

(PREVIEW)

Indian Standard

**RULES FOR MAKING
ALPHABETICAL INDEXES**

1. SCOPE

1.1 This standard lays down rules for preparing alphabetical indexes of books and periodical publications.

1.1.1 Certain types of books and periodical publications may require more than one index; for example, a book in more than one language may require a subject index for each language and a separate name index; a law book may require a case index; a history book, a chronological index; in addition to the subject indexes. Most of the rules as laid down in this standard can also be used for the preparation of these indexes.