

ASI Indexing Award Short-form Checklist

STRUCTURE

1. Metatopic (metatopic entry exists and presents use with appropriate access to major topics of the text, including chapter or section page ranges) needs work __/ok __/wow __
2. Internal structure (index structure mirrors structure of the text, e.g., major concepts given more space, minor topics less space) needs work __/ok __/wow __

MECHANICS

3. Accuracy (spelling; punctuation; alphabetization of mains, subs, and cross-refs) needs work __/ok __/wow __
4. Cross-references (appropriate; accurate terms and locators; useful) needs work __/ok __/wow __
5. Double-postings and flipped entries (correct locators even with different phrasing) needs work __/ok __/wow __
6. Format and layout (line breaks; continued lines; easy to scan; headnote) needs work __/ok __/wow __
7. Locators (match text; appropriate ranges; sorted properly; elision; note indicators; no unruly locators, i.e., undifferentiated after heading with subheadings) needs work __/ok __/wow __
8. Names and terms (correct and consistent format; useful; glosses if needed) needs work __/ok __/wow __
9. Style (consistent; challenges resolved by appropriate format) needs work __/ok __/wow __

SUBSTANCE

10. Analysis (overanalysis avoided; undifferentiated locators avoided; no indexer bias) needs work __/ok __/wow __
11. Coverage (comprehensive; major and minor topics; evenhandedness; scattered bits gathered; irrelevant bits absent) needs work __/ok __/wow __
12. Creative problem solving (unusual challenges and solutions) needs work __/ok __/wow __
13. Main headings (key word first; gathering points; appropriate number, level, and depth) needs work __/ok __/wow __
14. Subheadings (key word first; long locator strings avoided; number, level, and depth) needs work __/ok __/wow __
15. Terms and access (unambiguous; multiple entry points for key concepts and jargon; reflective of author's language; double-posting or cross-referencing as needed; parallel structure) needs work __/ok __/wow __
16. Usability (headnote; easy to scan; access to concepts; special treatments; audience) needs work __/ok __/wow __

ELEGANCE visual appeal; clear, concise, consistent, and complete; readability; just the right words; has exactly what it needs and no more; graceful simplicity and precise richness

needs work __/ok __/wow __