*Indexing tactics & tidbits: an A-Z guide.* Janet Perlman. Wheat Ridge, CO: American Society for Indexing, 2016. xiii, 170 pp. ISBN 1573875252.

This book is an alphabetical descriptive guide of topics related to indexing and being a good indexer. There are fifty-nine succinct sections, with some subdivided into shorter sub-sections. Some of the sections have a Notes area at the end, while others include sample templates and/or gray boxes that contain especially pertinent information. Written by an award-winning indexer, the book also includes a classified list of entries for those who would like a more structured listing of the topics discussed. These structured listings include: Books and Literature, The Business of Indexing, Indexing and Indexers, The Indexing Process, Indexing Societies, Quality, Technology, Technique, and Working with Indexes.

This is truly a one-stop guide for how to become a quality indexer. The 160 pages of content provide in-depth advice and years of experience to those who wish to move from beginning indexing to a career as a top-notch indexer. Just to give a few examples: Clients and Client Bases covers various entities to consider approaching for work, including publishers, authors, organizations and associations, packagers and production houses, other indexing companies, and corporations. The Ethics and Professionalism section discusses credentials, time issues, confidentiality, conflict of interest, fees and timekeeping, the use of subcontractors, bias, and codes of ethics. The Literature of Indexing topic details journals and bulletins and books, with various subsections under Books, including best general books, recommended books every indexer has to have, business-related books, for editors, on the indexing process, specialized areas of indexing, subject-specialty books, technique-oriented books, and classic books on indexing. The Metatopic chapter contains six pages of information on how to construct the structure or aboutness of an index and its entries, including how to determine the metatopic, how to treat it in the book index, how to treat it in biographies, and how to figure it out for databases. The Proposals and Bids area has numerous templates for putting together a proposal for a project, as well as tips for preparation, building a partnership, estimating the time and cost, helping your client develop the specs, what to include in a proposal, follow-up and resubmission if needed, and wrapping it up.

I can’t recommend this book enough; it is a quick guide to the intricacies and tips needed to be and become a successful indexer, by an expert in the field.

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