# Table of Contents

**Table of Contents** .................................................................................................................... 2

**Section I – Getting Started** ........................................................................................................ 4

I. A. Article Selection .................................................................................................................. 4
I. B. Beginning to Index ................................................................................................................ 4

**Section II – Choosing Subject Headings for Articles** ............................................................ 5

II. A. Library of Congress Subject Headings .............................................................................. 5
II. B. Alternate Headings when no LCSH Is Available ............................................................. 5
II. C. Specific tips for SPECIAL situations ................................................................................ 6
   II. C. 1. Word Studies ............................................................................................................. 6
   II. C. 2. Foreign Words ......................................................................................................... 6
   II. C. 3. Obituaries ............................................................................................................... 6
   II. C. 4. Organizations ........................................................................................................ 6
   II. C. 5. Churches, Schools, etc. ........................................................................................... 6
   II. C. 6. Poems, Stories, Plays ............................................................................................. 6
   II. C. 7. Scripture References .............................................................................................. 7
   II. C. 8. Names in Subject Headings .................................................................................... 7
   II. C. 9. Author/Title Subject Headings .............................................................................. 7
   II. C. 10. Personal Narratives .............................................................................................. 7
   II. C. 11. Middle Eastern Archaeological Place Names ....................................................... 7

**Section III – Examples of the Indexing of Different Types of Articles (See Section V for Input Instructions)** .................................................................................................................. 8

III. A. Multi-Part Articles ............................................................................................................ 8
III. B. Articles in Series ............................................................................................................. 8
III. C. Articles with Rebuttals ................................................................................................... 8
III. D. Interviews ...................................................................................................................... 9

**Section IV – Guidelines for Selection of Reviews** ................................................................... 10

**Section V — Data Input Instructions for Articles (See Appendix E for an example)** .......... 10

V. A. General Instructions ....................................................................................................... 10
V. B. Author Entries .................................................................................................................. 11
V. C. Title Entries .................................................................................................................... 11
   V. C. 1. Punctuation ............................................................................................................ 11
   V. C. 2. Capitalization ........................................................................................................ 11
   V. C. 3. Words in a Non-Roman alphabet ......................................................................... 11
   V. C. 4. Series ..................................................................................................................... 11
V. D. Ill field ............................................................................................................................. 12
V. E. Journal Name .................................................................................................................... 12
V. F. Volume, Issue, Pagination ............................................................................................. 12
   V. F. 1. Volume number ..................................................................................................... 12
   V. F. 2. Issue number (if any) ............................................................................................ 12
   V. F. 3. Pagination ............................................................................................................. 13
V. G. Date Fields ....................................................................................................................... 13
Section VI – Data Input Instructions for Reviews (See Appendix E for an example) 14
   VI. A. General Instructions 14
   VI. B. Author Entries 14
   VI. C. Title Entries 15
   VI. D. Journal Name, Volume, Issue, Pagination, and Date Fields 15
   VI. E. Reviewer 15
   VI. F. DOIs (Digital Object Identifier) 16
   VI. G. URL 16

Section VII – Indexing Deadlines 16

Section VIII – Submitting Data Using the Web Form (See Appendix E for input instructions) 17

Section IX – Submitting Data in a Text File 17

APPENDIX A: Abbreviations 19

APPENDIX B: CPI approved list of subject headings that are not LC 21

APPENDIX C: CPI list of commonly used LC headings which have changed 22

APPENDIX D: Some new LC Subject Headings for CPI-Related Subjects 23

APPENDIX E: CPI Web Forms Data Input and Submission Instructions 25

APPENDIX F: Media Qualifiers 28

APPENDIX G: CPI Team members and responsibilities 29
Section I – Getting Started

I. A. Article Selection

- Our goal is to provide comprehensive indexing for approved titles. However, some publications may have content that does not have academic value, e.g. a time sensitive news item, letters to the editor, very general editorials not on a specific subject, or very brief articles that are less than one column in length in a larger page size and one half page in a smaller page size, e.g. one-paragraph items on current events. Contact the Indexer Training Coordinator if you have questions about a particular title.
- We do index fiction, plays and poetry if of significant length.

I. B. Beginning to Index

- Begin indexing by scanning the article, reading the boldface, topical headings, first and last paragraph.
- Make a list of the major ideas covered in the article, using your own words and being as specific as possible.
- Next, read the article well enough to verify your first assumptions or change them.
- Use Library of Congress Subject Headings or an approved alternative source to translate your ideas into headings (See Section II for more detail).
- Now you are ready to enter the information into the appropriate online template or text template.
- Continue to index all the pertinent material in the issue.
- Depending on the schedule of the title(s) you are indexing, continue to add to the database with each issue.
- Send the files to the CPI Team Coordinator on the recommended deadlines (See Section VII).
- It takes about 4 months for submissions to pass through the editorial cycle. Indexing submitted according to the deadlines in Section VII will appear online no earlier than 4 months after submission.
- For links to the Web forms and indexing helps, see the LibGuide for CPI Indexers at http://acl.libguides.com/indexers.
Section II – Choosing Subject Headings for Articles

Whenever possible be sure that you verify subject headings by using an approved subject authority. Use the following authority sources in this order:

