First let me say a few words about the 'Jewish Chronicle' itself. It is a weekly newspaper with a national—indeed, an international—circulation, devoted primarily to news and features of Jewish interest.

Established in 1841, it is the oldest surviving Jewish newspaper in the world, with the biggest circulation of Jewish weekly newspapers anywhere. Two Jewish newspapers on the Continent ran it close as centenarians, but they unfortunately may be classed as casualties of the pre-war Nazi era.

In a sense, the 'Jewish Chronicle' was also a sufferer from the Nazis, as it sustained heavy material losses in the blitz on London in the early part of the last war. By good fortune, arrangements had been made to print the paper in the country not far from London if war should break out—a precaution taken by a good number of papers at that time. Owing to the exigencies of the evacuation, however, only the absolute necessaries in the way of reference material were taken to the country office—various well-known books of reference and directories, etc., and a large index volume of alphabetical references to the contents of the paper covering the previous few years only. It was enough, in the circumstances, with which to get by.

A complete run of the volumes of the 'Jewish Chronicle' from 1841 was deposited in the underground basement of the paper's premises in London, but when the City was blitzed in December 1940, the building and all its contents, including the records, were destroyed. From the point of view of reference, therefore, a vast historical period became virtually blank.

For several years after the war we persistently sought for other volumes in order to build up the run again, and gradually acquired those for various periods until the set was almost complete. There are still some blanks, but fortunately there are one or two other libraries, public and private, which have a fair number of volumes from which one may bridge the gaps. Even the British Museum, however, did not have a copy of Volume I, and I was therefore very fortunate in 1952, during a visit to Canada and the U.S.A., to be offered this rarity as a gift by the Canadian Jewish Congress, who possessed it, after I had addressed a luncheon party they gave in my honour in Montreal.

Some few years ago, it was decided, as a safeguard against any future catastrophes to this laboriously built-up new run, to have the 'Jewish Chronicle' micro-filmed from its first issue onwards. The 'Jewish Chronicle' is a widely known source of Jewish historical material and in constant demand for research, but the researcher is obviously hampered by the lack of an index. As former Editor and, before that, Assistant Editor of the paper for many years, I felt particularly fitted for such a task as compiling one, and so the arrangement was come to with the Company on which I am now engaged. The task, on which I began a little over three years ago, is that of writing a cumulative index of the 'Jewish Chronicle' from 1841 up to the 1940s.

* Talk given to the Society of Indexers, Thursday, November 28, 1963.
In preparation, among other things I studied, by kind permission of their various Editors and librarians, the systems followed in the libraries of nearly all the daily newspapers in Fleet Street, the larger Sunday newspapers, some of the serious weeklies, newsagencies such as Reuter’s-P.A., and Jews’ College Library and the Wiener Library. I already had some knowledge of provincial newspaper libraries, as I had received my original training in the provinces. Their systems varied considerably.

It was finally agreed in my office, where I had consultations with the Chairman and Managing Director, Mr. Kessler, that this index should be alphabetical, on cards (the usual 5” x 3”), and cumulative, not annual. From my experience, I believed this to be best for the circumstances of newspaper production, where speed in research is a prime consideration. I do not think that in such an index the various ‘decimal’ systems are so suitable, especially as the spectrum of researcher ranges from office boy to Fellow of All Souls. Subsequent publication of the index is to be microfilming also, but this of course does not rule out printing for wider circulation at any time, and therefore a plain alphabetical system seemed best.

I have said ‘plain alphabetical system’, but perhaps it is not quite so simple as that. Bearing in mind the needs of internal newspaper office inquiry, as well as the yearning for learning often evinced by members of a curious public, I divided the index into broad categories, six in all, but each with its own subdivisions, each shown by coloured guide cards.

The six categories are: GENERAL; HOME; ABROAD; PROVINCES; SPECIAL; PERSONALIA.

