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INDEXING BOOKS

A Manual of Basic Principles

By

ROBERT COLLISON

Hon. Treasurer, The Society of Indexers

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ERNEST BENN LIMITED

LONDON • 1962

*First published 1962
by Ernest Benn Limited
Bouverie House • Fleet Street • London • EC4*

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Printed in Great Britain

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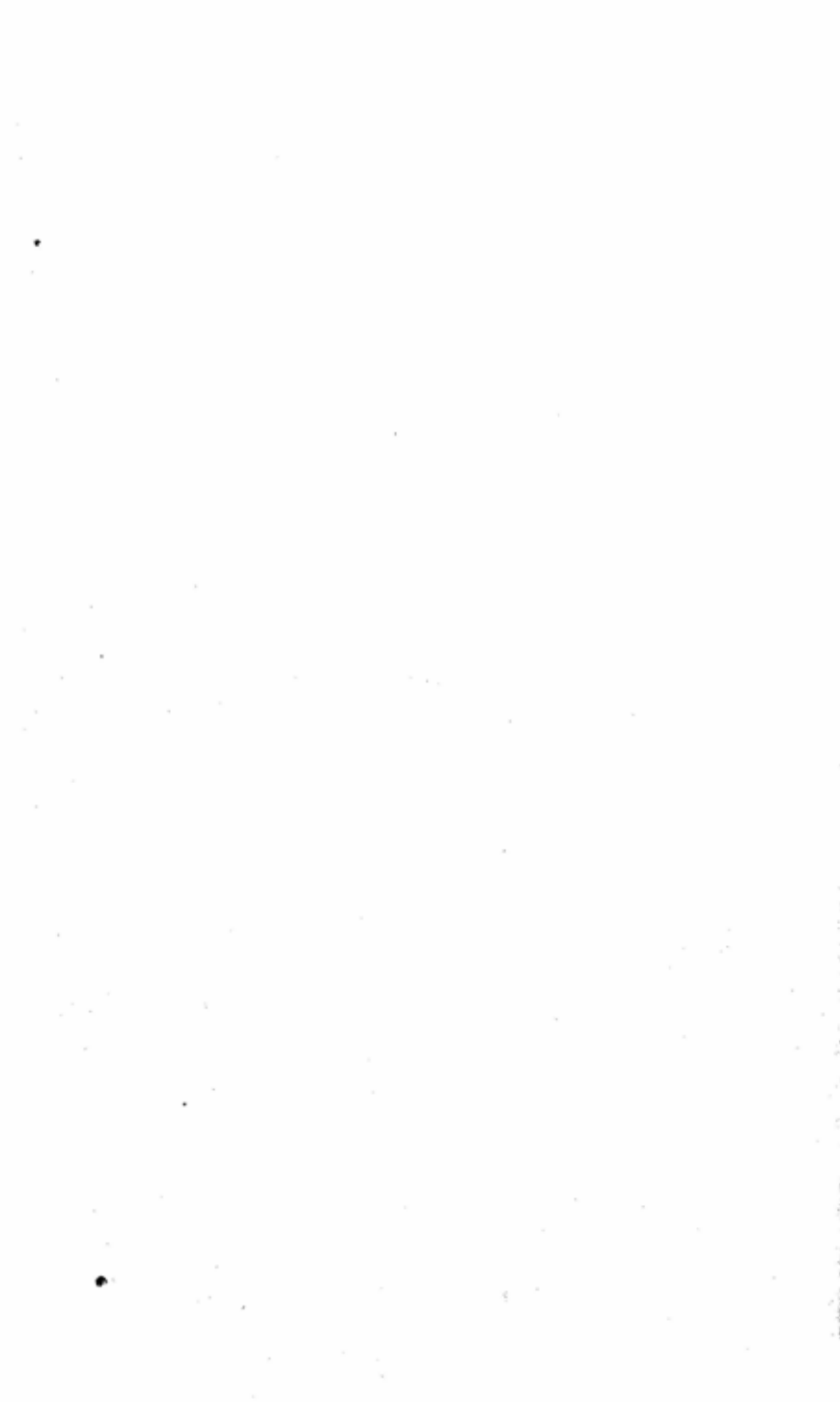
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For
ROBERT VOSPER

*ad libros sedemus
et semper studemus
nequimus cessare*

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Introduction

THERE IS no current manual to help would-be indexers to grasp the basic principles on which this most unusual craft is based. I have therefore attempted in this little book to define what I believe to be the more frequent and important problems that beset every indexer and to describe the best ways of coping with them that have so far been discovered. It would have been impossible to do this from my own experiences as an indexer, and I owe much to the innumerable discussions at which I have been present at meetings of The Society of Indexers. Thus this manual represents the best ideas of a great many experienced indexers and, without wishing them to take any responsibility for any items where I may have inadvertently misinterpreted them, I should like to take this opportunity of thanking them for providing me with the bones of what I hope will be a useful guide.

R. C.

Hampstead 1961



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Acknowledgments

GRATEFUL ACKNOWLEDGMENT is made to the Sheffield Smelting Company and to Messrs. Ernest Benn Ltd., for permission to quote from page 5 of Mr. Ronald E. Wilson's *Two hundred precious metal years: a history of the Sheffield Smelting Company Limited, 1760-1960*; to Messrs. Chapman and Hall for the quotation from Dr. Edwin J. Holmstrom's *Facts, files and action: part I*; to Messrs. Methuen & Co. Ltd. for the quotation from Dr. Leopold Stein's *The infancy of speech and the speech of infancy*; to Messrs. Ernest Benn Ltd. for the quotation from Mr. Tom Little's *Egypt*; and to Messrs. Routledge & Kegan Paul Ltd. for the quotation from Gustav A. Wetter's *Dialectical Materialism*.

Once again, Mr. Kenneth Day, a Director of Messrs. Ernest Benn, has contributed his time and interest to ensure that the information concerning the printing and publishing industries is accurate.

R.C.

I. Are You an Indexer?

NOT EVERYONE is an indexer. The work of compiling an index appears simple and interesting: most people who try find that it is neither. Most indexers would agree that whatever their length of experience no index which they have had to make has ever proved really simple. It is harder in fact to construct a satisfactory index to a scrappy book than it is to one that is a solid and workmanlike survey of its subject. In the second place, index-making is only interesting to those people who really like an orderly approach to life and who appreciate the pigeon-holes and filing-systems, the timetables and abbreviations and numbers that beset modern civilisation. For those who prefer variety and the unexpected, indexing may easily prove an unwelcome burden, or at least an unpleasant shock as they discover themselves trapped into sorting out minutiae that irritate and dismay them. On the other hand, indexing has many unusual amusements and much satisfaction for those who find it a congenial occupation, and there is the added pride of feeling that you have contributed an essential part to a work of knowledge or imagination, and have made it immeasurably more useful and easier to use.

How, then to discover whether you are an indexer or not? There is only one really conclusive test and that is to try your hand at the actual work and watch your own reactions closely. Even before attempting a full-length index it is however possible to make some very useful brief tests that will provide some valid indications of your probable abilities and aptitude in this field. The easiest method is to take a book with a good index—*i.e.*, an index which you have frequently found adequate for discovering relevant points and passages—and to select five or six passages at random in different parts of the volume. The test now comprises three stages, in the first of

which you read the selected passages and make entries on cards or slips for all the names and subjects and ideas that you feel should be represented in the index. When all the entries have been made for the whole of the passages selected, they should be sorted into one alphabetical order. The second stage consists of scanning the index for entries referring to the selected passages: this can best be done by making a list of the page-numbers of the selected passages and scrutinising the page references in the index, making marks in the margin wherever they are found. In the third stage you compare the marked entries with your own.

Whatever the index, you will find:

- a) that you have omitted some entries that appear in the published index;
- b) that you have selected several headings differing in terminology from those in the published index;
- c) that you have made entries for several points that do not appear in the published index.

With regard to (a) the omissions will be found due mostly to your lack of experience and to your inability to appreciate fully the needs of a modern index. In the case of (b) many of the differences will be found due to the existence of synonyms (from which references will probably have been made in any case). The third point (c) may help you to assess even more clearly your lack of experience since you may well find that you have indexed items of little or negative importance. If you have played fair throughout the operation, you will have discovered some interesting facts about your own attitude regarding indexes and indexing. You will certainly not have wasted your time.

It must be added that this is only a very rough-and-ready test since any index should be prepared in relation to the whole work and not to a series of unrelated excerpts: the experiment is therefore best tried with a book that is familiar to you both in its content and subject. For the beginner who, from

his results, finds himself encouraged to continue, there can be much benefit in examining closely those index entries that were not represented in his own efforts. Comparison of index entries with the text and an attempt to assess whether the entries were really necessary form one of the most valuable means of self-training. At the end of this chapter two short passages are printed. You may care to make your own index entries for each and then turn to page 85 where you will find the relevant entries that appear in the printed indexes to the books from which these passages have been selected, together with some explanatory and critical notes. These will serve as a useful preliminary to the kind of experiment outlined above.

Chapter 2

ONE speaks at the present time of Upper and Lower Egypt, and the imaginary dividing line is drawn immediately south of Cairo, with the alluvial delta to the north and the ribbon of Nile valley to the south. This division has existed from Egyptian pre-history, and Menes is reputed to have united the two 'kingdoms' about 3400 BC. From that date there are immense periods contained within the ancient Egyptian civilisation. From Menes to the end of the 6th Dynasty covers as much time as the whole of British history since Alfred the Great; and from Menes to the barbarian Hyksos invasion is equivalent to British history since the reconquest by Constantius. The Hyksos interlude is itself equal to American history since the War of Independence. From Menes to the conquest of Egypt by Alexander the Great covers a period of time longer by 1,000 years than the entire Christian era. Such was the formidable durability of the Nile civilisation.

Menes drove northwards from Upper Egypt to conquer the delta, and from this shadowy start Egypt emerges. Less than 500 years later Zoser built the fine step pyramid at Saqqara, in the outlying desert of the Memphis area; and within another 250 years Khufu constructed the Great Pyramid at Giza and Khafre the second Giza pyramid and carved the Sphinx out of solid rock. The science, skill and art of these monuments were not the only achievements of the four dynasties which cover this first period. They created also a government organisation of great complexity and cohesion. Professor Arnold Toynbee has described the 4th Dynasty as 'the zenith of the characteristic achievement of Egyptian society; the co-ordination of human labour in great engineering enterprises ranging from the reclamation of swamps to the construction of pyramids. It was also the zenith in the spheres of political administration and of art'.

The early struggle of the people of the Nile was against their natural environment, the conquest of which marked the progress of their civilisation. They were able to evolve their society within the shelter of their deserts and reach out tentatively into the Mediterranean and to the nomad tribes. By the end of the 4th Dynasty

It is probable that John Read also, though unaware of it and through a strange set of circumstances, was more indebted for his knowledge of refining to Dr. Roebuck than to his uncle. At Dowles, near Bewdley on the Severn, stood the extensive chemical works, brass and pewter manufactory and gold refinery of Samuel Skey.³ He had obtained Roebuck's secrets and to him John Read was apprenticed.

II

THE WAY in which Skey became possessed of the secrets makes curious reading. John Roebuck, son of a successful cutler and factor, was born in Sheffield in 1718. After attending the local grammar school and the Academy of Dr. Doddridge, he went to Edinburgh University: there he obtained a diploma in medicine. Further medical qualifications were obtained at the Calvinist University of Leyden, following which he set up in practice in Birmingham in 1743 and was highly successful in his profession.⁴ But he had other interests.

'Strongly attached to the rising Science of Chemistry he conceived high views of extending its usefulness and of rendering it subservient to the importance of Arts and Manufactures. With this in view he fitted up a small laboratory in his own house, in which he spent every moment of his time which he could spare from the duties of his profession.'⁵

His early experiments led to the discovery of

'certain important methods of refining Gold and Silver and particularly to an ingenious method of collecting the smaller particles of these precious metals. The effects of that establishment extended in a particular manner, to all that variety of manufacture in which Gold and Silver were required, to the preparing of materials, the simplifying of the first steps, to the saving of expense and labour and to the turning to some account what had been formerly lost to the manufacturer.'⁶

³ J. R. Burton, *History of Bewdley*, 79.

⁴ Joseph Hunter, *op. cit.*, 310.

⁵ George Jardine, *op. cit.*, 67. For further notes on Roebuck, see Appendix B.

⁶ *Ibid.*

II. The Tools of the Trade

IF YOU HAVE decided that you wish to proceed with the occupation of indexing, the next thing is to assemble the essential tools and equipment for the task. Before this can be done, it is however necessary to decide which process you prefer.

Indexers work in many different ways. Basically these methods are all based on the fact that for any index a large number of entries must first be prepared in an order different from that in which they will eventually appear in the printed work, since the entries are prepared page by page and will finally be sorted into one alphabetical order. This means that whatever process is used it must be completely flexible. It does not, however, eliminate the possibility of using a typewriter. The typewriter can be used for typing cards or slips or continuous perforated stationery, and is so employed by a number of successful indexers. It will be found, though, that most indexers prefer to write their entries in the first place, and this is mostly due to the fact that if handwriting is used the indexer can work sitting at his ease by his fireside, or while travelling, waiting for appointments, etc.

