
The 12th edition of this well-known book was reviewed by Norman Knight in The Indexer (7, (1) Spring 1970, 30-2). The main differences of the 13th edition from its predecessor are, says the Preface, that 'it reflects the impact of the new technology on the entire printing and publishing process', and that 'it spells out, in greater detail and with many more examples, the procedures with which it deals'. It contains 694 pages of text, as against 520 in the 12th edition, and the section on indexing extends to 46 against 31 pages. Reprints of this section are bought (see footnote on p. 71: no mention of price).

The section on indexing forms a wise and helpful introduction to the subject, full of good advice and useful information. A passage that particularly appeals to me is: *At this point you may be tempted to think you are nearly finished with your index. You are, perhaps, barely half way through now, in terms of both time and expenditure of intellectual effort. It is at this crucial stage that the index really takes shape. Editing the cards, grouping headings, determining sub-headings, and furnishing an adequate but not excessive number of cross-references—all these together make the difference between an index that is an efficient, truly complete key to the material within a book, and one that is merely a collection of words and page numbers.*

Though the section on indexing is written to be suitable for beginners, as shown by such phrases as 'this method will not commend itself to professional indexers', and 'if you are an inexperienced indexer', yet few indexers would fail to learn from it; it would repay re-reading at intervals.

The 'impact of the new technology' on indexing is given minimal attention. The Key-Word-in-Context (KWIC) method of computer indexing is described, with the conclusion: 'KWIC indexes have many uses, but there is no way they can substitute for a real index compiled by a real human being. Indexing requires decision making of a far higher order than computers are yet capable of.'

It is pleasing to find that GNK's criticisms of the indexing section in the 12th edition have all been met in the 13th:

1. Passim now appears in italic, not roman, type.
2. See under and see also under references were formerly not mentioned: now we have, on see under, 'The Press does not object to this location', and also, 'some indexers also use see also under'.
3. On the placing of cross-references at the beginning or end of an entry, 'The Press accepts either style as long as it is consistently used', instead of the former preference for the position at the end.
4. For cross-references to long headings, it is now accepted, as suggested by GNK, that exceptions may be made to the repetition of the full heading, for example in such a case as AAAS (for American Association for the Advancement of Science).
5. The Manual now recommends that printing errors noticed by the indexer should be reported to the publishers' editor, not when the index is delivered, but at the completion of putting entries on cards.
6. The new sentence 'A preface may be indexable' meets another of GNK's criticisms, and so does
7. 'Saints are usually indexed under their given or Christian names.'
8. The 2-line section 'Confusing Names' still stands where GNK would have liked a longer account of homonyms and same-name headings. However, elsewhere (under General Rules), there is advice on indexing persons, places, and things having the same name, which was not in the 12th edition.
9. To the American form 'Times (London)' is now added 'in Britain indexed as Times, The'.
10. On methods of alphabetization, the Manual previously allowed only letter-by-letter. GNK strongly advocated word-by-word for books (as distinct from encyclopaedias, atlases, etc.). We now have: 'The Chicago Press, while preferring the letter-by-letter approach, is perfectly willing to accept indexes compiled on the word-by-word principle if that is the preference of the author or the custom of the discipline.'
11. Campbell-Bannerman is now indexed as such, not as Bannerman, Sir Henry Campbell-

The Manual also tacitly recognizes GNK's claim that books with numbered paragraphs (like the Manual itself) can be indexed from galleys or even MSS. After 'indexes are usually prepared from page proofs', there follows, in parentheses, 'we are speaking of an index in which locators are page numbers, not paragraphs or section numbers.'

GNK considered the index to the 12th edition to be too short: he reckoned it, on number of pages, as 5% of the length of the book. But reckoning, as I prefer to do, by approximate number of lines in index and indexed parts of book respectively, that index amounted to about 8.5% of the book (excluding glossary, bibliography, etc.), and the index for the new edition to about 9.5%. This is generous coverage, even in view of the fact that the subheadings are set out.

In dealing with the mechanics of indexing, both editions of the Manual advise the indexer to make a separate card for each index reference, i.e. only one page number on each card, the cards to be kept in the order in which they are made until all are completed, and only
other than those for proper names is mentioned only as entries, both in the index to the book, and in examples of example of word-by-word alphabetization has a placing indexing. The use of lower-case letters to begin entries with which I do not concur. New-fashioned is treated as if the Manual once, in the two lists of entries illustrating drawbacks of the two methods merit discussion.