These titles largely speak for themselves, except that HOME in this context means London, the place of publication, or, in the early stages even more, the East End, where the bulk of the Jewish community lived in those days and had done so since the Resettlement under Cromwell. SPECIAL covers a wide field, including, among other sections, leaders, letters to the editor, special articles, sermons, poems, and so on—even a gossip column. The ‘gossip’ column is not, as is so often thought, an invention of the popular press of today; the ‘Jewish Chronicle’ had a regular column of that description, ponderous in style perhaps, as early as 1855. This ran for ten years and was only dropped when, as was laconically recorded one week, the copy just failed to turn up. But later, ‘gossip’ returned for different periods, in the form of regular discursive ‘letters to the editor’, written by the same pseudonymous author each week.

Now for a few words on the mechanics of the matter. It did not all spring up ready made—I made adjustments as I went along, in accordance with experience and with an eye to labour-saving. I now have all my ‘working’ cards within arm’s reach as I sit at my desk. In front of me I have nine shallow shelves the complete width of my table, each shelf carrying seven 15-inch-long cardboard trays, in which the cards repose. The trays have several advantages over the usual index boxes; they are lighter for handling, they are longer than the normal and so contain more cards at once, they are shallower and thus allow for easier extraction and replacing of the cards, and more can be contained in the height within reach than the deeper index cabinets.

Without standing up, therefore, I can reach to about sixty boxes, each capable of containing approximately 1,100 cards. At present, my ‘revolving’ complement is about 40,000 cards, with a capacity for
expansion to about 70,000 on the existing shelves. As cards are completed they are transferred in order to stock boxes, for further transference in due course to the office index cabinets.

Gradually I have introduced refinements to save the routine work. For example, the cards are now preprinted in batches with the various sectional headings; there are printed columns at the right-hand side headed ‘Date / page / col.’ As far as possible, I use rubber stamps for regular entries, such as the year, in bold figures stamped at the top of and, where necessary, across the columns. My ‘date / page / col.’ rubber stamps contain the months and not the years, and fit in like a cash-column. I have counted ‘columns’ on the page by letter: ‘a’, ‘b’, ‘c’, etc., in order to avoid conflict with the page numbers. For cross-references, I have revolving rubber stamps which will give me either plain section headings or such headings with ‘see’ in front of them; for example, all the six main categories mentioned above, and additionally, such references as ‘see PARLT’, ‘see SERMONS’, etc.

Everything, however, depends on the written entries on the cards (I could, I suppose, type them, but that would not be any quicker, with the mechanical movements involved, and the machine would simply add a bulky piece of equipment to my desk without compensating advantages). The subject title or name at the top left-hand side of each card is in block letters—caps.—but the rest is in handwriting. I have introduced a system with my cross-references which provides instant recognition: whenever a word or name in any entry is underlined (which would be italics in printing), that means automatically that there is an entry under that name or subject elsewhere, in the appropriate—it might be the same or a different—category. The main entry I make on any card I call my ‘key’ entry, from which cross-references may branch.

This is where I introduce my next labour-saving device—my wife. When I have written the key entry and marked the cross-references, I clip the cards relating to the cross-references to the top card and place them in a rack on my wife’s desk beside my own. She in due course, with a rubber date stamp set at the same date as my own, fills in the reference on each and then stacks the cards and restores them to their places in the trays from which I am working, for re-use as they turn up again.

There are certain difficulties in working from these old newspapers which do not apply to current newspapers. Normally, in a newspaper office, cuttings are taken from the editions and from other newspapers and the necessary key words marked for entering up according to the particular method adopted in that office. I am quite unable to make cuttings or marks, as the volumes I am working from are sacrosanct; some are irreplaceable. So I read and work ‘off the cuff’. I have to make a quick assessment and write the entries direct on to the cards, without preliminaries. Years of practice at sub-editing and headline-writing are a wonderful preparation for this!

The entries on the cards are in the form of ‘abstract’ or ‘digest’ wherever possible. It has been my experience that this is well suited to the needs of the newspaper office, although it is, I suppose, not particularly necessary to do it that way. But where perhaps hundreds of entries under one title are found, it is of great help and a time-saver to, say, a leader-writer or a sub-editor if he can run down them and see the particular con-
nections he is seeking and skip over those inappropriate to his thesis.