Whether handwriting or a typewriter is used, it is essential to have on hand a large number of slips or thin cards of the same size, since it is a basic rule that no slip should contain more than one entry. Indexers have individual preferences in this matter: some prefer standard library catalogue cards 5" wide by 3" deep, others long narrow slips of paper suitable for writing on, such as 8" x 4", 7" x 2", 6" x 3", or 5" x 2". If you fold a quarto sheet of writing paper twice you will find that you have four slips each roughly 8" x 2½". Stationers will supply thin cards from stock, while any printer will sell for a small sum quite large quantities of scrap paper cut to the in-

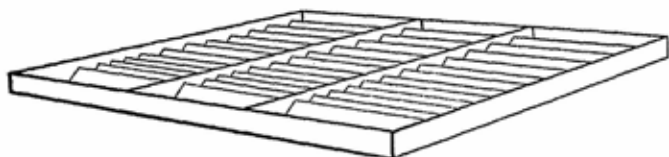
dexter's requirements. Indexing needs a lot of stationery, and it is best to order ten thousand slips at a time: enough for five or six moderate-size indexes—or double this number if both sides of the slips are used, in which case it should be a strict rule to cross out all the old entries before using the reverse sides. Those who prefer continuous stationery should order paper perforated at intervals of two, three or four inches, according to whether they prefer a very narrow or a medium width slip. If this stationery is used with a carbon copy on unperforated flimsy paper, checking will become very simple as will be shown on page 72. It should be added that some indexers use gummed slips on which they make very clear entries so that they can be mounted on backing sheets for passing direct to the printer.

Perhaps a word of warning may not prove amiss to those attracted by the thumb-indexed notebooks available on the market: apart from the exceptional cases of the very small index (and for preliminary work—especially while travelling—on larger indexes), these are rarely successful in indexing work, since the division of the pages between the various letters of the alphabet is almost invariably unscientific, which results in many fairly empty pages interspersed with overcrowded pages representing the more used letters (mainly A to G) which are difficult to sort out without danger of error. Some indexers have nevertheless made a success of this method, but they are usually highly experienced, know the pitfalls, and exert an iron control over their actions in making the initial entries.

An essential is a supply of suitable writing materials. Entries can be made in pencil, but there is a possibility that in the constant sorting and resorting of slips the writing may rub and become obscure occasionally. Probably the best instrument is a ball-point pen with a quick-drying ink: figures show up very well with this type of pen, and the advantage of not having to refill the pen during the whole of a long operation, added to the comparative lightness of the modern types, make it diffi-

cult to beat as an indexing tool. A fountain pen is best when writing on small type: this particularly applies to proof-correcting.

The next thing to get is some kind of holder for your cards or slips. The best item is a shallow tray with sides about a quarter-of-an-inch shorter than the height of the cards or the slips so that they can be turned and manipulated easily *from both sides*. A light wooden tray with two or three divisions is easily knocked up and can be supported on the arm of an easy chair or on a small table at one's side:



Of course, cardboard boxes are almost as suitable—a shoe box, with sides cut down to a convenient height and with reinforced edges and corners, makes a very acceptable substitute.

Most stationers can supply ready-made guide cards breaking up the alphabet into 20, 50, 100, 250 or even more subdivisions, and these will be found very useful for sorting entries as they are made. In addition, a good supply of rubber bands sufficiently large to hold one or two hundred cards or slips will always be found handy.

To summarise, an initial kit therefore would comprise:

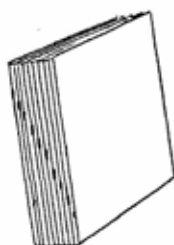
- 10,000 cards or slips
- 2 ball-point pens (one black, one red ink)
- 1 sorting tray
- 1 set of alphabet guide cards
- 1 large box of assorted rubber bands

In addition, it is useful to have ready a number of longer narrow slips—say $10" \times 2"$ —suitable for using as book-markers so that passages that need reconsideration can be signalled temporarily.

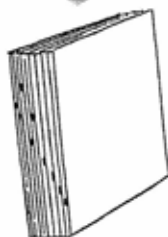
III. Preliminary Survey

IT IS NOT the purpose of this book to go into details of how indexing work is obtained. The great majority of beginners will undoubtedly have difficulty in getting their first assignment since publishers usually like to have some evidence that an indexer can do his work satisfactorily, and the only real proof of this is to be able to produce a published index as an example. This hurdle can sometimes be overcome by undertaking voluntarily the index of the proceedings of a local learned society or the contents of a locally-produced periodical; in other cases it may be necessary to persuade a friendly publisher to give you an opportunity without guarantee that the work will be accepted. The determined indexer eventually gets his chance, and after that it is up to him to show that he is worthy of it.

Assuming that the book to be indexed has arrived—in the form of page proofs—it is essential to find out how much space has been allocated to the index. This often depends on technical details of book production. Books are made up of sections of pages called signatures. This can be studied by taking a tattered book that is no longer needed and ripping off the covers and spine. The part that is left will look something like this:



The black marks are a modern mnemonic method for assembling the book accurately, since a signature inserted out of place will show up immediately by the break in the sequence:



Each signature—being in reality one large sheet of paper folded several times—comprises the same number of *leaves* (a page being one side of a leaf), usually 8 or 16. There is one exception: that the preliminary pages (half-title, title-page, contents-list and preface, etc.) and the last section may sometimes comprise half-signatures of 8 or 16 *pages* each. If the text fills 328 pages, there will be 21 signatures if the book is made up in signatures of 16 pages each, and thus there will be 8 pages left for any extra material such as an index, making 336 pages in all. If the indexer then made an index of 9 pages, the publisher would be forced either to ask the indexer to cut down the index to 8 pages or to provide another section, of which 3 or 7 pages would then be blank—the latter being a most unsatisfactory and costly procedure and one which no publisher with a reputation to maintain would even contemplate tolerating. All oddments are disproportionately expensive, and although blanks can sometimes be used to make ‘own endpapers’, it is not a recommended practice.

It is essential therefore to find out from the publisher how many pages can be allocated to the index, and what size of type (indexes are often set in smaller type than that used for the text), number of columns, and the length of the column that will be used. Assuming that 8 pages of a Royal 8vo volume have been allocated to the index, and that the index

will be double-column with each column 12 picas wide, with 2 extra picas width for a space between columns—we can allow 32 units (or 35 units for 9 point type) for each line, units consisting of letters and spaces between words, as well as punctuation marks. The text is set in 11 on 13-point Baskerville (with footnotes in 8 on 10-point Baskerville), but the index can be set in 10 on 11-point Baskerville, or in 9 on 10-point. If the larger type is chosen, we shall get 46 lines to a single column, while the smaller type will give us 51 lines and has the added advantage of allowing 35 units to the line. Thus in 8 pages there is space for at least 736 and possibly 800 lines of index.

But no index is so closely set. At the beginning of the index the first entry usually starts about one-quarter or one-sixth of the page from the top, in conformity with the chapter-headings of the text:

Index

- | | |
|--|--|
| A.L.A. <i>Rules for filing catalog cards</i> , | apostrophes, 177 |
| 122, 180 | <i>Arabia deserta</i> , 83 |
| abbreviations, 54-5, 175 | arrangement of index entries, |
| added entries | 65-6, 84-6 |
| bibliographies, 124 | chronological, 84, 88 |
| books, 64, 66 | rules, 176-7 |
| music, 106-8 | scientific, 84 |
| periodicals, 121 | <i>Arrangement of bibliographies</i> , 125 |
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| Allibone, Dr S. A., 63, 68 | 'Art of indexing', 157 |
| allusions, 51, 180 | articles, definite and indefinite, |
| almanacs, 49, 170-2, 178 | 53, 176 |
| alphabetisation, 84-6, 151, 176-7 | Askling, John, 182 |
| abbreviations, 54-5 | Aslib, 157 |
| 'all through', 84-5 | aspects, 28-30, 57, 175 |

In addition, spaces are usually left between the end of one letter and the beginning of the next:

INDEX

195

- Cruden, Alexander, 17
- dates
 identification, 52-3
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- definite article, 53, 176
- Dewey decimal classification, 92
- dictionaries, 14, 17, 178
- Dictionary of phrase and fable*, 180
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 words, 53-4
- French names, 49, 177
- Frick, Bertha M., 180
- Fuller, Thomas, 16
- gazetteers, 47, 179
- Gentleman's magazine*, 14
- Geographical dictionary*, 47, 179

Allowing for these desirable allocations for space, the actual number of lines available for indexing purposes can be estimated as 600 in the smaller type and 700 in the larger. Even this figure does not mean that one can go ahead and make that number of entries. An entry can often prove to be longer than the width of the column:

Fume exhausts, 9, 15, 120-32,
 196, 201

a point which it is well to keep in mind if many of the entries prove to be lengthy. In practice, the indexer will not need to worry about such terms as picas, 10 or 11 point, etc.: the

Table of Number of Index Entries per Page

Below is given a table of the number of possible index entries on each size of page in each of three sizes of type. In calculating the total number of possible entries, multiply by the number of pages allocated to the index, and subtract sufficient to allow for any indentation of the title and explanation of the Index on the first page, and for any later insertions—say, a minimum of thirty entries. The figures given below allow for the spaces necessary between each letter of the alphabet.

| <i>Size of Page</i> | 8 Pt. | | 10 Pt. | | 12 Pt. | |
|---------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | <i>Single Column</i> | <i>Double Column</i> | <i>Single Column</i> | <i>Double Column</i> | <i>Single Column</i> | <i>Double Column</i> |
| Foolscap 16mo | 28 | 55 | 22 | 43 | 18 | 35 |
| Crown | 33 | 65 | 26 | 51 | 22 | 43 |
| Demy | 37 | 73 | 29 | 57 | 24 | 47 |
| Medium | 39 | 77 | 30 | 59 | 25 | 49 |
| Royal | 42 | 83 | 33 | 65 | 28 | 55 |
| Foolscap 8vo | 46 | 91 | 36 | 71 | 30 | 59 |
| Crown | 50 | 99 | 39 | 77 | 33 | 65 |
| Demy | 60 | 119 | 47 | 93 | 40 | 79 |
| Medium | 62 | 123 | 48 | 95 | 41 | 81 |
| Royal | 69 | 137 | 55 | 109 | 46 | 91 |
| Foolscap 4to | 57 | 113 | 45 | 89 | 37 | 73 |
| Crown | 67 | 133 | 53 | 105 | 44 | 87 |
| Demy | 76 | 151 | 60 | 119 | 50 | 99 |
| Medium | 78 | 155 | 61 | 121 | 51 | 101 |
| Royal | 85 | 168 | 68 | 135 | 56 | 111 |
| Foolscap Folio | 92 | 183 | 72 | 143 | 61 | 121 |
| Crown | 103 | 205 | 82 | 163 | 68 | 135 |
| Demy | 121 | 241 | 97 | 193 | 80 | 159 |
| Medium | 125 | 249 | 99 | 197 | 83 | 165 |
| Royal | 139 | 277 | 111 | 221 | 92 | 183 |

publisher, if asked, will tell him the number of lines per column and the number of units per line, and on these he will be able to base his calculations accurately.

Once you have a clear idea of how large your index may be, you can proceed with the preliminary work of indexing. This consists of reading the volume rapidly and then re-reading it more slowly. It is of course essential to understand the subject-matter of the book. In both these readings, words and passages can be underlined (or indicated in the margins) lightly with soft pencil, and possible subjects noted in the margins, without any reservations as to what is actually possible within the limits of the available space:

| | |
|---|---|
| <i>Entries</i> <i>Indexing</i> <i>Slips</i> <i>Indexing</i> <i>Tray</i> | <p>Having decided what kind of slips to use, and whether references are to be made to paragraph or page numbers, the indexer then proceeds to draft his references. It is a good rule to confine <u>each slip</u> to <u>one subject-reference</u>, and to keep <u>all slips</u> in one alphabetical order right from the beginning. To facilitate this, it is useful to have a small tray with three sides, just large enough to hold about one thousand slips. The sides should be about one-eighth of an inch lower than the slips, so that they can easily be turned over and referred to, and so that they can be inserted and withdrawn without diffi-</p> |
|---|---|

This is a tentative marking that will probably be revised considerably once you have a clear idea of the book and its indexing possibilities as a whole. Thus in the passage illustrated above, the entries underlined may be treated quite differently if it is discovered on reading later pages that they are either dealt with more extensively or are not subsequently mentioned at all.

At this point in the procedure the question of time must be mentioned, for few publishers are able to allow sufficient time (or, indeed, space) for the compilation of a really satisfactory

index. It is rarely possible for an index to be compiled before the book has reached the page-proof stage and, to have reached this stage, much time has already been spent on proof-correction and other delays, so that the publisher—who is steadily losing money the longer the publication of the book is delayed—is in a hurry to receive the completed index, in order to get on to the next stages of printing, binding, distribution, etc.

The indexer may therefore be tempted to embark immediately on the process of indexing without these preliminary readings. This is a mistake, for it may well result in a bad and unbalanced index, and it will certainly not speed up matters since the indexer may find himself indexing many points in the earlier pages that he will reject or radically revise as he discovers the fuller or different treatment of the same subjects in later passages in the volume.

After the preliminary readings have been completed, the indexer may care to add up the entries he has underlined and thus get a very rough idea of the probable length of his ideal index. Since many of the entries will be amalgamated with others, it is safe to halve the total number. Even so, he will usually find that he has many more entries than the space allocated will permit his using.

impose
It is here that the skill of the indexer can be brought into play. Indexing is no mechanical job, and every good index is custom-made to suit a particular purpose. When the indexer discovers that he will have to be selective to a certain extent, he considers what is the purpose of his index. Thus, if the work is a history of a particular locality, he may feel inclined to include every reference to local people, places and events, and to restrict his entries for other subjects to the more important items only. Again, if he is indexing a textbook on physics for schools, he may decide to include every reference to processes and formulae, but to cut down the number of historical references. If the book is a biography, he may well reduce the entries for general historical events in favour of extended

entries for the people closely related to the man or woman whose life is recorded. A word may be added here concerning the entry for the subject of a book. Thus, in the case of a biography of a person, most of the pages will refer to that person. If he is given full index treatment, the index entry relating to him becomes a précis of the volume. In practice a compromise is usually reached in which the entry comprises merely the main events. Similar considerations apply to other types of books in which one subject is treated in great detail.

