FLATPAGE

Sample Indexing Memo

Author Name: ███████████████████████████

Project Title: ████████████████

Indexer's Introduction/Overview:
Thank you for entrusting this project to me. I enjoyed working on it, and the collection is really interesting and beautiful.

Below is some information for you about how I went about indexing your book, as well as a list of typographical errors I caught while I was working on it.

Please let me know if you have any questions or concerns.

Indexing Methodology:
Although each exhibit and its associated text appear as a unit across an entire opening, I am using the page number of the photograph as the locator for each exhibit (e.g., ███████████████████████, *18*). The page numbers for the exhibits are also in italics to distinguish them from other portions of the text, as stated in the note at the top of the index. However, if elements from the text description need their own entry (e.g., ████████████████████████), the headings and their associated page number(s) are in roman type.

For exhibits where the name of the creator and/or their cultural identity is known, I have put either the creator's surname or the name of the group they belonged to in parentheses at the end of the exhibit title, as appropriate. An example of the latter is ██████████████████████, *144*. Where both the name and the cultural identity are known, only the name is used.

I have distinguished objects that have identical collection titles by adding relevant information at the end of the heading, such as the date the object was made, if

nothing about the creator is known, or else the name or cultural identity of the creator, if that information is available.

Because users of this book are likely to look in the index for names of objects, I have created a sort of cross-reference for objects that contain more than one designation so that the reader can find the object under either of the designation names. For example, ██████████████████████████████████ ██.

Document Format:
The indexing software I use cannot export documents directly to .docx format. I have therefore exported the index to .rtf format and converted that file to .docx. If you should need a copy of the .rtf file as well, I will be pleased to send that along at your request.

Errata:
In the process of compiling the index, I found some minor typographical errors that you may wish to correct before publication. I am listing all the errors I found, whether they affect the index or not, as a value-added service. Errata that have an asterisk are those that affect the index directly, to make it easier for you to correct both the book and the index document together.

Errors involving personal names and corrections that could involve editorial or curatorial decisions have been entered as they appear in the text, since I didn't want to assume how you would want those to be handled. For other errors, I have entered the corrected version. The ones that I corrected on my own have a note in italics at the end of the list entry.

[Sample errata only]

> *p. 4, c. 2: *Ladies' Home Journal* should be in italic type. *(Entered as italic in the index.)*

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p. 5, c. 1: "Depression Era-objects" should be "Depression-era objects."

*pp. 8–9, 45, 117: "centennial" and "bicentennial" are lowercase on pp. 8, 9, and 45, but on p. 117 "Centennial" is capitalized. You may wish to make this consistent.

p. 42: "woman gained greater access" should be corrected either to "a woman gained greater access" or to "women gained greater access"

p. 129: There is some extraneous text in large, pink type on this page.

p. 174: There should be word spaces on either side of the ellipsis.

*p. 181: "World War 1" should be rendered as "World War I" *(entered with the Roman numeral in the index)*

p. 221: "curvilineal" should be corrected to "curvilinear" per Webster's

Sincerely,
Beth D.