It is impossible in the time at my disposal to mention more than a few of the problems found in this particular work—including, I may say, having to be on the look-out for changed meanings in the language even during the last century. For example, one must not assume that any criticism is implied in such a report as ‘The sermon of the Rev. — at the Sabbath service last week was truly pathetic’; the word ‘pathetic’ did not bear the scornful meaning we nowadays give it, but meant simply some subject which drew pitying regard from his congregation. Nor does the report that a reverend gentleman addressed a public meeting in ‘forcible language’ mean in 1871 quite what we might think it does today.

There were many differences in journalistic practice 100 years ago from that of today. Display types were hardly thought of; solid columns of type contained the news, with barely a cross-heading of relief. One meeting might take up four solid columns of report, while, especially in foreign news, a dozen different—quite different, all needing separate entries—reports might appear in half a column, run on, two or three lines to each.

‘Copy’ was naturally handwritten, with all its hazards of misconstruction (remember that the typewriter as a practicable machine was not invented until 1873). I remember that for 1857 I had to enter the name of a New York Deputy District Attorney as ‘JOACHIM, sen.,’ as it appeared in the paper. There was no occasion to query this, as the especially American habit of calling people ‘sen.’ and ‘jun.’ was not uncommon. But in 1859, and later, this turned out to be a gentleman with a name of Scandinavian spelling, Lt.-Col. P. J. Joachimsen, appointed Judge Advocate of the National Guard, and I had to amend my cards accordingly. This is one small instance, by the way, of the advantage of a good memory—I cannot too strongly support somebody’s dictum that one virtue a good indexer must have is a good memory!

Then one must remember that geography is not a static subject, nor history, nor, for that matter, most other branches of learning! On the subject of geography, is it better to enter, say, ‘TRIESTE’ under ‘Italy’, as we know it today, or under ‘Austria’, as it was recorded in the last century? In many of these cases, where the place is so well known, I compromise by entering it under its modern locale and by placing a cross-reference card under the other country, reading (in the case above) ‘Austria, TRIESTE . . . see under Italy’. But then, what does one do about, say, ‘ALSACE-LORRAINE’, which suffered sudden changes in 1870 and again in 1918? The safest way seems to be to enter the events according to historical chronology, but to put under France ‘see also Germany’ and under Germany ‘see also France’.

Nor was spelling, especially of names of places, always consistent nor in accordance with modern orthography. For example, the impulse on seeing the Russian name ‘Charkov’ is to pronounce it as ‘ch’ in ‘church’, unless one happens to know that it is pronounced with a Russian guttural ‘kh’ and would appear better under ‘K’ in an English index than under ‘C’.

One particularly frustrating habit in those old newspapers is that of reporting names without initials. This is very frequent, even with the most common names. The name ‘Cohen’, for example, is very common among Jews (quantitatively, not genealogically!), yet time after time re-
ports are printed referring to ‘Mr. Cohen’ in different connections which could not possibly refer to the same person. Wherever possible, therefore, on each Cohen’s card (assuming he is newsworthy and therefore index-worthy) I fix some distinguishing mark, which may be his occupation, his address, or the organisation or society with which he is connected. If the Cohen is a foreigner, then he is distinguished also by his country and (where it is known) town; if he is a dweller in the provinces, his town appears also at the top. From these considerations, I have built up a ‘code’ system at the top of the index cards which you might almost liken to the punch-hole entries on computer cards! I give here a hypothetical instance of an ‘ISAAC COHEN’, of France. This Isaac Cohen is a doctor, from the town of Lyons, where he first appears in the news in 1860. His first card therefore reads:

\[\begin{array}{|c|c|c|}
\hline
\text{France} & \text{PERSONALIA} & (1) \\
\text{COHEN, ISAAC} & -Lyons & 1860 \\
\text{Regt. surgeon (Capt.)} & \text{doctor} & \\
\text{Leg. of Hon.} & & \\
\text{SEE ABROAD, France, Franco-Pruss. War} & & \\
\text{Jan. 4} & 7 & B \\
\text{Sep. 29} & 3 & A \\
\text{Oct. 6} & 5 & B \\
\hline
\end{array}\]