There are several points to be kept in mind at this stage. In the first place, the publisher may neglect to send any or all of the following: the preliminaries, appendices, illustrations, notes, statistical tables, maps, etc.—these items are often left to the last in book production and they may still be in process of preparation as the indexing proceeds. If possible, the indexer should obtain details of them, for they very often include important matter that should at least be considered for the index. Equally important is the fact that the author is correcting the page proofs at the same time as the indexer is working on his index: if the author is likely to make any important amendments or additions, the indexer should try to make certain that the publisher warns him of them, since the addition of a few lines can, for example, throw out the pagination of the contents of several of the succeeding pages. The indexer must also watch for the misspelling of names, processes, etc., which may become apparent when there are subsequent references to the same items, and which he should in any case check wherever he feels there is any possibility of error. The publisher and the author also will always appreciate the indexer's telling them of any such errors, inconsistencies, etc., which he discovers during the indexing routine—often it is bringing coals to Newcastle, but sometimes the indexer can save both author and publisher some embarrassment by indicating such points that they may both have overlooked in the hurry to get the

volume published—after all, it should be remembered that the publisher is trying to keep the author up to the printer's programme to ensure that the announced date of publication is kept!

IV. Starting the Index

THE FORM the entries are to take affects the indexer's approach to his task to a certain extent. Brief entries are of course straightforward:

Wilson, Alfred 13, 15-17, 19

but as soon as the references to a single person or subject become numerous, it is necessary to break them up into subdivisions if readers are to be able to find quickly the passage they wish to consult. Multiple references of this kind can be set out in one of two ways:

Alphabetical
Wilson, Alfred 13, 15

birth 15-16

career 29-35

character 19

children 32-33

death 39

education 16-17

interests 19-20

marriage 26-27

retirement 36

Wilson, Alfred 13, 15; birth

15-16; education 16-17;

character 19; marriage

26-27; children 32-33;

career 29-35; interests 19-

20; retirement 36; death

39

Each of these has its advantages: the left-hand column, with its alphabetical order, is easy to consult for specific points; the right-hand example shows the evolutionary or chronological order of his life. The latter has the additional advantage of taking up less space (since it makes more economical use of the width of the index column) and is thus the one usually favoured by most publishers and printers. A third alternative could be to run-on the alphabetical sequence to save space if necessary. It will be noticed that in both the examples quoted two preliminary general references are given: these are of the

type where, for example, Alfred Wilson is referred to as the founder of the establishment and is given his due as the chief contributor to its fortunes, etc.

These examples also raise the question of punctuation. Most indexes punctuate their entries as follows:

Wilson, Alfred, 13, 15

but there is no need for the comma after the Christian name; modern printing style is equally effective:

Wilson, Alfred 13, 15

the importance of the omission of commas in enabling the running-on of subordinated entries can be judged from the example given on page 29. But even if the indexer omits the superfluous commas he will often find that the printer will restore them of his own accord, for the latter will always be inclined to follow the publisher's 'house style'.

The comma separates references to the same subject or sub-heading; the semi-colon divides one subject subdivision from another:

Wilson, Alfred 13, 15; birth 15-16; education 16-17

Colons are sometimes used as well, indicating that all the references following the colon are descriptions of or are aspects of the main subject:

Wilson, Alfred: birth 15-16; education 16-17

Periods (full stops) are not used, apart from their function in indicating abbreviations:

Wilson, Alfred, *sr.* = Wilson, Alfred, *senior*

They should never be used at the end of an entry, except before 'see also' references:

Wilson, Alfred 13, 15. *See also* Barker, Alfred Wilson

Italics are sometimes used for necessary parts of the entry that are ignored in alphabetising:

Wilson, Alfred

Wilson, *Mrs.* Arthur

Wilson, *Baron* Edward

Wilson, Walter, *ed.* = Wilson, Walter, *editor*

though there is a tendency nowadays to drop the use of italics in this connection and to restrict their employment to such items as foreign words, the titles of books, and references to footnotes, illustrations, etc.:

Barnaby Rudge 72

nolle prosequi 89

social reform 94 *n* = footnote on page 94

social reform *n* 23 = note no. 23

Thorney Bridge 172 *illus.*

Viet Nam *map* IV

Waterloo Station *pl.* 7 = plate no. 7

When the indexer wishes to draw the reader's attention to the fact that the subject is mentioned twice or more in different parts of the same page, he sometimes indicates this by showing the number of references in parentheses after the page reference:

Lysaght, Joe 103 (2)

This is not recommended, for it is confusing to many readers and would have to be fully explained in a note at the head of the index. Its use in any case would be restricted to closely printed pages containing some five hundred words or more, and in such cases could be better dealt with by analysing the individual entries more fully.

Page references should be exact: a reference to pages 1, 2, 3 indicates that the subject is mentioned at various points on pages 1, 2 and 3, whereas a reference to pages 1-3 implies that the subject is treated continuously throughout these pages. Some indexers use the word *passim* to indicate that an item is referred to frequently over a long series of pages. This kind of treatment should be avoided as far as possible in favour of

more exact references, for it is almost useless to the reader who is trying to identify a specific passage.

If the entry exceeds a line in length, succeeding lines should be indented one or two spaces, as in the examples on page 29. In the column method shown there, entries can be further subordinated by additional indentation:

Wilson, Alfred 13, 15
 birth 15-16
 career 29-35
 character 19
 children
 Adam 32
 Christina 33
 death 39
 education
 Rugby 16
 Keble College 16-17
 interests 19-20

Subordination of this kind can also be shown in the paragraph method by the use of commas within the different subsections:

Wilson, Alfred 13, 15; birth 15-16; education at Rugby 16, at Keble College 16-17; character 19; marriage 26-27; children—Adam 32, Christina 33; career 29-35; . . .

The examples given so far have all shown page references. This type of reference is the most usual, but references are sometimes made to paragraph numbers—particularly in text-books—a method that has the advantage that the index can be prepared while the work is still in manuscript. In the case of such reference works as concordances, dictionaries of quotations, etc., references are usually made to the individual line numbers. In both cases frequent explanations, preferably in bold type at the foot of every second index page should ideally be given:

bf references are to paragraph numbers

but in this case the indexer must either sacrifice two lines of his index, or the publisher must pay extra to have the note especially set in the bottom margin.

In the case of the largest reference works, an attempt is often made to give some more exact reference by indicating in addition to the page number the approximate position on the page. Thus 1203*b* would refer to the lower part of the left-hand column of page 1203:

| | |
|----------|------------------|
| <i>a</i> | 1203 <i>c</i> |
| <i>b</i> | <i>d</i> |

and a note to this effect is usually given at the beginning of the index. Mention must also be made of column references in cases where the text is set in two or more columns: here the index can only be made from the page proofs.

Spelling may occasionally cause the indexer to hesitate over such alternatives as Shakspeare, Shakespeare; immunisation, immunization; dispatch, despatch; gopher, gaufer; etc. In cases of doubt it is best to ensure consistency by following the rulings of one standard dictionary such as the *Shorter* or *Concise Oxford dictionary* or Webster's *New international dictionary*, making provision for the readers' own preferences in these matters by giving references from the forms not selected. The publisher's 'house style' should also be kept in mind in this connection.

When indexing, the needs of two classes of reader must always be borne in mind. The first class is the majority of readers who read the complete work and wish subsequently to refer to a passage that they have already read. The second class comprises those readers who are searching several books on the same subject and who are likely to glance at the index to see if the book contains some information on the particular point that interests them. The second class is the more difficult

body to cater for, since unlike those who have read the complete work they are unfamiliar with the author's style and use of terminology and may have more difficulty in hitting on the right reference—more especially if they have already consulted several other books on the same subject. Thus a reader who is interested in Meissen porcelain may look under that heading in a work that treats the subject under its more popular designation of Dresden china. The only way to avoid this is to provide suitable references, which implies 1) a good knowledge of the subject, and 2) the constant use of a good dictionary of synonyms such as Roget's *Thesaurus* or Roget's *International thesaurus* for all common words.

In remembering the needs of readers, it is wise to watch for useless entries. Thus, if a sentence reads: 'No mention will be made in this volume of the magnificent effort of the Parliamentary Party', a reference to the parliamentary party would be superfluous. Again, references should always be as specific as possible: if the subject is Life Assurance, then the entry should be made under Life Assurance and not under the more general heading Assurance, even if there is no other form of insurance mentioned in the book. This is especially important in connection with the second class of reader mentioned above.

Exercise

1. Punctuate the following index entries:

Abraham 35

Abrahams Jack 94

Abrahams Peak 39-40 60

Absolom in legend 47 poetic treatment 48-9 historical sources 50 see also Achitophel

2. Arrange the following index references to John Brown in a suitable fashion:

historical significance 40 — birth 39 — military career 43-7 — death 48 — early training 41 — legends 50 — beliefs 49

V. Personal Names

THE ENTRY of personal names appears at first glance one of the simplest tasks of indexing: it is in fact full of pitfalls and can give even the experienced indexers many headaches. The first difficulty relates to all names and is due to age-old conventions in writing books. The author may, for example, begin by mentioning a man called Collins; later he may refer to him as Joe Collins, and later still as Joseph Collins, or more fully as Joseph Arthur Collins. The best rule is to make the entry under the fullest form given in the book:

Collins, Joseph Arthur

In many cases however minor characters may be referred to by surname only or by surname and initials. For example, books on crime and criminals often refer to the famous advocate and statesman F. E. Smith, without further details. This is one of the many cases where the indexer needs to do a little research so that he can make an adequate entry:

Smith, Frederick Edwin, *1st Earl of Birkenhead*

Birkenhead, Frederick Edwin Smith, *1st Earl of*; *see* Smith

Frederick Edwin, *1st Earl of Birkenhead*

If this is not done, readers may fail to realise that F. E. Smith and the first Earl of Birkenhead were one and the same person. As a safeguard, the indexer should make it a strict rule to investigate any name for which he cannot obtain full particulars from the text of the book itself. As a general rule however it is sufficient to keep to the fullest form of name recorded in the book: Charles Dickens, and *not* Charles John Huffam Dickens.

Many people's names are combinations of two names, and these double-barrelled names are liable to cause the unwary reader to miss the entry they are seeking, unless the indexing is very thorough. This is due to their being uncertain whether

the name is in fact hyphenated. Thus most readers know that W. Somerset Maugham is not a hyphenated name, but there may be more doubt concerning such names as Theodore Watts-Dunton, Robert Penn Warren or Francis Marion Crawford—the last has the extra problem that people are uncertain whether Marion is a Christian name or a surname. The only safe method is to make an entry under the full form of the name (which is that by which most people usually refer to a name in ordinary conversation), and to give references from the other forms:

Watts-Dunton, Theodore

Dunton, Theodore Watts- *see* Watts-Dunton, Theodore

Warren, Robert Penn

Penn Warren, Robert *see* Warren, Robert Penn

Crawford, Francis Marion

Marion Crawford, Francis *see* Crawford, Francis Marion

In the case of people who change their names, it is best to choose the form that is best known to readers, with references from other forms of name:

Sadleir, Michael

Sadler, Michael *see* Sadleir, Michael

Conrad, Joseph

Konrad Korzeniowski, Teodor Jozef *see* Conrad, Joseph

the latter being an example of the anglicising of a name which, ordinarily, would require no reference from the original version.

Pseudonyms should be treated similarly since a pseudonym once familiar may gradually take the place of the person's real name:

'Twain, Mark' (Samuel Langhorne Clemens)

Clemens, Samuel Langhorne *see* 'Twain, Mark'

'Henry, O.' (William Sydney Porter)

Porter, William Sydney *see* 'Henry, O.'

Where there are two or more people of the same name, it is wise to differentiate between them by whatever means is to hand:

Jones, Arthur (1878-1942) A
 Jones, Arthur (1888-1923) ;
 Smith, William (carpenter) /
 Smith, William (shipbuilder)

Many names now incorporate the forms of other countries. Such names as Walter De La Mare, Wernher von Braun, John Dos Passos, etc., are now familiar in the English-speaking world. The generally accepted rule is to enter such names under the full form, with references from other forms:

De La Mare, Walter
 Mare, Walter De La *see* De La Mare, Walter
 La Mare, Walter De *see* De La Mare, Walter
 Von Braun, Wernher
 Braun, Wernher von *see* Von Braun, Wernher
 Dos Passos, John
 Passos, John Dos *see* Dos Passos, John

Names, of course, with Gaelic prefixes—O'Shaughnessy, Mac Adam, M'Vie, etc.—are entered under the full form without references from other versions.

