

Compiling an Index

When to start

You can start compiling your index as soon as your typescript is complete. While you won't be able to attribute page numbers until the proofs are available, you can begin to compile lists of entries, and have your index well underway by the time page numbers are available.

Tip: Bear in mind when compiling your index that while you will be very familiar with your material, your readers may not be. Readers may be encountering your book and its terminology, concepts, characters, and places for the first time. It may be useful to ask a colleague or friend who is unfamiliar with your work to test your index as you develop it, to ensure that you are creating a valuable reference tool that will enhance your work.

How many indexes?

Some books benefit from having multiple indexes. You might decide, for example, that an Index of Manuscripts or an Index of Place Names, in addition to a General Index, will be useful for your readers. Otherwise, compile one index only.

Collecting Entries

You can prepare your main headings for people, places, and subjects before page-proof stage. You will need to list all major themes, and any person, place, thing or idea that is cited regularly in your book. These then need to be broken down into sub-entries and possibly further into sub-sub-entries; these will tell the reader which aspects of the main headings are explored.

The best rule to follow is common sense; you know your subject so trust your instincts.

What to include

- Index key places, people, and important themes.
- Don't index people, places, or ideas that are only mentioned in passing (i.e. there is no useful information about them within the text).
- Don't reference front-matter or end-matter.
- Try and index the book evenly; that is, cover the range of subjects in your book to the same level, whether that is lightly or heavily.

Tip: If you are unsure, it might be best to include the reference when you are compiling your lists; if they don't seem important then you can omit the reference at page-proof stage.

1 How to Compile the Index

You may find it useful to highlight names and terms you want to index as you work. Categorize those terms by colour, for example:

- people
- places
- subjects

1.1 Wording of headings

In general, it is better to use concrete headings rather than abstract ones. For example:

Correct:

wages, rising of:
trade, foreign:

Incorrect:

rising of wages
foreign trade

Avoid using adjectives and aim to **start with nouns**. For example:

associations, urban: 264–65

courts, borough/urban: 7, 69–87, 215–29
courts, eyre: 129, 140, 141

Statute concerning Diet and Apparel: 240
Statute of Gloucester: 147, 160

If necessary, provide a cross reference for entries where readers may require re-direction, for example:

court of Chancery *see* Chancery, court of
court of Common Pleas *see* Common Pleas, court of
Court, Pentice *see* Pentice Court

Use plurals. Main headings work best when they are in a plural form. For example:

rebellions: 3, 4, 8, 197, 242, 269–85
in Low Countries: 249–68
urban: 7, 274
reeves
in manors and demesne lands: 4, 38
in urban centres: 140, 168, 179, 180–90
rents: 58, 61, 198–99, 202, 207–10, 259, 264
changes in: 54–56, 78
money: 198, 232
see also communal leases; ecclesiastical revenue

1.2 **Wording of sub-headings**

You may want to use ‘and’, ‘in’ or other analogous words, as in the following examples:

juries, jurors
in cities: 214–16, 220
in itinerant royal courts: 135–41
in manor courts: 156–57, 179, 181, 183–84, 186–95, 201, 209

Black Death: 4, 83, 122, 181, 232, 255
effect on food allowances: 235, 239, 248
effect on labour and economics: 3, 8, 51, 79, 81, 109, 111–16, 124–25, 190–94, 233, 241
effect on rebellions: 3, 249–50, 274, 275, 277
effect on seigneurial power: 5, 190–94

2 **Structuring your Entries**

2.1 **Sub-entries**

Some entries will have to be split into sub-entries in order to show the reader the range of topics covered within a main heading. For example:

ecclesiastical revenue: 8, 89–108, 206
 bees: 94, 101
 Easter Roll: 93–84, 99–100, 101
 ecclesiastical jurisdiction: 94
 glebe income: 89–90, 94–95
 mills: 94, 96, 101
 mortuaries: 89, 95, 97–99, 101
 pensions: 94, 96, 101
 rectories: 90, 94–95, 98
 rents: 93–94, 96, 98, 101
 tithes: 46, 57–58, 63, 89–90, 93–98, 100–03, 105–09, 252, 255, 259

Tip: It is easier to create too many sub-entries than too few. You can always remove excess sub-entries later.

2.2 **Repeated entries**

It might be helpful to list some sub-entries again as entries in their own right (or provide a *cross-reference*: see below for further information). If the entry list is short, you could repeat it to help the reader (by saving them flicking through the index for the second entry if it's only going to list a few page references).

