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. Pitemick; 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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BIPT
(Book Indexing Postal Tutorials)

This is a short, intensive course by direct mail between student and tutor with an emphasis on judgement and imagination as well as rules.

An advanced course of the last two tutorials only, with substantial indexes to compile, is offered to those who have started indexing but need further guidance.

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RADIALS renamed

Current research in library and information studies is the new name of the former RADIALS bulletin. The bulletin is published quarterly, March to December, the December issue being cumulative, by the Library Association. Subscription: UK £65.00, overseas (excluding N. America) £78.00, N. America US $172.00. It is expected to be available on magnetic tape and accessible through DIALOG and ORBIT later this year.

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