Capsitals are used in the Manual to begin all index entries, both in the index to the book, and in examples of indexing. The use of lower-case letters to begin entries other than those for proper names is mentioned only as being found in some scientific indexes. It does appear in the Manual once, in the two lists of entries illustrating letter-by-letter and word-by-word alphabetization. This example of word-by-word alphabetization has a placing with which I do not concur. New-fashioned is treated as if it was one word, spelt without the hyphen. I have been accustomed, in word-by-word alphabetization, to treat a hyphenated word as two words if both components could stand alone, as in this case, but as one word if they could not, as for example with anti-Fascist or Neo-Impressionism. The position in the list of 'newlyweds' as one word would not be altered if it were printed as two words: as one word it is not (yet) Modern English Usage, though on the analogy of 'wildlife' it may soon become so.

Chicago is apparently not yet aware that the British, however reluctantly and halfheartedly, 'went metric' some years ago. However, the 'complicated English system of measures', detailed on pp. 391-2, is still of historic interest.

In this review, attention has been mainly directed to the part of the Manual of most interest to indexers. But, to quote GNK, 'there is much that is useful to indexers in other parts of the book', which well deserves its reputation as a valuable work of reference. The places where American usage differs from ours are not sufficiently numerous or important to be much of a drawback. The book is wonderfully comprehensive, and written with admirable clarity.

M. D. Anderson


This index has over 10,000 entries in a single alphabetical sequence to authors, titles, subjects and individuals who have been active in the Special Libraries Association. It will be of value to anyone who regularly needs to find information in the issues of Special Libraries from 1971-1980.

In his introduction the compiler states that no attempt was made at original indexing—the work is a compilation of existing annual indexes, and the task of merging 10,000 entries into a single sequence was a monumental one. I can appreciate that the compiler had quite enough to do without attempting any re-indexing. Unfortunately, this has resulted in disregarding a fundamental principle of good indexing, namely, the need to avoid long strings of page references without any indication of their contents. For example, there is an entry under 'Letters to the Editor' followed by over 100 references with no indication of subject matter. As it stands this entry is useless; it would not have taken much time to look up each reference and add a one or two-word summary of the subject matter after the reference. 'Reviews' is an equally unhelpful entry; the addition of titles of items reviewed in brackets after each page reference would have transformed this entry. As it is, if I want to find out if Use of Reports Literature is reviewed, I have to check out 34 page references before finding it, perhaps, on the 35th.

There is no entry under title—an inconsistency, since several items reviewed do have a title entry—or under 'Reports Literature' or 'Technical Reports'. It is true there is an entry under Auger, the editor of the work, but other approaches should have been catered for. Once again, this would have taken little time and made a dispensable entry useful. Other similarly unhelpful entries are Have you Heard? (46 references), Have you Seen? (33 references) and 'Pubs' (67 references).

A criticism to be laid at the publisher's door is that the readability of entries would have been greatly improved by distinguishing the volume numbers from the page numbers by the use of bold type. As it is, the typographically identical mass of numbers makes rapid scanning of entries difficult.

In sum, this is a valuable but flawed index. Intellect as well as scissors and paste should have been more in evidence. If the compiler had taken the view of the ordinary user of the index when putting together references under 'Letters to the Editor' etc., his course of action would have been clear. And since the index originated as a special project by the compiler at the Columbia University School of Library Services, Ron Coplen's supervisor should be severely disciplined!

Tom Norton


This publication, mentioned in Jeremy Gibson's article 'The Indexing Work of Family History Societies', in The Indexer 13 (2) 84, contains articles on the organization and materials needed for the co-operative compilation of indexes of marriages, from parish registers and/or transcripts. To quote from the Foreword: 'these suggestions are relevant to the making of any large index'. Advice is also given on arrangements with people wishing to consult marriage indexes. The longest article is a list of nearly 80 marriage indexes, in progress or complete, for various periods and various areas (from whole counties to single towns). For each index, details are supplied of organizer, amount of information about each marriage, area and dates covered, sources, and fee for a search. This information is not readily available elsewhere.

