made a short time-and-motion comparison at one point, and found that the time I spent repeatedly scanning a page, finding all entries beginning with *ba*, and the like, was more than the time it took to take the entries in sequence, look up the name of a disk page, recall it, and update it. And even using a distinctive red underlining, Murphy's law would operate: having just entered ten items beginning with *con-* and updated the page, my eye would fall on the eleventh *con-* item, gaily waving from mid-paragraph.

In the end, I used 312 disk pages, which printed out 378 A4 pages, double-spaced, using a column width of 45 characters. I had no problems with accidental erasing, and the like, because the Alphaplus system comes with a valuable recovery program which enables one to retrieve any page which may have been inadvertently erased. The system also comes with two disk drives, which enabled me to have immediate access to about 60 pages at any one time, without having to change a disk.

The home straight

Immediately after the write-in, we agreed presentation conventions with the publisher's sub-editor, e.g. which symbols I should use to represent arrows and the swung dash (neither available on my processor), how I should distinguish between dash and hyphen, and so on. I produced a sample, which the sub-editor revised, and we agreed on a final format. I was able to keep in direct touch with the sub-editor during the last few months, and his role was crucial in ensuring that any index changes relating to the last-minute revisions submitted by the authors (some 600, in all) were accurately incorporated into the typescript being sent for typesetting (or, later still, into the proofs).

The final (sic, see above) version of the index was circulated to the authors in January 1984. I pointed out that the index was now at the stage that the main text had been in the previous summer, and that it should be revised in a similarly thorough way. In particular, bearing in mind the need for 'user-friendliness', I asked the authors, when reading through, to bear six points in mind:

(a) to check all head words, to agree their potential relevance for the future user;
(b) to check that the head words made immediate sense, and did not include any ambiguities;
(c) to check the grouping of terms under a single heading, to ensure that my intuition coincided with theirs;
(d) to check the italicizing of major references, in case I had overused, or underused, this convention;
(e) to check that they approved of the few special 'features' I had introduced (e.g. the compilations on names, verbs, and terminological issues).

I received, in due course, some 500 points to take into account—mainly suggestions about italicization of major entries, but with some suggestions about entry regrouping and extra cross-referencing. A few further entry deletions were made, and the authors got their own back by pointing out various inconsistencies in the way I had used my own conventions.

The authors were pleased with the index. As one said, having received the final version, 'Now we can find out what is wrong with the book!' They graciously acknowledged the role of the operation by adding a reference to the index on the title page. The task took 18 months. 'Suffixing a name by an obelisk', say the authors on the last page of the grammar, in the appendix on punctuation, 'indicates that the person is dead'. It was the last item to be indexed in the book, and it provided, almost, an accurate designation of this indexer's physical and mental state.

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Specialized vocabularies

We have received an updated edition of the *ILO thesaurus: labour, employment and training terminology* (Geneva: International Labour Office, 1985, 463 pp. 30 cm. bbl.) An introduction explains how to use the thesaurus. That is followed by three alphabetical KWOC indexes in English, French, and Spanish, and a systematic display, with notes on the use of the descriptors. Terminology added or changed since the last edition (1978) reflects economic and social changes recorded in the literature of the past few years. New terms include Flexible retirement, Youth unemployment, Female-headed households, Return immigration; and among revised terms Work attitude replaces Work ethic. It is hoped that in addition to its primary function of recording and retrieving information in the ILO Library's LABORDOC data base, the thesaurus will also be used by other agencies and so facilitate the exchange of information in its field.

From the United Nations Translation Division have come two terminology bulletins: *Units of currency* (1984. Bull. no. 329, superseding no. 325) and *Names of countries and adjectives of nationality* (New York, 1985. Bull. no. 333) a trilingual list, in English, French, and Spanish, of states which are members of the United Nations or its specialized agencies, or parties to the Statute of the International Court of Justice, together with two provisional lists of terms in the same languages, the first list relating to the UN Development Programme, *Terminology UNDP*, 1985, and the second to the work of UNICEF, *UNICEF: provisional list of terms*, 1982.

M.P.