Indexing and indexes

Index to *Domesday Book*.

'The first comprehensive index in 906 years' is an arresting slogan. The Index to *Domesday Book* to which it refers was published in 1992 by Phillimore & Co Ltd in three large volumes (£50 each) covering persons, places and subjects. It is based on Phillimore’s complete edition of *Domesday Book*, published county by county in 35 volumes between 1975 and 1986 and available in paperback (£350 for the set). This is the cheapest and most easily available edition of *Domesday*, although the translation has been criticized by some scholars. The entire translated text was fed into the Hull University computer, and raw indexes of persons and places were produced which were checked and edited by Dr John Palmer and Professor J. McN. Dodgson; the subject index was compiled independently by leading Domesday scholar J. D. Foy. References in the indexes use the numbering of the Phillimore edition, with a concordance to the original manuscript.

Judging by the publicity leaflet (no review copies were available), the indexes seem competent and well arranged. The Index of Subjects, with nearly 5,000 entries, should open up many new avenues of research. Entries are detailed, with cross-references, and bring together a wealth of interesting information from different counties. For instance, there is a full entry under *market*, with useful subheadings such as *Day of*; *Meat* (macellum); *Men living in*; *Queen*, set up by. A little further on one learns that there are just two references in the whole of *Domesday* to *marten skins*, both of them in Cheshire.

The Index of Persons lists over 21,000 individuals and seems well organized. References to each forename alone are followed by the name with qualifiers. For instance, a long string of Humphreys is followed by Humphrey, a man at arms; Humphrey Cook; Humphrey, Erneis of Buron’s man; and many others, including the intriguingly named Humphrey Goldenbollocks. The Index of Places has over 16,000 entries and gives National Grid references where locations are known.

The history of *Domesday Book* indexing goes back to the early 1800s, but previous attempts have been deficient in various ways. The publishers claim that their new indexes will ‘for the first time ever, provide a comprehensive apparatus to meet the needs of serious study and historical research’ and ‘will remain unmatched for many decades to come’. I hope they will be proved right.

Ann Hudson
freelance indexer


The Hindu Index. January–March 1992. Edited by N. Ravi. Madras: Kasturi & Sons Ltd. 122 pp. 29 cm. Up-to-the-minute indexes of current newspapers proliferate, produced both by the newspaper publishers and by external bodies. Many are available on microfilm as well as hard copy, and most are expensive to acquire. One of the latest companies to produce indexes to a wide range of newspapers is Research Publications International (RPI), Reading, UK. As
their name suggests, their ‘portfolio includes many of the world’s leading newspapers’ and includes Le Monde, El Pais, The Times, Financial Times and The Independent. These are produced monthly—they aim for a three-week turnaround from keying in to sale to customer—cumulated annually. The Times Index includes sister publications Times Literary Supplement, Times Educational Supplement, Times Educational Supplement Scotland, Times Higher Education Supplement and The Sunday Times and Magazine all indicated by abbreviations in the text.

The style, headings and layout of the indexes are standardized between indexes, which means that when one knows the ground rules, subjects can easily be located in any indexed paper. In the two to hand, The Independent and The Times group, there are a few surprising differences: by no means serious—more of a niggle than anything else. In The Times Index under-abortion one is also directed to miscarriage; see birth and pregnancy: miscarriage. There is no reference back from birth and pregnancy to abortion. In The Independent there is no similar direction under abortion.

In The Times under accidents one is directed to aircraft, railways, roads and so on. In The Independent there are no such referrals. Layout is a mix of run-on and set-out. Articles by Miles Kington, for example, are set-out; articles about Sara Key run-on. Although there is a different type-face to indicate date/page reference, these are not very clear to pick out in a long column of articles. Headings are in bold, subheadings set-out, and as with all indexes, fascinating to read.

By way of contrast, the index to The Hindu is a reminder that the Empire is not entirely dead. The Hindu has been in existence for 115 years. It is in English, and the index which is produced monthly with a cumulative annual volume, is compiled from the Madras City Edition and its many and varied supplements—on education, science, business, entertainment, sports and its weekly magazine, to mention a few. The index is similar to those produced by RPI though there are differences. Locating date/page references is easier, due to the typeface. Names of societies and institutions are inverted to put the leading word of the title first, e.g. Indian Council of World Affairs. Where inversions do not denote subjects they are put under the subjects concerned, e.g. Agriculture; Indian Farmers and Toilers Party. This does not appear in its alphabetical listing elsewhere in the index, so when looking for certain bodies it is as well to bear this in mind.

Corporate bodies are taken directly, e.g. Nagarjuna Fertilisers & Chemicals. Proper names generally follow Anglo-American cataloguing rules, except for Hindi women’s names, which are indexed directly, e.g. Indira Gandhi. Academic and professional titles and honorifics are omitted, and the term Dr is used only for the medical profession.