M. D. Anderson
Full and short entry catalogues: Library needs and uses/


A bibliographic record has been developed over the years for use in academic library catalogues that will answer a whole series of questions of varying complexity, from a simple demand for the location of a known book, to such a question as whether a book being considered for addition to the library differs sufficiently from editions already in stock to warrant its purchase. When the library's catalogue was the main bibliographic tool available it was inevitable that it should be required to do as much work as possible. Now, however, the situation is quite otherwise. National bibliographies and specialized abstracting and indexing services, both printed and online, allow access to full records, and modern methods of computer output permit the multiplication of catalogues for consultation in many parts of the library. The pertinent question now is not whether each library needs to document fully each item it possesses, when a simple code number can give access to a full description, but how much description is necessary to identify and characterize a book to satisfy all but a very few demands.

The immediacy of the question arises from the fact that many libraries have joined cooperative cataloguing schemes or networks for the exchange of bibliographic information, from which they can take and use catalogue records. In joining a cooperative, however, libraries undertake to contribute catalogue data for such of their acquisitions as are not catalogued centrally. The standard format and the level of detail required by some of the cooperatives may be above that required by a library's own needs, and force the library to spend more time and effort on producing such records than it would otherwise have done, thus reducing the savings made on ready-made records taken from the common source. The cost of updating the catalogue also depends on the length of entries, and the convenience of using a more frequently updated simplified catalogue may outweigh the value of a larger catalogue kept up to date with supplements.

The notion of making catalogue entries Full, Medium or Short has been with us a long time, at least since the first edition of Cutter's Rules in 1876, and many libraries have made their own decisions about the extent of their catalogues without benefit of external research. Experimental research in this area has hardly been possible until recently. Previous work on the content of descriptive cataloguing, mostly using interviews and questionnaires, is summarized on pp.14–18.

The work of the Centre for Catalogue Research breaks new ground in that the Centre has been able to take advantage of the detailed separation into fields and subfields of the MARC record and of the computer's facility for selecting and printing out selected fields. BLCMP printed out for the Centre's use parallel catalogues of the same material, the one containing the full MARC record, the others subsets of the MARC record, so that comparison between full and medium and short catalogues became possible in actual use.

The aims of the researchers at the Centre for Catalogue Research are stated to be

1) to evaluate the performance of catalogue entries with differing levels of content both in terms of ability to fulfil the real needs of users and for ease in scanning and recognition;
2) to indicate if there is a generally acceptable English-language subset of the MARC record;
3) to establish a possible relationship of such a subset to the CIP programme.

The first aim is the core of the work, which was divided into three main areas of investigation: (1) user needs, paying particular attention to how often a search would fail if short instead of full entry were used; (2) usability: speed, accuracy and user preference; (3) cost savings: a) input and processing costs, b) output costs.

The research was carried out in various libraries between 1978 and 1981. Nine projects were undertaken using so far as possible real catalogues representing real library stocks and real library users, staff as well as readers, Machine-derived experimental 'short' catalogues containing only some of the MARC fields and subfields were assessed in comparison with the 'normal', that is 'full', catalogue in particular libraries. A detailed record of each project's methodology, analysis and conclusions (and questionnaires where used) forms the greater part of the report.

The MARC subsets were derived after a comparison of the MARC fields used by four different data bases, and estimates were made of the savings in space and cost of catalogues by the elimination of various fields.

Four projects were devoted to short-entry catalogues and the user. The results suggest that few readers were inconvenienced by having to use the experimental catalogue, once personal name forenames, ISBNs and cross-references (which had been excluded from one subset and had caused problems) had been restored. A saving of 40% in COM production costs is estimated from the use of a short catalogue which would satisfy 97% of user needs (p.73).

