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**NATIONAL STANDARD OF THE
PEOPLE'S REPUBLIC OF CHINA**

GB/T 22466-2023

Guideline for establishment of indexes (General)

索引编制规则（总则）

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Foreword

This document is in accordance with the provisions of GB/T 1:1-2020 "Guidelines for Standardization Work Part 1: Structure and Drafting Rules for Standardization Documents" drafting: This document replaces GB/T 22466-2008 "Index Compilation Rules (General Provisions)": Compared with GB/T 22466-2008, except for structural adjustment In addition to editorial changes, the main technical changes are as follows:

- a) Changed the text descriptions of "Scope", "Index Function", "Index Type" and "Reference System", but the structure and numbering have not changed: Make big changes (see Chapters 1, 4, 5, 8, Chapters 1, 4, 5, 8 of the:2008 edition);
- b) The term "graded heading" (see Chapter 3) is added to the "Terms and Definitions" section, and the term "index item" is deleted (see the:2008 edition Chapter 3);
- c) Added Chapter 6 "Preparation", including "Scope and Content of Indexed Documents", "Indexing Project Planning", "Indexing Scale", "Indexing Contents of "Citation compilation process" and "Index symbol system" (see Chapter 6);
- d) Changed the name and content of "Index Entries and Their Compilation", and adjusted the relevant content to Chapter 7 "Entry Preparation" (see Chapter 7,:2008 Chapter 7 of the annual edition);
- e) The contents of "7:
 - 1 Item Composition", "7:
 - 5 Item Compilation", "7:
 - 6 Item Synthesis", "7:
 - 7 Item Proofreading" and "7:

8 Item Reverse Check" have been added, and more Changed the content of "extraction of index source", "entry form" and "entry selection" (see Chapter 7, Chapter 7 of the:2008 edition);

f) Changed the name and content of "Sort of Index Items", and adjusted the relevant content to "Index Arrangement" (see Chapter 9, Chapter 9 of the:2008 edition chapter);

g) Deleted "Character sorting basis" and "Character sorting rules" (see Chapter 9 of the:2008 edition), and adjusted the relevant content to "Index Sorting Basis" (see Chapter 9);

h) "Sorting of index headings" was deleted, and the relevant content was split and adjusted into "9":

1 Scope

GB/T 22466-2023 sets the general rules for compiling an index. An index is not a list of the words in a document but a map of what the document is about, and the judgements behind it - which concepts deserve an entry, at what level of specificity, how synonyms and related terms are cross-referenced, and how a term is worded so that a reader looking for it will find it - are what separate a useful index from an automatic concordance. The standard sets the function of an index and the types of index, the preparatory work covering the scope and medium of the documents indexed, the planning of the project and the notation used, and the making of the entries: their composition, the extraction of terms from the source, their form, their selection, their preparation and their combination, followed by the arrangement, the cross-references and the presentation. It replaces GB/T 22466-2008 and took effect on 1 December 2023.

This document provides general rules for indexing various types of documents: This document applies to indexing of all types of documents, including manual and computer-based indexing:

2 Normative references

The contents of the following documents constitute the essential provisions of this document through normative references in the text: Among them, dated references For documents, only the version corresponding to the date is applicable to this document; for undated reference documents, the latest version (including all amendments) is applicable to this document:

GB/T 3860-2009 Rules for Subject Indexing of Documents

GB/T 7714-2015 Information and literature reference description rules

GB/T 13418-1992 General sorting rules for text entries

GB/T 15834-2011 Usage of punctuation marks character set)

3 Terms and Definitions

The following terms and definitions apply to this document: 3:1 index index Consists of a series of index entries (3:2) and references (3:9), sorted or stored in an order different from the order of the document itself, pointing to A search tool for concepts, terms, and other items in the literature: 3:

2 Index entry indexentry A record describing the subject matter, references, or external characteristics of a document:

Note: The basic unit of the index, the complete index entry consists of heading (3:3), heading note (3:7), subheading (3:4) or graded heading (3:5), index source (3:8), Refer to (3:9) composition, some index entries with additional information: 3:3 index heading indexheading Words that represent a certain concept or item in a document and determine the arrangement position of index entries (3:2):

Note: also known as index words: 3:

4 Subheading subheading Subordinate to the main heading, a heading that indicates a subordinate or limited relationship: 3:5 graded heading Collected under the main heading, it is logically subordinate to the subordinate headings of the main heading: