SOCIETY INFORMATION

OFFICERS AND COUNCIL 1958-59
Chairman A. R. Hewitt
Vice-Chairman James C. Thornton, M.A.
Hon. Treasurer R. L. Collison, F.I.A.
Acting Hon. Secretary René Hague, B.A.
Hon. Auditors Dr. R. Dickinson
A. T. H. Talbot

MISS DOROTHY F. ATKINS, A.L.A.
RICHARD F. L. BANCROFT, M.A.
JOHN BIRD, M.A., F.I.A. (representing ASLIB)
GORDON V. CAREY, M.A.
MISS F. V. CLARKE, B.SC.
G. NORMAN KNIGHT, M.A.
COLONEL H. K. PERCY-SMITH, F.R.HIST.S.
JOHN L. THORNTON, A.L.A. (representing the Library Association)

THE INDEXER
Hon. Editor: Harold Smith, F.I.A.

Editorial Board:
A. R. Hewitt (Chairman)
R. F. L. Bancroft, M.A.
G. V. Carey, M.A.
R. L. Collison, F.I.A.

MEMBERSHIP AND GENERAL ENQUIRIES: Acting Hon. Secretary, Pigotts, North Dean, High Wycombe, Bucks.

SUBSCRIPTIONS, ADVERTISING RATES, ETC.: Hon. Treasurer, 7 Worsley Road, N.W.3.

ARTICLES, REVIEWS AND MATERIAL FOR ‘THE INDEXER’: Hon. Editor, 34 Liberia Road, London, N.5.

SUBSCRIPTIONS
Members are reminded that subscriptions for 1958-59 became due on the 1st April, 1958.

PANELS
Those members who have applied for admission to a Panel of Indexers are requested to notify the Honorary Secretary of additional indexes they may have compiled.

NEW MEMBERS
Individual
UNITED KINGDOM
Ashton, Mrs K. J.
Bardell, H. N.
Edwards, Mrs E. M., M.A.
Edwards, Lt.-Col. H. N., M.R.E.
Firth, Mrs Joan, A.C.P., A.L.A.
Found, Philip E., F.I.P.S.
Jones, Lewis R.
Phillips, Miss K. D.
Sorrell, R. H.
Wace, Michael

OVERSEAS
Doyle, Miss Antonia
Doyle, Mrs M. H., A.B., U.S.A.
Garloch, Miss Lorena A., M.A., Pittsburgh, U.S.A.
Harrod, L. M., F.I.A., Singapore

REPORT OF THE COUNCIL FOR THE YEAR ENDED 31 MARCH, 1958

Your Council believe that the Society's progress during its first year, although modest, can be regarded with a measure of satisfaction.

As is generally known, the Society was started at an Inaugural Meeting held on the 30th March, 1957. At that meeting the officers and members of the Council for the first year were
elected, but the rate of subscription was left to be fixed by the Council. Consideration of a draft Constitution and the election of Auditors were deferred until a subsequent General Meeting.

At its first meeting on the 13th April, your Council accordingly fixed the rate of annual subscription at two guineas for Individual Members and non-profit making organizations, and four guineas for other institutions. At its second meeting on the 31st May, it decided that the Society's journal should be called The Indexer and appointed Mr Harold Smith, Editor, Miss R. D. Coole, Assistant Editor, and an Editorial Board (under the Chairmanship of Mr A. R. Hewitt). A Finance and General Purposes Committee and a Training Committee were also set up.

At a Special General Meeting of the Society held on the 13th May, a revised draft of the Constitution was, with slight amendments, unanimously adopted. Mr A. T. H. Talbot and Dr R. Dickinson were also unanimously elected the Auditors for the first year.

It was then reported that the Library Association and ASLIB had accepted invitations to nominate each a representative to serve on the Council and that the Publishers Association had joined the Society as an Institutional Member. A decision that the Society of Authors be also invited to nominate an observer to attend meetings of the Council was acted upon but unfortunately came to nought, as the Society of Authors, while welcoming the idea of a close association, felt obliged to reject direct affiliation.

Your Council have since held three further meetings (making five in all). It has set up the following Committees: General Literary, Non-Literary, Legal, Medical and a Scientific and Technical Committee. The first four have already submitted their first reports, and those members seeking admission to the General Literary, Legal and Medical Panels have been, or will be, notified of the results of the respective Committees' scrutiny.