The ‘code’ at the top tells us that he is of France, in the town of Lyons, and that he is a doctor. The figure (1) in a circle is not added until the card is filled and a number (2) is under way. The word ‘officers’ will be seen underlined in Isaac Cohen’s first entry. There was a constant canard (not unheard-of even today) that Jews did not become soldiers. In fact, there were actually hundreds of
thousands of Jews in European armies in those days, but in many of those armies they were prevented from attaining commissioned rank. Thus early records of Jewish officers are of some significance. In our example, 'Legn. of Hon.' is also underlined, because there is elsewhere a section for that distinction, and Isaac Cohen's name is entered in it under this date as a cross-reference.

The next hypothetical reference says simply 'SEE ABROAD, France, Franco-Pruss War'. This is, in its turn, a cross-reference from a key entry on the card under France 'Franco-Prussian War', in which Isaac Cohen appears among a number of people named as having secured distinctions or been wounded, etc.

Various further entries as time goes by fill up Isaac Cohen's card (you will see we have gone into 1871), and then, as we begin card (2), we find that he has been appointed to the Mount Sinai Hospital, New York (underlined for the usual reason), and been awarded in addition the Fileman Prize. His consequent emigration to the U.S.A. in 1872 causes some alteration in the 'code' at the top, and we see at a glance that he is now in the U.S.A., in New York. It is not really necessary to repeat the word 'Doctor' in the right-hand corner.

Now settled in New York, his third card, (3), needs only the notation U.S.A. and N.Y. (which will appear on all his future cards, unless he moves again), with the reference-back in this one instance ' (ex France)'. (See illustration on next page.)

It will be seen that such a system helps to settle the place and identity wherever possible of the subject of the cards, especially when there are many of them of the same name. I give here an imaginary series of 'ISAAC COHEN'S based on these principles:

<table>
<thead>
<tr>
<th>Name</th>
<th>Country/Town</th>
<th>Occupation/Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COHEN, ISAAC</td>
<td>London</td>
<td>dentist</td>
</tr>
<tr>
<td>COHEN, ISAAC</td>
<td>Africa, N.</td>
<td>Spanish Vice-Consul</td>
</tr>
<tr>
<td>COHEN, ISAAC</td>
<td>France</td>
<td>Gt. Synag.</td>
</tr>
<tr>
<td>COHEN, ISAAC</td>
<td>Hungary</td>
<td></td>
</tr>
<tr>
<td>COHEN, ISAAC</td>
<td>New Zealand</td>
<td></td>
</tr>
<tr>
<td>COHEN, ISAAC</td>
<td>Southampton</td>
<td>mayor</td>
</tr>
<tr>
<td>COHEN, ISAAC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Following the name is given a distinguishing description, in alphabetical order—including occupation, or organisation to which attached, or address.

In alphabetical order according to place of residence:

- Africa, N.
- Algeria
- Paris
- Budapest
- Auckland
- Mayor

PERSONALIA (2)

<table>
<thead>
<tr>
<th>France/USA</th>
<th>COHEN, ISAAC</th>
<th>Lyons/N.Y.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1872</td>
</tr>
</tbody>
</table>

Appointed Mount Sinai Hosp., N.Y.—Fileman Prize award

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAR 14</td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>col.</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Personalia

Cohen, Isaac

Jewish nomenclature may present certain difficulties to the non-Jewish indexer. I might summarise it by saying there are three main styles: Biblical; of the Middle Ages; and modern. My own style of listing, therefore, takes on the following aspect:

Jacob (Bibl.)
– which, of course, is plain enough.

Jacob of Nîmes

Jacob of Zanzibar
– imaginary names, but of the Mid. Ages 'territorial' style, where the first name is still the criterion.

Jacob ben David, Rabbi (11th cent.)
– another Mid. Ages style, but the compound is now religious, with the first names still of most importance.

Jacob, Albert

Jacob, Nathan
– now we have reached the modern period, where surnames are normal practice and, in listing, take precedence over first names.