Other projects evaluated the time spent on making full and short catalogues and the 'usability' of a short-entry finding list compared to a full catalogue, comparing speed and accuracy of searching. Two points made incidentally were that layout had much to do with usability, and that users valued the facility of searching by keyword.
The investigations lead to a number of conclusions and recommendations. The primary conclusion is that a restricted number of elements of bibliographic description for monographs in a name and title sequence should satisfy over 97% of readers’ and staff needs previously met by a full-entry catalogue in a general library. The recommended elements of description are listed against their MARC tags. They include added entries and references, that is, additional access points, which had been found necessary during the investigation. The investigators note: ‘The use rate of added entries is relatively small compared with the amount of space they require. However, they should not be removed unless alternative access by words in the title can be provided and users trained to adopt title-word approach’. They add: ‘It is likely that many existing COM catalogues could be reduced in size sufficiently to benefit the user by a combination of reducing the content of the entries and by adopting a layout which makes better use of available space’. They point out that the UK CIP entry contains sufficient data elements to be used as a satisfactory catalogue entry, apart from its lack of subtitle. (This leaves an unsolved problem, since subtitles announced before publication are apt not to be in their final form, and searching for keywords that are not there will avail nothing.)

The recommendations urge librarians to reconsider the content and presentation of their catalogues and to improve the subject access to their stock, possibly through the use of keywords and phrases from title pages, contents pages and indexes.

References and reading list occupy pp. 37–42.

Nineteen amendments to AACR2 have been approved by the Joint Steering Committee for Revision of AACR, four years after publication of the text. Two pages of Instructions and Contents list the rules which are to be altered and indicate deletion, addition or substitution. Each amendment, apart from mere deletion or slight amendment for which a note on the contents list suffices, is printed on a separate leaf to allow for insertion in the text of the rules. Most of the changes relate to description of non-book materials, Indonesian and Malay names and Malay abbreviations, and an extension of the use of uniform titles. Hoped-for revision of the rules for constructing headings for subordinate bodies is not included.

The bibliography of classification systems and thesauri is intended to be the first of a series of bibliographies on classification research and practice. It covers classification systems, subject outlines, thesauri and subject headings lists. The compiler, Ingebratu Dahlberg, has made use of the ‘Classification literature’ section of her publisher’s journal International classification (going back to 1974) and also FID’s bibliography of thesauri, as well as other existing bibliographies, which, we are told, will be listed in ICIB 2.

The bibliography is divided into two parts. Part 1 lists the general systems of classification and thesauri, Part 2 the specialized classifications and thesauri.

Full editions of the universal classifications are listed by language, followed by abridged editions, indexes and other supplementary publications. It is thus possible to check the last edition, or reissue with additions, of each section of the Library of Congress classification, the fully worked sections of the Colon classification, the current state of the Universal Decimal Classification in any language, and so on.

In Part 2 the specialized classifications and thesauri are arranged according to a new general subject classification scheme—the Information Coding Classification (ICC)—which is itself described and set out to three levels of division by the compiler of the bibliography who is also the scheme’s originator. An annex correlates topics in ICC and UDC. Indexes of personal and of corporate authors refer to the sequentially numbered entries of the bibliography, and a subject index refers to the ICC notation and also to the item number.

Works in many languages are included. When not originally in the Latin alphabet, titles are romanized, and, if not originally in English, they are followed by an English translation. Many of the items in the bibliography are annotated. References connect items placed in one part with related subjects in the other, separately published sections of general schemes having references from their specific subjects.

The compiler expresses the hope that, through the collaboration of her readers, later editions of the bibliography may be updated, infilled and, where necessary, emended.

Mary Piggott

Text processing: the implications of the new technology for text authors. Based on a research study on ‘The effects of text processing technology on organizations and their Staff’ by Research Bureau Limited. Sheffield: Manpower Services Commission, 1982. 23 pp., 21 cm. Free.

Interviews with 155 authors revealed concerns and anxieties which were not so apparent in the survey, as this dealt with current attitudes. The interviews revealed the anxieties and problems encountered on first facing the one-eyed (VDU) monster.

In general, authors saw the advantages of text-processing systems and welcomed the new technology as a powerful resource. This was particularly evident among those whose work involves long or complex reports, legal documents, technical papers, standard letters and contracts. However, authors tended to play a passive rather than an active role in the use of the new technology, mainly relying on supervisors, secretaries and operators to guide them; the same sexist attitudes which operate in the paper-based offices, in fact. In mitigation, author training is a neglected area and less than half the authors interviewed had received any training or induction on Word Processors. Even where training had been given it tended to last for one day or less. Thus it is not surprising that the facility is being under-utilized in terms of work load and sophisticated applications.