In the case of women, marriage introduces many indexing problems. The simplest case is the married woman who is mentioned in both her single and her married state in different parts of the book. Since it may be assumed that most women make their greatest contribution to life after their marriage (if only because their unmarried life may be only one-quarter of their total life, and much of that taken up with childhood), the best method is to enter them under their married names, with suitable references:

Beaumont, Mrs. Annie (*née* Weston)
 Weston, Annie *see* Beaumont, Mrs. Annie (*née* Weston)

- Hobart, *Mrs.* Arthur (*née* Jane Lowell)
Lowell, Jane *see* Hobart, *Mrs.* Arthur (*née* Jane Lowell)
Piozzi, *Mrs.* (formerly *Mrs.* Thrale; *née* Hester Lynch
Salisbury)
Salisbury, Hester Lynch *see* Piozzi, *Mrs.*
Thrale, *Mrs.* *see* Piozzi, *Mrs.*

The second example is given to illustrate usage when the woman is particularly mentioned by her husband's name, or when it helps to link more closely entries for a married woman with those for her husband. The third example is an illustration of the treatment for women who have married more than once, though many devotees of Dr. Johnson may prefer to see the main entry under the name Thrale. In the case of married women who have subsequently divorced their husbands and have reverted to their maiden name, and in the case of professional women (particularly actresses) who retain their maiden names for business purposes, the best method is to use the form of name by which they are best known:

- Arnold, Lilian (*Mrs.* John Forsyte)
Forsyte, *Mrs.* John *see* Arnold, Lilian (*Mrs.* John Forsyte)
Courtneidge, Cicely (*Mrs.* Jack Hulbert)
Hulbert, *Mrs.* Jack *see* Courtneidge, Cicely (*Mrs.* Jack
Hulbert)

Titles are by no means easy to handle from the indexer's point of view. If one makes a hard-and-fast rule that all people with titles must be entered under the family name, we shall find that this will help readers in such cases as Sidney Webb (Lord Passfield), Benjamin Disraeli (Lord Beaconsfield) and Alfred Mond (Lord Melchett), but that it will not be so useful in the cases of John Wilmot (Earl of Rochester), John Churchill (Duke of Marlborough) or Philip Dormer Stanhope (Earl of Chesterfield). Nor is the rule made any better by being reversed, as another glance at these examples will show. Naturally, references will guide readers to the form of name

used for the main entry, but the indexer must himself weigh the desirability of rigid consistency in such matters against the very evident advantages of making the entry in each case under the form most familiar to the man in the street.

The names of Royalty are comparatively straightforward since it is customary to enter under the Christian name, but it is wise to give their titles and dates where confusion with royalty of their own or other countries is possible:

George V, *King of England*

George V, *King of Hanover*

Catharine of Aragon, *Queen of England*

Catharine Howard, *Queen of England*

Louis I (778-840), *King of France*

Louis I (1786-1868), *King of Bavaria*

Church dignitaries are best entered under their own names:

Temple, William, *Archbishop of Canterbury*

since while in their lifetime they may constantly be referred to by their office and their own names be little known, the situation usually reverses after their death. But Popes are always entered under their chosen names:

Pius XII, *Pope*

and there is no necessity for giving a reference from their real name in general books, apart from exceptions such as Nicolas Breakspear (Hadrian IV, the only English Pope).

Foreign names present very real difficulties and the current custom of the individual country needs careful study wherever a large number of names of that country is involved. Generally speaking, the practice is to index names by the word *after* the word meaning 'of', where this is given separately:

Hofmannsthal, Hugo von

Balzac, Honoré de

Falla, Manuel de

La Farina, Giuseppe

Annunzio, Gabriele d'

but to index under the prefix when it incorporates the meaning of the word 'of':

Della Robbia, Luca

Du Bellay, Marc

Compound names present most difficulty in Spanish, *e.g.*:

Blasco Ibañez, Vicente

Cervantes Saavedra, Miguel de

and as there is no general rule that applies universally to the treatment of Spanish and Latin American names, it is advisable to consult either a who's who or encyclopaedia of the country concerned, or an expert in that country's usage.

This rule has more general applications: personal names, the treatment of titles, etc., are full of pitfalls and it is wise to have by you copies of *Who's Who*, Chambers's or Webster's *Biographical dictionary*, and a good encyclopaedia (The *Columbia encyclopaedia* is quite the most scholarly one-volume reference work of this kind) which, between them, will cover most general points.

Asian and African names have great difficulties, and they are often a problem even for the expert. For general indexing it is a good rule to be guided by the forms given in the indexes to *The Times*, *The New York Times*, and Keesing's *Contemporary archives*.

Exercise

1. Give the correct entries and references for:

- a) 'Diedrich Knickerbocker' (Washington Irving), J. Wren-Lewis, 'Q' (Sir Arthur Quiller-Couch), D. Van Nostrand (American publisher), Henri Toulouse-Lautrec, Mrs. John Brown (*née* Amy Jones), 'Ouida' (Louise de la Ramée), Emile Jaques-Dalcroze.
- b) Auguste Arthur de la Rive (Swiss), Rouget de Lisle (French), Joan of Arc, Jean de La Fontaine (French),

Walther von der Vogelweide (German), Joost van den Vondel (Dutch).

- c) John of Gaunt, The Black Prince, The Young Pretender, The Prince Consort, Earl Russell.

VI. Other Names

THE NAMES of organisations, both private and public, are becoming more and more complicated. A firm such as Messrs. Swears and Wells Ltd., presents no problems to the indexer who will probably make his entry under:

Swears & Wells Ltd.

without any reference from Wells. But The Joseph Mortensen Company may cause him to pause for a moment; while the temptation is to enter the name under Joseph, a moment's reflection will convince him that in conversation most people refer to the firm as Mortensen's, and therefore most people will look under the surname in the index. Similarly, fanciful names such as the Double X Manufacturing Company, the Bar-B-Q Café, and other forms that are calculated to strike the public taste, should be entered in these forms, with references from any other forms under which the reader might conceivably look for them:

A 1 Laundry

Double X Manufacturing Co.

XX Manufacturing Co. *see* Double X Manufacturing Co.

Bar-B-Q Café

Barbecue Café *see* Bar-B-Q Café

Names of associations, institutions, government departments, etc., are worthy of special attention since many of them begin with a word that is not particularly memorable. For example, in the case of the International Council of Museums, the Universal Postal Union, and the Institution of Electrical Engineers, it is by no means certain that any reader will remember anything more of these names than the words Museums, Postal Union, and Electrical Engineers. It is essential therefore to ensure that a reference is made under the significant words:

Universal Postal Union

Postal Union, Universal *see* Universal Postal Union

International Council of Museums

Museums, International Council of *see* International
Council of Museums

Council of Museums, International *see* International
Council of Museums

Institution of Electrical Engineers

Electrical Engineers, Institution of *see* Institution of
Electrical Engineers

Alternatively, the entry can be made under the significant word, with references from the full name and other variants: the main essential is to maintain consistency of treatment throughout the index.

Government departments are entered directly under their names, if they are British:

Ministry of Education

Education, Ministry of *see* Ministry of Education

Board of Trade

Trade, Board of *see* Board of Trade

and some economy can be exerted here by entering under the significant word, and giving a general reference from the first word:

Ministries: *see* under the significant word—Education;
Health; etc.

In the case of foreign government departments the name of the country should precede the name of the department:

U.S. Department of Commerce

Commerce, U.S. Dept. *see* U.S. Department of Commerce

Department of Commerce, U.S. *see* U.S. Department of
Commerce

Abbreviations are being used increasingly in place of the full names of some of the better known international and

national organisations such as the UN, Unesco, ICAO, etc. Where the abbreviations are already in general use, a reference should be made:

United Nations

UN *see* United Nations

International Civil Aviation Organisation

ICAO *see* International Civil Aviation Organisation

United Nations Educational, Scientific and Cultural Organisation

Unesco *see* United Nations Educational, Scientific and Cultural Organisation

This practice is especially important in cases such as the last where the abbreviation is well known and the full name very often inaccurately remembered by most people.

Names of places usually have at least two forms: the national form and that used by other countries, in addition to Latin or other ancient equivalents:

| | | | |
|-----------|-----------|---------------|-------------------|
| London | Londres | Londra | Londinium |
| Paris | Parigi | | Lutetia |
| Brussels | Bruxelles | Brussel | |
| Cologne | Köln | | Colonia Agrippina |
| Rouen | Roán | Rodomum | Rotomagus |
| Prague | Praha | Prag | |
| Germany | Allemagne | Deutschland | |
| The Hague | La Haye | 's Gravenhage | Haga Comitis |

In books written in the English language, entry should be made under the English form of the name, and references from other forms are only necessary when the text actually uses these forms.

It must be remembered that most place names are used for different towns in more than one county, region or country: e.g. London, England, and London, Ontario. Where the name is used alone, the most famous of all the names is assumed to be the one indicated: Moscow is thus assumed to refer to Moscow

in the USSR. Where one of the minor towns is intended, the region or country must be indicated:

Moscow, Arkansas

Waterloo, Lancashire

The same considerations refer to rivers, mountains, islands, lakes, etc., but street names should always be accompanied by the name of the town concerned, except where the book indexed is purely a local history:

Adam's Peak, Ceylon

Mahé, Seychelles

Piccadilly, London

Many places have changed their names in recent times; others have changed their nationality. It is necessary to identify the new with the old:

Ghana

Gold Coast *see also* Ghana

Thailand

Siam *see* Thailand

Helsinki

Helsingfors *see* Helsinki

The *see also* reference is given to cover cases where the place is described both before and after its change of title.

If the place is described and discussed only during one of the periods, it should be entered under the name it bore at that time, with reference from the alternative form to ensure that readers who look under that form do not miss material in which they may be interested.

Whereas such names as St. John, used as a personal name, will be indexed under:

John, *St.*

Andrew, *St.*

their use as a name of a place or of an organisation will necessarily be different:

St. John's Ambulance Brigade
St. Andrews University

Similarly, with titles of books, there must be no reversal of name:

John Halifax, Gentleman not *Halifax, John, Gentleman*
Martin Chuzzlewit not *Chuzzlewit, Martin*

and it is not usual to make references from any other part of the name except in such cases as:

Tour of Dr. Syntax, The
Dr. Syntax, The Tour of see Tour of Dr. Syntax, The

where the initial words, as so often in the case of nineteenth century works, are little remembered by present-day readers who have got used to referring to the classics by their abbreviated titles.

Exercise

Give the correct index entries and references for:

- a) The UAR; Nato; Ministry of Defence; US Department of State; U-Kan-Find Store; Loftleidir, Icelandic Airlines.
- b) The Federation of Mali; Memel; Holland; Jakarta; Mount Kenya.

VII. Subject Entries

MOST INDEXES will be found to be stronger in personal and place-name entries than in subject entries: it is easier to index the former—which are named—than the latter for which you must very often choose your own heading. This fact makes the formulating of suitable subject entries even more important, for if you can select the right term under which to enter a subject you can render the reader a great service. And the right form is always that under which the majority of readers will first look. This means that before the names are chosen the indexer must try to decide—if possible, in consultation with the author—the audience to which the text is directed. Thus, if the book is a popular treatment of a subject, the more familiar and popular subject-headings must be used:

Birds

Ornithology *see* Birds

Language

Philology *see* Language

If, on the other hand, the volume is of an advanced or specialist nature, then the more scientific forms should be used as headings, with references from the popular terms.

Here is an extract from Dr. J. Edwin Holmstrom's *Facts, files and action, in business and public affairs: Part I—Sources and backgrounds of facts* (Chapman & Hall, 1951), p. 172. In the margin the relevant index headings have been written as a guide to what would ideally be expected as a minimum of indexing for this page:

| | |
|-------------------------|---|
| <i>Legal profession</i> | The English legal profession has, besides the |
| <i>Barristers</i> | judicature, two distinct branches: barristers |
| <i>counsel</i> | and solicitors. Barristers can argue their |
| <i>solicitors</i> | clients' cases in all courts, solicitors only at Petty Sessions, Quarter Sessions (unless four |

Courts of Law
Law Courts

barristers are present) and County Courts and in the judges' chambers at the High Court. Appearance in court is not, however, the only function of either branch. Some barristers engage mainly in documentary work 'in chambers' such as conveyancing (the preparation of deeds for the transfer of property), the drafting of parliamentary private bills and advising on the law by giving an opinion on cases presented to them. Most of a solicitor's work is of these and similar kinds on behalf of a large and varied circle of clients whose business affairs he endeavours so to order in accordance with law that no question of litigation may arise in the future.

Barristers:
qualification

Practising barristers, or counsel, number something over 2,000. They qualify by being 'called to the bar' at one or other of the four Inns of Court in London (Lincoln's Inn, Inner Temple, Middle Temple, Gray's Inn) at which they have passed an examination after studying and 'eating dinners' there for twelve terms. (Some barristers, like some solicitors, also hold a university degree in either law or another subject, but this is not part of their qualification to practise.) The Inns are ancient voluntary societies each governed by its body of Benchers but acting in common through a Council of Legal Education and through a Joint Committee for important matters of policy. Subject to the General Council of the Bar (or Bar Council), which has two high official members as well as those elected, it is these Inns, and not the State, which are the qualifying and disciplinary bodies for all barristers.

Inns of Court

Benchers
Co. of Leg. Edn.
Leg. Edn., Co.
of (ref.)
Gen. Co. of
the Bar
Bar Council

advocates
briefs
'instructions'

barristers:
payment

'chambers'

A barrister is precluded by strict etiquette from any direct contact with the public on professional matters. Instead, he receives instructions for the cause he is being called upon to advocate in court from a solicitor in the form of a brief, which is a concise narrative of the facts and merits of the plaintiff's case or the defendant's defence, together with copies of the pleadings and proofs or affidavits to be put forward. A brief is 'marked' with the number of guineas that counsel will receive from the solicitor for taking it. He cannot sue for this.