II. A. Library of Congress Subject Headings
- The best way to access the LCSH is through the Web at http://id.loc.gov/ or at http://authorities.loc.gov/. This online access is free, updated regularly, and therefore a better choice than the LCSH books that can be purchased directly from the Library of Congress. Search helps are available at http://authorities.loc.gov/help/contents.htm.
- Free-floating subdivisions may be used according to Library of Congress guidelines. Older editions of Free-Floating Subdivisions: An Alphabetical Index are available at HathiTrust Digital Library: http://catalog.hathitrust.org/api/volumes/oclc/22199173.html

II. B. Alternate Headings when no LCSH Is Available
- Appendix B contains a list of CPI specific subject headings that are unique to our evangelical perspective and not ones that are included in LCSH. You can search the electronic version of CPI for ideas, but please check LCSH and/or Appendix B to make sure that the headings are currently valid.
- DO NOT just fabricate a heading that sounds good!
- If you have a suggested heading that is generally LC form but not specifically listed, put a note preceded by two asterisks (e.g., **LC form) after the heading to call this to the attention of the Editor.
- If you would like to “suggest” a new subject heading, please make a note of it after the subject heading preceded by two asterisks (e.g., **Sears Heading) when submitting your indexing so that the Editor can review it.
- If you have no idea, you can email/call the Indexer Training Coordinator (See Appendix G) and ask for help. Be prepared to fax or e-mail a copy of the article if needed to answer the question.
II. C. Specific tips for SPECIAL situations

II. C. 1. Word Studies
- Use the specific word being discussed followed by (The word):
  
  Lawlessness (The word)
  
- Additionally, if appropriate, use the subject heading
  
  Bible. New Testament—Word studies

II. C. 2. Foreign Words
- DO NOT use diacritics anywhere in the record
- For foreign words, annotate with the language:
  
  Agape (The Greek word)

II. C. 3. Obituaries
- Use the name of the person as one subject heading and Obituaries as a second subject heading.
  
  Lewis, C.S. (Clive Staples), 1898-1963
  
  Obituaries

II. C. 4. Organizations
- For organizations without an LC Name Authority record, use
  
  (Organization) following the name:
  
  Council of Education (Organization).

II. C. 5. Churches, Schools, etc.
- For individual churches, colleges, schools, etc., without an LC Name Authority record, be sure to include the city and state, or city and country in parentheses after the name:
  
  William Tyndale College (Detroit, Mich.)
  
  First Presbyterian Church (Atlanta, Ga.)

II. C. 6. Poems, Stories, Plays
- For formats other than regular articles, use a subject heading like Poems, Short stories, or Plays as a subject heading.
- If the poem or short story is on a specific subject, use the subdivisions
  
  Poetry, Fiction, Drama, etc.:  
  
  Jesus Christ—Poetry
II. C. 7. Scripture References
- Include a subject heading for any scripture essential to the total content of the article. Scripture references use LC format:
  
  *Bible. Acts, IV, 8-12*
  
  *Bible. Peter, 1st, II, 1-10*

II. C. 8. Names in Subject Headings
- Include a subject heading for any person, group or corporation covered in any depth. Include dates if included in authorized LC form.
- Check Library of Congress Name Authorities for correct form, but if not listed, use correct LC form and include a note preceded by two asterisks **not in LC** after the heading.

II. C. 9. Author/Title Subject Headings
- Include only the main title in author/title subject headings. Do not include subtitles.
- Collections of works by different authors (i.e., edited or compiled works) should be entered under the title.

II. C. 10. Personal Narratives
- *Personal narratives* may be used more broadly as a subdivision than allowed by LC’s scope note:
  
  *Divorce—Personal narratives*

II. C. 11. Middle Eastern Archaeological Place Names
- *Tel, Tell, Tall* and *Wadi* before a Middle Eastern place name are each handled differently, and they are handled differently according to the specific country. First, look in the LC Authority file to see if the archaeological dig location has been set up there. However, please note that we DO NOT use diacritical marks because of the limitations of the editorial software. Examples of entries:
  
  *Til Barsip (Syria : Extinct city)*
  
  *Ahmad al-Hattu, Tall (Iraq)*
  
  *Dayr Alla, Tall (Jordan)*
Section III – Examples of the Indexing of Different Types of Articles (See Section V for Input Instructions)

III. A. Multi-Part Articles

- For multi-part articles index each part separately. Use the overall title consistently for all parts.

  [Title] The Bible and history, part 1: the early church
  [Title] The Bible and history, part 2: the Middle Ages
  [Title] The Bible and history, part 3: the Reformation

III. B. Articles in Series

- For article series within a single issue use at least one subject heading which unifies the entire series.

Example:

<table>
<thead>
<tr>
<th>Title</th>
<th>Intergenerational relations—Religious aspects—Christianity</th>
</tr>
</thead>
<tbody>
<tr>
<td>How is your church engaging our multigenerational society? (To all generations?)</td>
<td></td>
</tr>
<tr>
<td>Intergenerational relations—Religious aspects—Christianity</td>
<td></td>
</tr>
<tr>
<td>Generation Y—Religious life</td>
<td></td>
</tr>
<tr>
<td>Theology, Practical</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Fail safe: what happened when we tried to offer worship services targeted to specific generations. (To all generations?)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intergenerational relations—Religious aspects—Christianity</td>
<td></td>
</tr>
<tr>
<td>Public worship</td>
<td></td>
</tr>
<tr>
<td>Church group work</td>
<td></td>
</tr>
</tbody>
</table>

