Book reviews
edited by Philip Bradley


Ten years have elapsed since the publication of the first edition of the PRECIS manual and the first application of PRECIS—Preserved Context Index System—to the British national bibliography. New developments that have arisen during that period are recorded in the second edition. How solidly the system was originally constructed is shown in that changes which have been made are in procedure and coding, resulting in simplified indexing and greater clarity in some of the entries, and in principle or in arrangement of the resulting index.

Because the system is widely taught and experimented with, more attention has been paid in this edition to presenting PRECIS in an easily assimilable form, and answers to questions which have been raised in seminars and reports have been incorporated into the text. The introduction has been rewritten. Chapters 2-14 deal mainly with the techniques of subject analysis and string writing, and the manipulation of strings into entries. Chapters 15-18 deal with thesaurus construction, the thesaurus being the source from which all references are derived. Throughout the book examples are plentiful, and exercises follow each section.

A comparison of the tables of operators and codes in the first and second editions indicates the extent of the changes and also the simplifications made. The operators (described as data) are now separated from the codes (described as instructions). Some typographical codes have been added. Two new operators have been introduced, each marked by an identifying prefix. Bound co-ordinate concepts (f)—compound terms which cannot be separated without ambiguity—are now distinguished from standard co-ordinate concepts (g), and specification of two-way interaction (U), such as foreign relations between two countries, is allowed for. The idea of “assembly” for a group of accidentally related concepts, such as “the wives of Henry VIII”, is admitted, and shares the same operator (r) as aggregates, collective nouns such as flock and herd. Some renaming is evident.

The Main line operators, renamed Primary operators, remain unchanged. Their status as ‘linguistic universals’ is attested by their successful application to texts in languages other than English. Differing syntax, requiring possible postpositions and inflections, clearly calls for codes for generating readable entries which differ in some respects from those used in setting out an English-language string. The PRECIS thesaurus, however, being based on fundamental relationships which are both culture- and language-independent, can be constructed without any change of procedure. Applications of PRECIS in non-English languages, hinted at in the first edition of the manual, are described in more detail in this edition, although this edition is offered as a standard account of the English-language system.

The index, compiled by Jutta Austin, shows that it is all right to ask your wife to make the index when she happens to be a competent indexer.

The presence is evident of PRECIS-inspired members on the British Standards committee DOS/10 which drew up the recommended procedures for examining documents, determining their subjects, and selecting appropriate indexing terms. The recommendations are concerned with general techniques and not with any particular system, although their bias is towards those indexing systems which express the subject of a document in summary form, using a controlled indexing language. They presuppose analysis by people and not machines, and concentrate on printed materials. Non-print materials are dealt with very briefly.

For the identification of concepts a checklist of factors is proposed: the document should be checked for reference to a specific product, condition or phenomenon, a particular action or process, the patient of such an action, and so on. From the concepts identified selection for inclusion in the index should be governed by the purpose of the index. A warning is given, however, that information networks are used by people with other interests than those for whom a document was originally produced and their possible benefit should be considered by the indexer. Guidance is given on exhaustivity and specificity in an index.

Selection of indexing terms should be made from the indexing language, supplemented by reference tools with which the indexer should be familiar. ‘Indexing language’ is not defined. By inference it consists of terms derived from natural language or classification notation. Guidance is given in finding terms for new concepts without an established name.

It is pointed out that the quality of indexing depends on the ability and impartiality of individual indexers, and on consistency between different indexers within a single system, and also on the quality of the indexing tools available, especially on their hospitality to new terms and their provisions for updating. The quality of an index should be tested from time to time.

A flowchart of the indexing operation using a thesaurus is appended.

Some oddities of expression are to be found in the standard. A concept is defined as ‘a unit of thought’. One might as well say that 17½ minutes, or 37 minutes, is
a unit of time. Clarity is not improved by the addition: 'The semantic content of a concept can be re-expressed by a combination of other and different concepts, which may vary from one language or culture to another.' The suggestion in section 6.2 that allocating a concept to the wrong main class in a classification scheme 'may not be entirely appropriate to the document in hand' is a surprising understatement—classification is not easy to expound in a few words.

Cavilling apart, the new recommendations form a sound basis for indexing. They do not supersede BS 3700 The preparation of indexes for books, periodicals and other publications. In fact, BS 6529 makes good a regrettable omission from BS 3700. The latter may be said to codify the practice of indexing once the subjects to be indexed have been determined. (BS 3700, having been last issued in 1976, is now undergoing revision.) Indexers need to base their practice on both these standards.

Mary Piggott


This is an example of what used to be known as a list of subject headings but which we must now call a thesaurus. Like all such lists, its purpose is to bring some order and structure to the business of organizing and retrieving information by formalizing the terms used (or 'employing a controlled vocabulary'). The field covered is as stated in the sub-title, and the headings themselves are based on the terms used in the BBC's news information libraries. The introduction expresses the hope that 'this list, which represents the combined experience of a group of information units working twenty-four hours a day in the field, will be of value to other libraries who are required to supply the latest information on developing subjects'.

The thesaurus is equipped with the usual network of linking references (RT, or 'related terms') but since the headings are, by design, not based upon a hierarchical or classificatory structure, there are no BT or NT references ('broader terms' or 'narrower terms'). 'All references are simple links.' In spite of this disclaimer, many of these cross-references do display generic-specific relationships, e.g. MUSIC—RT OPERA. Frequent brief scope notes give guidance on the application of a particular heading and are introduced by the conventional UF ('use for'). The BBC's policy is to use broad subject headings in its working collections, but this list has been modified for external consumption to provide more specific headings.

Many terms are provided with a set of subheadings tailored for that particular heading, but the thesaurus also features in an appendix a number of standard subdivisions to be applied at the user's discretion.

All in all, an excellent example of a working thesaurus based on literary warrant—that is, constructed as a result of the day-to-day handling of the information itself.