The priorities and resources accorded by the present UK Government to Information Technology indicate clearly the crucial importance of preparing now for the post-industrial age.

Elizabeth Wallis
The Indexer Vol. 13 No. 3 April 1983


Of all the categories of printed publications that have ever existed, perhaps the emblem book excites the least general interest nowadays. Indeed, if asked, 'What is an emblem book?', even widely experienced librarians could rarely come up with any better answer than 'don't know'. It seems scarcely credible that this almost-forgotten book form was so popular in the sixteenth and seventeenth centuries that 'over 600 authors produced about a thousand titles which were issued in over two thousand editions'. Moreover, individual emblems were a major means of influencing the hearts and minds of the populace, widely displayed wherever they might catch the eye: as posters on walls and buildings, stage 'props' in the theatre, banners in processions; in stained glass windows, tapestry, needlework, jewellery; featured in paintings and as decorative stone-carving in architecture.

Each emblem has three essential constituents: picture, motto, epigram. The picture illustrates the message, called the motif (e.g. a pelican ripping open her breast to feed her young with her own blood), and frequently includes in the background secondary motifs which qualify and clarify the meaning of the central motif (e.g. a crucifixion scene). The motto summarizes the message in the fewest possible words (e.g. 'pro lege et pro grege' = 'for the law and for the people'). The epigram, usually a single stanza in verse, sometimes longer, sometimes no more than a mere couplet, gives further precision to the meaning of the emblem (in the example quoted here, an affirmation that the good prince willingly gives his blood, i.e. his life, for the law and his people). In emblem books, the author often adds a fourth constituent: his commentary (which in this instance would draw the reader's attention to the picture's secondary motif, indicating that consideration of the virtues of the worldly lord leads, through the crucifixion, to contemplation of the sacrifice made by the heavenly Lord).

From this brief and inadequate description of an emblem it will be apparent (one hopes!) that the search for the author's true meaning is rather like peeling the skins of an onion: all the constituent parts of an emblem lead the reader by stages from a general concept, usually open to widely varied interpretations, to an increasingly specific message. Thus, for the indexing of an emblem book, the complexity of the content and the critical importance of the hierarchical relationships between each emblem's constituent parts call for special techniques of analysis and presentation. For the compilation of an Index Emblematicus, an index (or will it be a catalogue?) of all the surviving emblems wherever they may be, highly sophisticated techniques must not only be worked out but also command acceptance as standard procedures by the experts in this eclectic field of artistic and literary specialism.

The six contributors to this symposium have assembled a valuable review of the formidable problems which confront the participants in this fascinating project. They bring together also the fruits of the research which has been gathering momentum during the last two decades in a handful of universities and academic libraries, notably in Canada and the USA, in Germany and the Netherlands. It is interesting to note that one of the seminal influences in the revival of interest in emblem books, first in Utrecht and more recently at Princeton, is one of the SI's most loyal and respected founder-members, William S. Heckscher.

The absence of an index from the publication under review may be an unforgivable omission. Perhaps, though, it may charitably be regarded as an indication of the unique indexing complexities which are so thoroughly examined in the text.

John A. Gordon

Reader-oriented indexing: an investigation into the extent to which subject specialists should be used for the indexing of documents by and for professional readers, based on a sample of sociological documents indexed with the help of the PRECIS indexing system/ Karl Kra-rup & Ivan Boserup. Copenhagen: Royal Library, 1982. 133 pp. 30 cm. no ISBN. 40 Danish Kroner. (Automation and documentation pamphlets, vol. 2). Copies from Det kgl. Bibliotek, Christians Brygge 8, DK-1219 Copenhagen K.

The interesting research project reported here takes as its starting point the not unreasonable premise that sociologists are more likely than non-sociologists to index sociological documents so that they can be found by fellow sociologists. One hundred of the 900 book titles listed in the 1975 annual volume of The British national bibliography (BNB) under Dewey class 301 (Sociology) were selected at random, the only requirement being that a copy of the book must be held in the Royal Library, Copenhagen, where the research was based. Two sociologists independently formulated one title-like phrase for each of the 100 documents. These 200 phrases were passed in random order to two trained PRECIS indexers, who independently (and with the aid of the main PRECIS microfiche thesaurus and handbooks on sociology) converted each title-like phrase into PRECIS strings. The British Library produced two PRECIS indexes representing the work of the two indexers.