You may also need to repeat an entry according to context. For example, ‘mills’ is listed twice in the below examples from the same index – once as a sub-heading under the context of ‘ecclesiastical revenue’ and then again as an entry in its own right:

ecclesiastical revenue: 8, 89–108, 206
bees: 94, 101
Easter Roll: 93–94, 99–100, 101
ecclesiastical jurisdiction: 94
glebe income: 89–90, 94–95
mills: 94, 96, 101

mills: 56–58, 94, 96, 167, 169, 173

2.3 Cross-references

These are extremely useful to readers, but should also be used sparingly. Usually, ‘*see*’ is used to refer to a preferred or alternative term/entry, for example:

agriculture: 4, 23, 90, 98, 102–03, 106, 144, 180, 190
output: 17, 49, 51, 53–58
technology: 24
see also animal husbandry; cereal cultivation

You might need to direct the reader to other entries for a number of reasons:

- to direct them to a **related** topic:

revolts: 3, 4, 197, 242, 269–81; *see also* German Peasants’ War; Kett’s rebellion; Peasants’ Revolt

- to direct them to the **specific term** used in the volume, but that might not be the first term the reader looks up:

pastoralism *see* animal husbandry
tithes *see* ecclesiastical revenue
exports *see* trade, foreign

3 Indexing People

For medieval persons, the general rule to follow is first name first, then title/last name, in native form. For example:

Henry IV, king of England: 279
Henry VI, king of England: 60, 279
Henry VIII, king of England: 33
Henry Cooper: 172
Henry de Plumptre: 72
Henry Janitor: 115
Henry Knighton, chronicler: 244
Henry le Byke: 123
Henry Procator: 229

For other entries use the 'last name, first name' rule as for 'Rogers, Thorold' and 'Russell, Josiah Cox' below:

Roger de Somerville: 204–05
Roger en le Dale: 99
Roger Ledsham: 218, 229
Roger the Fuller: 157
Rogers, Thorold: 49
Rosa Crumpe: 224
Russell, Josiah Cox: 51, 61, 63, 65

You may need to inform readers of those people with **pseudonyms**, e.g:

Alice Wright *alias* Filpot: 225

You may need to *cross-reference* those who have **multiple names/titles**, e.g.:

Glanvill *see* Ranulph de Glanvill

Saints normally omit the abbreviated St:

Luke, Gospel of: 54, 56, 78–79

4 Format and Style

Please supply your index as one, continuous column for our copyeditors. They will format your index into two columns as in the list of sample Index entries at the end of this document.

4.1 *Italics*

- Italicize titles of published works and other works (for example, art works).
- Italicize 'see', 'see also' and analogous terms (and under, for example) in cross references.
- Italicize Latin terms
- Italicize page numbers referring to images in the text

4.2 *Page references*

Use page ranges when a subject covers two or more pages continuously, for example:

Scivias, illumination of: 14–17

If the subject is mentioned separately on consecutive pages, then list the page numbers accordingly, for example:

Disibodenberg: 34, 35, 36

4.3 *Format of page numbers*

Ensure that numeric spans falling within the same hundred conclude with 2 digits, including any 0s as necessary in the penultimate position, e.g. 98–99, 301–03, 125–68. Where four-digit numbers do not fall within the same hundred, give both figures in full, e.g. 1098–1135. In addition, insert an en-dash (not a hyphen) within a page span. For example:

Correct:

108–11, 114–15

Incorrect:

18-9, 110-5

Referencing notes

Footnotes should be referenced using 'n.' or 'nn.', for example:

Eibingen: 123, 145 n. 67

Rochester: 138, 142 nn. 12–13, 158

4.4 *Punctuation*

Colon

use a colon to separate main and sub-entries from their page references, for example:

Paris: 9, 12–18, 33

 guilds: 33–38, 40–42

 organization of: 39–41

 parishes: 38–42

Poitiers: 45–53

Comma

use a comma to:

- Separate page references: 23, 34–35, 56–89
- Separate clauses in entries, including explanatory information:

Christ, as Lamb of God: 89–90

John IX, Pope: 89

Semi-colon

use a semi-colon to separate sub-entries in enjambed or run-on lines:

revolts: 3, 4, 197, 242, 269–81; *see also* German Peasants' War; Kett's rebellion; Peasants' Revolt

5 **Sorting Entries**

Tip: It is a good idea to offer an explanatory note at the beginning of your index. For example 'Page numbers in italics refer to maps, images, and plates'.