Geoffrey Dixon


The first volume in this series (reviewed in *The Indexer* 13 (3), pp. 208–9) listed classification schemes and thesauri. The second volume lists bibliographies, glossaries, periodicals, general textbooks and monographs, standards, and conference proceedings, published between 1950 and 1982. Where reviews of such publications have come to hand, they have been noted. Altogether about 4,000 references have been included. Entries are arranged according to the compiler's own Classification Literature Classification, and subarranged chronologically. They are numbered serially. Name and subject indexes facilitate access to individual publications, but the lack of running heads makes frequent reference to the table of contents necessary. The majority of references are to publications in English, but other languages, particularly Russian and German, are included.

The bibliography is to be completed in three more volumes. It is therefore difficult to know whether apparent omissions from this volume are destined to appear later. Only the first of Aslib's series of conferences on informatics has been included, and the British standard on alphabetization does not appear. The work is, however, a comprehensive, careful and valuable compilation.

Mary Piggott


This volume is a cumulation of the first two years' television indexing by the Fédération Internationale des Archives du Film. It consists of three alphabetical sequences of subject headings plus an author index, each entry in the subject sequences leading the searcher to an article in one of almost a hundred periodicals published worldwide in the field of television. The three sections are: General Subjects; Individual Programmes and TV Films; and Biography, and each entry carries a brief annotation. Incidentally, it is difficult to see what is gained by this proliferation of alphabetical sequences. The interfileng of programme titles, names of people written about and the more general subject headings would surely have conferred all those benefits on the user that one single alphabetical sequence usually offers.

In the general subjects section the alphabetical subject headings are subdivided where appropriate by country, the final order of the entries being alphabetical by author. Cross-references are used but do not seem to have been properly developed. For instance, there are no 'see also' references linking the headings MINORITY CULTURE BROADCASTING, BLACKS ON TELE-
VISION and RACIAL PROBLEMS ON TV, and no entries at all under such terms as 'Coloured', 'Ethnic', 'Multiracial'. Neither do linking references exist for SPORT ON TV and FOOTBALL ON TV, whilst articles on the Olympic Games are listed under the former heading with no reference from OLYMPIC GAMES. All headings are arranged word-by-word.

The entries themselves consist of author, title of article, title of periodical, volume and part number, and date, together with the short annotation already mentioned.

This is a workmanlike compilation which, within its quite specialized field, will be of considerable value—particularly if, as is promised, the period covered is extended by further volumes.

Geoffrey Dixon


Written mainly for the assistance of museum curators, this book tries to deal with the theoretical and practical aspects of controlling vocabulary with emphasis on the practical task, with just so much of the theory as the reader who needs to make a thesaurus will require in order to do the job intelligently rather than mechanically. Examples are drawn from museums, but it is hoped that anyone responsible for managing a collection of information in a subject field for which there is no standard source of terminology will find it useful. The production of this excellent little manual (for which Cheryl Picthall was responsible) is matched by a clarity of text which, had it not been for the absence of an index, would earn additional praise from those who will make use of it as a basis for tackling an exacting task. As Miss Orna writes: 'The main principle for thesaurus construction can be expressed as "Don't do it unless you have to, but if you must do it, make sure you do it well."

Robert Collison


*PAIS* had its origins in various experiments and discussions conducted by members of the Special Libraries Association during the four years immediately prior to World War 1. The moving spirit was Dr John A. Lapp, *Special Libraries* first editor, and the Director of the Indiana Bureau of Legislative Information. Lapp began distributing mimeographed bibliographies on public affairs to the 40 co-operating libraries and, in 1913, he published a formal outline of the proposed Public Affairs Information Service, urging that the time had come to change over to printed information. The scheme was fortunate in having the very practical support of Halsey W. Wilson who printed and distributed the first issue of the *Bulletin*; thus PAIS came into being with Lapp in charge, Wilson providing free editorial space and equipment during the initial stages. It was typical of H. W. Wilson that he only began to make a modest charge of $25 per month for editorial space when the project was on a financially sounder base. Inevitably the Wilson Company took over the day-to-day management of the service, printing the information in the form of weekly bulletins, cumulating into quarterly and finally annual issues. The annual subscription was $100, a figure that was only allowed to increase in 1974!

The first annual cumulations presented problems: the idea was to include everything that had been issued during the year. The *Bulletin*‘s subtitle gives the clue to the policy that was gradually hammered out among the editorial staff: 'a co-operative clearing house of public affairs information'.

In the earliest years the Service had already developed as one of its services a system for distributing to members both free and chargeable material, and allowed members of the PAIS to borrow items from its collection and to copy them.

Charles C. Williamson (1877-1965), Librarian of the New York Municipal Reference Library, was deeply conscious of the value to the public of the enormous amount of English-language public affairs material being received by his library, and felt that PAIS could do a better job by being more selective in the interests of its members. The advantages of collaboration with the New York Public Library in this matter were obvious, and Williamson managed to persuade the Library to give free editorial space in the Economics Division to the PAIS team, who thus had full access to all the relevant publications as they were received. The generosity of H. W. Wilson and his company was a contributory factor of the highest value, since the charges were always reasonable, production was impeccable, and regularity of publication a byword. Thus the *PAIS bulletin* rapidly became the chief current bibliography for twentieth-century material in the social sciences. Compiled by a group of highly experienced and enthusiastic librarians, it sets a standard that has never been equalled elsewhere. It includes English-language documents from many different countries, and covers the whole field of the social sciences in the broadest sense—statistics, political science, economics, law, administration, social welfare, education, transport, customs, anthropology, etc. All is grist to its mill: books, pamphlets, mimeographed material, restricted items, and—in short—everything and anything, no matter what its format, which constitutes an original contribution to its subject. Items are arranged alphabetically in one sequence of subject headings: a very few entries are also included under names when the authors are outstanding. Britain is easily its largest foreign supporter.

