APPENDIX J

MAKING AN INDEX

1. GENERAL GUIDELINES

Before beginning to make the Index for a printed volume of Thoreau's Journal, the indexer should examine indexes in previous volumes for general style and phrasing. Note: some entries are lifted directly from the text and others have to be constructed. Then the entire volume is read through, and any Annotations that have been done for it are reviewed: notes should be made as an aid, but only entries that are lifted directly from the text should be marked. On the next pass, when the contents are familiar, the entries that have to be constructed should be added.

When choosing items to include, the indexer should bear in mind that indexes usually serve at least two purposes: they can be "browsed" for items of interest to the reader, or they can be consulted to locate more instances of an idea or topic the reader has found in the text.

In some cases, the index supplements information in Annotations; for example, titles and authors of works quoted but not named in the text. In other cases, it supplies information that may not warrant an Annotation but is nevertheless useful; for example, birth and death dates of historical personages and state abbreviations for towns and cities.

Persons, places, literary titles, or authors' names that appear within quotation marks in the text are not indexed unless they are sufficiently important as subjects of the Journal. Individuals about whom Thoreau makes a particular point or provides extensive information are indexed. All persons included in Webster's Biographical Dictionary are indexed. Birth and/or death dates are provided when available. Biblical allusions always appear in the index. For example,

> Biblical quotations and allusions: Job 38, 80; Luke 12:27-28, 80; 1 Samuel 4:21-22, 91; Genesis 9:13-17, 122, 9:13, 284; Matthew 7:20. 304; Psalms 90:10, 412; Exodus 3:2-6, 420; Isaiah 66:24, 436

Allusions to other sources appear in Annotations, and may be included in the index as well. When the matter is in doubt, the allusion should be indexed. Thoreau's sources should be cited using the short titles listed in Appendix H, "Master List of Abbreviations and Short Titles," Part 2, Sources Cited by Thoreau."

2. MARKING TO CREATE THE INDEX

The index can be created as soon as the ribbon copy is available. Main entries and sub-entries should be written in the margins of a clean photocopy of the ribbon copy. When final revised page proofs are available, printed page numbers should be supplied and index items are entered in the indexing program.

3. Levels of Entries

When a main entry has no sub-entries, a comma separates the main entry from the first page number that follows. For example,

      earthquake, 69

When a main entry is followed by one sub-entry, a colon separates the main entry from the sub-entry, and a comma separates the sub-entry from the first page number following it. For example,

      cranberries: taste of, in spring, 42

When a main entry is followed by several sub-entries, the sub-entries are separated by semi-colons. For example,

      chestnuts, 452, 473; abundance of, 407; planting of, 413

Note: in the Journal, sub-entries are listed in ascending chronological order (in Thoreau's published works, sub-entries are listed alphabetically). In each case of multiple related sub-entries, the sub-entries should all have the same syntactic relationship to the main entry. For example,

      exploration: by Dutch . . . by English . . . by French . . . by Spanish

not

      exploration: by Dutch . . . English . . . French . . . by Spanish

Except in cases where the main entry is an author and the sub-entry is a title, the main entry and sub-entry should make grammatical sense together. For example,

      activity: and idleness

      August: warmth of

4. Particular Rules

In alphabetical order and with some repetition for easier reference (information is given both in terms of the content of an entry and the form that should be used):

A. Alphabetizing

In alphabetizing, the letter-by-letter method, rather than the word-by-word method, should be used. See *The Chicago Manual of Style*, thirteenth edition, revised and expanded, Section 18.

B. Cross-Referencing

Depending on the situation, cross-referencing is done with "see" references, parentheses, or square brackets. See each of these for particulars.

C. EDITORIALLY SUPPLIED INFORMATION

Square brackets should be used for editorially-supplied information, such as short identifications of people-kings, etc.-and when Thoreau's spelling is not standard. In that case, the standard spelling is given in the main entry and Thoreau's spelling follows in square brackets.
For example,

> Appalachian [Apalachian] Mountains, 185

When Thoreau's spelling and the standard version are so different that more than ten entries would come between them in the index, Thoreau's spelling should be given in a main entry with a "see" reference.
For example,

> Patomack, <u>see</u> Potomac

> Potomac, 25, 35, 45

D. PARENTHESES

Parentheses should be used for dates, alternative place names, and a scientific name following a common name. Here are some particular situations:

> Two names, common or proper, with equal authority or used interchangeably by Thoreau in the text: each one is a main entry, each time providing the other in parentheses. For example,

>> Annapolis (Port Royal), N.S., 25, 35, 45

>> Port Royal (Annapolis), N.S., 25, 35, 45

> Two names with roughly equal authority, one of which is given more prominence or emphasis by Thoreau: the more prominent is a main entry, with the less prominent following in parentheses. (If the names are more than ten entries apart in the index, the less prominent is also a main entry, with a "see" reference.) For example,

