

MODEL FOR INDEXING TVH ARTICLES

Let's say that among the names in your article are: Sam Jones who married Martha Smith. The index entries for them would be:

Jones, Sam, * [Note the space between the comma and the *]

Smith, Martha (Jones), * [indexed by maiden family name with married name in parentheses]

If a name occurs more than once in a given article, even if they are different persons, list the name in the index only once. However, if middle initials are different, then list both:

Jones, Sam J., *

Jones, Sam R., *

If a female is not married or if the husband's name is not known, then list as if it were a male:

Smith, Louise, *

If a woman has been married more than once (say, Martha Smith married Sam Jones and then Clem Phillips), then list her as:

Smith, Martha (Jones, Phillips), *

Make the following distinction in the index if names such as these are actually made in the article itself:

Jones, Sam (Sr.), *

Jones, Sam (Jr.), *

Jones, Sam III, *

If the article refers to the same person in different ways (e.g., as Sam, Samuel, and Sammy), then use only the more formal one:

Jones, Samuel, *

If a person is referred to by both of their given names (e.g., Samuel Lucas Jones and Samuel Jones), then list only the fuller of the two:

Jones, Samuel Lucas, *

If the person in the index has a title (say, if he were a preacher or physician), then you could (but do not need to) do the following:

Jones, Sam (Rev), * [Do NOT do this: Jones, Rev. Sam]

Jones, Sam (Dr), *

If you are indexing more than one article, DO NOT combine the indexes! They must be kept separate!

There is no need to put the index in alphabetic order.

Here is how this will work: Once the entire volume is finished, I will put the articles in order and then assign a number to each one, and that number will appear as part of the title. Then, I will go to each individual index and change the asterisk (*) to the article number. Then, all of the individual indexes will be combined and alphabetized.