Common subject: Intergenerational relations—Religious aspects—Christianity

III. C. Articles with Rebuttals

- Articles with rebuttals or comments that are written by another person should be indexed under the author of the rebuttal. If the title is only “Response” or “Comment,” supply the rest of the title. Use at least one common subject field for the original article being responded to.
Example 1:
Author: Mavrodes, George I.
Title: Abortion and imagination: reflections on Mollenkott’s “Reproductive choice”
Subject: Mollenkott, Virginia. Reproductive choice
         Abortion

Example 2:
Author: Mollenkott, Virginia
Title: Reply (to George I. Mavrodes)
Subject: Mavrodes, George I. Abortion and imagination
         Abortion

III. D. Interviews

- When indexing an interview, note that the author is the one doing the interview, not the one being interviewed.
- If the article title is not explicit that it is an interview you may need to add the word “Interview” along with the person’s name in the title field, i.e.
  
  Example 1:
  On the road again. (Interview with Michael W. Smith)
  
  Example 2: Interview in a series
  Grace happens. (Interview with Max and Denalyn Lucado) (A marriage revolution)

- In the subject fields put the name(s) of the person(s) interviewed with the subdivision --Interviews. Be sure to add at least one subject heading describing the person(s). This subject heading should also have the subdivision --Interviews:
  
  Duke, Patty, 1946- —Interviews
  Actresses—Interviews

- For interviews of more than one person, enter a name subject heading for each person interviewed.
Section IV – Guidelines for Selection of Reviews

- Include any review which is at least one-half column in length.
- Reviews of a book series go under the series name. Index individual books in the series if they are dealt with individually in the review.
- Review essays that are merely long book reviews are indexed as individual reviews.
- An entry can also be indexed as an article if there is an overall theme. If the essay discusses up to four books as part of an overall discussion of a field, it should be indexed as an article with author/title added subject entries for the books. The entry should also have subject entries for the overall topic with the subdivision --Book reviews if there are more than four books. If the books mentioned in the article are not being reviewed, but just listed, use the subdivision --Bibliography. If there are more than four books discussed, no author/title subject entries should be made. If the title of the review is different than title of the book(s) or other item(s) being reviewed, enter the review title in the title field of the article template.
- Do NOT include publisher blurbs, citations with a one or two sentence summary of the work and long bibliographic essays covering many titles. These long essays should be included in the article section.
- See Section VI for input instructions and APPENDIX E for an example of a review entry

Section V — Data Input Instructions for Articles  (See Appendix E for an example)

V. A. General Instructions

- PROOFREAD!
- Within a field such as a long title, continue typing and allow the words to wrap around to the next line.
- For articles, leave the Media Design field empty, unless it is a poem, artwork, play, short story, etc. If it is a special form, then do enter that into the MEDIA
DESIGN field. Use only those terms listed in Appendix F. Do not make up new ones.

V. B. Author Entries

- Enter each author name on a separate line in the Author field. (For the online form, there are separate fields.) DO NOT put more than one author on a line connected with “and.”
- Personal authors and corporate authors are to be entered in standard LC form: personal authors are last name first, corporate are in straight order as indicated by LC.
- The last name is listed first.
- Suffixes, such as Jr., Sr., II, III, etc., should be used when a part of the name.

V. C. Title Entries

V. C. 1. Punctuation

- Do not use punctuation at the end of the title unless it is an exclamation mark, question mark, or quotation mark. Do not use a period unless the title is followed by a series statement in parentheses.
- Punctuation for a subtitle includes a space before and after the colon. When an article has more than one subtitle, include a space before and after the colon preceding the additional subtitle.

V. C. 2. Capitalization

- Capitalize only the first letter of the first word of titles and series. You do not need to drop leading articles, e.g. “the”, “a” or “an.”

V. C. 3. Words in a Non-Roman alphabet

- If the title contains a non-Roman word, use the transliterated Roman alphabetic form as practiced by the Library of Congress.

V. C. 4. Series

- A series found regularly in a journal should be entered as a part of the title entry. Note that in this case, unlike a title with no series, there is a period after the title.

  Smart behavior. (Discipline and behavior)
  Helping our kids to tell the truth. (Discipline and behavior)
• Example of title/subtitle: The church growth movement : four missiologists review
• Example of title/subtitle with punctuation preceding subtitle: Branded! : what business can teach you about God's purpose for your marriage
• Example of title in a series: Partners in pregnancy. (Your child today : prenatal)
• Example of a title with quotation marks: Learning to love "the least of these". (Soulfires : Terry Lane)
• Example of notes: Evangelizing French style (Text in French)
• Example of the use of parentheses: John P. Jones (Obituary). NOTE: Be sure to use parentheses ( ) NOT square brackets [ ] any place in the record because the electronic version of CPI does not show square brackets correctly.

V. D. Ill field
• The Ill field is used to identify material accompanying the work indexed. Use only those abbreviations listed in Appendix A. Use no punctuation to separate the abbreviations and only one space.
  ▪ Example: [Ill] bibl ill port map music
• Do not use plurals in this field.

V. E. Journal Name
• Use the full name of journal with no punctuation at the end. The first letter of each word is capitalized except for prepositions and articles within the title, e.g. Journal of the American Society of Church Growth. Omit the words “the” or “a” if they are the first word of the journal's title.