Those who have not made the acquaintance of the *PAIS bulletin* are recommended to devote a little time to its seventy olive-green annual volumes, for it is a masterly textbook of what can be achieved in indexing such difficult material. The standard of indexing has never been equalled, and its consistency in maintaining masterly subject headings over so many years has earned the admiration of all cataloguers and indexers who are anxious to improve their techniques. This long-awaited
list of subject headings employed by the PAIS staff has at last appeared in a well produced volume whose production will stand up to the daily heavy use which it will experience in so many of the larger libraries. Over the years PAIS has built up an extensive list of subject headings representing a pragmatic collection of descriptor terms reflecting materials actually indexed. PAIS utilizes a subject authority control system. Every subject heading and every heading/subheading combination assigned to a bibliographic entry must find a match in the subject authority file. The subject authority system assures quality and consistency in indexing, facilitates change of subject headings, and generates cross-references. This volume is in two parts, the list of main headings being followed by a list of subheadings. In addition, the sister service PAIS foreign language index has been published quarterly since 1972, and the PAIS selection policy and periodicals list is available upon request. Indexers will find here the very tools they need in order to solve the more difficult problems in modern indexing.

Robert Collison


It is too bad that this fascinating glimpse into the world of North American indexing should lack an index. Nevertheless, it is worth buying a copy, for indexers in other parts of the world will certainly find many points of interest, and there are also some useful notes on organizations and other sources of interest to the practising indexer. The authors have just the right specialist background to ensure that their readers will receive sound, helpful information. They foresee that while it is true that information products based on electronic communications are increasing, we believe that these will create more, rather than fewer, jobs for indexers and abstractors; and they predict an even greater and more exciting variety of indexing and abstracting technologies and products.

Readers will naturally be interested in the possible salaries offered by North American employers and organizations. Publishers employing full-time indexers may pay around $20,000 per year; Government abstracting and indexing full-time employees may receive $16,000 to $37,000 annually; while other science and social science/humanities organizations offer somewhat less, perhaps $11,000 to $20,000. In all, this little guide provides a most useful picture of present-day indexing and is well worth studying.

Robert Collison


Brown's index was conceived as a tool for the design professions and printing industries to use in conjunction with photocomposition. It is a source of information about constraints and availability and terminology used in photocomposition. It seeks to inform designers so that they can provide a wider range of typographic solutions particularly where copyfitting is concerned.

Nan Ridehalgh


'How does one praise an author?' asks the author of this book. 'Since laudable quotations are less likely to convey their excellence than awful ones their badness, words like 'important', 'significant' and 'admirable' can often be slipped in. The danger is pretentiousness, which comes from obsequiousness.' With this advice in mind, I shall proceed to say that Dr Krummel has provided a comprehensive and very well-documented introduction to the subject of bibliographies. He covers the nature and history of bibliographies; their scope, arrangement, and style; the collection of entries; and the presentation and evaluation of the finished work. Of particular interest to indexers is the section on 'References and indexes' in Chapter V.

The text is interspersed with 'Writings on . . .', various topics, which are themselves examples of bibliographical essays. Similarly the bibliographical lists in the supplements to Chapters I and III ('Major guides to bibliographies' and 'Major style manuals') and one of the appendices ('Awards to bibliographies for graphic excellence'), together with the concluding bibliography 'Major writings on the compiling of bibliographies, 1883–1983', serve to exemplify the principles enunciated in the text.

In case the abundance of notes and supplements, appendices and 'Writings on . . .' sounds daunting, I hasten to add that the book is clearly laid out, the text is highly readable, and there is a good index.

The author acknowledges the limitations of 'culminated' or 'finalized' bibliographies, which are the subject of this book, as opposed to expandable and perfectible, or continuing, bibliographical records—card catalogues and computer data bases; but he defends their use, particularly in the humanities, and stresses the great advantage of the printed page, its visibility: 'In return for finality, the compiler gains the special advantages of panoramic presentation. A bibliography . . . is meant to be read as well as consulted . . . Visual mobility encourages discovery, facilitates serendipity and, whether correctly or incorrectly, gives a sense of the totality of the literature.' Given that there is a future for the self-contained published bibliography, Dr Krummel's book is a significant and admirable contribution to the subject—important reading matter for all compilers and users of bibliographies.

Sheila Milne

The title gives all that one needs to know except the date, which was 11 July 1982: so these papers have been a long time in reaching the reviewer, and excuses about lead type or printer’s devil’s will not stand—the proceedings have clearly been produced via a computer!

The aim of the assemblage is established in the first paragraph of the introduction; namely, the application of bibliographical theory to bibliographical instruction.

The overall structure is simple: the editor provides an introduction and a summary. Sandwiched between these are two distinct theories of bibliography—each followed by an attempt to base bibliographical teaching practice upon the preceding theories. Of the two theoretical papers, Patrick Wilson’s Pragmatic bibliography is far the more interesting and fully developed. Wilson contrasts wholesale bibliography, as typified by national bibliographies or Chemical abstracts, with pragmatic bibliography—the act of assembling references to assist with some specific endeavour which is more significant than the references as such. Wilson questions the value of extensive searching within the wholesale bibliographies—proposing that more limited ‘raids’ guided by an acknowledged expert may be more productive.

The other theoretician, Conrad Rawski, attempts to be far more profound, but ends up being less illuminating. The core of Rawski’s presentation is an extensive review of work on the structure of communication, quoting such names as William Goffman, De Solla Price, and John Ziman. The review is in itself useful, as it attempts to map the present structure of research into scientific literature: nevertheless, the author fails to outline a coherent theory of bibliography. In the conclusion the editor uses the phrases ‘highly complex picture’ and ‘if I have understood it correctly’ within the same paragraph referring to Rawski’s contribution.

Both the other papers outline the application of these theories to specific teaching programmes; and are very much tied to the nature of North American education.

The publication suffers from the failure of the editor (and possibly the authors) to realize the limitations of non-traditional printing. Many of the paragraphs are excessively long which makes assimilation difficult. Rawski’s paper is especially incoherent, as from an initial inspection one is tempted to consider that the review section is either a separate paper of an appendix followed by a further appendix. Footnotes are used without a change in type style or size, which further hinders comprehension. Not surprisingly, an index is also lacking.

