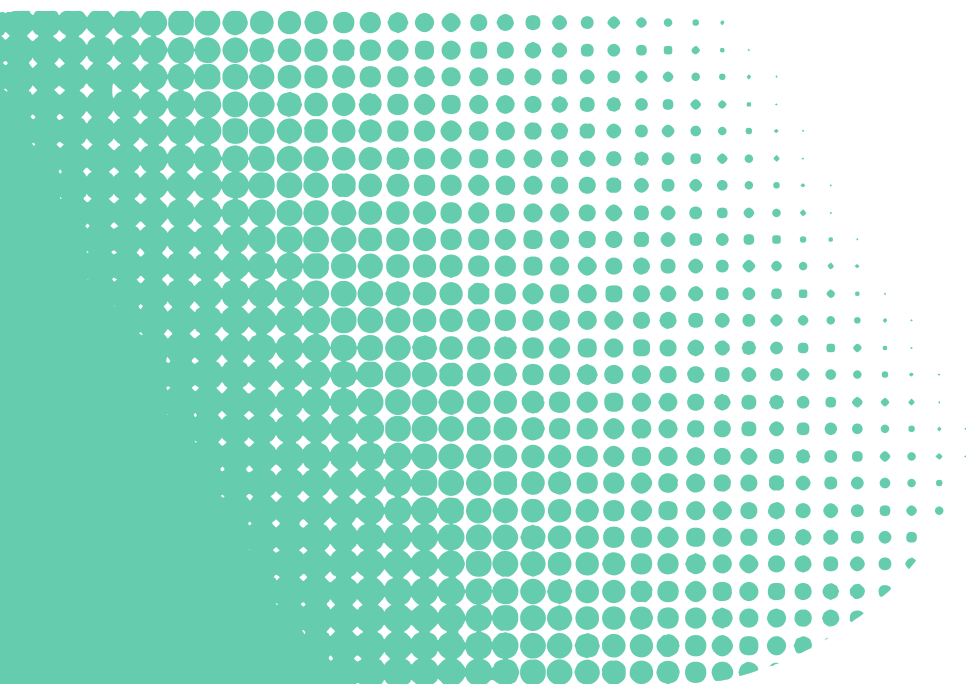# Indexing Checklist

**August 2024**

**Indexing**

An index is a list of all the names, subjects and ideas in a piece of written work, designed to help readers quickly find their location within the text. A well-designed index provides an intuitive map of the text. It does this by 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 relevant 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; please ask us if you need a copy.*

Here are some questions to ask and things to remember when contacting us about your translation project:

- Which language(s) are required for the Index?

- Does your project require any Translation to be completed?

- If so, please provide us with details?

- What is the subject matter and type of text required for the index? *(e.g. 14th Century Spanish History: Academic Text, Oncology: Medical Reference, Crime: Fiction)*

- How many words and pages are there in the source text?

- What page size should be used *(A4, A5, UK, US)*?

- How will you supply the source text to us, and in which format?

- In what format do you require the Index to be returned to you?

- Who will be responsible for proofreading and typesetting the Index?

- *(We can also provide these services, so please let us know if you would like a quote sent to you)*

- Do you have any other particular instructions or comments for us?