>> Achseh, <u>see</u> Axy

>> Axy (Achseh): source of name, 74-75

> Two names almost equally familiar and authoritative, of which Thoreau uses only one: the one he uses is a main entry, with the other following in parentheses. For example,

>> Linnaeus, Carolus (Carl von Linné)

>> Pliny (Caius Plinius Secundus)

> Common name and scientific name both given in text: the common name is a main entry and the scientific name follows in parentheses. For example,

>> mackerel (Scomber vernalis)

Two or more common names and one scientific name: each common name is a main entry with the other common name given as an alternative; the scientific name follows in parentheses. For example,

Jamestown weed or thorn-apple (Datura stramonium)

thorn-apple or Jamestown weed (Datura stramonium)

E. "SEE" REFERENCES

"See" references should be used sparingly, since the irritation they provoke in the user of the index usually outweighs any benefit. Note: the "see" reference follows the main entry after a comma, with "see" lower-case and in italics. They should be used in the following cases:

When Thoreau uses two names that are roughly equally authoritative, but gives more prominence or emphasis to one, the more prominent is a main entry, with the less prominent following in parentheses. If in addition the two names would be more than ten entries apart in the index, the less prominent is also a main entry, with a see" reference. For example,

Achseh, see Axy

Axy (Achseh): source of name, 74-75

When Thoreau's spelling and the standard spelling of a name are so different that more than ten entries would come between them in the index, Thoreau's spelling is given in a main entry with a "see" reference. For example,

Patomack, see Potomac

Potomac, 25, 35, 45

F. "SEE ALSO" REFERENCES

"See also" references should be used in the case of a category of items that are important to the text, or subjects of special interest. Note: the "see also" reference follows the entry after a period, and "see also" is capitalized and in italics. For example,

ice, 149, 374, 421, 426-427, 463-464; on Walden Pond, 435-436, 459; forms of, 456-457. See also landscape; trees

G. SQUARE BRACKETS

Square brackets should be used for editorially supplied information, such as short identifications of people–kings, etc.–and when Thoreau's spelling is not standard. In the second case, the standard spelling is given in the main entry and Thoreau's spelling follows in square brackets. For example,

Appalachian [Apalachian] Mountains, 185

When Thoreau's spelling and the standard version are so different that more than ten entries would come between them in the index, Thoreau's spelling should be given in a main entry with a "see" reference.

For example,

Patomack, <u>see</u> Potomac

Potomac, 25, 35, 45

5. CHECKING THE INDEX AFTER IT HAS BEEN MADE

TC staff should follow these steps in checking the index:

A. After printing out the index, read the printout against the screen to ensure that every entry represented on the screen is in the printout. Print and proof the Index one page at a time to avoid repeated printings of the entire index.

B. The completed index should be read for sense and to see whether the entries are as useful and logical as possible, as illustrated in Section 3 above.

C. Punctuation should be checked for each entry, using the conventions discussed in Section 3 above.

D. Spelling should be checked for each entry. The forms of all the proper names should be checked (see Appendix C, "Thoreau Edition Style Sheet"). A proper name in the index should be in the same form in which it appears in the Annotations and the Bibliography. For places, a recent edition of Webster's New Geographical Dictionary should be used (a note should be made of the edition for the Annotations headnote). All of the entries should be checked against the marked ribbon copy for accuracy of spelling.

E. Alphabetizing and Page numbers should be checked for each entry. The alphabetizing of main entries should be checked to be sure it is letter-by-letter (see *The Chicago Manual of Style*, Section 17). Sub-entries in the Journal should be checked to ensure that they are listed by ascending page order (in works edited from published versions, sub-entries should be checked for correct alphabetizing). Entry and sub-entry page numbers should be checked against text page proofs for correctness.

F. Each entry and sub-entry should be checked for numerical order. Page numbers following the main entry should be in numerical order; for Journal indexes, page numbers following sub-entries should also be in numerical order (however, for works edited from published versions, sub-entries are alphabetized, so page numbers will not follow in sequence).

G. Titles included in the Index should be checked against Appendix H, "Master List of Abbreviations and Short Titles."

To ensure that entries marked on page proofs have all been included in the completed index, read the entire index both from the alphabetized printout to the text (to be sure that page numbers are correct and entries represent the content of the text), and from the marked page proofs to the index printout (to be sure that everything marked in the margins has made its way into the index).

When possible, volume editors carry out the review described above, adding any information about larger themes in the volume.

Note: the indexes to *Journal 3* and *Journal 4* include categories of items that Thoreau mentioned but did not treat extensively: animals, birds, Concord area residents, Concord area place names and landscape features, and plants. These categories grew so large that they made the indexes unwieldy, and they do not appear from *Journal 5* on.