INDEX[1]

Note: *italic* page numbers indicate illustrations

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[1] It's not common, of course, for indexes to have footnotes; some have been included here to explain the decision-making processes behind particular index entries.

[2] Could possibly be omitted, but the introduction provides a simple definition of this increasingly commonly used technical term.

[3] This uses a lay-person's terminology, suitable for this general guide, to bring together the various references to herbicides and pesticides.

[4] The caption does not say that it's a dragonfly, but it looked like one to me and an internet search quickly confirmed that a common darter is a type of dragonfly. Background research in authoritative online or printed reference sources is often necessary, and can help the index to add extra information for the index-user.

[5] It would not be normal practice to index the 'author' of a text, but it seems likely in such a publication that English Nature would be keen to highlight their own remit and to direct readers specifically to the other services and information sources they provide.

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[6] Usually you should avoid using *see* references to direct from narrower to broader terms; however, as the the term 'herbicides' is not specifically mentioned on page 16, this may be the most helpful solution.

[7] Remember it is only necessary to add *see also* references for entries which will direct the index-user to additional information (ie ladybirds are also insects, but the 'ladybirds' entry does not add any locators not already included at the 'insects' heading).

[8] Although the terms are not strictly synonymous, the 'insects' entry will direct the index-user to all relevant pages.

[9] Arguably this locator should be italicised as it refers to the photograph caption; however, I felt the index-user might have been disappointed not to find a picture of a newt! Captions to illustrations can be useful for forming index headings, but it is also necessary to look at the content of the illustration (*see also* footnote 4 above).

[78 lines]

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[10] Following strictly the section headings in the text, it would appear that the discussion of ponds ends on page 7. However, significant information for those planning a pond in fact continues on page 8: section heads can often be useful starting places for forming index entries, but shouldn't be taken unquestioningly.