It is interesting when reading through this Index to note the emphasis given to certain topics which must, one assumes, reflect the bias of the paper. For instance, Films, Cricket, Horse Racing—indeed, sport in general—take up many column inches, though this is not to imply that serious subjects are not well covered—they are. One cannot really quarrel with this index except perhaps over the treatment of societies and institutions—but the Notes at the front clearly state the use of inversion. There is the slight annoyance at finding similar terms separated: for instance, smoking and tobacco & tobacco industry; railway accidents and railways. But such instances may be found in any newspaper index, and having worked on magazine indexes I am somewhat wary of stating categorically that such terms should be combined at all times, as often the context and emphasis are quite different. A well-produced index and a delight to read!

Geraldine Beare
freelance indexer

Cataloguing


Pantagruel found the library of St Victor fort magnifique, and Rabelais lists items from its catalogue in demonstration. Some of those books, he said, are already in print, others are in course of printing in the noble town of Tübingen. The catalogues assembled for description in the collection by Tyckoson show an equal richness and a comparable state of accessibility, some being already operational, some still in the making in the learned libraries of North America. The renascence catalogue and the ‘21st-century’ catalogues differ, of course, in content. No tongue-in-cheek titles make up the online public access catalogues (OPACs), so zealously assembled from pre-existing catalogues, hitherto uncatalogued materials, databases, and non-library records, that are now presented to searchers both
on and off campus.

Many of the refinements of the traditional catalogue that were performed discontinued as the number of items to be recorded outstripped librarians’ capacity to treat them individually and in depth can now be restored, and with advantages. Contents notes can yield keywords for sorting, analytical entries for parts of books and for individual journal articles can likewise be given subject entries, and the subject headings themselves can be made more specific or more appropriate.

The automated catalogue can add non-bibliographic information in order to enable searchers who have identified their needs to find under the same rubric information as to the location and availability of any document required, and even the facility for ordering printed copies of selected articles. It is pointed out, however, that the placing of class marks and call numbers and holdings, location and availability statements lacks standardization (p. 99).

Materials that hitherto have been listed in separate files or remained uncatalogued are now being incorporated into the one catalogue. The Medical University of South Carolina reports ‘a dramatic increase in use’ of vertical file material and of National Library of Medicine bibliographies since bibliographic records for those materials were added to the OPAC (p. 61).

Not only the library’s own collection, but also that of other institutions on campus (p. 189) and even details of courses and other information useful to students can be accessed in a single OPAC. Relevant entries from independent databases can be suitably adapted and downloaded, but perhaps the most ambitious project is to provide links between a library’s own OPAC and distant databases for further search (pp. 141, 157), although this is hampered by differences in passwords, command structures, authority files and vocabulary control. As one contributor says, ‘The issue of standards looms large in any discussion of enhanced catalogues’ (p. 219).

The six sections into which these twelve studies are divided deal systematically with the different aspects of improving the catalogue, and provide detailed descriptions of experiments undertaken and successes achieved, assessing software available, probing users’ needs and proposing user education. The collection ends with a beguiling account from Rensselaer Polytechnic Institute of the in-house development over a ten-year period of ‘opening up information access through the electronic catalogue’. Each essay is copiously illustrated with reproductions of screen displays. Pantagruel would not be alone in being hugely fascinated by such catalogues, which are, indeed, fort magnifiques.

Reprinting the papers in book form offered the publishers the opportunity of adding an index, which would greatly have enhanced access to the book’s own information. Regrettably, the opportunity was not taken.

Mary Piggott
former of School of Library, Archive and Information Studies, University of London

Thesauri


One cannot but be impressed by the sheer amount of information that goes to make up this work, and the meticulous care taken in compiling the Classification. Nothing of importance appears to have been omitted. For example, we are told that no value judgement is exercised in deciding what should or should not be included. The mere fact that there were laws governing a jurisdiction that once existed is sufficient to merit an entry. The continuing usefulness of the book is seen when we note that this is the third edition and 169 libraries in various countries are making use of it.

This edition has been able to take into account suggestions by librarians arising from their day-by-day use of the Classification, thus making possible not only necessary amendments but also expansion of areas such as environment, copyright law and European Communities law. Changes of numbering have been avoided as far as possible. The few that have been made are clearly indicated. In an ever-changing world nothing is static, and provision will have to be made in future editions (as has been in this one) for further development in such subjects as computer and commercial law. In this way, the book will be kept alive and abreast of the times. The Editorial Board, comprising law librarians and the two overseas corresponding members, is to be supplemented by a Users’ Group which will make proposals for changes to the schedules, and, in respect of other jurisdictions, suggestions for the inclusion of local terms. The Board will then review and coordinate these proposals to ensure a consistent development of the schedules.

Alternative systems of notation make possible the use of the Classification either by users of the Library of Congress Classification or the Dewey Decimal Classification, with K and 340 notations appearing at opposite ends of each entry. It is possible to adapt the system according to the type of library and, for example, to reduce the elements comprising a notation when a specialized law library is concerned. The articles on ‘How to use the Schedules’ and ‘How to use the Index-Thesaurus’ were found instructive (and necessary) and facilitated movement around the book. ‘How to use the Schedules’ (in the Contents) deals not only with the Schedules but also with Tables. The division ‘Use of the Tables’ might be more useful if placed before the actual Tables. Several small points—the civil court which sits in Edinburgh is the Court of Session (pp. 183 & 249), and the West African state is Burkina Faso (pp. 142 & 193). Why in the
Contents is Table II referred to as 'Secondary Materials' but in the heading of the actual Table as 'Subjects of Law'?

