**WEST 102ND & 103RD STREETS BLOCK ASSOCIATION NEWSLETTER INDEX**

**Methodology & Style**

Updated: December 1, 2023

“An index is as good as its users think it is.”

—John Rothman, editor of the *New York Times Index* and founder of the *New York Times Information Bank*

**Authorities**

“Indexes.” *The Chicago Manual of Style,* 17th ed. Chicago: University of Chicago Press, 2017(updated at www.chicagomanualofstyle.org).

Knight, G. Norman. *Indexing, The Art of: A Guide to the Indexing of Books and Periodicals*. London: George Allen & Unwin, 1979.

**Scope**

*Include:* newsletter articles; masthead; article bylines; photo captions and credits; lists of board officers, volunteers, and donors (except back-page list of contributors). List article bylines and photo credits as subheadings under the creators’ names (letters to the editor are not listed as bylined articles).

*Exclude:* calendar items (security guard schedule excepted); “help wanted” notices; back-page list of contributors.

Mentions of the West 102nd & 103rd Streets Block Association in the newsletter are usually not indexed. (Exceptions include articles on the origin or history of the association and of block associations in general. Similarly, mentions of individual streets and avenues, as well as specific addresses, are typically not indexed except when they occur as part of a substantive discussion (e.g., the arboricide in front of 872 West End Avenue).

As a general rule, entries are limited to organizations and businesses that are either in the neighborhood (i.e., roughly within easy walking distance of the Block Association’s boundaries) or engaged in an activity in the neighborhood. (For example, the index has an entry for LaGuardia High School, which participates in the West 103rd Street Open Street celebration, but not for St. Bart’s Church, the midtown venue of a performance listed in “Meet Your Talented Neighbors.”)

**Entries**

Entries comprise a *heading* together with any qualifying phrase, along with at least one *locator* (see “Locators,” below) or one or more *cross-references* (see “Cross-References,” below). When mentions are numerous or distinctive enough to demand systematic grouping, *subheadings* are used, forming, with their appropriate locators or cross-references, *subentries*. Examples follow:

**Abolafila, Louis,** 51:2 (Summer 2021) **10**

*Notable New Yorkers of Manhattan’s Upper West Side*, inclusion in, 51:2 (Summer 2021) **10**

**affordable housing.** *See* housing, affordable.

**Automat, The,** 52:2 (Summer 2022) **5**. *See also* Diehl, Lorraine; Hardart, Marianne; Hurwitz, Lisa.

**Headings & Subheadings**

Main headings normally consist of a noun or noun phrase—the name of a person, a place, or an abstraction (e.g., “crime and crime prevention”). Noun phrases are sometimes inverted to allow the keyword—the word a reader is most likely to look under—to appear first (see “Entries,” below).

The first word of a main heading or subheading is capitalized only if it is a proper noun, the title of a work, etc.

Personal names are inverted, surname first.

**Aaronson, Bob**

*Exceptions:* When used as names of businesses or other organizations, personal names are not inverted, and the corporate name is alphabetized under the first name or initials (e.g., “Anthony Bellov Video Productions” is alphabetized under *A*, “Booker T. Washington Middle School” is alphabetized under *B*). Drag and other stage names (e.g., “Gina Tonic”) are also not inverted.

Books, plays, films, and other creative works are listed as subheadings under the related person—usually the creator, but sometimes in some other relationship (as in the case of “*Notable New Yorkers of Manhattan’s Upper West Side*, inclusion in,” as a subentry of “Abolafila, Louis”).

**Hurwitz, Lisa**

*The Automat* (documentary), 52:2 (Summer 2022) **5**

**Proper Name Headings**

Proper name headings consist of the verified current proper name followed by any variant names that appear in the newsletter.

**Aangan Indian Cuisine/Aangan Indian Restaurant**

**Mount Sinai St. Luke’s Halfway House/St. Luke’s Addiction Institute Halfway House/St. Luke’s**

Cross-references may be employed to facilitate users’ searches when a variant name that appears in the newsletter begins with a letter alphabetically distant from the verified current proper name.

**St. Luke’s/St. Luke’s Halfway House.** *See* Mount Sinai St. Luke’s Halfway House.

**Subject Headings**

A subject heading, as opposed to a proper name heading, points to a common noun or an abstract noun—often a concept or condition or activity. Subject headings are preferably taken verbatim from the newsletter text, but a term that is not in the text may be considered when practical and appropriate (e.g., “arboricide” for the crime of destroying a healthy tree).

**Alphabetical Arrangement**

The principal mode of alphabetization is letter-by-letter. (Entries beginning with a numeral are listed together in numerical order at the beginning of the index, before the *A*s.)

The first word in a main entry determines the alphabetical location. (This principle occasionally entails inversion of the entry; e.g., “The Automat” is alphabetized under “Automat, The.”)

Names beginning with *Mac* or *Mc* are alphabetized letter by letter, as they appear.

In alphabetizing family names containing particles, consider the individual’s personal preference (if known) as well as traditional and national usages.

Buskirk, David van

Most acronyms and initialisms are alphabetized as they appear, not according to their spelled-out versions. (For example, “UPS Store, The” follows “Upper West Skates.”) However, abbreviations such as *Mt.*, *St.*, *NYC*, *US*, when used as part of a name, are alphabetized as if spelled out in full.

**Locators**

Locators consist of the newsletter’s volume and issue number, followed by the month and year of publication and the page number of the mention.

48:2 (Summer 2018) **5**

**Cross-References**

Cross-references are of two main kinds—*see* references and *see also* references.

*See* references direct a reader from, for example, a noninverted heading to an inverted one, or an informal name to a verified current proper name.

**affordable housing.** *See* housing, affordable.

**Amsterdam Columbus BID.** *See* Columbus Amsterdam Business Improvement District (BID).

*See under* references direct a reader to a heading with an applicable subhead.

**National Night Out Against Crime.** *See under* New York Police Department (NYPD).

*See also* references are placed at the end of an entry when additional information can be found in one or more other entries.

**small businesses,** 48:1 (Spring 2018) **1**. *See also* entrepreneurship; Small Business Jobs Survival Act; small business profiles; storefronts; *individual establishments*.