With the exception of Patrick Wilson’s pragmatic bibliography, which possibly has parallels in pragmatic indexing, this compilation is likely to be of scant value to most indexers.

Kevin P. Jones


This book is organized as follows: after a brief introductory essay on the pattern of sources of information, part 1, with the heading The physical sources, has brief chapters on the following subjects: the printed word, micro-forms, audio: tapes and discs, visual aids: films, film-strips and video, videotex, online and new media versus old media. The last chapter is a useful assessment of the strengths and weaknesses of printed and electronic media. Part 2, headed The literary sources, consists of 18 brief chapters on such subjects as language dictionaries, monographs, newspapers, periodicals, and so on. Each chapter is characterized by a brief discussion and description with appropriate quotations and suggestions for further reading.

Part 3, headed The Bibliographical Sources, consists of another 12 brief chapters on topics such as general national bibliographies, bibliographic control of the contents of periodicals, subject bibliographies, and so on. Two appendices round off the book: one on principal sources of information on reference material, the other a note on copyright. There is a brief, adequate index.

From this description Ollé’s book would seem to be of most use to library school students, who will no doubt be the largest users. However, it is also useful to a far wider audience involved in communication studies which includes many people working within the information technology/bookmanship spectrum. Examples are publishers, booksellers, librarians, information technologists and indexers.

There is much useful information in this book, presented in a concise form, and at least one recommendation with which all can agree: ‘every librarian concerned with the information service should read The Indexer . . . ’ (p. 44).

Tom Norton


The reason for this collection of papers is given by Gordon Stevenson in his introduction, ‘The nature of the problem, if it is a problem’. He suggests that technical services librarians, who are responsible for the construction of catalogues, indexes and classification systems, and reference librarians, who have to use catalogues, indexes and bibliographies, have tended to become more isolated rather than more integrated during the past several decades. They even, suggests Stevenson, speak different languages: the technical services librarian talks of ‘corporate emanation’, ‘distributed relatives’, ‘hierarchically expressive notation’ and ‘retroactive notation’; the reference librarian produces flow charts of
the reference process which resemble ‘a map of the London transit system’ and builds up ‘the reference interview’ into what some might regard as ‘a rather inflated—even pretentious—consideration of the obvious’.

‘The problem’, says Stevenson, ‘if it is a problem, may have nothing to do with specialization as such, but with the way specialists are used, the way they are organized, the way they interact.’ ‘If it is a problem? It must surely be a major problem if the makers of catalogues and indexes cannot communicate with the users of these catalogues and indexes. Mr Stevenson’s introduction is one of the best arguments I have seen for the movements towards integration of the study of ‘cataloguing and classification’ with the study of ‘reference work’ which have been taking place at Liverpool and other library schools during recent years.

The rest of the book consists of fourteen papers grouped under six headings: Historical background; An overview; Organizational arrangements; Document description; Subject organization and access; Readers’ forum. The second edition of Anglo-American cataloguing rules (AACR 2) looms large, and rather worryingly, in these contributions. In an interesting study of inter-library loan as an unobtrusive measure of bibliographic efficiency, Sally Stevenson and Gwen Deiber suggest that AACR 2, as implemented at the State University of New York Library, ‘has contributed to user failure in known item searches resulting in an increase in inter-library loan requests for owned items and in staff time spent explaining the structure of the catalog’ (p. 97)—though they also state (p. 92) that AACR 2 may tend to reduce another category of user failure because of its greater use of title entries for journals, proceedings and transactions of corporate bodies. On the other hand, the use of title main entries rather than entry under editor or compiler is one of the reasons given by Sanford Berman (pp. 136–139) for not being too happy with AACR 2. Gordon Stevenson states (p. 36): ‘As even catalogers must know, it is one thing to enter an item in an AACR 2-based system, but it is quite another to find it once it is there. So, if the catalogers are the input experts, the reference librarians should be the experts in the actual use of the system. Reference librarians should know the AACR 2 rules at least as well as the catalogers.’ Is this not in itself a condemnation of AACR 2? Does it not suggest that AACR 2 is likely to produce unexpected, and perhaps unsought, headings?

Automation also looms large in the collection, though not perhaps as large as one might expect. Michael Gorman, in an excellent paper entitled ‘The ecumenical library’, says rightly that ‘automation should be a unifying and integrating force, but in all too many cases has become the preserve of one “side”, a force which has been the plaything of some and the boogeyman of others.’

Sanford Berman, always a stimulating writer, provides an amusing and practical critique of AACR 2 (‘The Good Book’) and the Library of Congress subject headings (LCSH). He points out that many subject terms in everyday use are not yet accepted as headings by the Library of Congress—including Fee-Based Information Services, Government Publishing Policy, Information Industry, Information Policy, Information Society, Nuclear Freeze Campaign, Small Business Loans, Telematics, Video Display Terminals. ‘Replacing LC subject headings with another system, like PRECIS, won’t miraculously make subject cataloging “work”,’ says Berman. I wanted to protest and point out that PRECIS is much more effective than LCSH because of its open-ended vocabulary, which allows new terms to be introduced at any time; then I remembered the problems that one of my students has been having trying to find material on dual use libraries in British education index because the term ‘dual use libraries’ may not have been used in the article indexed.

This is an interesting collection of papers, well worth reading, but something is missing. On p. 4, Gordon Stevenson suggests a humorous definition of ‘distributed relative’—‘an uncle living in Florida’. The term actually refers to aspects of a subject which are separated by a classification scheme—or in the text of a book. One of the functions of an index is to bring together these ‘distributed relatives’. There are several examples of ‘distributed relatives’ in this collection of papers, including AACR 2, automation, online catalogues, users, management structure, subject catalogues and LCSH.

What a pity the editors and publishers did not think of providing an index so that they could be easily located.

K. G. B. Bakewell


Lexicography is: ‘The study and practice of dictionary making’, to cite the definition given in the glossary to this excellent book. The origins of the Workbook are based on the need to provide training in the skills of compiling and using dictionaries. As such this is a comprehensive do-it-yourself guide to the art of the lexicographer. However, most of us are users rather than compilers of dictionaries and as such will find it useful for getting more out of the dictionaries we possess.