It should be added, in explanation of the list above, that Jews long used their religious names and it is only in comparatively late times that they adopted regular surnames ('surnames', as we know, are a comparatively late invention in any case). Very often they had surnames of a ridiculous or 'smearing' character imposed on them by the anti-Jewish officials of despotic governments.

I revert to the entry above, 'Rabbi Jacob Ben David'. The word 'Ben' carries particular difficulty for the non-Jew unversed in Hebrew, for here it is not a diminutive of Benjamin, but is the Hebrew word meaning 'son (of)'. Every Jew is given a Hebrew name for religious purposes. Usually his first Hebrew name is the same as, or the equivalent of, his ordinary forename, but to that is always attached the first name of his father. The rabbi above is therefore Jacob the son of David. I, being 'John', am Jochanan in Hebrew, and therefore, if called up to read a portion of the Law in the synagogue, would be addressed as 'Jochanan ben David' (my father's name); his Hebrew name was 'David ben Shelomo' (= Solomon, his father's name).

But in more modern times, there has also grown up a custom, especially in the State of Israel, to adopt permanent sur-
names beginning with ‘Ben’, whether joined or disjoined. The most famous example today is probably David Ben Gurion, the former Prime Minister of that country. He would be indexed, not under ‘G’ for Gurion, but ‘B’ for ‘Ben Gurion’, David.

The closest parallel I can think of is the Norman French style, Fitzmaurice, where Fitz is equivalent to the French ‘fils’, ‘son’. (A member of the audience called out also ‘Mac, Scottish’, with which I agreed, and added, ‘Also “Ap” in Welsh’).

A slight complication is provided by the variation ‘Ibn’, the Arabic equivalent of the Hebrew ‘Ben’. Many famous Jewish scholars of the centuries of Moslem ascendancy in Southern Europe were known as ‘Ibn’ this or ‘Ibn’ that. The best plan is to index them under ‘I’, but the Jewish papers of the last century had their own peculiar custom of spelling such names as ‘Aben’. I normally index such names under ‘Ibn’.

Sometimes there seems to be confusion over names in the news, which differ in different reports. One lovely example I have found concerns an unfortunate little boy who was run over and killed. In the first report of the accident, in 1871, he was named Jacob Michaels. A letter in the following week’s issue, complaining of some aspect of the report, names the boy as Michael Jacobs (without, however, stating that the earlier name was wrong). The following week, the paper, reporting the inquest, refuses to be caught on the wrong foot, and this is what appears:

‘THE FATAL ACCIDENT IN SPITALFIELDS.—An inquest on the body of the poor little boy killed by being run over by a van in Bell Lane was held on Thursday, 23rd ult., when a verdict of “Accidental Death” was returned.’

On a serious level, the only solution in such cases is to index the two names, with an appropriate cross-reference in each.

Owing to the peculiar journalistic standards of the day, it is necessary, at least in the earlier years, to keep an eye on the advertisement columns as well. Much of what we consider as ‘news’ today was not considered so—in newspapers—a hundred years ago. ‘Personalities’, as they were called, for example, but never specifically interpreted, were ruled out—unless you wished to publish them as paid-for advertisements. There were even ‘letters to the editor’ published under this rule, with the legend in small capitals at the top, ‘Advertisement’.

Often in the small advertisements news appeared of significant resolutions passed by the various organisations paying for the announcement; important appointments of the clergy or other officials sometimes appeared only in this form. It is necessary, too, to keep an eye on the death announcements, as obituary notices were treated in the most haphazard manner, the news of the death of quite distinguished persons sometimes being omitted altogether. And we know from experience that there are constant calls from the public for the dates of obituary notices, whether for the purpose of ferreting out wills or chasing up family trees!

It was from a death notice of a lady that I found the only notification of a change of name which, although perhaps not of the greatest importance, at least has a tiny place in the history of Jewish journalism. The lady was the wife of a ‘Herschell Phillips’, and I should not have noticed it further if it had not added the name (Filipowski) in parentheses. It happens that Herschell Filipowski had occurred in my index many times several years before in connection with his pion-
eering efforts in Jewish journalism in England. This simple death notice therefore called for an added notation in the index.