V. F. Volume, Issue, Pagination
  V. F. 1. Volume number
  • Use no punctuation after the number
  V. F. 2. Issue number (if any)
  • Use no punctuation after the number
  • For issues designated by something other than a number, enter the appropriate designation. (Examples: special, final, anniv)
V. F. 3. Pagination
- Use complete pagination
  15-17
  20-27
  130-156
- For continuation of an article later in an issue, use “+”, e.g.
  20-23+

V. G. Date Fields

V. G. 1. Month/Season
- Use no punctuation after the month or season.
- Abbreviations for months and seasons are used as follows:

  Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec, Win, Spr, Sum, Fall, Aut

- When one issue covers two volumes, months, issues, use both
  months, etc. in the data entry separated by a slash but with no other
  punctuation, e.g.
  11/12, Jul/Aug, etc.

V. G. 2. Day
- This is for the day of the month.
- Use no punctuation after the number.

V. G. 3. Year
- Use no punctuation after the year.
- If the year ranges over two years, then use a dash between the years.
  (Note: This is a different format than for months or issues.)
  2005-2006
- Use the four-digit year format.
  2005
- For journals without either dates or issue numbers, just use the year.
- For journals with no year, use the year in which the issue is published.
  Because of the online search limits feature, every article must have a
  year.
V. H. Entering Subject Headings

- For selection of subject headings, use *Library of Congress Subject Headings*. See Section II for more information.
- Enter subject headings as displayed in the LC authority record *without diacritics*. Do not include a period at the end of the field unless the heading ends with an abbreviation (e.g., *Bible. New Testament—Criticism, interpretation, etc.*)
- Up to ten headings may be used with a unique line for each. On the Web form, each subject goes in a separate “box”. Use the TAB key to move from box to box.
- For subdivisions, use a double hyphen, not space dash space, i.e.
  
  Missions--Haiti
  Compassion--Religious aspects—Christianity

V. I. DOIs (Digital Object Identifiers)

- If your article has a DOI associated with it, please enter the DOI in this field.

V. J. URL

- For online-only journals or journals with free online access and stable URLs, enter the URL in the URL field. Add article-level URLs if they are unique at the article level; otherwise, enter the URL for the journal’s home page.
- Provide URLs only for open access journals. Do not provide URLs for selected access articles.
- Include the http:// protocol in the URL.
- If you have entered a DOI in the DOI field, it is not necessary to enter anything in the URL field.

Section VI – Data Input Instructions for Reviews (See Appendix E for an example)

VI. A. General Instructions

- Reviews do not have subject headings.

VI. B. Author Entries
• Enter each author of the item being reviewed on a separate line in LC format. Up to four authors may be entered.
• Check Library of Congress Name Authorities for correct form, but if not listed, use correct LC form and include a note in asterisks **not in LC after the heading. However, do not include open-ended dates in the review author field since the editorial software does not handle them well.
• If the title is an edited work, use the OCLC format for the editor(s) name. This will go in the author field. Do NOT use “ed.”, “comp.”, etc. after the name.
• For reviews of sound recordings of works performed by various artists, leave the author field blank.

VI. C. Title Entries

• Enter the title of the book or other material being reviewed.
• Check each title on OCLC and use that format for titles. If there is no record on OCLC for a given title, type **not in OCLC after the author’s name.
• If the book being reviewed is one volume of a set, put the volume number in parentheses after the title:

  Theological dictionary of the Old Testament (v. 1)

VI. D. Journal Name, Volume, Issue, Pagination, and Date Fields

• See Section V. E., F., and G.

VI. E. Reviewer

• Enter the first, middle, and last name of the reviewer of the work as it appears in the journal in direct order; if none, leave this field blank. If there are multiple reviewers, separate their names with a comma and space.

  John Q. Smith

  Jane Doe, John Q. Smith
VI. F. DOIs (Digital Object Identifier)

- If your review has a DOI associated with it, please enter the DOI in this field.

VI. G. URL

- For online only journals or journals with free online access and stable URLs, enter the URL in the URL field. Add article-level URLs if they are unique at the article level; otherwise, enter the URL for the journal’s home page.
- Provide URLs only for open access journals. Do not provide URLs for selected access articles.
- Include the http:// protocol in the URL.
- If you have entered a DOI in the DOI field, it is not necessary to enter anything in the URL field.

Section VII – Indexing Deadlines

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Date Due</th>
<th>What is due</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. 1</td>
<td>Feb 1</td>
<td>Current year plus any remaining from previous year.</td>
</tr>
<tr>
<td>No. 2</td>
<td>May 1</td>
<td>Current year since Feb 1 deadline.</td>
</tr>
<tr>
<td>No. 3</td>
<td>Aug 1</td>
<td>Current year since May 1 deadline.</td>
</tr>
<tr>
<td>No. 4</td>
<td>Nov. 1</td>
<td>Current year since Aug 1 deadline.</td>
</tr>
</tbody>
</table>
Section VIII – Submitting Data Using the Web Form (See Appendix E for input instructions)

Access to the Web form for both reviews and articles may be obtained by emailing the Managing Editor (See Appendix G.). Upon receiving your own username and password and the URL, go to the site and carefully read the HELP provided. It gives specific instructions and guidelines for using the forms. You may choose to do your indexing first offline by printing a blank form from the Web site. Then you can input your indexing all at the same time. If you want to keep a permanent copy of what you have indexed, here are two suggestions:

1. Make a printout after each record is entered, before submitting the record.
2. Request from the Managing Editor (See Appendix G.) a copy of a text file that includes all of your indexing. In a word processor (but not Microsoft Word®), you can use the FIND option to look for certain words that you know may need correcting. See Section IX for instructions for working with text files. PLEASE NOTE: This option will not be done automatically, but must be requested.

