

**GUIDE**

# **Indexing and Contents**

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Apart from novels many book and publication types will require a contents page and/or an index. The contents page is usually placed immediately before the start of the main content pages and will simply include chapter titles and their page numbers.

Authors requiring an index (which follows the main content) may either list all the words, place names etc which they wish to include or tag them within their manuscript. If no such list or tagging is provided but an index is required it should be requested in "additional notes" in the request for quotation form. A "best guess" index will be assembled for you and submitted for approval during the typesetting stage of the production process.