The Workbook is organized in 5 parts. Parts A, B, C, deal with ‘Recording’, ‘Description’ and ‘Presentation’ respectively and take up most of the Workbook. Each of the parts consists of a number of short chapters with exercises following each one. Thus, chapter 5 of part A (‘Recording’) is about the way a lexicographer records his data and is followed by exercises which invite the reader to try to solve various practical problems concerned with the organizing and sorting of data. Chapter 15 in part C (‘Presentation’) is a concise survey of the application of computers in lexicography, and the exercises following invite the reader to consider such matters as the shortcomings of a hand-held computer dictionary and how citation retrieval could be revolutionized with the use of computers. Part D is a ‘Glossary of English lexicographical terms’ and is cross-referenced to the sources listed in the ‘Bibliography’ which constitutes part E.
As a dictionary user I found this *Workbook* both entertaining and useful. There is a considerable amount of information about the origins and characteristics of famous dictionaries (such as the OED and Webster's) which deepen one's appreciation of the dedication and skill involved in their compilation.

Words—their meaning and arrangement—are the business not only of lexicographers but also of indexers who will find this *Workbook* a source of interest and instruction.

*Tom Norton*


At last, an authoritative guide to English usage which is also a 'good read'. Fowler remains on my bookshelf, venerated but unread, while the *Guide* is already dog-eared with use. The small format version slips easily into the pocket and can be studied with profit during those unscheduled train delays to which commuters are increasingly subjected.

The *Guide* is a reference work intended for anyone who needs simple and direct guidance about the formation and use of English words—about spelling, pronunciation, meanings and grammar. Examples of the kind of question it is designed to answer are: Does one write *forego* or *forgo*, Jones' or Joneses? Where is the stress on words like *contribute* or *controversy*? What is the difference between *deprecate* and *depreciate*, *imply* and *infer*? Clear and simple recommendations are given and emphasis is on correct and acceptable standard British English. Only a minimum knowledge of grammatical terminology is assumed and there is a glossary of such terms; no technical symbols are used.

A large number of the citations which illustrate good usage are drawn from the works of well-known 20th century writers such as Anthony Burgess, Kingsley Amis, Graham Greene and Evelyn Waugh. There are three useful and interesting appendices dealing with the principles of punctuation, 'modish and inflated diction' (ball game, at the end of the day, the name of the game, *you name it* etc) and some overseas varieties of English. Distinctive features of American English are pointed out in the main body of the book.

The *Guide* is extremely well organized and presented for efficient use. There are four parts: word formation, pronunciation, vocabulary and grammar. Each part has its own alphabetical arrangement of entries; each entry is headed by its title in BOLD TYPE. Recommendations are clearly set out and the blob • is used where a warning, restriction, or prohibition is stated.

The emphasis of the recommendations is on the degree of acceptability in standard English of a particular use. Dogmatic assertions of right and wrong are avoided. The introduction to the *Guide* observes that much that is sometimes condemned as 'bad English' is better regarded as appropriate in informal contexts but inappropriate in formal ones. The appropriateness of usage to context is indicated by the categories 'formal' and 'informal', 'standard', 'regional' and 'non-standard', 'jocular' and so on.

There are two indexes: one covering all the subjects discussed and the other giving the location of each of the 4,400 words and phrases mentioned in the book. The subject index would have been even more useful if the 19 undifferentiated page references under 'American English' and the 14 under 'American spelling' had proper entries. The 3 1/2 pages of this index could easily have been extended to 4 to achieve this.

Enough of carping criticism! There is little wrong with a book which has the following kind of entry: *Dwarf: Plural dwarfs. Dwarves only in J. R. R. Tolkien's writings.* The *Guide* is strongly recommended.

*Tom Norton*


Offers clear, helpful advice to aspiring authors over dealings with publishers, typescript preparation, providing text on a floppy disk, illustrations, proofs, and—aha—indexes. The bad news is that it advises, 'The author is often his or her best indexer', and the alternative offered is only, 'the desk editor can arrange for a professional indexer to do the work. (If the index is your responsibility [in the contract), then the cost of this will be deducted from future royalties).—Yes, but we could be brought even more directly into contact; there is no reference to our Society or Register. The good news is that 2 pages of sensible advice on index compilation are given, and M. D. Anderson's *Book indexing* is recommended both in the text and excellent booklist.

*Hazel Bell*


'The index to end all indexes.' Thus W. S. Lewis visualized the complete index when the first volume of the *Correspondence* was published in 1937. Lewis died in 1979 and therefore never saw the final work, but he was not far short in his vision. In indexing terms this work is a remarkable achievement, the index containing characters, places and subjects, consisting in all of 5 volumes of 2-column pages out of a total of 48 volumes for the entire set. This is over ten per cent. No wonder the preface to the index claims that it is 'an index to the eighteenth century as reflected in Horace Walpole's correspondence . . .'!

Let us look first at some of the problems involved in compiling this massive index. The main difficulty arises from the length of time taken in publishing the letters
which in turn led to the need for separate indexes to parts of the set as they were published. The letters themselves occupy 43 volumes and are arranged not chronologically but by correspondent. Some volumes are devoted to individual correspondents and some to several when the small bulk of each warrants this. The volumes are numbered twice: first, those containing letters to a single person or group have their own numbering, each of these sets beginning with volume 1 and each containing its own index; secondly, the complete set is numbered 1-48 and contains all the 16 individual indexes (with a few exceptions explained in the preface) combined into a single sequence. As the set begins with 2 volumes of correspondence to one person the editors were left the tremendous task of renumbering all the entries for volume 3 to the end.