A barrister's working arrangements are quite different from those of any business man for he has no partners, no office work and no transferable goodwill. When not in court he works 'in chambers' which commonly, in London, he holds on a sub-lease from a colleague who rents them from one of the Inns of Court as landlord.

Examples of this kind are always misleading, unless related to the complete work, for the actual use of the suggested index entries depends very much on the previous or subsequent development or treatment of each subject in the remainder of the book. It will be noted that some of the entries can be combined, such as those under the heading 'barristers', but even so, indexing on this scale is usually in excess of the allocation for indexes made by the average publisher, and must therefore be subject to some economies and pruning if it is to conform to the publisher's requirements.

Subject-names sometimes change over the course of the years: RADIO seems completely to have superseded WIRELESS, COACH is now so universally used that the pre-war word CHARABANG (and its popular abbreviated form 'chara') is practically forgotten. Even spellings change: KINEMA is the

almost unknown forerunner of CINEMA. In the same way, British and American usage vary:

| | |
|---------|-----------------|
| Lift | Elevator |
| Pyjamas | Pajamas |
| Flat | Apartment |
| Shop | Store |
| Garage | Filling Station |
| Films | Moving Pictures |

All of these variations and changes must be kept in mind by the indexer whenever they are relevant, and references made from one form to the other whenever there is a possibility of the reader's otherwise missing the item he seeks.

In the case of most common things, the indexer has the choice of using the singular or the plural form:

| | |
|-------------|--------------|
| Nightingale | Nightingales |
| Tiger | Tigers |
| Elm | Elms |

Which form is to be used? The singular is slightly shorter and is equally effective. There may however be very good reasons for using the plural forms in particular indexes. Whatever the choice, the indexer should try to be consistent within the framework of a single index.

Some subject-names represent different things¹ in different contexts, and while within the context of a single volume only one meaning may be intended and that meaning be perfectly plain, it is essential to differentiate the meanings where more than one of them occurs in the same index:

- Leaf (of paper)
- Leaf (of a tree)
- Bull (animal)
- Bull (Papal)
- Seal (animal)
- Seal (for documents)

but this circumstance usually occurs only in the larger works dealing with a great variety of different subjects.

In the formulating of subject-entries, it is often necessary to do some research, and in the course of looking up various reference works, a different form may be found from that used in the book. Whenever the alternative form is as well or almost as well known to the general public, it is advisable to make a reference:

Ladies' Peace (Treaty of Cambrai)

Cambrai, Treaty of *see* Ladies' Peace

Golden Spurs, Battle of the (Courtrai)

Courtrai, Battle of *see* Golden Spurs, Battle of the

being careful to include the alternative form in parentheses in the main entry so that the reader understands the reason for the reference. The reason for this is that readers looking in the index for references to subjects that interest them may miss what they want if the only form listed is that used by the individual book. This consideration is important, and the indexer must always visualise the book he is indexing shelved side by side with other books on the same subject. The reader or research worker will probably only glance at the indexes in his hurry to find references on a particular point or problem.

Long headings should be avoided unless no shorter acceptable form can be devised. For example, the topic The Use of Electronic Computers for Mechanical Translation could be indexed under the heading:

Electronic Computers: use in mechanical translation

but more concisely it could be indexed:

Electronic Computers

applications

geophysical data 49

mechanical translation 37

Electronic Computers:

applications—geophysical

data 49; mechanical trans-

lation 37

the two forms of setting being given to remind the reader of

11593

the possibilities offered by each. In any case, headings should be made as specific as possible:

Photoelectric Tape-Recorder *rather than* Tape Recorder

even where no other type of tape-recorder is mentioned in the book, the reason being the same regard for the interests of those consulting several works for relevant information.

As in the example above on Electronic Computers, the question of the indication of aspects occurs very frequently. Thus, the subject of Potatoes may be treated in many different ways, as the following index entry shows:

Potato

cultivation 13, 29

diseases 48-57, 72-84

 'Blackleg' 56

Phytophthora infestans 48-55

distribution 231, 269-73

marketing 275-81

varieties 156-64

It is usually a simple process to determine what are aspects of a subject, but occasionally the indexer may fall into a common pitfall of failing to distinguish these from definite subjects. Thus, the index entry:

Geography

 commercial

 history

 physical

 teaching

would be better arranged:

Geography

 history

 teaching

Geography, Commercial

Geography, Physical

A basic rule, to ensure that you exercise preliminary caution, is to examine any phrase where the sub-heading envisaged usually *precedes* the heading—as in Physical Geography—for possibilities of use as a separate heading.

In this connection it is usually fairly easy to discover headings that are mutually exclusive: that is, which describe separate subjects. From time to time, however, overlapping subjects occur such as Tudor History, Elizabethan History, etc. Here the rule with regard to specific headings gives the necessary guidance: if the subject deals with Tudor History it should be so entered, and similarly for Elizabethan History, the connecting link being provided by a 'see also' reference:

Tudor History *see also* Elizabethan History

Always from general to particular

'See also' references are always given from the general to the particular, *never* in reverse. It is one thing to refer from (say) Physics to Heat, Light, Sound, etc.; quite another to refer from these subjects to Physics, from Physics to Science, from Science to the next higher category, and so on—such treatment would result in gigantic indexes of very little value.

In the example on Geography given above, it will be noted that two of the headings—Geography, Commercial and Geography, Physical—are reversed. General library cataloguing of course has a code of practice that maintains an overall consistency in this type of heading. In the indexing of the average book however rather more latitude can be allowed. Thus, there are definite advantages in bringing together all the references to the different types of a subject by reversing the heading so that the same main word comes first and all the references are grouped together on the same index-page. On the other hand, if the volume is a large one, such grouping may have the effect of filling two or three pages with references to one main heading, thus making consultation somewhat difficult. In such cases there is no reason why the references should not be scattered throughout the alphabet by using the reversal procedure,

since a general 'see also' reference will ensure that nothing is overlooked:

Commercial Geography
 Geography *see also* Commercial Geography; Physical
 Geography; Political Geography
 Physical Geography
 Political Geography

It is therefore the duty of the indexer to decide which system will suit the needs of the reader in each individual book.

Some subjects have two aspects of equal or very nearly equal importance. For example the Flowers of the Scilly Islands may be of interest to both the people who are interested in flowers in general and to those who are interested in the Scilly Islands. Here, double entry will best meet the problem of suitable treatment:

| | |
|----------------|----------------|
| Flowers | Scilly Islands |
| Scilly Islands | flowers |

though, if the interest of the book is mainly botanical, a reference will be sufficient:

| | |
|----------------|--------------------------------|
| Flowers | Scilly Islands <i>see also</i> |
| Scilly Islands | Flowers: Scilly Islands |

The satisfactory subdivision of countries is a problem that besets indexers frequently. In any lengthy book subdivisions can be complex and, for the guidance of indexers, comparative schedules of the subdivisions of Great Britain as used in four important reference works are illustrated on page 55.

Where the indexer is engaged regularly on the compilation of extensive indexes, it is a good rule to make a master list of subject entries and appropriate references as a guide in this routine of selecting suitable subject-headings, and of ensuring that all necessary references are made. There are several published lists of subject-headings which are used in the cataloguing departments of libraries. These are not of direct application, therefore, to indexing, but their considerable aid in this

| <i>Whitaker's Almanack</i> | <i>Encyclopaedia Britannica</i> | <i>Statesman's Year-Book</i> | <i>Chambers's Encyclopaedia</i> |
|--------------------------------|-------------------------------------|----------------------------------|-------------------------------------|
| Agriculture | Agriculture | Agriculture | Agriculture |
| Air Transport | Colonies | Air Force | Industry and |
| Area and | Commerce and | Area and | Manufacture |
| Population | Industries | Population | Trade |
| Army | Communication | Census | Finance and |
| Banks and | and Transpor- | Churches | Banking |
| Banking | tation | Cities and | Communications |
| British Constitu- | Constitution and | Boroughs | Government and |
| tion | Government | Commerce | Judiciary |
| Census | Defence: | Communications | Armed Forces |
| Central Govern- | Air Force | Constitution and | and Defence |
| ment | Army | Government | Population and |
| Climate | Navy | Criminal | Health |
| Crime | Economics | Statistics | Social Condi- |
| Education | Education | Defence | tions |
| Employment | Finance | Education | Education |
| Exports | Fisheries | Exports | Religion |
| Fisheries | History, <i>see</i> | Finance | Archaeology |
| Government | English His- | Fisheries | Art |
| Imports | tory | Government | |
| Judicature | Labour | Imperial and | |
| Legislature | Law and Justice | Central | |
| Literature | Learned | Imports | |
| Local Govern- | Societies | Industries | |
| ment | Minerals | Labour and | |
| Maps | Population | Employment | |
| Merchant Navy | Social Questions | Local Govern- | |
| Meteorology | | ment | |
| Minerals | | Mining and Metals | |
| National | | National | |
| Insurance | | Insurance | |
| Occupations | | Navy | |
| Parliament | | Parliament | |
| Party Government | | Police Force | |
| Population | | Political Parties | |
| Production | | Power, Water, | |
| Railways | | Gas and Electri- | |
| Rainfall | | city | |
| Religion | | Production and | |
| Roads | | Industry | |
| Royal Air Force | | Railways | |
| Royal Navy | | Religion | |
| Scotland | | Revenue and | |
| Shipping | | Expenditure | |
| Taxation | | Shipping | |
| Trade | | Taxation | |
| Unemployment | | Transport, Road | |
| Vital Statistics | | Universities | |
| Wales | | Weights and | |
| Wars | | Measures | |
| Weather | | | |

work should not be overlooked since they offer expert guidance, especially in the field of making adequate references from synonyms and related subjects. The main lists are the Library of Congress Subject Cataloguing Division's *Subject headings used in the dictionary catalogue of the Library of Congress* (5th edition. Washington, D.C., 1948), Sherrie and Jones's *Short list of subject headings* (Angus & Robertson, 1950), and Frick's revision of *Sear's list of subject headings* (6th edition. New York, H. W. Wilson Company, 1950), all of which can be consulted in most medium and large libraries. There is unfortunately no British list at present, and users of these works must make allowance for overseas terminology and practice.

Exercise

Index the preceding chapter without reference to the index. When you have completed your entries, compare them with those in the published index at the end of the book.

VIII. Indexing Ideas

FEW INDEXES make a conscientious attempt to index ideas. One of the reasons for this is that most indexes are prepared in a hurry, and the formulating of an exact subject heading for a single concept may take much more time than can be afforded. Nevertheless, the task should not be shirked, for the index entries for ideas are a substantial contribution to the effective use and exploitation of the book. It has been said earlier that it is essential to understand the full purport of the text; nowhere is this more important than in the work of indexing the concepts put forward by the writer, and it is here that the indexer needs to collaborate—if possible—very closely with the author. Where, as is only too usual, this is not possible, it may be necessary for the indexer to consult other books on the same subject and to follow the same terminology where it is generally accepted. This implies that the indexer must seek definitions of basic concepts of the subject and must be able to identify them when they are mentioned in different phraseology in the work which he is indexing.

Though this problem is particularly encountered in works on philosophy and religion, it is present in treatises on many other subjects, especially those on aspects of sociology, language, science, the fine arts, literature, history and biography. Thus, ideally, the indexer should not attempt to index a book unless he is familiar or is prepared to make himself familiar with the literature of the subject with which he is dealing. The following extract from Gustav A. Wetter's *Dialectical Materialism* (London, Routledge & Kegan Paul, 1958) will demonstrate to a certain extent the magnitude of the indexer's task.

commodity can be touched and seen, but value can neither be seen with the eyes, nor heard with the ears, nor felt with the hands, for as Lenin says, it is a category that is not bound to the matter of sensory experience.¹

Hence too the scope of the concept is incomparably greater than that of sensation or perception. What Lenin declared of the concept of velocity, namely that it can and must embrace speeds beyond the limits of imagination,² is equally true of many concepts of modern physics (think, for example, of the micro-particles of quantum physics, or even of the so-called radio stars, which cannot be observed at all by optical methods, but of which modern astronomy is capable of framing a still admittedly incomplete concept).³ As regards the formation of general concepts, we have already indicated above that dialectical materialism adheres to a perfectly acceptable theory of abstraction.⁴

The dialectical character of the theory of concepts is supposed to be guaranteed in particular by two special features in the view taken of them: the rejection of 'fixed', unalterable concepts, and the doctrine of the 'concrete concept'.

Whereas 'metaphysics' regards concepts as absolute, fixed and unchanging, dialectics considers them to be essentially mutable in character; they possess a flexibility extending even to the identity of opposites. If this were not so they could not reflect a world itself conceived as in a state of perpetual flux.⁵

'Assuming that everything develops, does this also extend to the most general concepts and categories of thought? If not, that means that thought has no connection with being. If it is so, then this means that there is a dialectic of concepts and a dialectic of knowledge, having objective significance.'⁶

V. I. Cherkosov points, as an example of such mutable, dialectical concepts, to the notion of a 'revolutionary mass'. According to Lenin, it is sufficient, at the outset of a revolutionary struggle, that some thousands of workers should begin to engage in revolutionary activity, in order to be able to speak of a 'mass'. Later, when the revolutionary movement has spread sufficiently to turn it into a true revolution, this is no longer enough. The concept of 'mass' has changed; it now signifies the majority, and that not only the majority of the workers, but of all the dispossessed.⁷ Mutable concepts of this

¹ F. I. Khaskhachikh: *Op. cit.*, p. 152.

² *FT*, p. 199 (German, p. 152); cf. above, p. 505.

³ Cf. F. I. Georgiev: *Op. cit.*, p. 37.