The Training Committee (under the Chairmanship of Mr J. C. Thornton) which has already been referred to, has met with considerable success in its efforts to start a Course of Training, as members will be aware from having read the leaflet sent to them. The following experts agreed to lead the discussions: Mr Aubrey Noakes; Mr P. H. Sewell; Mr Robert Collison; Miss Mary Piggott; Mr E. J. Coates; and Mr G. Norman Knight.

Your Council have deliberated long over the difficult problem of indexers' remuneration, but the subject is a thorny one and, up to the present, the Council has not felt able to arrive at any decisions. It is hoped, however, to make recommendations in the near future.

It has been decided to approach the Publishers Association with a view to bringing to an end the present enforced anonymity of indexers.

Hon. Corresponding Members were appointed for the following countries: Canada, Central and South Africa, India, the Netherlands and the United States (2). Your Council wish to take this opportunity of warmly thanking these members for their valuable co-operation.

Your Council is pleased to be able to report that, during the year under review, nearly thirty applications have been received from authors, editors and publishers for the names of indexers. It has been possible to supply names with almost complete satisfaction to the parties concerned.

By the end of the year under review, the Society's membership had reached a total of 154. Of the total membership, 14 reside overseas and 16 are Institutional Members. There was one resignation and the Council have to report, with regret, that one member died during the year.

Your Council feel that a word of apology is needed for the considerable delay that has taken place in the production of the first number of The Indexer. In addition to the usual teething troubles incidental to any new venture, the Editorial Board were hampered by the fact that Mr Cleverdon, whose interesting talk at the Special General Meeting was to have formed the main feature, unfortunately departed for the United States. Finally, the printers were unable to produce the journal under one month.

Your Council wish to record its very deep gratitude to the Prime Minister, who at a time when he was exceptionally beset by the cares of State, most kindly undertook to pen the inspiring Message to the Society which members will have seen reproduced in facsimile in The Indexer.

31 March 1958

On behalf of the Council,

A. R. HEWITT

Chairman.

O. NORMAN KNIGHT

Hon. Secretary.
STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 31 MARCH, 1958

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Examined and found correct.
R. Dickinson.
A. J. Talbot.
*Hon. Auditors.*

10 April 1958.

AMPLIFICATION

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* The account for printing the first issue of The Indexer (approx. £155) has not yet been presented.
MINUTES OF THE FIRST ANNUAL GENERAL MEETING

Saturday, 26th April, 1958


1. MINUTES

On the motion of Col. Percy Smith, seconded by Mr T. H. Whittaker, the Minutes of the Special General Meeting held on the 13th July, 1957, were taken as read and were confirmed.

2. OFFICERS AND COUNCIL, 1958–9

(a) The Chairman reported that he, the Vice-Chairman and Hon. Treasurer offered themselves for re-election. On the motion of Mr Bancroft, seconded by Brigadier Searight, they were unanimously re-elected.

(b) The Chairman reported, with great regret, that the Society would be losing the services of Mr Norman Knight as Hon. Secretary. On behalf of the members he thanked Mr Knight very warmly both for his work in that post during the year and for his initial endeavours, without which the Society would never have been founded. The post being an important one, the Chairman asked the meeting to refer the matter of a successor to the Council and stated that Mr Knight had agreed to carry out the duties temporarily until a successor was appointed. It was accordingly agreed to leave the appointment in the hands of the Council.

(c) The Chairman also reported, with regret, that Mr Langridge, the Hon. Assistant Secretary, would not be able to continue in office due to the fact that he had recently taken up a new appointment. On the motion from the Chair, Mr René Hague was unanimously elected Hon. Assistant Secretary.

(d) Of the existing members of the Council, it was reported that Mr H. M. Cashmore, M.B.E., F.I.A., and Mr Eric Saunders did not wish to seek re-election. One further vacancy was created by the retirement by lot of Miss D. F. Atkins, so that, in accordance with the Constitution and to bring the Council up to the required number of six, two Councillors remained to be elected. On the motion of Miss Coole, seconded by Miss Higton, Miss Atkins and Mr Norman Knight were elected unanimously for a period of three years.

