe the subject matter and type of text (e.g. *14th Century Spanish History: Academic Text, Oncology: Medical Reference, Crime: fiction*)
- How many pages/words are there in the source text? (*Please also indicate page size – A4, A5 etc.*)
- How will you supply the source text? (*Please advise on platform, software, version number etc.*)
- In what format do you require the Index to be created?
- Who will be responsible for Proofreading and Typesetting the Index? Please let us know if you would like a quote for these services.
- Do you have any other particular instructions or comments for us?