⁴ Cf. above, p. 505.

⁵ F. I. Khaskhachikh: *Op. cit.*, p. 157. ⁶ *FT*, p. 239; (German, p. 190).

⁷ V. I. Cherkosov: *Nekotorye voprosy...*, p. 71; cf. V. I. Lenin: *Sochineniya*, XXXII⁴, pp. 451 f.

sort, according to Cherkesov, also include such concepts as 'dictatorship of the proletariat', 'biological species' and 'the boiling of water at 100° C.' He describes them as 'concepts of changing relations'; they are not confined to the enumeration of essential features, isolated from the inessential; for the essence of things cannot be reduced to a sum of unalterable features, since it is always developing and changing; it incorporates, rather, a contradiction within itself, which can only be reproduced in our consciousness by a dialectically contradictory concept; a really profound, scientific concept must therefore include in its content the general, the necessary and the lawful, unseparated and unisolated from the opposed categories of the individual, the contingent, the particular, etc. In the concept of 'biological species', for example, the individual variants included under the species in question are not set aside and forgotten, but incorporated into it as 'its other'. Thanks to its dialectical interconnection of general and particular, this concept leads the biologist to reckon in advance with the possibility, and even the necessity, that new species may emerge from the old, and that under given conditions the essential may be transformed into the inessential, and *vice versa*.

The formation of such a concept does not occur by way of an enumeration of all the individual features and instances. So far as that goes, it would merely prove that the general is sometimes realized in a specific norm, that events do indeed repeat themselves, albeit with certain variations. It is precisely on this account that the dialectical concept enables man to grasp the concreteness of truth and of the actual situation, which has its special importance from the point of view of revolutionary tactics.¹

Cherkesov's examples show very clearly, however, the misconception underlying this doctrine of the dialectical concept. When new species arise from an earlier one (leaving aside the question whether such processes actually occur), it is obviously not a matter of the species-concept having altered, but of certain organisms having so far altered in the course of evolution that they no longer belong to this particular species. Again, if a few thousand workers can form a 'revolutionary mass' in one particular historical situation, but not in another, this does not mean that the concept has altered, but that it also includes, as one of its features, a relation to the environment. If this relation is altered, on another occasion, by a shift in the balance of power, say, it may come about that the concept of 'revolutionary mass' is no longer applicable to a few thousand workers.

The same applies to the dialectical materialist doctrine of the 'concrete concept', by which is meant not merely the concreteness of the

¹ V. I. Cherkesov: *Op. cit.*, pp. 68 ff.

individual concept, but a concreteness in the concept of the universal, and even of the type.

The Hegelian legacy is again in evidence here. For in his *Science of Logic* Hegel had set himself this very goal of overcoming the abstract universality of the concept in formal logic, which becomes ever more impoverished in content the more its scope increases, and replacing it by the concrete concept as the expression of a concrete universality including within itself all the wealth of its subordinate concepts.

'It is only through a profounder acquaintance with other sciences'—says Hegel in his introduction to the *Logic*—'that logic discovers itself to subjective thought as not a mere abstract Universal, but as a Universal which comprises in itself the full wealth of Particulars.'¹

Like the passages from Hegel's *Logic* on 'self-movement' which we referred to earlier, this idea also put Lenin into a state of high enthusiasm. Of the quotation cited above he remarks, in his *Philosophical Notebooks*:

'A splendid formula: "not a mere abstract Universal", but a Universal containing in itself the wealth of the particular, the individual, the singular . . . !! Très bien!'²

This idea, when fully worked-out, should indeed have led to the replacement of traditional formal logic by a new dialectical logic, as Hegel himself intended it should. But how does dialectical materialism set about solving this problem on a materialist basis? How is this unity of universal, particular and singular to be realized? In the fragment *On Dialectics* Lenin gives the following 'dialectical' account of the unity of universal and particular:

'Consequently, opposites (the singular as opposed to the general) are identical: the singular exists only in the connection that leads to the general. The general exists only in the singular and through the singular. Every singular is (in one way or another), a general. Every general is (a fragment, or a side, or the essence of) a singular. Every general only approximately comprises all the singular objects. . . . Every singular is connected by thousands of transitions with other kinds of singulars (things, phenomena, processes), etc.'³

In this formulation, which is not distinguished by undue precision, Lenin appears to regard the identity of general and singular in the concrete concept in such a way that a real connection only obtains between individual concrete things.

¹ G. W. F. Hegel: *Science of Logic*, I, p. 69.

² FT, p. 73 (German, p. 17).

³ FT, p. 329 (LSW, XI, p. 83).

The minimum entries for the three pages may be taken as:

| <i>page 539</i> | <i>page 540</i> | <i>page 541</i> |
|----------------------|-----------------------|---------------------------------|
| categories | appearance <i>see</i> | concept |
| concept | essence | concept, concrete |
| metaphysics | concept | Lenin's dialecticism |
| physics | contradictions in | self-movement |
| revolution | knowledge | unity, dialectical |
| thought and being | essence | universal (and par- ticular) |

It is evident, however, that these entries (based on those in the eight-page subject-index to this 600-page book) could be supplemented by many more that would be of use to the reader. You may care to try your hand at adding to these entries; after you have finished, turn to page 89 where you will find suggestions against which you can check your own lists. Remember that there is no necessity to index names as these are covered by a separate index.

Consider now the extract on page 62 from Leopold Stein's *The infancy of speech and the speech of infancy* (London, Methuen, 1949) which is shorter than the previous extract, but is sufficiently long to give some idea of the indexing needs of a rather different type of book.

The minimum entries here, based on those in the published index to the book, are:

- articulated language
- articulateness
- babbling
- impulses
- interglacial period
- interjection
- language, articulated
- man
- sucking
- syllables
- voice

deliberate repetition of an already well established sound-unit or single syllable.

The linguistic feature brought about by the unification of voicing and sucking as displayed by the baby is termed '*babbling*.'

Through the integration of two physically different and antagonistic, but bio-psychologically kindred, impulses primitive man had unwittingly solved the problem of passing from *interjectional* utterances to articulated language, in so far as the term 'articulation' here refers to the act of putting together, or to the junction between two parts.¹ We shall see on several occasions, how this accomplishment leads to increasingly high degrees of *articulateness*.²

Containing elements that are highly pleasurable, babbling is sometimes retained as late as the age of two or three years. Even when he understands and is able to say quite a number of adult words, the child still likes to insert babbles such as French *dodo* for *dormir* 'to sleep,' English *din-din* for 'dinner' (M. M. Lewis). Valentine records *ba-ba-ba* for 'bath,' *par-k par-k par-k* for 'park' at the age of 1; 4, *book book book* for 'book' at the age of 1; 5, *go-go* 'Gordon,' *Ki-ki* 'dirty' 1; 8, 'at wawa choo-choo' for 'I (want to put the) dog (to) bed' at the age of 2, and "repeated babbling" of "nonsense syllables" as late as 2; 3.³

In the company of other babblers of the same linguistic stage the child readily throws overboard the conventional language which he has so far mastered and employs his natural language instead. And the children claim to understand each other perfectly! We may well believe them since they obviously employ an international language as opposed to the national language spoken by their elders.

Another peculiarity of primitive speech owes its origin to the primordial sequence of sucking movements.

It is well known that infants can and do produce innumerable 'jaw and tongue breaking,' 'unspeakable' sequences of consonants, defying every attempt of phonetic notation,⁴ particularly during the second quarter of the first year.⁵

The ornamental epithets used above are to denote our conviction that they are hard to pronounce. And why do we say so? Because,

¹ See Wyld's *Universal Dictionary*.

² See below, pp. 171ff.

³ Valentine, l.c., p. 418.

⁴ We are here using the term 'consonant' for all classes of noises, in contrast to vocalic elements.

⁵ See Valentine, l.c., p. 395.—Lewis, M. M. (1936). *Infant Speech*. Kegan Paul, London, p. 239 ff.

You may care to try to improve on this list: after you have completed your notes, turn again to page 89 for some annotated suggestions with which you may like to compare your own ideas.

IX. Sorting and Editing

1 **A**SSUMING THAT you have completed your work of indexing
2 the text and have amassed a great quantity of index slips
or cards, the first step is to check them while they are still in
page number order. The next task is to sort them into the
letters of the alphabet. This can of course be done at a large
table marked off into 26 squares, each large enough to hold
a pile of slips without its overlapping its neighbours, or into a
box divided with guide cards, or at a series of pigeon-holes
such as postmen use on mail trains. All these methods are
tiring to use and unnecessary: the work can be done more
comfortably and speedily on one's knee in the garden or by the
fireside. The only requirement is a large flat piece of stiff card-
board or a large flat book on which three or four piles of slips
or cards can be supported comfortably.

The first stage is to sort the entries into three piles of roughly
the same size: indexers will find that the following breakdown
of the alphabet will achieve this in most cases:

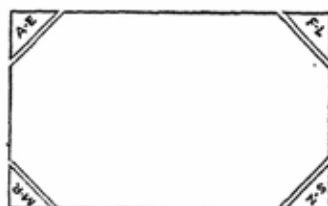
| | | |
|---|---|---|
| A | — | F |
| G | — | O |
| P | — | Z |

the unequal number of letters being due to the fact that in the
English language—as a glance at any dictionary or encyclo-
paedia will show—the beginning of the alphabet comprises a
very large proportion of the language.

Those who have a liking for a little mechanisation, or for
gadgets, can achieve a preliminary breakdown into four parts
of the alphabet, by cutting or tearing off corners of the slips
or cards either during the indexing or immediately the slips
are completed:

PERCENTAGES OF SPACE OCCUPIED BY SECTIONS OF
THE ALPHABET IN REFERENCE WORKS

| | <i>Encyclopaedia Britannica Index 11th edition</i> | <i>Concise Oxford Dictionary</i> | <i>Chambers's Biographical Dictionary</i> |
|-----|--|--------------------------------------|---|
| A-F | 34.4 | 32.3 | 38.7 |
| G-O | 32.4 | 24.5 | 32.5 |
| P-Z | 33.2 | 43.2 | 28.8 |



Thus, if the corner corresponding to the group in which the initial letter of the index entry lies is torn or cut off in each case, when the sorting stage is reached it is a matter of a few moments only to divide the slips into four groups according to their missing corners. Elaborations on this procedure will undoubtedly occur to many readers, but it may be remembered that the more complicated schemes may be more trouble than they are worth or, what is more important, may impair the indexer's concentration on his task of giving good and accurate index entries.

Assuming that the first method is being used, the first step is to pick up a pile of 30 or 40 entries, pat them flush and then 'fan' them by grasping both ends firmly and working them backwards and forwards until the ends fan out.



The entries can be peeled off quickly *from the back* of the pile into the three divisions A-F, G-O, and P-Z. The process is

repeated until all the slips have been dealt with: strong rubber bands are then put round the piles G-O and P-Z. The first pile, A-F, is now ready for a further breakdown:

A-B

C-D

E-F

which is achieved by the same processes. The remaining piles are dealt with in the same fashion:

G-O G-I
 J-L
 M-O

P-Z P-R
 S-T
 U-V
 W-Z

and it will be found that the remainder of the sorting into the individual letters of the alphabet can be completed at great speed, so that the indexer now has 26 separate batches of index slips, each secured by a rubber band.

The task of complete alphabetisation is now reached, and the indexer is faced with the problem of deciding which of the two main systems he will use: the 'word by word' method or the 'all-through' method:

| <i>Word by Word</i> | <i>All-through</i> |
|---------------------|--------------------|
| Canada | Canada |
| Canal Zone | Canals |
| Canals | Canal Zone |
| Canary Islands | Canary Islands |
| Candle power | Candlemas |
| Candlemas | Candle power |
| Canton Island | Canton Island |

in which the word by word arrangement follows the rule of 'nothing before something' to the extent of completing all the entries under one word before proceeding with extensions (such as plurals) of the same word, whereas the 'all-through' method treats the whole heading—or at least that part which occurs before a comma—as one word for the purposes of

alphabetisation. In the example given above, it will be seen that the effect is slight; readers may however care to try arranging the following words by each of the two systems and then compare them carefully; it will be seen that the differences in order can prove extensive:

Eastbourne, East End, East Grinstead, East Anglia,
East Malling, Easter Day, East Indies, Eastern Time,
East Ham

The possessive forms of words, indicated by apostrophes, are treated as one word:

One word

Chambers, Robert
Chamberson, William
Chambers's Encyclopaedia
Chambertin

Hyphenated or compound names are treated as two words:

Two words

Smith, James
Smith-Watson, John
Smithson, William

Numbers should be treated as if spelt out:

Nile, The
9 John Street
Nissen hut

but signs, including mathematical signs, if they have no recognised equivalent in words, should be placed at the end of the alphabet. As in the example above, the definite and indefinite articles—The, A, An—should be ignored in the alphabetisation, and only included if they are an essential part of the name.