In addition to the adjustment to the numbering, some alterations to the wording were also required. The various indexes had been compiled by different people and therefore some inconsistencies were inevitable. A comparison of the earlier indexes with the complete one reveals some of these differences in style. For instance, a man called Tommaso Aniello is mentioned in the description following the heading as a 'Neapolitan fisherman' in one index, but as a 'Neapolitan demagogue' in the other; while the entries for Admiral George Anson include 'mentioned in acrostic' in one index and 'acrostic mentions' in the other. These are of course minor points, but they show some of the problems involved in combining several indexes. The existence of such inconsistencies is indeed mentioned in the acknowledgements by the principal indexers, W. H. Smith, who had the task of sorting them out.

The detail and comprehensiveness of the index are of course the aspects which gave rise to Lewis's comment: Very minor incidents in the text are included. Examples can be seen in all the volumes of the index. Perhaps one of the best is in the last volume for Walpole himself. One would expect a large section to be devoted to him, and in fact this covers 20 pages or 40 columns; included in this figure there are 3½ pages referring to his health. The entries for Walpole's home, Strawberry Hill, occupy 20 pages, including 3½ pages of names of visitors covering the social range from kings to commoners. To achieve perfection is perhaps impossible for anything made by human hands. There are some minor inconsistencies of style, but considering all the problems involved this is an excellent piece of work.

Philip Bradley


This technical dictionary is intended to provide a balanced selection of terms from all facets of the publishing trade, 'with the object of promoting the efficiency of business contacts between the publishers of the countries... unified in the Berne Convention and the Universal Copyright Convention' (editor's note).

This third edition is the first to be arranged for a primarily English-speaking readership, the previous editions having had German headwords. The English headwords are followed by their equivalents, laid out over two double pages. The more frequently used languages are given first, in the order French, German, Russian, Spanish, followed by the remaining fifteen languages in alphabetical order, from Bulgarian to Swedish. Each entry is numbered, and it is to these numbers that the user of the indexes is referred. There are alphabetical indexes for each foreign language, giving the English translation and the entry number for the main dictionary; so it is easy to go from any language to any other language.

The coverage seems comprehensive: there are altogether 1067 numbered entries. A random selection produced such useful terms as 'breach of contract', 'chamber of commerce', 'hire fee', 'orchestral parts', 'to pulp', 'roman type' and 'transparent foil'. There are many synonyms, and British and American usage are both considered.

The price of this book will probably put it beyond the pocket of most individuals, but publishers, libraries and universities will doubtless find it a useful companion to C. G. Allen's Manual of European languages for librarians (Bowker, 1981).

Helga J. Perry

Fine and applied arts terms index: an alphabetical guide to sources of information on more than 45,000 terms used by museums, art galleries, and auction galleries in the English-speaking world... Editor-in-Chief: Laurence Urdang; Managing Editor: Frank R. Abate. Detroit, Mich.: Gale Research, 1984. 773 pp. 24 cm. ISBN 0-8103-1544-0: $85.00.

The three dots at the end of the subtitle above hide another 75 unmemorable words telling us the broad fields the index covers and what type of sources have been used. The former are crafts and design; the sources are standard reference books and some auction catalogues. The purpose of the book is to list the terms found in some 150 items on antiques, etc., just as they appear there, so that we can look up in these books the term we are interested in and know in advance whether it is illustrated. Much space is used by observing the spelling exactly. For instance 'coat-of-arms' with seven entries is followed by 'coat of arms' with another three, and instances of this practice abound. Where spelling is really immaterial, as in 'color' and 'colour', there seems no point at all in their dispersal. Indexes and bibliographies are meant to bring material together. Cross-references are thin on the ground. Intelligence and lateral thinking on the part of the user are much needed. Why, we must ask, should 'Marlboro' leg be separated from 'marlborough leg', or 'Liberty and Co.', 'Liberty and Company', and 'Liberty & Co.' be dispersed?

To iron out these points of course would have taken editorial work; as it is, we are presented with computer-generated literalness. You are bound using this book to ask why the publisher did not produce a really big dictionary of art terms, with definitions (which this does not have), rather than this curious bibliographical index.
Again the answer must be that it would have taken more editorial work.

Has the book any value? Yes, it presents a very large list of terms with their variant spellings and, given a reasonably good art reference library, you will have a quick entry to the books in that library, saving the time of delving into them with hope rather than certainty. That is its value. To detect subtle differences between related terms, or for definitions, you have to go to your sources, the English editions of which, incidentally, are not cited. Some names of people are included, though without research to identify them.

J. D. Lee


Currier & Ives were for 70 years printmakers to the American people. The first US firm to make a commercial success of lithography—a process developed in the 1790s—was William and John Pendleton of Boston, in 1824. Nathaniel Currier was an apprentice there for five years before leaving and setting up his own business in 1834. James Merritt Ives married the sister of Charles Currier’s wife (Charles was Nathaniel’s younger brother), and was first bookkeeper and then partner in the firm.

From 1838 to 1872 the Currier & Ives store was at 152 Nassau Street in New York. In fine weather tables piled with cheaper prints were placed outside and sold by a boy. Pushcart salesmen would appear each morning, select suitable prints and pay a deposit. At night they returned, the deposit was refunded and they were paid for what they had sold. Later, distribution agents were employed covering the entire country. There was even a London office servicing the UK and Europe. Currier & Ives had little or no competition and, believing in a wide distribution, they were not unlike Dombey and Son for their business was wholesale, retail and export.

More than 7,000 different prints were made between 1834 and 1907 covering subjects as diverse as boxing, comic animals, drink and temperance and Napoleon Bonaparte. The prints sold not on the artist’s name but on the subject matter which often told the news of the day. Perhaps the most famous Currier & Ives print was entitled ‘The Extra Sun’. On the evening of 13th January 1840, the steamboat Lexington caught fire and sank. Out of the 140 people aboard, only a handful survived. Three days later, the print of the disaster was published and proved an overnight sensation—Currier & Ives was a household name.