3. HONORARY AUDITORS

Dr R. Dickinson and Mr A. T. H. Talbot, having expressed willingness to serve for a further period of one year, were, on the motion of Mr Whittaker, seconded by Brigadier Searight, unanimously elected Hon. Assistant Secretary.

4. REPORT OF THE COUNCIL, 1957–8

The Report of the Council for the year ended 31st March, 1958, previously circulated, was presented by the Chairman, paragraph by paragraph. During discussion, the following matters were raised:

Col. Percy Smith suggested that a copy of The Indexer should be sent to the Society of Genealogists. He also expressed disagreement with the method of setting out the list of members in the first issue. The Hon. Secretary explained that the appearance of the list was not generally acceptable and stated that it would be changed in future issues.
Mr Hague questioned the cost of the first issue of *The Indexer*. The Chairman and Hon. Secretary explained some of the difficulties experienced in the production of a new publication and that some of the cost arose out of the need to make certain changes in proof. They stated that the matter had already given them considerable concern and that it would be carefully watched in future.

Mr Hoy asked whether anything had been done in the matter of remuneration for indexing in specialist fields, particularly medicine. The Chairman drew attention to the appointment of Committees to deal with such matters, that enquiries were being made and that it was hoped to produce agreed recommendations in due course.

Mr Bird asked the Council to consider the new Standard on indexing produced by the American Standards Institute as it might be adopted in this country by the B.S.I.; he mentioned that he was himself a member of the B.S.I. sub-committee concerned with the new Standard. It was agreed that the matter should be considered by the Council. The Hon. Secretary reported that a copy of the American Standard had been received and was in the hands of the Editor of *The Indexer*.

Mr Talbot proposed a vote of thanks to the Officers and Council for the work done during the year, which was carried unanimously.

On the motion of Mr Hoy, seconded by Miss Lewis, the Report was received and adopted.

5. STATEMENT OF INCOME AND EXPENDITURE, 1957–8

In the absence of the Hon. Treasurer, due to illness, the Chairman presented the Statement of Income and Expenditure for the year ended 31st March, 1958. He stated that it was the intention of the Council to set aside a sum of, perhaps, £50 or £100 annually as a reserve against contingencies and that life membership subscriptions would be regarded as capital. He called upon the Hon. Auditors to make a report on the Statement. Dr Dickinson reported that they had audited the accounts so far as was possible in the absence of the Treasurer. He also expressed the view that expenditure seemed rather high for a small society. Mr Talbot suggested that, to increase the revenue, a membership secretary might be appointed. The Chairman explained that some of the expenditure was of a non-recurrent nature and said that due regard would always be paid to the need for economy. Col. Percy Smith expressed the view that a balance sheet should be presented, even for the first year. The Chairman stated that one would certainly be prepared in respect of the current financial year. Mr Bird mentioned that it was possible to secure tax relief in respect of subscriptions to certain societies; other members also spoke on the point.

On the motion of Miss Coole, seconded by Col. Percy Smith, the Statement of Income and Expenditure was received.

6. AMENDMENT TO THE CONSTITUTION

The Chairman introduced an amendment to the Constitution of the Society, previously circulated. He recommended some further re-wording in the circulated version, and, on the motion of Mr Lansley, seconded by Mr Bancroft, the following additional paragraph was approved:

7(b)(i). Elections. Nominations for office or membership of the Council shall be signed by two members of the Society and countersigned by the nominee. They must reach the Honorary Secretary not later than one calendar month before the date of the Annual General Meeting. A list of candidates for election shall be circulated by the Honorary Secretary to the members not later than 21 days before the meeting. Voting shall be by show of hands but members unable to attend may record their votes by letter to reach the Honorary Secretary not later than the first post on the day preceding the Annual General Meeting. Postal votes shall be counted by the Honorary Auditors or, in the absence of one or both of them, by a member or members appointed for the purpose at the meeting.

7. OTHER BUSINESS

Mr Lansley proposed that an honorarium be made to the Hon. Secretary and Hon. Treasurer. Mr Norman Knight and the Chairman (on behalf of the Hon. Treasurer), whilst thanking the proposer, stated that they felt that such a gesture would not be appropriate and he withdrew the proposal.