Section IX – Submitting Data in a Text File

It is also possible to submit your indexing in a text file. One advantage to text template indexing is that you can retain a copy of your indexing to consult at a later time. If you prefer to use this option for data submission:

- Download the text files for articles and reviews from the Indexers’ LibGuide (http://acl.libguides.com/indexers/).
- The text template is only one record. You will have to copy and paste blank forms from the template for each entry you are indexing, both in the reviews and articles template.
- It is critical that you use a text only program, such as WordPad or TextEdit. DO NOT USE Word and try to Save As txt. Word still will insert hidden formatting characters that will interfere with data merging in the editing process. It is critical that files are saved as text files. You may also need to change the preferences for the text editor to avoid using smart dashes and smart quotes.
- Remove any blank records at the end of the file, or any extraneous words. Be sure to only double space between records.
If you still have questions, please ask the Indexer Training Coordinator since filling in the templates correctly is very important.
APPENDIX A: Abbreviations

The following abbreviations may be used in the illustration field:

- bibl
- chart
- ill
- music
- port
- table

Use the following abbreviations of the names of certain countries and of states, provinces, territories, etc. of Australia, Canada, and the United States when used:

- As additions to certain other place names
- As additions to names of certain corporate bodies
- As additions to name the place of publication or distribution in the publication, distribution, etc. area.
- In notes.

DO NOT abbreviate the name of the city or town even if it has the same name as a state, etc., listed below, e.g.: Washington, D.C. NOT Wash. D.C. DO NOT abbreviate any place name that is not on this list.

<table>
<thead>
<tr>
<th>NAME</th>
<th>ABBREVIATION</th>
<th>NAME</th>
<th>ABBREVIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama</td>
<td>Ala.</td>
<td>New Zealand</td>
<td>N.Z.</td>
</tr>
<tr>
<td>Alberta</td>
<td>Alta.</td>
<td>Newfoundland</td>
<td>Nfld.</td>
</tr>
<tr>
<td>Arizona</td>
<td>Ariz.</td>
<td>Newfoundland and Labrador</td>
<td>N.L.</td>
</tr>
<tr>
<td>Arkansas</td>
<td>Ark.</td>
<td>North Carolina</td>
<td>N.C.</td>
</tr>
<tr>
<td>Australian Capital</td>
<td>A.C.T.</td>
<td>North Dakota</td>
<td>N.D.</td>
</tr>
<tr>
<td>British Columbia</td>
<td>B.C.</td>
<td>Northern Territory</td>
<td>N.T.</td>
</tr>
<tr>
<td>California</td>
<td>Calif.</td>
<td>Northwest Territories</td>
<td>N.W.T.</td>
</tr>
<tr>
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<td>Colo.</td>
<td>Nova Scotia</td>
<td>N.S.</td>
</tr>
<tr>
<td>Connecticut</td>
<td>Conn.</td>
<td>Oklahoma</td>
<td>Okla.</td>
</tr>
<tr>
<td>Delaware</td>
<td>Del.</td>
<td>Ontario</td>
<td>Ont.</td>
</tr>
<tr>
<td>District of Columbia</td>
<td>D.C.</td>
<td>Oregon</td>
<td>Or.</td>
</tr>
<tr>
<td>Florida</td>
<td>Fla.</td>
<td>Prince Edward Island</td>
<td>P.E.I.</td>
</tr>
<tr>
<td>Georgia</td>
<td>Ga.</td>
<td>Puerto Rico</td>
<td>P.R.</td>
</tr>
<tr>
<td>NAME</td>
<td>ABBREVIATION</td>
<td>NAME</td>
<td>ABBREVIATION</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------------</td>
<td>------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Illinois</td>
<td>Ill.</td>
<td>Queensland</td>
<td>Qld.</td>
</tr>
<tr>
<td>Indiana</td>
<td>Ind.</td>
<td>Rhode Island</td>
<td>R.I.</td>
</tr>
<tr>
<td>Kansas</td>
<td>Kans.</td>
<td>Saskatchewan</td>
<td>Sask.</td>
</tr>
<tr>
<td>Kentucky</td>
<td>Ky.</td>
<td>South Australia</td>
<td>S. Aust.</td>
</tr>
<tr>
<td>Louisiana</td>
<td>La.</td>
<td>South Carolina</td>
<td>S.C.</td>
</tr>
<tr>
<td>Maine</td>
<td>Me.</td>
<td>South Dakota</td>
<td>S.D.</td>
</tr>
<tr>
<td>Manitoba</td>
<td>Man.</td>
<td>Tasmania</td>
<td>Tas.</td>
</tr>
<tr>
<td>Maryland</td>
<td>Md.</td>
<td>Tennessee</td>
<td>Tenn.</td>
</tr>
<tr>
<td>Massachusetts</td>
<td>Mass.</td>
<td>Texas</td>
<td>Tex.</td>
</tr>
<tr>
<td>Michigan</td>
<td>Mich.</td>
<td>United Kingdom</td>
<td>U.K.</td>
</tr>
<tr>
<td>Minnesota</td>
<td>Minn.</td>
<td>United States</td>
<td>U.S.</td>
</tr>
<tr>
<td>Mississippi</td>
<td>Miss.</td>
<td>Vermont</td>
<td>Vt.</td>
</tr>
<tr>
<td>Missouri</td>
<td>Mo.</td>
<td>Victoria</td>
<td>Vic.</td>
</tr>
<tr>
<td>Montana</td>
<td>Mont.</td>
<td>Virgin Islands</td>
<td>V.I.</td>
</tr>
<tr>
<td>Nebraska</td>
<td>Neb.</td>
<td>Virginia</td>
<td>Va.</td>
</tr>
<tr>
<td>New Brunswick</td>
<td>N.B.</td>
<td>West Virginia</td>
<td>W.Va.</td>
</tr>
<tr>
<td>New Hampshire</td>
<td>N.H.</td>
<td>Western Australia</td>
<td>W.A.</td>
</tr>
<tr>
<td>New Jersey</td>
<td>N.J.</td>
<td>Wisconsin</td>
<td>Wis.</td>
</tr>
<tr>
<td>New Mexico</td>
<td>N.M.</td>
<td>Wyoming</td>
<td>Wyo.</td>
</tr>
<tr>
<td>New South Wales</td>
<td>N.S.W.</td>
<td>Yukon Territory</td>
<td>Yukon</td>
</tr>
<tr>
<td>New York</td>
<td>N.Y.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX B: CPI approved list of subject headings that are not LC