Sort alphabetically **letter by letter**:

Nicholas Fytton: 229
Nicholas le Woder: 74
Nicholas Monksfield: 219
Nicholas of Trim: 225
Niederrhein: 264
Nonae Inquest: 143
Norman Conquest: 14, 29, 30, 33, 38
Northampton: 137, 167, 283
Northamptonshire: 6, 15, 120, 140, 244

When alphabetizing words beginning with **accented letters or unusual characters**, equate the accented letters with their unaccented equivalents: (é = 'e', á with 'a', but not for umlauts: ü is alphabetized as 'ue'). For example:

Aers, David: 36
Ætheldreda of Ely: 167 n. 1, 168
Æthelthryth, queen: 19, 174, 175–76
Afonso IV of Portugal, king: 544

Use a **line space to separate alphabetical breaks**:

Rostherne: 226
Russell, Josiah Cox: 51, 61, 63, 65

Saer Syward: 187
St Albans: 64, 208, 274–76
abbot of: 243
St Faith Priory: 164

6 **Revising your Index**

Once you have finished compiling and arranging your entries, take a break from it for a day or so. When you come back to it, consider your entries:

- Are they all necessary? (if you remove entries, ensure that there are no cross-references to those entries)
- Can some be combined?
- Are there too many sub-entries? Should some be main headings?
Should some cross-references be added or deleted?
- Have you covered all of the main subjects?
- Are the entries alphabetized correctly?

7 Page-proof Stage – adding page numbers

At proof stage you can add the page numbers. When you open your PDF page proofs, you will be using Acrobat Reader. With this programme you can use the *Find* or *Search* facility to find your page numbers quickly:

- press Control+F or Shift+Control+F or the binocular button on the toolbar
- either a Find box or a Search window will appear
- type in your word or phrase and press ‘search’ and a list of page numbers will be shown

8 Sample of Index Entries

Black = main entry; blue = sub-entry level 1; green = sub-entry level 2 (sub-entry of sub-entry)

[the colours are intended as a guide to the different levels of entry and their formatting; please **do not** apply the font colours or yellow highlighting of italics when creating your own index].

Abelonensis, bishopric and bishops: 311, 315-17, 321

Abramo, Thomas: 166

Acardo, Nicolaus: 329

Acciaiuoli, family: 2, 158, 160

Antonio I, duke of Athens: 160

Antonio II, duke of Athens: 160

Franco: 160

Laodamia: 160

Nerio I, duke of Athens: 2, 147

Nerio II, duke of Athens: 160

Achaia: 45–47, 56, 67–69, 86, 105, 131, 145, 162, 177, 288

principality: 2–4, 22, 23, 27, 69, 70, 145

princes: 2, 4, 50, 51, 67, 69, 86, 131, 133, 177, 178, 268, 277, 288

princesses: 46, 86, 162, 163

see also Morea

Acre: 55, 64, 214, 236, 240, 264, 288

Adversus Bryennium see Calecas

Adversus Graecos see Calecas

Aegean Sea: 2, 62, 63, 105, 110, 126, 129, 139, 236, 239, 250, 259, 260, 276, 284; *see also* Archipelago

Altavilla, family: 255

Gullio: 257

Luisia: 255

Amadeus VI, count of Savoy: 110, 131, 137, 163, 175, 176, 187

Ancona: 131, 154, 159, 203, 302, 314; *see also* Marche of Ancona

Andravida: 52, 71, 104, 130, 133, 148, 168, 178, 179, 313, 318, 321

bishopric and bishops: 313, 318, 321

Andreas de Terra: 334

Angeloi Comnenoi, family: 138

Angevin dynasty: 2, 70, 255

see also Charles I of Anjou and Robert of Anjou

Annania, Johannes, prior of St Mary of the

Annunciation of Corfu: 255

Antioch: 13, 15, 177, 207

patriarchs: 15, 177

antipopes: 18, 118, 177, 224

Archbishops and archbishoprics *see* individual names

Archdeacons

of Athens: 43

of Thebes: 217

Archipelago: 2, 82, 129

archons: 4–6, 23–27, 30, 33, 286, 307

Argos: 2, 47, 159, 161, 312, 313, 318–20, 322

bishopric and bishops: 47, 159, 312, 313, 318–20, 322

Athanasius, patriarch of Constantinople: 109, 186

Athens: xxi, 2, 27, 41–43, 45, 47, 48, 50, 74, 76, 98, 105, 131, 133, 140, 144, 146, 147, 159, 160, 201, 202, 217, 231, 254, 266, 272, 285, 288, 303, 304, 311–14, 316, 322

archbishopric and archbishops: 45, 98, 140, 147, 231, 302, 303, 311–14, 316, 322

duchy and lordship: 2, 27, 47, 131, 133

dukes and lords: 41, 46, 50, 140, 160, 202, 288

Athos: 79–81

Augustinian(s): xvi–xviii, xx, xxii, 102, 121, 126, 127, 155, 188, 233–61, 276, 281, 282, 291, 298, 299, 320, 342, 343

