



## **GLIMS Book: Chapter Index Instructions**

Dear GLIMS Book Chapter Authors,

Your GLIMS Book proof for your chapter has been returned from the publisher. In addition to the proofing requirements (described under separate letter) we are requesting that all chapter first authors generate a LIST OF INDEX TERMS from their chapter. We cannot guarantee that all of your suggested index names and terms will stand in the final index, but we will make every effort to see that your work is well represented and easily searchable via the index. Upon receipt of all chapters' index terms we will consolidate redundant entries, apply an appropriate cross referencing system, and construct index headings and sub-headings.

Please follow these instructions:

- 1) Identify all terms within your chapter that you believe should be represented in the index. Please refrain from over-generalized terms such as “glacier”, but do include glacier place names (e.g., Matanuska Glacier). Index terms should not exceed three words in length.
- 2) Include all place names / proper names / proper nouns (e.g. Brahmaputra River, Khumbu Glacier, Mt. Rainier, John Smith, etc., but do not include names from the formal reference citations in your chapter text.)
- 3) Include all techniques used and mentioned specifically in your chapter (formal software package names, e.g., COSI-Corr, or a one-to-three-word description of the technique, e.g., DEM differencing).
- 4) Be sure to include other keywords that you would, for example, with the Journal of Glaciology, derived from the abstract and title and major section headings. Also include any terms you feel is likely to be searched by readers to find material in the book.
- 5) Include the above-described terms and names **ONLY ONE TIME** on your list (even if several instances occur).
- 6) No need to indicate page numbers where the term occurs. We will complete book-wide searches for all accepted terms and proper names.
- 7) Place all terms and names into a **SINGLE COLUMN** onto either an MS Word document or a plain text file with no command characters; use a hard line return between terms. It is not necessary to alphabetize the list; we will do this work later.
- 8) Return the MS Word or plain text document with your chapter index list to all of the following editors:

Jeff Kargel: [jeffreyskargel@hotmail.com](mailto:jeffreyskargel@hotmail.com)

Greg Leonard: [gleonard@email.arizona.com](mailto:gleonard@email.arizona.com)

Bruce Raup: [braup@nsidc.org](mailto:braup@nsidc.org)

Please indicate to us ASAP if you foresee any delays in completing your index list within two weeks time. Questions can be directed to any of the above GLIMS Book editors.

Kind regards, the GLIMS Book Editorial Team