The meeting closed with an address by Mr Norman Knight entitled 'Some Snags in Book Indexing', followed by a short discussion and a vote of thanks to the speaker.
A COURSE ON INDEXING

At the Annual General Meeting in 1957 a number of members of the Society expressed their wish to attend a series of instructional talks or lectures on book indexing if a course of the kind were to be arranged. The Council were thus encouraged in their belief that the Society should offer its members an opportunity of improving their skills both by direct instruction and more particularly by discussion and exchange of experience.

The Council set up a small committee to arrange the course, and this was assured of success as the committee was able from its number to provide three out of the six speakers – Mr R. L. Collison, Miss M. Pigott, and Mr P. H. Sewell. The committee was also fortunate in that Mr E. J. Coates and Mr Aubrey Noakes accepted invitations to take part, while Mr Norman Knight kindly undertook to round off the series with a final talk.

The course opened on 23rd April with an attendance of over forty, and although for the latter half of the course the London bus strike reduced that number by nearly half, it notably failed to bring the series prematurely to a close.

Each session opened with an introductory talk. A report on each is reproduced here, compiled from the shorthand notes which Miss Evelyn Higton kindly undertook to take at each session. A verbatim account has not, however, been attempted, partly for reasons of space and partly because some of the talks, discursive and wide-ranging as they were, would not easily lend themselves to full reproduction. These printed reports will, however, give the talks a wider circulation, and will perhaps encourage the Society to continue this form of enquiry into other and more specialized branches of indexing. All the six speakers who generously gave their time to the preparation of these talks, will certainly agree that the most valuable part of each session was the full discussion which each talk brought about, having all the zest, dogma, and determination always to be found whenever indexers get together to talk about their craft.

J. C. THORNTON
AUBREY NOAKES
author and journalist
AN INTRODUCTORY TALK ON INDEXING

As befitted its position in the series this talk was discursive and amusingly illustrated from the speaker's own experience. As an historical writer he had had both the user's experience of the indexes of most of the more notable historical and literary works and the compiler's experience of making indexes to his own books. Some of the points he made were:

1. An indexer cannot be considered a scientific worker simply because he tackles his job methodically. What he needs primarily is judgement, a sense of selection, and above all, a familiarity with both the subject matter of the book
to be indexed and the category into which it falls as a book. On the last named
will depend the size and type of index required.

2. In compiling an index a good test is to put oneself in the position of a
user and ask oneself what one would expect to find.

3. Some indexes are good not only in leading us to required information
but also in stimulating the mind and starting fruitful lines of thought. For
example, the Braybrook edition of Pepys’s *Diary* contains many entries on sport.
In looking through the index it occurred to the speaker that these entries would
provide material for an article on sport in Stuart times and he did in fact write
such an article.

Another excellent index is that to Monypenny and Buckle’s *Life of Benjamin
Disraeli, the Earl of Beaconsfield*. An item in the index over and above the usual
sort of entries is a list of Disraeli’s more famous remarks and where he made
them.

4. Another first-class index is that to Morley’s *Life of Gladstone* and it
prompted the speaker to ask whether, with all our modern methods, we could
improve on these great Victorian indexes. While everything was to be said in
favour of scientific methods that cut the tedium of humdrum tasks, the first
requisite for an indexer was much the same today as it ever was: a familiarity
with the text of the book and its subject. An indexer cannot be expected to have
complete knowledge of the subject of all books that come his way, but at least
he can read the book he is indexing.

5. When did indexing as we understand it come into existence? In Vic-
torian times we have many fine examples, but early nineteenth-century indexes
are often extremely casual and perfunctory. The speaker’s guess was that as a
distinct art it was hardly a century old. As society becomes more complicated
the need will grow for good, reliable short cuts to information.

6. To illustrate the point that indexing cannot be carried out mechanically,
the speaker instanced pitfalls such as attempting to translate an index from a
French version of the book, and confusing different people bearing the same
title.

7. Spelling of place names calls for constant decisions on the part of the
indexer. An excellent guide in this difficulty is *The rendering of geographical names*
by M. Aurousseau (Hutchinson’s University Library, 1957). The use of cross-
references for various spellings will depend on the size and type of the book.