Where names, subjects or expressions are broken up by a comma, only the part of the heading *before* the comma should be taken into account in the main alphabetisation, such items being subsequently sub-arranged alphabetically:

| <i>Word by Word</i> | <i>All-through</i> |
|---------------------|---------------------|
| Map, Walter | Map, Walter |
| Map printing | Mapping |
| Mapping | Map printing |
| Maps, Contour | Maps, Contour |
| Maps, Physical | Maps, Physical |
| Maps, Political | Maps, Political |
| Maps, Topographical | Maps, Topographical |
| Maptable | Maptable |

Where there are several people of the same name, the headings should be arranged in the order: 1) Saints; 2) Popes; 3) Emperors; 4) Kings; 5) Princes; 6) Titled people; 7) Christian names; 8) Surnames:

John, *St.*
 John I, *Pope*
 John, Emperor
 John, King
 John, Elector of Saxony
 John, Franz, Freiherr von
 John of Tynemouth
 John, Alfred

If the same name represents, in different headings, people, places, subjects, or titles, the arrangement should be made in that order:

Melba, *Dame Nellie*
 Melba, Isle of
 Melba, Peach
 Melba, *Queen of song*

Titles, as in the example above, should be ignored, except *after* the name; or when they are an integral part of the name:

Lord Roberts' Workshops
 Loring, Lord Francis
 Loring, George

Loring, Henry, *sr.*

Loring, Henry, *jr.*

Where names are abbreviated, arrange them as if spelt out:

Sagan, Françoise

Miranda

St. Anne's School

Mrs. Beeton

Samothrace

Mitton, John

On this point, it is well to urge that the use and form of abbreviations should be maintained uniformly throughout an index. Similarly, consistent use of plurals or singulars for the form of subject-headings should be observed.

Where there are many entries under the same name, those with initials should be filed before those with full Christian names:

Smith, A.

Smith, Albert

Smith, C.

Smith, C. J.

Smith, Charles

Smith, *Mrs.* Charles

Smith, Charles B.

the mnemonic rule being—in this, as in all alphabetisation—‘file nothing before something’. It will be noted that the word *Mrs.* is ignored in the filing, apart from securing its placing *after* her husband's name. Similarly, all diacritical marks are normally ignored in filing:

Alès

Ålesund

Älvsborg

Anécho

Anegada Is.

Aswân

Asyût

Bacău

Where the entries under one heading are complicated and lengthy, the items should be sorted under similarity of interest, if necessary with sub-headings. Thus, in the case of biographical references to a man, the examples on page 29 give some idea of what can be done in this direction. For a good example of the extremes to which this kind of treatment can go, the entries under James Boswell in the indexes to the volumes of Boswell's diaries are recommended for study.

It must be remembered that entries that are detailed can be arranged in several different orders:

| <i>alphabetical</i> | <i>chronological</i> |
|---------------------------------|----------------------|
| Williams, William | France |
| birth 39 | history |
| career 52-4 | 12th century 38-42 |
| death 61 | 13th century 42-4 |
| education 41 | 14th century 45-9 |
| politics 56 | Great Britain |
| | history |
| | Tudor 53-4 |
| | Stuart 56-7 |
| | Republican 59-60 |
| <i>evolutionary</i> | <i>numerical</i> |
| Pianos: development—spinet 132; | Henry I 38 |
| square piano 134; upright | II 41 |
| grand 135 | III 49 |
| Primates: monkeys 82; baboons | Elements |
| 85; apes 87 | atomic constants |
| | 1 hydrogen 37 |
| | 5 boron 39 |
| | 41 columbium 72 |
| | 76 osmium 79 |

As the editing of the indexing proceeds, particular care should be taken to make every heading and entry as clear and concise as possible, and to add any necessary cross-references,

making quite certain that no reference leads merely to another cross-reference. Economies can sometimes be achieved by combining closely-related headings:

Banks }
Banking } = Banks and banking

Employment }
Unemployment } = Employment and unemployment

though there are limits to this kind of treatment since such combined headings as:

Horses and horsemanship
Motors and motoring

are not really adequate for the task in most books.

Where a heading has been inverted, a cross-reference should be provided from the form not used:

Geography, Physical
Physical Geography *see* Geography, Physical

Exercise

Arrange the following in suitable order for an index:

- a) Russia: The Revolution 304, Peter the Great 96, October Revolution 383, Ivan the Terrible 188, Nicholas I 174, the burning of Moscow 236, the Crimean War 281, Catherine the Great 153.
- b) Drama: history—theatre in the round 362, miracle plays 104, Restoration drama 173, morality plays 134–6, The Method 401.
- c) Koran, Köln, Képi, Karen, Kenya, Kaapstad, Kiev, Kurdistan.

X. Preparation for the Printer

IT IS NOT absolutely essential to type the index for the printer: custom varies with different publishing houses and with the printers themselves. Some printers will accept typed or clearly written index slips—in fact some have been known to say they prefer them—but there is no doubt that the majority of printers welcome a typed index on quarto paper.

Where slips are sent to the printers they should be serially numbered in the top right-hand corner in pencil, so that if a batch is dropped by accident the entries can be reassembled accurately without having to worry about problems of alphabetisation.

If the index is typed it should be typed double-spaced on quarto paper, and the pages numbered in the top right-hand corner:

INDEX — 17

Wheeler, Marion Thorne 157

Whitaker's *Almanack* 170-2, 178
index arrangement 85

Who was who 179

Who's who 50, 178-9

Wicklen, S. I. 174













Wilson, H. W. 19

Wilson Company, The H. W. 19, 153, 158
indexing rules 85, 122

Reader's guide 19, 122, 153

continuing entry lines being indented 2 or 3 spaces. Note details of punctuation, which are in accordance with the remarks on p. 30.

Schedule of Standard Proof Correction Marks

| | |
|---|---|
|  | Caret or insertion mark. Repeat in margin and text. |
|  | Delete or take out matter crossed through (Greek delta on a stroke). |
|  | Close-up—probably misplaced space between letters. |
|  | Space sign. Instruction to add to spacing. If the contrary, prefix word 'less' to sign. Also eq.  mark strokes between words to be equally spaced. |
|  | Abbreviation for transpose. Mark all items to be moved. If more than two, advisable to number in correct order. |
|  | For transposition of letters in word. Mark 'trs.' in margin. |
|  | Underline matter to be italicised. |
|  | Change to roman; encircle affected words or letters. |
|  | Double underlining denotes small caps. |
|  | Triple underlining denotes caps. |
|  | Wavy underlining denotes bold face. |

stet

Denote by dotted line below matter to be 'stetted'.

w.f.

Wrong fount. Mark through or encircle letter(s) incorrect.

Straighten type. Repeat in margin and above and below affected matter.

Diagonal strokes between lines of type to denote straightening required. Due to faulty locking up before proofing.

Insert apostrophe. Always use caret mark in text to show insertion.

Insert hyphen.

Insert dash.

Insert full stop.

See below (A).

See below (B).

To move lines to right (i.e. to indent), note amount of movement in margin 1 cm, etc. Mark same sign in text at left of matter to be moved. To move words in line use this sign textually and A above in margin.

To move line to left, the converse of previous entry. Put textual marking at right of matter to be moved. For words in line use same sign, and B above in margin.

1 cm. 1 en is half the width.

| | |
|-----|--|
| □□ | 2 ems, and so on. |
| 9 | Invert matter marked—usually single characters upside down. |
| x | Broken letter. Stroke through character affected or encircle it. |
| [] | Square brackets used to denote position required. Mark affected matter also at either end. |
| ~ | Run-on sign. Encircle matter to be run-on. |
| T | Raised space or letter. |
| ┌ ┐ | Centre on line. Use to indicate position also. |

This list is not exhaustive, but includes those marks generally in use, and the most likely to be necessary for correction of proofs.

It should be noted that it is advisable always to encircle or put a stroke through the affected letter(s) or word(s), whilst marking appropriate instructions in the margin(s). Such instructions should have a stroke between them and the text alongside in most, if not all, instances.

The chief requirement is to make all corrections legible. Should a marking be indeterminate, cross it through and repeat at side. Corrections are expensive, so avoid making a second proof correction necessary.

Corrections, even if set on the keyboard, have to be inserted in the type-matter by hand. A skilled craftsman's time is costly. The fewer corrections the better for all concerned with the production. If proofs are in page form, costs are multiplied enormously, as it is possible the formes have already been made up and locked in position to give you the perfect proofs. If it is absolutely essential at this later stage to correct, always ensure that any space caused by deletions will be filled by substituted letters or words, or, if a word or words are to be completely omitted an insertion of new matter is made to fill the space. The most expensive form of correction is that which involves the over-running of matter from page to page in an imposed proof.

It is not essential to capitalise the initial letters of ordinary words, but even if lower case is chosen, the printer will probably restore the capitals of his own accord, since the left-hand margin of each index column then presents a uniform appearance.

Italics should be indicated—as in the illustration—by underlining, and by the addition of the abbreviation *itals.* underlined in the left-hand margin. Emphasis for main subject headings can, if desired, be achieved by printing them in small capital letters: where this treatment is chosen, the heading should be underlined twice and the abbreviation *small caps.* written and similarly underlined in the left-hand margin, as in the example on p. 73 above. The printed result demonstrates the effect of double-column treatment:

| INDEX | | 200 |
|--------------------------------------|---|-----|
| Wilson Company, The H.W., 19, | words | |
| 153, 158 | common usage, 47-8 | |
| indexing rules, 85, 122 | different meanings, 48, 52 | |
| <i>Reader's guide</i> , 19, 122, 153 | <i>World almanac</i> , 178 | |
| Wodrow, Robert, 130 | <i>World list of scientific periodicals</i> , 121 | |
| women's names, 44, 177 | | |
| 'word by word' method, 84-5, 176 | yearbooks, 178, 179 | |

In preparing the index for the printer, it is well to consider what economies can be made both from the point of view of helping the reader and perhaps saving space.

In this connection, the references should be closely scrutinised. For example, in:

Ainger-Wood, J. B. 13, 20

Wood, J. B. Ainger- *see*

Ainger-Wood, J. B.

the reference will in most indexes overlap into the second line, and causes the reader to look in two parts of the index to find his material. Here there is clearly a case for:

Ainger-Wood, J. B. 13, 20

Wood, J. B. Ainger- 13, 20

On the other hand, if the main entry under Ainger-Wood comprises a detailed series of items extending to several lines, it is better to retain the original reference since there will not usually be room for the repetition of an extensive entry under the alternative form of name. This consideration applies especially to the entries for most main subjects.

Where there are many page references under the main heading, it is sometimes the custom to print the chief reference in bold face:

Wilson, Alfred 13, 21, 25-27, 29, 31, 429

but the same effect can be achieved by taking the chief reference out of the numerical sequence and printing it first:

Wilson, Alfred 25-7; 13, 21, 29, 31, 429

It will be noted that a semi-colon separates the main reference from the subsidiary references.

Where the same heading occurs several times, the entries can be printed in one of two ways:

| | |
|------------------------|-----------------|
| Churchill, John | Churchill, John |
| Churchill, Randolph | Randolph |
| Churchill, Sir Winston | Sir Winston |
| Churchill Tanks | Churchill Tanks |

It will be noted that in the right-hand example Churchill Tanks is printed completely, to emphasise that the comma in the previous entries is no longer operative.

When preparing the index for the printer, it is a good precaution to keep the original index slips with their 'tracings' to cross-references that have been used, in case it should be necessary to cut down the index in a hurry. Cutting down an index is always a ticklish operation, since it is essential to examine the cross-references closely to make certain that in the shorter form of index they still refer to valid entries. There is no doubt that such cutting down tends to spoil an index, since it is rarely possible to preserve the balance of the index, some subjects being given rather more emphasis than others. But similar

problems beset the indexer when asked—very occasionally—to expand the index. Here the safest way is to leave the subjects alone and to concentrate on adding entries for persons, particularly minor people who have been omitted from the original index. The reason for this is that every subject addition implies a re-scrutiny of the network of cross-references, and there is rarely time for this to be done properly, with the result that some subjects are adequately cross-referenced from synonyms and related subjects, and others are left without proper links of this kind.

Exercise

Correct the last paragraph of this chapter:

- a) substituting 'press' for 'printer' in the first sentence
- b) deleting 'an' and substituting 'indexes' for 'index' in the second sentence
- c) starting a new paragraph with the third sentence
- d) italicising the words 'very occasionally' in the fourth sentence
- e) altering 'persons' to small capitals in the fifth sentence
- f) giving initial capitals to the words 'subject addition' in the last sentence

XI. Revising an Index

MANY BOOKS—particularly yearbooks, textbooks, standard treatises, etc.—are subject to frequent revision and their indexes must be revised accordingly. In the case of yearbooks the process is often comparatively simple since their contents remain much the same and it is the details—names, addresses, statistics, etc.—that are altered and not, for the most part, the items that form the basis of the index entries. Where changes are made in the actual contents of the yearbook, the additions or deletions are usually noted in the Preface or Foreword, or on the dust wrapper: in any case, the Editor will know in detail what changes have been made and can warn the indexer of the points to be watched. The indexes of most yearbooks are moreover usually compiled in the office of the publisher and revision of the index keeps pace with the changing of the contents. The chief difficulty is in the fact that the insertion or deletion of even a few lines may throw out the pagination of many subsequent entries, but spot checks of individual pages will show that for the most part the pattern of the contents and their page numbers remain the same year after year in most established annuals.

The revision of the index of a textbook or treatise is often much more difficult. Legal, medical and technical works which may be issued in new editions every three or four years are frequently subject to substantial alterations imposed by new legislation, new discoveries or developments, and by suggestions from readers or demands from educational authorities. Thus, the new edition of such a work may be found to have undergone substantial re-arrangement, extensive alteration of sentences, paragraphs and chapters, as well as the elimination of some material and the substitution of other. In fact, most indexers prefer the work of compiling a completely new index

to the arduous task of revising an old one. If, therefore, the previous index has been compiled by another indexer, it is probably better—if there is time—to re-index afresh, since the ideas of one indexer rarely coincide with those of another.