Anti-intellectualism
Christian day care centers
Christian education, Higher
Christian life [subdivisions]
  --Divine enablement
  --Trials and testing
  --Warfare
Christian maturity
Christian organizations
Community service projects
Discipleship
Economic opportunity
Evangelical thought
Holy war (Judiaism)
Media programs (Religion)
Missions from developing countries
Parents day out
New Christian right
Nouthetic counseling
Parachurch ministries
Professional image
Prosperity theology
Seeker sensitive movement
Submission to God
Theology, Contextual
Urban ministry
Visions (Christian theology)
Wesleyan-Arminian theology
World evangelization
Worldview—Religious aspects—[Religion or philosophy]
  e.g. Worldview—Religious aspects—Humanism
APPENDIX C: CPI list of commonly used LC headings which have changed

<table>
<thead>
<tr>
<th>Formerly used</th>
<th>Use now</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abraham (Biblical patriarch) in the New Testament</td>
<td>Abraham (Biblical patriarch)--In the New Testament</td>
</tr>
<tr>
<td>Africa in the Bible</td>
<td>Africa--In the Bible</td>
</tr>
<tr>
<td>Assyria in the Bible</td>
<td>Assyria--In the Bible</td>
</tr>
<tr>
<td>Babylon (Extinct city) in the Bible</td>
<td>Babylon (Extinct city)--In the Bible</td>
</tr>
<tr>
<td>Egypt in the Bible</td>
<td>Egypt--In the Bible</td>
</tr>
<tr>
<td>Elijah (Biblical prophet) in the New Testament</td>
<td>Elijah (Biblical prophet)--In the New Testament</td>
</tr>
<tr>
<td>Galilee (Israel) in the New Testament</td>
<td>Galilee (Israel)--In the New Testament</td>
</tr>
<tr>
<td>Humanities--Data processing</td>
<td>Digital humanities</td>
</tr>
<tr>
<td>Jerusalem in Christianity</td>
<td>Jerusalem--In Christianity</td>
</tr>
<tr>
<td>Jerusalem in Islam</td>
<td>Jerusalem--In Islam</td>
</tr>
<tr>
<td>Jerusalem in Judaism</td>
<td>Jerusalem--In Judaism</td>
</tr>
<tr>
<td>Jerusalem in the Bible</td>
<td>Jerusalem--In the Bible</td>
</tr>
<tr>
<td>Mecca (Saudi Arabia) in Islam</td>
<td>Mecca (Saudi Arabia)--In Islam</td>
</tr>
<tr>
<td>Moses (Biblical leader) in the New Testament</td>
<td>Moses (Biblical leader)--In the New Testament</td>
</tr>
<tr>
<td>Muslims--Non-Muslim countries</td>
<td>Muslims--Non-Islamic countries</td>
</tr>
<tr>
<td>Orthodox (Orthodox Eastern Church)</td>
<td>Orthodox Eastern Church members</td>
</tr>
<tr>
<td>Palestine in Christianity</td>
<td>Palestine--In Christianity</td>
</tr>
<tr>
<td>Palestine in Islam</td>
<td>Palestine--In Islam</td>
</tr>
<tr>
<td>Palestine in Judaism</td>
<td>Palestine--In Judaism</td>
</tr>
<tr>
<td>Palestine in the Bible</td>
<td>Palestine--In the Bible</td>
</tr>
<tr>
<td>Patron-driven acquisitions (Libraries)</td>
<td>Use-driven acquisitions (Libraries)</td>
</tr>
<tr>
<td>Refuge</td>
<td>Refuge (Humanitarian assistance)</td>
</tr>
<tr>
<td>Rome in the Bible</td>
<td>Rome--In the Bible</td>
</tr>
<tr>
<td>Virgin Islands of the United States</td>
<td>United States Virgin Islands</td>
</tr>
</tbody>
</table>
APPENDIX D: Some new LC Subject Headings for CPI-Related Subjects