8. Should short works of 70 or 80 pages say, be provided with an index?
The speaker did not agree with the opinion that all books should have an index.

**DISCUSSION**

1. **History of Indexing**

Sir Walter Raleigh’s *History of the World*, published in 1614, had an index;
and some of the monastic books probably had indexes more as we know them.
In 1756 the Convocation of the Grand Lodge of Freemasons had an index to
their constitution for the first time.
2. Reading books before indexing

Publishers could help by giving indexers galley proofs to read, otherwise the time limit often makes it difficult to read the book before commencing to index. Some members did not agree that preliminary reading was essential.

3. Typographical style of indexes

There was a divergence of opinion in the meeting as to the desirability of using bold type to emphasize main entries. It was criticized both on the grounds of appearance and of the right of the indexer to make himself a sort of commentator by selecting in this way. Supporters claimed that the indexer must select in any case to make entries at all and quoted Carey as saying that there were occasions when it was useful and legitimate, in guide books for example, to show the main reference to a place.

4. Co-operation with authors

Some members thought that an indexer should be in contact with his author and an instance was given of almost daily contact with the author, both to obtain information and to point out errors in the text.

P. H. SEWELL
Head of Department of Librarianship, North-Western Polytechnic

INDEXING: SOME CATEGORIES OF BOOKS

The speaker circulated a list of categories with brief notes on each. In his introductory remarks he explained that the categories were not necessarily mutually exclusive but that they grouped types of books having useful features in common. He went through the list item by item and discussion followed each item. The categories are given here with some of the points dealt with in relation to them.

1. Books which form an organic whole, e.g. treatise, textbook, books of travel and reminiscence.

A. Literary history and criticism

In comparing indexes of different works the speaker noted the treatment of titles of works, of characters in works mentioned, of quotations and the breakdown of topics under authors and subjects.

A point which led to divergence of opinion was whether entries for such broad ideas as romanticism or versification were useful in indexes. Some members thought the table of contents was a more suitable place. It was suggested that in the scientific field tables of contents were becoming more detailed.

B. Historical Books

The majority of the discussion on this group concerned the arrangement of sub-headings. The alternatives mentioned by the speaker were chronological, page and alphabetical order. A member suggested that for historians the chronological order was logical but the speaker felt that it was often helpful to supplement the text by having a different order in the index. He thought that
a mixture of orders in the index without explanation was confusing. An example occurred in the Cambridge Modern History where entries were sub-divided first chronologically then alphabetically.

C. Economics and Social Science

Two difficulties mentioned in this connection were terminology and, in the case of the classical economists, the indexing of arguments.

D. Scientific

The speaker referred to standard lists of accepted terminology which it was necessary to use when indexing in this field, and quoted from Facts, file and action in business and public affairs, Part 2, filing and indexing by J. E. Holmstom. There was also the difficulty of variant terminology in Great Britain and U.S.A., so that one had to consider whether a book would be used only in Great Britain.

E. Technical Books

F. Medical Books

Medical indexes have a tendency to sub-divide entries by classified arrangement, showing typographically the relationship of the various stages.

G. Legal Books

H. Topographical Books

DISCUSSION

The problems discussed were: The choice of place names – whether it should be the form used in the place itself, or the form of the country in which the book was published or even a commonly used form which was neither. Aurousseau's The rendering of geographical names was again cited as a useful authority.

2. Symposia and the other multi-part books where the index may have the function of bringing together different aspects of a subject dealt with by difference contributors from varying viewpoints.

3. Books designed basically for reference to individual items, including trade directories, handbooks and manuals.

The speaker praised the index to Whitaker's Almanack as one with which he could find no fault.

A particular problem he said was posed by continuations, especially those with cumulating indexes. In the index of a work such as Keesing's Contemporary Archives it was necessary to have a framework of headings and to adhere to it strictly.

4. Multi-volume encyclopaedias requiring a separate index.

R. L. COLLISON
Hon. Treasurer, Society of Indexers

FORM AND CHOICE OF ENTRY

This talk covered choice of entries, references, and relationships between subjects, and the speaker first examined some failures in existing indexes.
Going on to an exposition of method he said that one should attempt to sum up each paragraph in a book. Sometimes the idea it contained, which should go into the index, was one quite outside the general trend of the chapter. But there was a lack of systematic approach to the subject. An attempt to remedy this was the chain indexing system originated by S. R. Ranganathan, which could be used in conjunction with any classification one liked to choose. It was designed for use in catalogues but he thought it was adaptable to book indexing.