Avignon: 241, 243, 247, 273

[Augustinian General Chapter: 247](#)

[Carmelite convent: 273](#)

Avlona, bishopric and bishops: 43, 317, 318

chapter: 43

Avlonari [see](#) Abelonensis

Aymo of Molay: 44, 52, 55

Açupades, village in Crete: 220, 221, 336, 337, 342

Bacchus, estate in Constantinople: 48

Badoer, family

[Marinus, duke of Candia: 89](#)

[Petrus, duke of Candia: 120](#)

[Bailus](#) of Constantinople: 188

Barastro, Marcus: 221

Barbadigo, family: 149

[Andreas: 338](#)

Barbarossa, Ottoman privateer: 249, 250

Barbarossa [see also](#) Frederick I Barbarossa

Barcelona: 147

Barletta: 64, 65

Bartholomei, family

[Ançelota: 94, 329](#)

[Christophilus of Candia: 94, 329](#)

Battista of Mantova, prior of the Dominican friary of

Chios: 192

Blanco, family

[Jacobus: 101](#)

[Raymondus: 326](#)

Blasius de Ripa: 325

Blessed James, hospital and church in Andravida: 51

Boniface III of Montferrat, king of Thessalonica: 1, 2, 38, 265, 272

Boniface VIII, pope: 86, 87, 107, 119, 154, 155, 162, 163, 187, 300

Boniface IX, pope: 164, 188, 253

Bonifatius of Ivrea: 142, 143

Bono, family: 94, 149, 180

[Bartholomaeus: 91, 94](#)

[Cecilia: 92, 329, 330](#)

[Leonardus of Venice: 245](#)

[Marchesina, abbess of St Catherine of](#)

[Candia: 94](#)

Boshco, family: 56

Bosporus: 48

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Byzantine Empire: xv, xxii, xxiii, 1, 2, 8, 28, 74, 81, 84, 144, 305; [see also](#) Byzantium

Byzantium: 3, 22, 28, 37, 100, 279, 305, 306; [see also](#)

Byzantine Empire

Caffa: 156, 163, 198, 200

Calabria: 184, 269

Campo Formio, treaty: 258

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[Johannes: 91, 327](#)

[Nicolaus: 328](#)

[Thomas: 327](#)

Candia: xviii, xix, xxi, 7, 11, 31, 270, 271, 273, 279–82, 290, 294, 295, 297, 298, 301, 303, 307, 308, 315, 316, 319, 323–44

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[Observant Franciscan Province: 124, 130](#)

[see also](#) Herakleion and Crete

Canons of the Holy Sepulchre: 40, 264–66, 272

Cantacuzenus [see](#) John VI Cantacuzenus

Capecce, family: 255

[Petrus, capitaneus of Corfu: 252, 253, 256](#)

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Capuchin order: 166, 229

Caravello, family: 149

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Castelli, Nicolaus, Dominican provincial prior: 176

Castelnuovo/Castro Novo: 124

[Castro Mylopotamou: 249, 250](#)

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Cava, Benedictine monastery: 295

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Caçoiani, village in Crete: 115, 226, 246

Cephalonia: 104, 130, 134–36, 195, 311, 314, 316, 320, 321

[bishopric and bishops: 311, 314, 316, 3 20, 321](#)

Chalandri, suburb of Athens: 140

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313, 314, 319, 322

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Charles I of Anjou, king of Naples: 64, 65, 69, 70, 73, 289

Chaucer, Geoffrey: 5 n. 9, 7, 9, 13–15, 57 n. 15, 68 n. 55, 71 n. 63, 72 n. 67, 104 n. 37, 120, 123, 138 n. 76, 143–44, 144 n. 3, 145–46, 146–47 n. 9, 147–48, 148 nn. 11–12, 149, 149 n. 14, 150, 150 n. 18, 151–54, 154 n. 29, 155, 155 n. 36, 156–59, 159 n. 47, 162–63, 163 n. 57, 164, 164 n. 60, 165, 165 n. 62, 165 n. 66, 166–75, 175 n. 100, 176, 176 n. 104, 177, 181–84, 184 n. 125, 185–87, 187 n. 136, 188, 188 n. 138, 189, 191, 191 n. 146, 192–94, 194 n. 151, 195, 195 n. 152, 196, 196 nn. 154–56, 197, 197 n. 158, 197 n. 160, 198, 198 n. 161, 199, 199 n. 168, 200, 200 n. 170, 201–02, 202 n. 174, 204–05, 207–09, 209 n. 188, 210–12, 215–16 n. 6, 217 n. 9, 240, 260, 262, 264–65

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