



## **Advanced/Intermediate Indexing Pre-Seminar Exercise**

Don't let the idea of a pre-seminar exercise fool you: *your index will not be edited, graded, or otherwise marked up.* It will only be used to prepare handouts. **Anonymity will be maintained!**

### **Seminar Objectives:**

Explore multiple solutions to indexing issues encountered in "Indecent and internationally illegal: The death penalty against child offenders" by Amnesty International.

### **How This Works:**

In order to have multiple solutions to compare, participants are asked to index "Indecent and internationally illegal: The death penalty against child offenders" by Amnesty International (available at [http://www.amnestyusa.org/abolish/reports/amr51\\_144\\_2002.pdf](http://www.amnestyusa.org/abolish/reports/amr51_144_2002.pdf))

Before May 23<sup>rd</sup> send your index to Kari at the e-mail address above. Please send your index as an attachment (not in the body of the message) in RTF format. *Your index will not be edited, graded, or marked up - it will only be used to prepare handouts.*

Kari will prepare seminar handouts by gathering sample entries from indexes submitted by participants. During the seminar, we'll discuss the pros and cons of various proposed solutions to difficult issues presented in this text. **Anonymity will be maintained!** Your identity will only be known if you reveal which entries are yours.

Because anonymity will be maintained, Kari urges you to submit *any* index you can - even if it is only a first draft, even if it only covers the first 10 pages of the text. Investing just a few hours of your time before this seminar will allow us to cover more ground during our time together. Without enough index samples to compare during the seminar, we'll spend some of our discussion time quietly waiting for participants to read passages and create index entries before discussion begins.

### **Deadline:**

Please send your index to Kari by May 23<sup>rd</sup>. Indexes received after that date will not be incorporated into the handouts.

### **Specifications:**

For ease in preparing handouts, Kari asks that you follow these specifications:

- . Limit your index to a maximum of 165 lines (approximately 10% the length of the text).
- . Alphabetize word-by-word.
- . Indented format.
- . Do not conflate or elide page numbers.
- . Place *See also* cross-references as the first subentry. If there are no subentries, place them after the page references).
- . Capitalize only proper nouns.