Hebrew words naturally occur frequently in a Jewish newspaper, and for ease I have generally indexed them under a transliteration into Latin characters (with a simple cross-reference card under the Hebrew). But, as in all other branches of learning, it is hard to get two scholars to agree on the exact form of transliteration, and the International Phonetic Alphabet is scarcely of general application, so I have adopted generally the forms used in the ‘Jewish Chronicle’ today. Many Hebrew references, words and phrases, however, do not lend themselves to transliteration as a guide, and so I have added a small Hebrew section to those subdivisions where they occur.

Indeed, in one subsection under GENERAL, that of ‘Pen-names’, I have had to include a small run of pseudonyms which, in the coy manner of the day, consist only of the conventional reference marks that are usually employed to denote footnotes: stars, daggers, paragraph marks, etc., in the order in which they are normally used. The Editor was not averse to giving a pseudonymous correspondent such a ‘signature’ to his letter, and one such ‘award’, of three daggers, was the subject in subsequent correspondence of some acrimonious comment by the correspondent himself, who had not liked it. At the risk of overloading—and I would rather have too much than too little—I find it necessary to index these pseudonyms, especially as I know that some of them turned out to be quite important in the Jewish literary and communal fields later on.

Our Secretary, Mr. Baker, in his circular letter inviting members to this meeting, described my task as ‘gigantic’. I admit that it is, and you may therefore wonder whether I have not thought of the possibility of employing some computer method on it. The answer is that I have, often. But before I deal directly with that, I want to interpolate that as early as 1872 a Jewish scholar, S. M. Drach, had an idea, which he expressed in a letter to the editor, of using ‘numbers’ instead of letters, especially by non-Jewish scholars, for ‘transliterations’ of Hebrew words in their English or other writings. It almost has the ‘computer’ ring about it! It is simply, to avoid error or argument, to substitute figures for the Hebrew letters, the figures being in proper sequence according to the place of the letter in the Hebrew alphabet, which is shorter than the Latin alphabet. Although Hebrew is written from right to left, this would not affect the non-Jewish scholar’s use of figures, because he could write the appropriate figures from left to right in any case. Furthermore, this would have the advantage of avoiding confusion over names, Drach pointed out, which, though spelt the same in English, are different in various places of the original Hebrew Bible. One example he gave was ‘Noah’, which occurs in Genesis v and Numbers xxvii. In the former it is spelt ‘nun, het’, but in the latter ‘nun, ayin, hai’. Translating these Hebrew letters into figures according to their place in the alphabet, you get accordingly:

\[
\begin{align*}
\text{NOAH} & \quad \pi \ 8,14 \\
\text{NOAH} & \quad \pi \ \nu \ 5,16,14
\end{align*}
\]

I discussed the matter of the whole index thoroughly with a big computer company, and we had several conferences at my place and theirs. After much study, they gave me their answers, which were, very briefly, ‘Yes, it can be done’; ‘You would have to do the programming, never-
theless’ (which would be on a less flexible scale than my free-hand efforts now); ‘It would cost you over £40,000.’

I compute that I have used up rather more time than that allotted to me, so I shall sit down!

Dealing with some of the points which arose at question time, Mr. Shaftesley said:

The 5 x 3 cards are used, rather than larger ones, because of ease of handling (I can have many more in front of me) and in order not to have odd sizes of cabinet for their keeping. Many of the cards have only a few entries on, but one can get a surprising number even of abstracts on to this size.

The whole index could of course be one general one, in alphabetical order, instead of being divided up into six sections. But I find it better for consulting if it is divided into recognisable sections; there are often possible confusions, for example, between proper names and geographical names. ‘Germany, KONIGSBERG’ may be either the name of a man or the name of the town, but there is no doubt at all if one is headed by the sectional indication PERSONALIA and the other by ABROAD. In any event, this index is so constructed that, if it is thought better ultimately to make one long general index of it, ‘one and indivisible’, this can be done without any other trouble than by redistributing the whole of the cards in their proper alphabetical order in one continuous sequence.