Currier & Ives: a catalogue raisonné, is a comprehensive catalogue of the lithographs and ephemera of this famous firm. It is an amazing piece of research—as clear as any catalogue could be with a concordance and five very useful indexes. The former links the Gale print number with those of previously published checklists by Harry T. Peters and Frederick A. Conningham. The indexes cover subjects, artists and lithographers, together with a chronological index and an index of illustrations. I must confess to being somewhat confused by this last index, for I could find no explanation as to why, for instance, six portraits of Abraham Lincoln were listed as illustrations when the catalogue describes 23 portraits, many of them similar.

The titles of the prints are arranged alphabetically letter-by-letter. Even abbreviations are treated in this way. Gale’s own example shows that Gen George Washington precedes Genl Andrew Jackson. Other irritating examples can be found for instance amongst the Ss. Here there are six entries between South Carolina and South Sea, the offending word being Southern. The information for the catalogue was all placed on a word processor—hence the letter-by-letter approach. Nevertheless, errors have crept in: Eliza Jane appears before Elizabeth, and Napoleon: the hero before Napoleon at.

The two-volume catalogue is very expensive at $250.00, and it is disappointing therefore to find no colour reproductions, although there are a great many black-and-white examples of the Currier & Ives prints. A pity, because the colour of these lithographs is quite stunning, and I would recommend anyone interested to take a look at those reproduced in the Studio publications of the 1930s and elsewhere.

On the whole though, and despite my reservations on letter-by-letter, the catalogue is extremely well laid out, good clear instructions on use are given, and the whole thing should prove invaluable to anyone interested in American history and the firm of Currier & Ives.

Geraldine Beare


This publishing group has set out to investigate and monitor the media in Britain and abroad today. The book gives basic information on the subject of printing, to encourage debate about future developments in the industry. The book is intended to alert the interested reader to the revolution in print and to raise awareness of the pace and rhythm of developments. It outlines a brief history of printing to the present day, looks at print ownership, the digital revolution in typesetting, and the restructuring of the print media.

There are nine chapters, and in Chapter 1 we review 500 years of printing, also looking at printing labour relations over these years. Chapter 2 deals with how offset lithography has changed printing, and refers to the growth of high-street print shops and in-house printing. Chapter 3 stresses job losses and changing roles in the print trade, and the complexity of global cross-ownership of large printing and publishing ventures is then discussed. Chapter 5 explains the digital revolution and facsimile transmission while Chapter 6 discusses looking at changes and new markets. Chapter 7 discusses the formation of print by digitized methods and how it
can be merged with print produced by electronic media. This is followed by a review of the role of unions and non-union labour. As keyboarding becomes an increasingly deskilled job, do the print unions need to redefine the workforce, to unify as a single trade union which gives equal weight to both trade print workers and new workers who will increasingly be used? This also raises questions of training. Chapter 9 concludes that digital technology is a major fundamental change. The distinction of author, editing and composition processes will become one stage of electronic handling. It will still output through traditional printing methods which in turn will become increasingly automated. The two processes are complementary.

The book stresses the author's view that major control of production means control of the media which concentrates that control into the hands of a select few industrial and financial giants. The author ends hopefully, saying that new labour strategies are being discussed and there is a genuine desire to cope with what is going on.

An indexer would find this book useful if interested in the wider field of printing and publishing. It gives a good idea of how automation is affecting the industry generally.

The index itself is somewhat patchy and poor. For instance, when I wished to refer to 'offset lithography' I found only two references. These were not broken down further into subentries, and this was common in several entries which I pursued. The entry 'Print Unions' was repeated several times when it could easily have been treated to some subentries. The design of the index was minimal, and italic was used sometimes for words in parenthesis and sometimes for textual words appearing in italic. The user is not treated to any indication of the system used.

I found the book particularly useful to help understand the transnational nature of printing today. It certainly provides a platform for debate in this inescapable struggle to grasp how the new technology is affecting our lives, particularly with regard to printing and publishing in the near future. Nan Ridehalgh


Macmillan produces a number of dictionaries in its Reference Books series, and indexers will generally be pleased to see up to date additions to the aids to verify spelling and meanings, and check on related terms.

Chris Cook is an academic with a penchant for compiling reference books as well as works of a more narrative nature. British historical facts 1830–1900 (also Macmillan, 1975), The Longman handbook of modern history 1714–1980 (Longman, 1983) and Pears cyclopaedia are amongst them.

The present work is best on political historical terms, though the subtitle indicates that the scope is wider. It concentrates on concepts and movements, rather than events like battles and treaties. Do not look here for the names of events or people and hope for their dates, nor for a rundown on the chronology of each country; this is not the place for them.

There is no index to words included elsewhere, and cross-referencing could be more generous. Subjects not apparently here do turn out to have been included, but are hidden. The level of entry and level of referencing are inconsistent. More terms relating to Eastern history are here than one might expect, and yet we do not have 'Parliament' or 'National Socialism'. Why 'Shadow cabinet' occurs but not 'Cabinet', and 'OGPU' but not 'KGB', I could not deduce. 'Kaaba' is surely as common a spelling as 'Caaba', and 'Wobblies' deserves to be cross-referenced to 'IWW'.

With regret, for it is fun to read, and instructive, I can't call this an essential reference book for the indexer. The worker with historical material will find occasion to use it, it is enjoyable to test one's knowledge against it, and I shall hope that a new edition at a more sensible price will iron out the inconsistencies.

J. D. Lee


This report was prepared for the Library and Information Services Council (LISC), a council unknown to most educationalists and whose power is questionable. It is curious that the commission did not come from the Department of Education and Science (DES) whose 1981 survey clearly demanded further investigation.

The working party's end product is diffuse, detailed and well documented. Indexers who are librarians will find it worth studying if only, as Jerome K. Jerome said, 'to confirm what they already know'. It is heartening to find a mixed group of teachers and librarians united in recommending the employment of chartered librarians in schools. In addition everyone will join with the Library Association in welcoming the recommendation to the DES that the provision of a school library service should be a statutory requirement in England and Wales, as it is in Scotland.

One cannot disagree with the recommendations of this report; but so many of its suggestions have been bandied about since 1888 when the Cross Report recommended that every school should have a separate room designated 'the library'! Even so, the DES survey found that nearly a quarter of secondary schools had no general library.

