

General terms and conditions

Index specifications

- Subject indexes include all relevant subjects, personal names, cited authors, place names and organizations.
- Name indexes include all personal names and cited authors.
- Cited authors are indexed whenever they appear in the main text, footnotes or endnotes, and substantial information is given about them, e.g. "Johnson (2024) found very different results". Author names are not indexed when they are mentioned in bibliographies, or in brief references in the main text or footnotes/endnotes, e.g. "see Johnson 2024".
- So-called passing mentions are not indexed, and are defined as subjects that are mentioned briefly without relevant or substantial information given about them. Of course, this is subjective, and the indexer and author/editor should confer in case of any doubts. For some name indexes it is customary to include all mentions of personal names, including minor and passing mentions.
- Please send any house style instructions beforehand, if applicable. If there is no house style, the index can be modeled on a similar, previously published index from that publishing house. Otherwise, it will have the following standard format: single column, lower-case terms, full non-elided page numbers, (no more than) a single level of indented subheadings, word-by-word alphabetization, differentiated locators for illustrations, footnotes and tables.
- The index will be delivered in .rtf or .docx format, and other formats on request.

Fees

- The average fee for a complete back-of-the-book subject index ranges between €5.50 - €6.25 per indexable page.
- The fee for a name index is €3.00 per indexable page.
- Fees depend on the number of indexable pages, complexity of the text, number and types of indexes required, special requests, and deadlines to be met. The number of indexable pages is calculated as follows: all the pages in the book minus frontmatter (title pages, copyright page, colophon, table of contents, acknowledgements, contributor list, illustration list, etc.), minus pages with section titles and blank pages. Abstracts and bibliographies are not indexed, but those pages are taken into account because they are consulted and checked often during the indexing process.
- There is no VAT, because Magic Key Indexing is currently (2025) exempted from VAT under the *Kleine Ondernemersregeling* (Small Business Arrangement).
- Fees include up to two hours of post-editing if needed. If more time is needed, for example, in case of major page number shifts after the index has been completed, an hourly fee of €50.00 applies.
- The invoice is sent after the index has been accepted for publication, with a request for payment within four weeks after receipt. If payment is to occur through a university or institution, it is much appreciated if the registration process is started earlier, to avoid unnecessary delays.

Deadlines

- Please allow 3-4 weeks for delivery of subject indexes for average-sized books of 200-400 pages. Name indexes take less time and may be delivered sooner, depending on the Indexer's schedule.
- If the Indexer is unable to make the deadline in case of illness or unforeseen circumstances, the Client will be informed in a timely manner. If renegotiating the deadline is impossible,

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the Indexer may call in assistance from trusted, professional Indexers in her network to ensure that the publication schedule is not hindered.