‘Doctor’ as an indication of occupation refers only to medical men, not Ph.D., etc. The reason is the sociological one explained above.

The changes in features in the ‘Jewish Chronicle’ can be followed easily by the index. The earliest date under such entries as ‘Children’s Page’, ‘Gossip’, etc., will tell the inquirer immediately when such a feature began. Furthermore, I have devoted a special section to the ‘Jewish Chronicle’ itself, under the subdivision ‘Newspapers’ (in GENERAL), which records the changes in the paper, important dates in its record, policy declarations (as in leading articles or editorial footnotes), and references to it from other sources. The historian who wishes to write a history of the paper from its own pages has now at hand a good part of the framework ready made. This of course goes for many other subjects as well.

I have such a section as ‘Newspapers’, under which the ‘Jewish Chronicle’ appears, rather than putting the ‘Jewish Chronicle’ simply under ‘J’ in GENERAL, because I believe that self-evident groupings together are a help and not a hindrance. Anyone looking for, say, the ‘Norfolk Chronicle’ (assuming it appears in the index) would know very well that it was a newspaper.

There will in due course be a ‘guide’ to the index, attached to the beginning, so that the system of sections and subsections will be explained.

I estimate index-worthiness more or less on the basis of news-worthiness. In other words, I substitute for the old legal test of the reasonable person, ‘the man on the Clapham omnibus’, ‘the man in the Piccadilly Tube’, reading his newspaper and saying to his wife when he gets home, ‘Did you read about the murder in Tottenham Court Road?’

I could not possibly index every name in the Births, Marriages, and Deaths columns from the beginning. It would take me a hundred years! All I can do in that respect is to keep an eye on the columns, especially in the early years.
while the index is being built up, for names which I know became well known or distinguished later. As it is, I am up to the 1870s now, and I reckon I have made at least a quarter of a million entries already.

THE ‘LONDON GAZETTE’ INDEX

GRACE HOLMES *

The London Gazette is a government publication in which various official or individual acts are set out in print and thus acquire legal status. The phrase ‘gazetted’, used of honours and military appointments, can also be employed for any other announcement made.

The Gazette appears twice weekly throughout the year, on Tuesday and Friday, including public holidays. A quarterly Index is compiled, and two years ago the contract for this work was put out to tender. I understand that, immediately before this step was taken, the Index was compiled by full-time staff at H.M.S.O. However, when I visited H.M.S.O. after obtaining the contract, there were intriguing references to an elderly lady who had earlier carried out the task for many years, apparently working single-handed and in solitude in a small office. I now feel a bond with this unknown person.

The contractor's price for the Index has to include all expenses, notably paper and postage. A further requirement is that one should be accessible both personally and by phone when needed, and hence must live within reasonable distance of London. The final important condition of the contract is the strict timetable laid down for both indexer and printers. The average number of entries per quarter is 35,000, and these must be stuck up and delivered within 21 working days from the end of the quarter. It follows that one must work intensively in January, April, July and September, and arrange one's personal affairs accordingly. At the Stationery Office everyone who discussed the work with me was very affable, but no one admitted to any knowledge of the methods so far used in compiling the Index. An old copy and two specimen texts were provided, and the rest was up to me. The composing-room overseer at St. Stephen's Parliamentary Press was very helpful over layout, and made it seem less complex than had at first appeared.

The first step after undertaking this work was to find suitable and inexpensive material for the typing and sticking up. A large newsagent-stationer's firm with many branches sell rolls of gummed perforated address labels at 21/6 each, and these can be fed into the typewriter and used until exhausted. Subsequently the long strips are cut up, sorted, and pasted on to newspaper strips which are numbered consecutively. I hoped to get a discount from the stationers on my enormous purchases of label rolls, but was unsuccessful. My local branch now keeps a permanent stock, and the shop assistant once asked if I was running an agency.

To avoid confusion, which could easily arise, each of the seven sections of the Index has its own alphabetical symbol which always appears on every slip. Occasionally we have sorted into the wrong box, which could be disastrous if not noticed quickly. However, the distinguish-

* The substance of a paper read at a Discussion Meeting on February 27, 1964.