There were two problems in index entries. First, to decide on a word which would accurately express the idea to be indexed and, secondly, to link it up with other words to which the reader might refer when looking up the subject. The list of entries produced by chain indexing were obtained from the successive stages of sub-division in the classification leading to the specific subject concerned, e.g.:

- Religion
- Christian Religion
- Bible
- New Testament
- The Gospels.

There were two approaches to the accommodation of entry words. Firstly, by the semi-mechanical method described; secondly, by a basic list of subject-headings with cross-references. Without such a guide the indexer's work was made far more difficult in choosing his entry word and remembering synonyms and other necessary references that should be made.

The speaker concluded by illustrating the use of Boolean algebra in working out the relationships between subjects.

**DISCUSSION**

Questions were asked concerning the choice of words for entries. How far was one entitled to take a term the author had not used? The speaker thought one was fully justified in using any term under which the common reader was likely to look for the passage concerned. Should terms be in accordance with the time when the book was written or in accordance with contemporary usage? Different opinions were expressed on this point. When indexing technical books should one always assume that specialists would use them or should one be allowed to use common terms? The speaker thought it was necessary to introduce an economic note here and consider the market for the book.

In reply to the question did he want a fixed list of subject-headings, the speaker replied that every experienced indexer had a list of subject-headings in mind and knew what references he had to make. Why not put it on paper and compare it with those of other indexers?

One piece of advice given by the speaker was that if the indexer had doubts about alternative forms of entry then the reader would have doubts too, so that it was wise in such cases to provide cross-references.
A member made an important point which he illustrated by the subject of forensic medicine or toxicology. If a book on such a subject was intended for the lawyer then emphasis in the index should be on the medical side, if for the doctor, on the legal side.

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FORM AND STYLE OF NAME ENTRIES

Only the headings used in this talk can be given here. Much of this part of indexing has been standardized by librarians and the speaker recommended generally that indexers should follow library practice.

1. **General considerations**

   Additional functions of index, e.g. glossary
   In this connection the speaker instanced an edition of *Dante* where the index included a glossary of names with variant type to differentiate places, historical persons, etc. A member suggested that such a method would be suitable only for an academic work where the scholar would be prepared to understand the system, but not for a popular book where it would only confuse the reader.

   Change of name
   Variant forms of name
   through tradition
   through transliteration
   through caprice

   **Homonyms**
   **Synonyms**

2. **Personal names**

   Compound surnames
   Surnames with prefixes
   Titles of rank and honour
   Forenames
   Nicknames, sobriquets

3. **Corporate names**

   Official bodies
   Societies, institutions

4. **Titles of books, periodicals**

5. **Geographical names**

6. **Common names**

   Classification of subject fields
   Categories
   Choice of terms
   Lists of subject heading
   Grammatical form of entries.
There is only one general principle for the arrangement of book indexes—the alphabetical. For indexes to slight books there is little more to say; problems manifest themselves only in larger books.

The first general problem is whether there should be one or more indexes for the book concerned. Division of material into personal names and subjects is quite common and historical works often add a third index of places. In biology, species are sometimes indexed separately from general biological phenomena. Where the mental orientation of those for whom the book is intended is overwhelmingly directed to such a factor as persons or places, there is a good case for dividing the index. Disadvantages are that the reader has first to classify his enquiry and that, in spite of printed explanations, readers are prone to assume that the first alphabetical sequence of terms on which they alight constitutes the only index to the book. A great advantage of the method is that it groups terms of the same kind and eliminates some of the arrangement problems of a single-sequence index.

The remaining problems of arrangement depend on the existence in entries of (1) punctuation and spaces as well as letters of the alphabet; (2) words which we may decide to ignore for arrangement.

In the first place we have to decide what ordinal value to give the space between words. If we assign it to a position in front of the earliest letter of the alphabet we get the word-by-word method of arrangement, if we ignore it we get the letter-by-letter: the practical difference between the two is considerable. The latter is the logically simpler, though harder way and avoids a number of complications afflicting the word-by-word method.

