

Who benefits from a well-written index?

- Browsers examining a book's contents before purchase
- Educators selecting textbooks
- Librarians making purchase decisions
- Researchers looking for specific information
- Reviewers seeking a specific passage
- Publishers wanting to maximize sales
- Authors wanting their work to be referred to again and again

Professional indexers are the best choice

Professional indexers will bring special expertise to your publication:

- Technical training
- Knowledge of indexing standards
- Analysis and synthesis skills
- Proficiency gained through practice

What is a well-written index?

Well-written indexes are clear, concise, and consistent. Entries help index users find information quickly and easily. A professional indexer will:

- Analyze the text to identify important names, terms, and concepts
- Gather all similar and related information
- Phrase main headings and subentries to reflect the author's language and perspective
- Anticipate readers' needs by providing multiple access routes with cross-references and alternate phrases

Find an indexer

Find an indexer by visiting our web site at www.pnwasi.org and search a directory of indexers listed by subject area. Each indexer's listing includes contact information and links to their web sites where you can review their professional experience, sample indexes, client comments, and more.

Hire your indexer as early in the production process as possible. Experienced professional indexers are often booked weeks in advance and may not be available on short notice. To obtain a cost estimate for the indexing work, provide the following information about your project:

- Subject matter and publication format
- Length and density of text
- Anticipated audience
- Page proof or text delivery date
- Index deadline