<table>
<thead>
<tr>
<th>Apocalyptic films</th>
<th>Middle school boys</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture and archaeology</td>
<td>Mindfulness (Psychology)</td>
</tr>
<tr>
<td>Asexuality (Sexual orientation)</td>
<td>Muslim religious leaders</td>
</tr>
<tr>
<td>Bahai Faith members</td>
<td>Online trolling</td>
</tr>
<tr>
<td>Bloggers</td>
<td>Parents of overweight children</td>
</tr>
<tr>
<td>Christian humanism</td>
<td>Parolees</td>
</tr>
<tr>
<td>Cisgender people</td>
<td>Peer-to-peer travel</td>
</tr>
<tr>
<td>College branch campuses</td>
<td>Philosophy of liberation</td>
</tr>
<tr>
<td>Community currency</td>
<td>Preteen girls</td>
</tr>
<tr>
<td>Cooperative schools</td>
<td>Public anthropology</td>
</tr>
<tr>
<td>Data curation</td>
<td>Quiverfull movement</td>
</tr>
<tr>
<td>East Africans</td>
<td>Radicalization</td>
</tr>
<tr>
<td>Electronic monitoring of children</td>
<td>Right to be forgotten</td>
</tr>
<tr>
<td>Electronic monitoring of youth</td>
<td>Scholars, Black</td>
</tr>
<tr>
<td>Electronic textbooks</td>
<td>Self-efficacy in old age</td>
</tr>
<tr>
<td>Family constellations (Families)</td>
<td>Socialism and individualism</td>
</tr>
<tr>
<td>Fantasy games industry</td>
<td>Sociotechnical systems</td>
</tr>
<tr>
<td>Financialization</td>
<td>Sports tourism</td>
</tr>
<tr>
<td>Flexible electronics</td>
<td>Stem cell donors</td>
</tr>
<tr>
<td>Forward movement (Evangelical movement)</td>
<td>Teenage girls, Black</td>
</tr>
<tr>
<td>Genocide investigation</td>
<td>Track two diplomacy</td>
</tr>
<tr>
<td>Hoarders</td>
<td>Traffic cameras</td>
</tr>
<tr>
<td>Internet personalities</td>
<td>Unpaid labor</td>
</tr>
<tr>
<td>Lawfare</td>
<td>Vaping</td>
</tr>
<tr>
<td>Love in children</td>
<td>Wearable technology</td>
</tr>
<tr>
<td>Maker movement</td>
<td>Women directors of corporations</td>
</tr>
<tr>
<td>Maker movement in education</td>
<td>Young male prisoners</td>
</tr>
<tr>
<td>Mass shootings</td>
<td>Zika virus</td>
</tr>
<tr>
<td>Medicalization</td>
<td>Zika virus infection</td>
</tr>
</tbody>
</table>

**Subdivision and qualifier changes that indexers need to remember**

The former subdivision *Moral and religious aspects* has been split into *Moral and ethical aspects* and *Religious aspects*. *Religious aspects* can be further subdivided by religion, e.g. *Christianity*.

Examples: *Abortion—Moral and ethical aspects; Abortion—Religious aspects—Christianity; Abortion—Religious aspects—Islam.*
The qualifier *(Biblical character)* has become *(Biblical figure)* in many instances. Other qualifiers LC uses are *(Biblical patriarch)* and *(Biblical prophet)*. Example: *Hagar* *(Biblical figure)*
APPENDIX E: CPI Web Forms Data Input and Submission Instructions

After logging in, the menu is as follows:

- Enter Reviews
- Enter Journal Articles
- CPI Help File

The form for Article entries is as follows:

<table>
<thead>
<tr>
<th>Media Design:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author:</td>
</tr>
<tr>
<td>Author:</td>
</tr>
<tr>
<td>Author:</td>
</tr>
<tr>
<td>Author:</td>
</tr>
<tr>
<td>Title:*</td>
</tr>
<tr>
<td>III:</td>
</tr>
<tr>
<td>Journal:*</td>
</tr>
<tr>
<td>Vol.:</td>
</tr>
<tr>
<td>Issue:</td>
</tr>
<tr>
<td>Pages:</td>
</tr>
<tr>
<td>Month/Season:</td>
</tr>
<tr>
<td>Day:</td>
</tr>
<tr>
<td>Year:</td>
</tr>
<tr>
<td>Subject:*</td>
</tr>
<tr>
<td>Subject:</td>
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<td>Subject:</td>
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<tr>
<td>Subject:</td>
</tr>
<tr>
<td>Subject:</td>
</tr>
<tr>
<td>DOI:</td>
</tr>
<tr>
<td>URL:</td>
</tr>
</tbody>
</table>

End current session of indexing?  ☐ No  ☐ Yes
Use a separate “box” for each author or subject. Of course, if there are no authors, just leave all author fields blank.

- Use the TAB key to move from field to field.
- Follow all other indexing guidelines as given in this manual.
- Do not copy and paste from Microsoft Word into the online form. Word contains hidden formatting that is not compatible with our editing software.
- When you have finished entering articles for this current session, then change the bullet to YES.