The word-by-word achieves a rough subject grouping. Indexers have the incompatible desire for, on the one hand, a strict alphabetical arrangement eliminating any necessity to think about the principle of arrangement, and, on the other hand, some degree of subject grouping. The word-by-word method is acceptable as it achieves a convenient compromise.

Difficulties of word-by-word arrangement

It is a matter of critical moment to know whether a verbal combination is two separate words or one word. There is also the intermediate form of hyphenated words: these can be treated as two separate words provided each can be used as a word in isolation, but when a hyphen joins a prefix to a word it is better to ignore the hyphen.

It is desirable to modify word-by-word arrangement when dealing with personal names with prefixes in the Romance languages. Many of them have been anglicized and compressed into single words so that one gets both Du Bois and Dubois, which would be separated in word-by-word arrangement.
Colloquial editions such as isn't and don't appear in the titles of books, etc. Should they be sorted as if written out in full and, in word-by-word arrangement, should the apostrophe be treated as a space or ignored? The answer to the first question is that one should arrange if possible what is actually printed, though librarians have always treated abbreviations such as Mr, St, as if spelled out. There is no divergence of opinion on the second question, to which the answer is to ignore the apostrophe.

The principle of arranging by what is actually printed cannot be applied when the entry contains an element foreign to the alphabet – such as numerals and intruders from other alphabets. These must be arranged as if spelled out. In the case of the German umlaut it is better to ignore it than to arrange as if the old diphthong spelling were used.

In combined indexes one often has the same word signifying a person and a subject. In this case it is best to make a rule that, say, London as a subject either precedes or follows London as a name.

Arrangement of sub-headings

These arise because some of the concepts to be indexed require more than one word for their expression. They can be arranged in simple alphabetical order. An improvement on this would be to separate phrases from sub-heading proper, and to turn as many as possible of the phrases into sub-headings. For biographical and historical works there is also the possibility of chronological arrangement of sub-headings under persons, which usually gives a better result than alphabetical arrangement. Finally there is broadly classified arrangement when there is a large number of sub-headings.

DISCUSSION

There was much disagreement with the principle of arrangement of abbreviations by what is actually printed.

On the question of chronological arrangement of sub-headings, it was pointed out that this was suggested on the assumption that the book was so arranged, whereas a biography, for example, might have separate sequences dealing with private life, career, etc.

The speaker doubted whether there was any point in arranging sub-headings in the order in which they appeared in the book. He did think that it was important to be consistent in whatever method of arranging sub-headings one chose.

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EDITING AND PROOF READING

The speaker began by saying that as well as editing his own work the indexer is in an ideal position to point out errors and discrepancies in the text and can be of great assistance to the author and publisher. But this is incidental and not a necessary part of his job.
In the case of a typical index the editing can be carried out in the course of typing from cards or slips; if cards or slips are submitted to the printer each one should be carefully scrutinised to ensure its correctness. If there is more than one card with the same heading, the heading should be ringed round in the second and all subsequent cards to avoid its being repeated in the proofs. A general direction should be given to the printer to repeat the heading at the top of the new column if an item extends from the preceding column. Arrangement should be checked and consecutive numbers given to pages, cards or slips. It is also essential to check cross references to see that entries to which the reader is referred do actually exist and to ensure that a cross reference is necessary at all, since when there are not more than three page entries and no sub-headings it saves both space and the reader’s time to repeat the page entries under the alternative entry.

Two useful pamphlets recommended by the speaker were: Preparation of Manuscripts and Correction of Proofs (C.U.P.) and Indexing Your Book by Sina Spiker (University of Wisconsin Press).

The indexer should always be prepared to correct his index proofs, said the speaker, and the second part of his talk was concerned with the mechanics of proof reading. He distributed copies of a short guide published by the British Federation of Master Printers, and also recommended members to buy the British Standard (No. 1219) Table of Symbols for Printers’ and Authors’ Proof Corrections.

Some points in the discussion were: that there is no necessity for a comma between a heading and the first page reference; there is no necessity to begin each entry with a capital letter; in repeated headings it is not necessary to have a dash to represent each word repeated and in fact indentation is as good as even one dash. With reference to this sort of decision a member pointed out that the printer often insists on doing it himself.