The conclusion of the investigation was that more effective indexing would be achieved by the use of sociologists and that the specificity of the sociologists' 'title-like phrases' was frequently lost when converted into PRECIS strings, either through generalizations of the semantic components or through generalizations of the relations between these components. As the writers point out, this is contrary to a criticism often levelled at PRECIS—that the entries which it produces tend to be too specific.

There was found to be less difference between the two sociologists than between them and the BNB indexers, but this is surely not too surprising. It is hardly realistic to expect the same kind of specificity for all subjects in a general national bibliography as would be found in indexes produced by every appropriate subject specialist. The BNB subject index is big enough already!

Nonetheless, there were some significant differences.
between the interpretations of the two sociologists, and these differences were not consistent. An examination of some interpretations suggests that the second sociologist (S2) adopted a more 'general' approach than the first (S1):

1. S1: An anthology of articles on the family as a social institution in the context of modern society and of sex roles
S2: Sociology of the family
2. S1: A theoretical and empirical investigation of the role of sociology as a political tool
S2: Sociology and radical social criticism
3. S1: Sociological textbook on health, social systems, and the roles of health-care workers and their patients
S2: Textbook on sociology for health professionals

Frequently, however, it was the second sociologist who provided the more specific statement:

13. S1: Empirical study of linkage patterns among political leaders and organizations in the Bos-Wash megalopolis
S2: Power and influence networks of top leaders and organizations in the megalopolis region at the East coast of USA with special reference to decision making concerning urban and environmental problems.

34. S1: The cultural and political responses of the Sierra Leone Creoles to their colonial experience during 1870–1945.
S2: History of the Sierra Leone Creoles 1870–1945 with special emphasis on the development of the Creole ideas about themselves, the British and other Africans, in response to their colonial experience.

68. S1: How the sociological characteristics of peasant society influence economic and technological development in South-east Asia as compared with India.
S2: Comparative study of the relationship between the social organization of peasant societies and the economic development in India, Indonesia, Philippines and Thailand.

We are told nothing about the experience of the two indexers in the section on research objectives and research design, but we are informed, in the introductory section on the institutional environment of the project, that they were indeed two very experienced and highly respected indexers, Jutta Sorensen (now Jutta Austin) (then of the Bibliotekscentralen, Denmark) and David Ferris (of the British Library). It is surprising that these indexers should both have converted the key subject 'industrial sociology', from the sociologists' phrases, to a totally different subject, 'industrialization', in the PRECIS strings. It is even more surprising that there should be such differences between the two indexes, with very few identical entries; this demonstrates the flexibility of PRECIS, which may not always be an advantage.

The two indexes are reproduced as Appendixes 2 and 3 of the report, and full details of the 100 book titles are given as Appendix 1, together with the sociologists' title-like phrases. Full details are also given of the scoring scheme and measurements, which will interest those who understand these things better than I do.

The report is well written, especially as the writers were presumably using a foreign language—though the proof-reading could have been better.

K. G. B. Bakewell


It is necessary at the outset to explain that this is a programmed text and therefore not really suitable for lengthy, connected reading. The pages are not numbered and index references are to 'frame' numbers.

The book is primarily a textbook for students of librarianship and was developed from work originally carried out under a research project... 'designed to investigate the applicability of programmed instruction techniques in the teaching of practical subject indexing'. It deals therefore with the subject indexing of library collections and their catalogues rather than with back-of-the-book indexing, although any indexer wishing for an introduction to chain indexing or co-ordinate indexing would find the book useful.

Originally published in 1976 in 2 volumes, this edition claims to be revised and updated with the addition of a section on post-co-ordinate indexing. The author is on the staff of the School of Library, Archive and Information Studies of the University of London.

The index (and not all programmed texts have one) is fairly short, concise and seems adequate, with set-out subheadings, initial capitals and word-by-word arrangement. It leads to 'frame' numbers indicating 'where a concept is first introduced', subsequent treatment of the topic being indexed only where it is 'appropriate'. Adverse criticism of the index should perhaps be limited to the observation that the treatment of related terms could be improved (e.g. there are entries under 'Distributed relatives' and 'Common subdivisions' but not under 'Relatives' or 'Subdivisions').