The school library is defined as a resource centre which should include all media, printed, audio-visual and electronic: an idea now widely accepted. Also already accepted is the concept that in the school curriculum more emphasis should be placed on teaching children to
learn and update their learning skills and less on acquiring facts. A school library, properly supported, plays a big role in this.

Such criteria need to be presented afresh to each new generation, lest they be forgotten. But there seems little sign of progress. Less money, in real terms, is being spent on school books in secondary schools than in 1978/9 when the National Book League produced its worrying report on their provision. Primary spending has risen very slightly. To find diminishing expenditure is no surprise nowadays; but it bodes ill for education.

Attention has been paid to this report in the educational press, and librarians are setting up seminars to discuss it. The subject is of abiding importance, but will this report make any significant impact? Time will show. Cecilia Gordon

Non-book reviews


‘Automatic’ indexing systems marketed by computer software companies, and designed to be run usually in conjunction with particular word-processing packages, inevitably use the word ‘indexing’ to mean little more than the alphabetical sorting of terms by computer.

ViewIndex is an automatic indexing system designed for use in conjunction with the View program reviewed by Ian Bell in Microindexer3 (Society of Indexers, 1984; pp. 5-6). The package consists of a floppy disc, a 22-page booklet of supporting documentation, and a summary card.

To get the best from ViewIndex the user needs to be very familiar with the intricacies of the View word-processing program. The instructions given in ViewIndex (for example the explanation of the highlight 1 codes to identify words selected for indexing) are not clear unless read in conjunction with the View documentation. The program can cope with right-justification, but fails to handle subheadings, resulting in a finished product which looks unprofessional and unattractive.

An index may be based on page or section number and, if required, several indexes may be merged to create a single file. An index entry is limited to 50 characters.

The major drawback of the system is that the terms selected for indexing are drawn only from the text itself which is already held on file in View. Indexing concepts, e.g. attitudes to death, or generating cross-references, e.g. glue sniffing see solvent abuse, is possible only at the editing stage. If the names D. H. Lawrence and T. E. Lawrence are both contained in the text and chosen as indexing terms the indexer must highlight the phrases exactly as they are written with no inversion, so that when printed the program sorts D. H. Lawrence under D and T. E. Lawrence under T. The indexer then has to sort all this out at the editing stage using the word processing facilities.

To ‘highlight’ a term necessitates 7 finger-taps by the user: the cursor to be positioned at the beginning of the selected term; shift key; two taps of highlight key; cursor to move to end of term; two highlight taps there.

ViewIndex helps only those indexers working from text already held on disk, and even then a good amount of final editing will be necessary. I found the program unwieldy to handle, despite Acornsoft’s assurances to the contrary, and the finished product is basic and unsophisticated, the dangers of any program which claims it can index ‘automatically’ becoming all too apparent.

By their indexes shall ye know indexing programs. We regret to record the following entries in the index to the ViewIndex handbook:

Editing filenames 15
Filenames 6
Incorrect template 20
Template 2, 10

Olwen Terris

Publications received and publications noted

Al-Fihrist: quarterly index to Arabic literature. No. 1-. Beirut, Lebanon: Al-Fihrist (Abu Hishmah Building, Farabi Street, Watwat (al-Zarif), PO Box 14/5968, Beirut, Lebanon), 1981-. Annual subscription US $200/Lebanon 500 L.L.

A handsomely produced publication which indexes by author and subject Arabic periodical literature since 1981, covering leading periodicals published in the Arab world. The publications indexed are in Arabic but include articles in other languages such as English, French, and Spanish. Most of the 115 source periodicals are from Lebanon, Egypt, Syria and Tunisia. The publications of Government bodies and agencies, universities and official Arab organizations predominate. The most frequently indexed subjects are language, literature and politics.


Resource sharing: co-operation and co-ordination in language the text is written?


Every thing you need to know about the ISBN: history, development, how it works, examples and 'answers to questions most frequently asked about the system'. An example of the latter is: 'I am publishing a book in a foreign language. Should it have an ISBN under the international prefix of the country in whose language the text is written?'


Cecilia Gordon is a former school librarian and Library Adviser with Inner London Education Authority; sometime chairman School Library Association.

Kevin Jones is Head of Information Group at Malaysian Rubber Producers' Research Association; Treasurer of Aslib Informatics Group; Aslib Representative on the Council of the Society of Indexers.

J. D. Lee is currently moving from Librarian, BBC Hulton Picture Library, to Data Services Manager, BBC Domesday Project; is former Deputy Editor of *The Indexer*, now Chairman of the Society of Indexers.

Sheila Milne is a freelance indexer and part-time Assistant-in-Charge of a village library in Herefordshire.

Tom Norton is Chief Librarian, Ministry of Agriculture, Fisheries and Food; former Editor of *State Librarian*; Deputy Editor of *The Indexer*.

Helga Perry is Librarian of Canterbury and Thanet School of Nursing.

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.

Nan Ridehalgh is a freelance indexer, and graduate in Typography of Graphic Communication at Reading University.

Olwen Terris is Assistant Information Officer to British Universities Film and Video Council.

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**Do the decent thing**

A bibliographical note to bring joy to indexers' hearts is found at the head of the bibliography of *Dreamers* by John Grant (Ashgrove Press, 1984):

'In line with my policy in earlier books, I have indicated by * a book which has a lousy index, and by ** a book without an index at all. Publishers and authors who feel aggrieved about their books being in the * category should try to use the indexes concerned. Publishers and authors whose books are in the ** category will no doubt go off into the other room and do the decent thing.'

Of 125 books listed, 45 are castigated with *, 29 shamed with **.

**Epitaph for an indexer**

_March 4 (1940) . . . Z. [a venerable but cantankerous scholar] once attended the funeral of his sister. An old friend who saw him there expressed surprise that he should have undertaken such an exacting duty. 'I had to,' said Z. 'She compiled the index to my Greek Anthology.'_

—from *Ego 4* by James Agate (Harrap, 1940).