Assuming however that you are revising your own index and that you know that the work has undergone extensive revision, the most thorough way to tackle the task of revising the index is to reduce the previous index to single entries on cards or slips—in fact, you may already have these by you if you have preserved your original manuscript entries. These slips are then sorted in page number order (entries with several page references being sorted under the earliest page reference) and can be compared page by page with the proofs of the new edition. (The multiple-reference entries are moved forward to the next page number position as soon as the relevant reference has been checked.) In this way, entries that are no longer relevant can be eliminated straight away, and new subjects inserted. Those that are eliminated can be set aside in alphabetical order of subject, in case it is found that the references do occur in a different part of the book, in which case they can again be used by alteration of the page references.

When the work of checking has been completed the slips can then be resorted in alphabetical order. If it is found that the great majority of alterations are to page references only, it is possible to prepare a new index for the printer without re-typing by mounting a copy of the old index on large backing sheets of writing paper. The revisions of page references and the new entries can then be written in the margins on both sides of the mount and the copy sent to the press in the same way as a page proof.

Revision of an index in this way may result in copy that is longer than printing space will allow. It is obvious that it is in the reader's interest that all new additions and extensive revisions should be easily discoverable through the index, and it is therefore best to concentrate on eliminating minor references to that part of the text that has not been revised. Since this

kind of revision needs to be very carefully done and must be based largely on an intimate knowledge of the subject, the author's approval should be sought if possible.

One of the greatest snares in the revision of the index is the possibility of overlooking the need for eliminating cross-references that are no longer relevant. To avoid this, in the preliminary sorting of the entries of the old index into page order, the cross-references should be attached to the appropriate main entries. Thus, if the following entry and reference are considered:

Birds 15, 19, 21, 175

Ornithology *see* Birds

the slip or card for Ornithology would be attached by a pin or paper clip to the back of the entry for Birds, and the pair would first be sorted under page 15; once this had been dealt with, the entry would be moved forward to page 19, and so on. Thus, if it were found after scrutiny of pages 15, 19, 21, and 175 and of the rest of the book, that there were no references at all in the new edition of the book to birds, both the main entry and its cross-reference would be eliminated automatically. In the case of the type of portmanteau reference referring to several different subjects:

Dress: *see also* Gloves; Coats; Hats; etc.

it is safest to remove these references altogether and keep them in a separate sequence, ready for bringing up for reconsideration at the editing stage, when the whole question of general references is being studied. By that time, if it is found that there are no entries in the new edition of the book for Gloves, Coats and Hats, it may be decided that the items covered by 'etc.' are sufficiently minor to warrant cutting out the general reference altogether.

When the new index has been prepared it is essential to recheck every reference to make certain that no alterations in page-numbers have been overlooked, and no redundant

entries have been left in by accident. At this stage of the editing, it is also advisable to scrutinise all cross-references to ensure that they are accurate and adequate, and that they do not lead to items that are negligible or non-existent.

Bibliography

CAREY, G. V. *Making an index*. Cambridge University Press, 1951.

Outstanding brief and yet surprisingly comprehensive introduction to the whole subject, written in a superb and witty style.

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Very clear and careful guide to the subject.

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A manual of office filing routine, with good detail on alphabetisation, and many good hints on filing aids.

WHEELER, MARION THORNE. *New York State Library indexing: principles, rules and examples*. 5th ed. Albany, N.Y., University of the State of New York Press, 1957.

Covers every phase of indexing; full of good sensible advice and excellent examples.

NOTE

The Society of Indexers was founded in 1957: it is an international association whose objects include the improvement of the standards of indexing. Since 1958 it has published a half-yearly journal *The Indexer*, comprising articles, news and correspondence relating to the subject. Those interested are recommended to write to the Founder and Hon. General Secretary, Mr. G. Norman Knight, M.A., 3, Western Mansions, Western Parade, Barnet, Hertfordshire, for further details.

Answers to the Exercises

Chapter I

Egypt

Alexander the Great
Dynasties:
 4th
Egypt, Lower
Egypt, Upper
Giza
Great Pyramid
Hyksos invasion
Khafre
Khufu
Lower Egypt
Menes
Old Kingdom
Pyramids
Saqqara step pyramid
Sphinx
Toynbee, Arnold
Upper Egypt
Zoser

Sheffield Smelting Company

Bewdley
Birmingham
Doddridge, Dr. P.
Dowles, *nr.* Bewdley
Northampton Academy for
 Nonconformists
Gold refining
Leyden University
Precious metals recovery
Read, John
Refining
Roebuck, Dr. John
Silver refining
Skey, Samuel

NB It will be noted that some names are given in full: these details are supplied either from later entries in the book or from the indexer's own research. Similarly, the inclusion of some entries is based on later treatment of the same subjects in the text.

Chapter IV

- 1) Abraham 35
 Abrahams, Jack 94
 Abraham's Peak 39-40, 60

Absalom: in legend 47; poetic treatment 48-9; historical sources 50. *see also* Achitophel

- 2) Brown, John *or* Brown, John: birth 39; early beliefs 49 training 41; military career birth 39 43-7; beliefs 49; death 48; death 48 historical significance 40; early training 41 legends 50 historical significance 40 legends 50 military career 43-7

Chapter V

- 1 a) Irving, Washington ('Diedrich Knickerbocker')
 'Knickerbocker, Diedrich' *see* Irving, Washington
 Wren-Lewis, J.
 Lewis, J. Wren- *see* Wren-Lewis, J.
 Quiller-Couch, Sir Arthur
 Couch, Sir Arthur Quiller- *see* Quiller-Couch, Sir Arthur
 'Q' *see* Quiller-Couch, Sir Arthur
 Van Nostrand, D.
 Nostrand, D. Van *see* Van Nostrand, D.
 Toulouse-Lautrec, Henri Marie Raymond de
 Lautrec, Henri Marie Raymond de Toulouse- *see*
 Toulouse-Lautrec, Henri Marie Raymond de
 Brown, Mrs. Amy (née Jones)
 Brown, Mrs. John *see* Brown, Mrs. Amy
 Jones, Amy *see* Brown, Mrs. Amy
 'Ouida' (Louise de la Ramée)
 La Ramée, Louise de *see* 'Ouida'
 Ramée, Louise de la *see* 'Ouida'

NB Entry under 'Ouida' is chosen, since she is far better known by her pseudonym than by her real name.

- Jaques-Dalcroze, Emile
Dalcroze, Emile Jaques- *see* Jaques-Dalcroze, Emile
- b) La Rive, Auguste Arthur de
De la Rive, Auguste Arthur *see* La Rive, Auguste Arthur de
Rive, Auguste Arthur de la *see* La Rive, Auguste Arthur de
- Rouget de Lisle, Claude Joseph
Lisle, Claude Joseph Rouget de *see* Rouget de Lisle, Claude Joseph
- Joan of Arc, St.
Jeanne d'Arc, Ste. *see* Joan of Arc, St.
Arc, St. Joan of *see* Joan of Arc, St.
- La Fontaine, Jean de
Fontaine, Jean de la *see* La Fontaine, Jean de
- Walther von der Vogelweide
Vogelweide, Walther von der *see* Walther von der Vogelweide
- Vondel, Joost van den
Den Vondel, Joost van *see* Vondel, Joost van den
- c) John of Gaunt, Duke of Lancaster
Lancaster, John, Duke of *see* John of Gaunt
Gaunt, John of *see* John of Gaunt
- Edward, the Black Prince
Black Prince, The *see* Edward, the Black Prince
- Charles Edward, the Young Pretender
Young Pretender, The *see* Charles Edward, the Young Pretender
- Albert, Prince-Consort of England
Prince Consort, The *see* Albert, Prince-Consort of England
- Russell, Bertrand, 3rd Earl Russell

Chapter VI

- a) United Arab Republic
U.A.R. *see* United Arab Republic
North Atlantic Treaty Organization
Nato *see* North Atlantic Treaty Organization
Defence, Ministry of
Ministry of Defence *see* Defence, Ministry of
or Ministries, Government *see under individual names:*
Defence, Education, etc.
U.S. Dept. of State
State, U.S. Dept. of *see* U.S. Dept. of State
Dept. of State, U.S.A. *see* U.S. Dept. of State
U-Kan-Find Store
You-can-find Store *see* U-Kan-Find Store
Loftleidir, Icelandic Airlines
Icelandic Airlines *see* Loftleidir, Icelandic Airlines
- b) Mali, Federation of
Senegal *see* (or *see also*) Mali, Federation of
Sudan (French) *see* (or *see also*) Mali, Federation of
Memel
Klaipéda *see* (or *see also*) Memel
Netherlands, The
Holland *see* Netherlands, The
Djakarta
Jakarta *see* Djakarta
Kenya, Mt.

*Chapter VIII**Wetter*

539: velocity; being and thought *see* thought and being; dialectics (in relation to) concepts

540: concepts, mutable

541: dialectics; particular (and universal) *see* universal (and particular)

Stein

natural language
noises (first year)
consonants, multiple

NB These additions are suggested to 1) exploit the text rather more fully, and 2) provide references under alternative headings. Neither book is easy to index and, if the reader wishes to view the problem in its true perspective, it is essential to examine each of the books as a whole before deciding finally on his recommended entries.

Chapter IX

| | | | |
|----|-----------------------|----|-----------------------------|
| a) | Russia | or | Russia: Ivan the Terrible |
| | Catherine the Great | | 188; Catherine the Great |
| | 153 | | 153; Peter the Great 96; |
| | Crimean War 281 | | Nicholas I 174; the burning |
| | Ivan the Terrible 188 | | of Moscow 236; Crimean |
| | Moscow burning 236 | | War 281; October |
| | Nicholas I 174 | | Revolution 383; The Re- |
| | October Revolution | | volution 304 |
| | 383 | | |
| | Peter the Great 96 | | |
| | Revolution 304 | | |

NB The right-hand example is arranged in chronological order of events.

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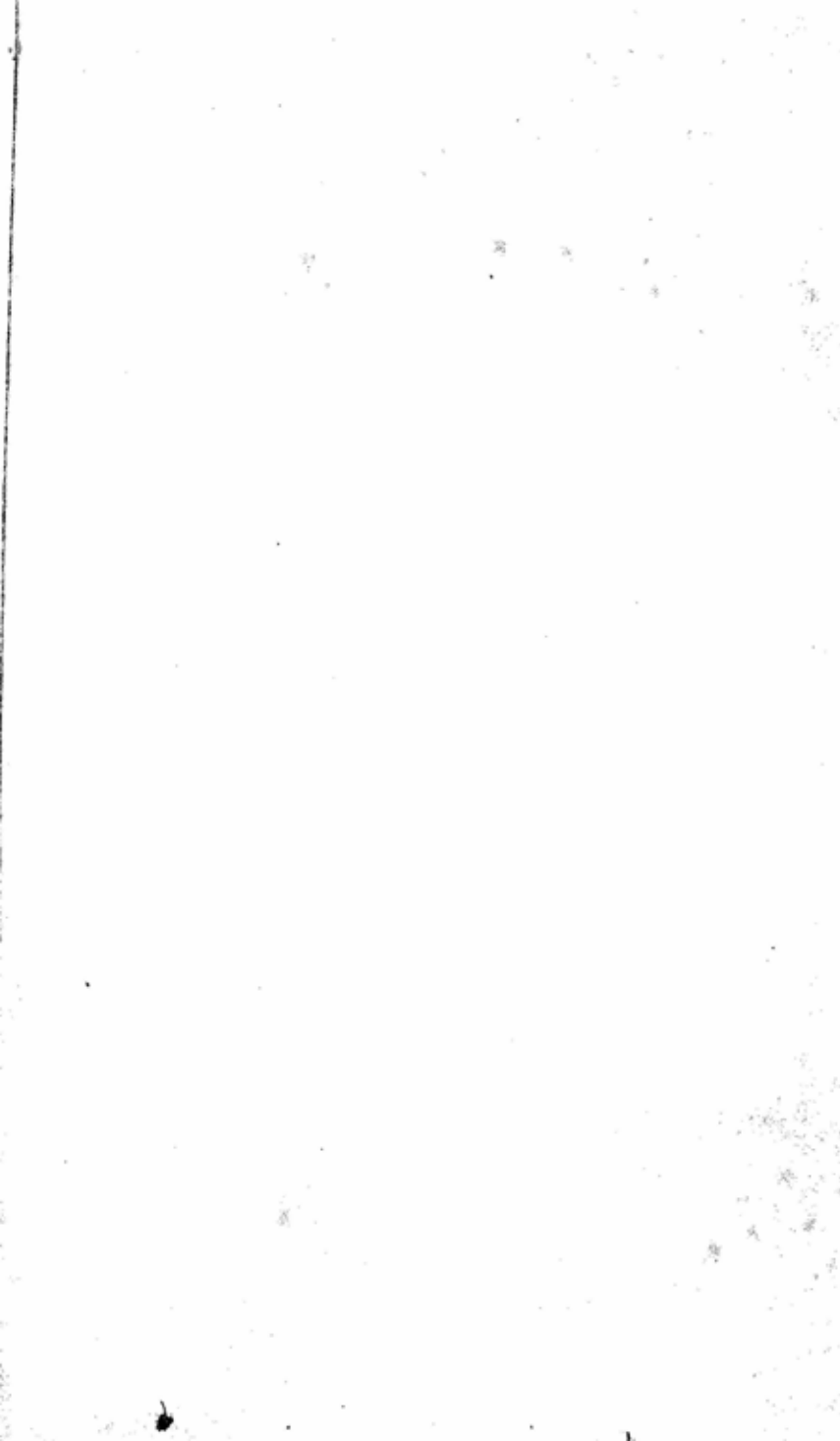
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