The form for Reviews is as follows:

<table>
<thead>
<tr>
<th>Media Type:</th>
<th>Author:</th>
<th>Author:</th>
<th>Author:</th>
<th>Author:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Title: *
- Journal: *
- Vol.: Issue: Pages: 
- Month/Season: Day: Year: 
- Reviewer: *
- DOI: 
- URL: 

End current session of indexing? ☐ No ☐ Yes

Submit Clear

Tips for both forms:

- **WARNING:** PROOFREAD carefully before submitting an entry. Once an article is submitted, it is sent to a server and cannot be edited online by the indexer. If you discover an error after you have sent the file, you have two options. If the error is in several articles, email the Managing Editor who can send it to you in an email for correction as a text-file. If it is just in one article, re-index the article with a note preceded by two asterisks in the Author field, saying:
  **Delete previous record as it is incomplete or**
**Delete previous record as it is incorrect**

- Do not use the BACK button on your browser program. Although a previous record will appear, it has already been submitted to the saved file on the server. By moving forward again, you will resubmit that record and cause duplication of records. If you think you have made a mistake (and they do happen!), just notify the Managing Editor, or ask that the entire file be sent to you. You can make corrections in the text file.

- You should receive an email notification that your indexing has been received. If you do not, you might want to check with the Managing Editor as technology can sometimes fail us!
APPENDIX F: Media Qualifiers

For use in Articles:

- play
- poem
- score
- short story

For use in Reviews (This is not a comprehensive list. If you are unsure, please contact the Indexer Training Coordinator - Appendix G.):

- concert
- dissertation
- electronic resource
- exhibit
- game
- journal
- kit
- motion picture
- multimedia
- play
- score
- sound recording
- television program
- website
- videorecording
APPENDIX G: CPI Team members and responsibilities

Team Coordinator
   Carrie Beth Lowe
   Email: 1) cblowe.tn@gmail.com (preferred address)  
          2) cblowe@johnsonu.edu

Responsibilities: Provides leadership for the CPI Team; accepts new titles for consideration for indexing; facilitates the promotion and marketing of CPI; creates, develops, and maintains materials for the promotion and use of CPI.

Managing Editor
   Sarah Wessel
   Email: sarahw@acl.org

Responsibilities: Maintains the public lists of CPI titles; coordinates the CPI web pages; completes projects to enhance CPI, including adding issue numbers to all records; provides technical support for the CPI indexing submission system; assigns titles for indexing; notifies indexers of due dates; distributes login credentials for online submission forms; maintains the Indexers’ list and tracks indexing submissions; receives initial submissions of indexing and sends it on to the Secretary/Proofreader, Review Editor, and Retrospective Indexing Coordinator; receives the final copy from the Article Editor, Review Editor, and Retrospective Indexing Coordinator; submits the quarterly updates to EBSCO

Article Editor
   Douglas Butler
   Email: 1) MKL123@aol.com (preferred address)
         2 Doug.Butler@asbury.edu
Responsibilities: Receives all article indexing for current titles indexed from the Secretary/Proofreader; initially edits the integrated article indexing from all indexers; fields questions on how to index, especially regarding approved subject headings.

Review Editor
Jamey Wilkes
Email: jwilkes @ tfc.edu

Responsibilities: Receives all review indexing for current titles indexed from the Managing Editor; initially edits the integrated review indexing from all indexers; fields questions on how to index, especially regarding reviews.

Data Conversion Specialist
Steve Brown
Email: steve.brown @ indwes.edu

Responsibilities: Works on data conversion and authority control for the conversion of print volumes into electronic format; fields questions from indexers.

Retrospective Coordinator
Mary Tatro
Email: MaryTatro @ augustana.edu

Responsibilities: Receives all indexing for retrospective indexing from the Managing Editor; initially edits the integrated indexing from all retrospective indexers; fields questions on how to index.

Indexer Training Coordinator
Jule L. Kind
Email: jule_kind @ hotmail.com
Responsibilities: Maintains and revises Indexing Manual; mentors new indexers; fields questions from indexers; plans training workshops at annual ACL Conference.

**Secretary/Proofreader**

Lori Thornton

Email: 1) lorithornton @ gmail.com (preferred address)
2) lthornton @ cn.edu

Responsibilities: Records the minutes of the CPI Committee meetings; makes sure that all titles indexed have an assigned ISSN; corresponds with publishers to secure free subscriptions; verifies subject headings for current indexing after receiving it from the Managing Editor.
INDEX

Abbreviations, 19
Authors, 11
Churches, 6
CPI Team Members, 4, 29
Data Input Instructions, 10
Author, 11
Illustration Field, 12, 20
Imprint
  Abbreviations, 13
  Date, 16
Interviews, 9
Punctuation, 11
Reviews, 26
Title, 8
Date Fields, 13
DOIs, 14, 16
Foreign Words, 6
Ill. Field, 12
Indexing
  Getting Started, 4
Indexing Deadlines, 16
Interviews, 9
Issue, 12
Journal Title, 12
Library Master Software, 4, 11
Media Design, 11
Media Qualifiers, 28
Middle Eastern Archaeological Place Names, 7
Multi-part Articles, 8
multiple reviewers, 15
Names, 7
Obituaries, 6
Organizations, 6
Pagination, 12
Personal Narratives, 7
Plays, 6
Poems, 6
Rebuttals, 8
Reviews, 10
  Review essays, 10
Schools, 6
Scripture References, 7
Series, 8, 11
Subject headings, 5, 21, 23
Subject Headings, 14, 22
  Library of Congress, 5, 14
Scripture, 7
Templates
  Web forms, 25
Text File, 17
Titles, 11
URL, 14, 16
Volume, 12
Word studies, 6