Geoffrey Dixon


This work is intended for students of librarianship, for staff of library/information units who have 'moved sideways' into librarianship, and for non-library staff whose work has an information retrieval content. The authors either are or were severally lecturers in information retrieval at Ealing College of Higher Education and a selection of some of the chapter headings will give the
flavour of the work: File Organisation; Content Approaches; Constructing Your Own Scheme; Physical Forms of File; Searching; Indexes for Individual Documents. In the good old days, now long gone, the major part of this content would have been defined as classification and cataloguing.

The final chapter—Indexes for Individual Documents—deals with back-of-the-book indexing and although only eight pages long provides an excellent distillation of the requirements of good book indexing. The author begins by emphasising the importance of a good index and goes on to deal briefly with such matters as a preliminary reading of the text, choice and form of headings, vocabulary control (synonyms, homographs and cross-references), page references, etc., ending with a mention of the Society of Indexers and *The Indexer*. The present reviewer would however have preferred a much more positive statement on the question of multiple indexes which the author seems more than prepared to accept. Surely one single alphabetical sequence should be the aim unless there is an overwhelming reason to the contrary.

The index (only one!) runs to 16 pages of double column with set-out subheadings and letter-by-letter order, although this does not yield as many entries as might be expected since the type size and leading are quite generous for an index. The preliminary note is half a page long and is so full as to be a model for students—dare one say, a little too full, in that it occasionally states the obvious. Similarly, the system of cross-references is very well-developed, but with perhaps some unnecessary 'see' references (e.g. 'archival documents see archives', 'cataloguing rules see cataloguing codes', 'shelf locations see shelf arrangements') where both headings in each pair file together. There are also too many instances of 'see' references being used where double entry would have been more useful and more economical.

Finally, a small matter (but important for information retrieval)—the book would have been easier to use if it had been provided with running headlines.

Geoffrey Dixon

Publications received and publications noted

Two first editions from the Who's who: the international red series publishers of Wörthsee, near Munich:

**Bibliography for Canadian studies: present trends and future needs.** Proceedings of a conference held at Dalhousie University, Halifax, NS, on June 1 & 2, 1981; ed. by Anne B. Piternick; sponsored by the Association for Canadian Studies. Willowdale, Ont.: Ass'n for Canadian Studies, 1982. 193 pp. 23 cm. (Canadian issues, vol. IV). ISBN 0-919363-07-5. ISSN 0318-8442. (pbk) $22.00 (Canadian). Canadian subject and area bibliography; Developments in automated information systems on a nation-wide scale; Brief notes on some Canadian data bases; Resource collections for Canadian studies: projects in Canada which provide access; Resource collections abroad and access to them; Epilogue: how to compile a bibliography; Recommendations approved by the conference.

**Substance abuse book review index 1981,** by Jane Bemko. Toronto: Addiction Research Foundation, 1982. 58 pp. 28 cm. ISBN 0-88868-0447-0. $6.95. Books reviewed listed in alphabetical order of authors, with references to reviews following each title, supplemented by a list of journals searched, and author, title and subject indexes.

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**Our reviewers**

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K. G. B. Bakewell is Principal Lecturer in the School of Librarianship and Information Studies, Liverpool; (joint) winner of the Wheatley Medal for 1979; Vice-President of The Society of Indexers.

Geoffrey Dixon is Principal librarian of Craigie College of Education, Ayr, and formerly with Ipswich and Manchester Public Libraries; editor of and contributor to the current course on Indexing offered by the Rapid Results College.

John Ainsworth Gordon is a retired social worker, Army Major, schoolteacher, and company secretary; was Secretary and is now Chairman of The Society of Indexers.

Tom Norton is Chief Librarian, Ministry of Agriculture, Fisheries and Food, and former editor of *State Librarian.*

Mary Piggott is former Senior Lecturer, School of Library, Archive, and Information Studies, University College London. Deputy editor of *The Indexer* 1977–80, Vice-President of The Society of Indexers, and The Society's Librarian.

Elizabeth Wallis is a librarian, a long-standing member of the Council of the Society of Indexers, and its Registrar.