BRITTON GOUDIE
freelance indexer

ILO thesaurus: labour, employment

Work was started on this fourth edition of the ILO Thesaurus in 1989 following the third edition in 1985. New terms were added to keep abreast of overall developments in the labour field, and the specialized terminology required by new ILO databases covering co-operatives, hotels and tourism, intermediate technology, labour administration, labour relations, management development, project evaluation, rural development, training materials and workers' education. There has been a complete review of the vocabulary relating to social security, and additional terminology on working conditions following its use as an indexing and retrieval tool for NALTEX, a database of labour and social security legislation and QUALIS, a database of research projects and institutions relating to the quality of working life. The scope notes have been updated and new ones included to guide users to the correct use of terms. Many new synonyms, or non-preferred terms, have been added to give extra guidance to the most appropriate keywords. Considerable effort has also been made to increase the number of broader term/narrower term relationships and related terms, and changes have been made to keywords to reduce inconsistent indexing.

The thesaurus was originally developed as a documentary language for indexing and retrieving information stored in the ILO Library's LABORDOC database which is available online via the commercial hosts: ESA-IRS, HRIN and ORBIT. It is now a key element in the International Labour Information System (ILIS), a programme developed over the last five years by the ILO as a means to improve access to labour information throughout the ILO in Geneva and in the field, and for its constituents and partner institutions in member States.

The alphabetical lists of index terms are in separate sequences for each language, while the systematic display of the faceted classification scheme is displayed in three columns and is useful in displaying language equivalents and relationships for those who work in more than one of these languages. In 1989 the Dokumentationszentrum Europäische Gewerkschaftspresse (Universität Bremen, Germany) translated the descriptors into German, and this was used as the basis for including German as the fourth language in the ILO Thesaurus database.

The ILO Thesaurus is increasingly being used by institutions in member States as they develop their own labour information systems. The facet structure can be used as the basis of a classification scheme for the physical arrangement of a document collection and for bibliographic current-awareness bulletins to group references by subject. The keywords can be used to generate alphabetical subject indexes. The book is a valuable tool for researchers and those indexing and classifying documents in the field of economic and social development.

CAROLINE BARLOW
freelance information scientist

Dictionaries


Ask a group of English-speaking foreigners what a 'babushka' is and quite likely very few will know. Perhaps equally few will know that 'keel' is a botanical as well as a nautical word. (Many English people may not know either, but both are defined in a comprehensive English dictionary.) This dictionary, aimed at the millions of people who listen to English-language broadcasts but whose native language is not English, does not contain such words. It omits uncommon words and unusual meanings of words found in a normal comprehensive dictionary. This does not mean that it is a basic dictionary in the sense that it contains only the most commonly used words. Far from it. It includes 'expiate', 'gymkhana' and 'zucchini', which are hardly in everyday use even among British people. However, as it consists of 60,000 words taken from the 70,000,000 used in the BBC World Service from 1988 to 1992 and the National Public Radio in Washington, the words are assumed to be relevant. The dictionary is of the encyclopaedic kind, and having both British and American spellings, 'encyclopedic' in the text is followed by 'encyclopaedic' as an 'also spelt'.

The design of the entries is: each gives the word to be defined, its pronunciation, associated words, part of speech, an explanation (not just a definition) and an example of the word's use. Occasionally other information is also given. Etymological sources are not given. The example below shows how the entries are laid out (VO means verb with object, i.e. transitive verb):

shunt/shunt/shunted, shunting, shunted
vo if people or objects are shunted somewhere, they are moved there, usually at someone's command; an informal word. ...the sound of heavy desks being shunted across the room... Colleen has spent years being shunted from one foster family to another.

With both linguistic and academic purposes in mind the compilers hope that the dictionary will 'be of particular value to non-native speakers and...
learners of English' and will 'reflect the quality of standard educated spoken English used in Britain today'. These are worthy aims, although the quality of standard educated spoken English used in Britain today' will 'reflect grasp of English.

Grant of English.

that the dictionary will be used mostly in primary products. The Table of Indicators of Development gives much useful information. But who would look for this under 'Indicators' (rather than 'Development') or look for 'Stages of Economic Growth' under 'Stages...?'

The book is a mass of facts, and the extended articles on 'Agrarian Question', 'Land Reform', 'Malthusianism', and 'New International Economic Order' are but examples of other important matters dealt with in the same way. An innovation is the suggested itineraries through the book leading on from a particular entry.

BRITTON GOUDIE
freelance indexer

Reference


A mass of information likely to be of use to indexers, especially those working on historical or biographical texts, is made accessible in this book. The opening section is a bibliographical guide covering other published sources of information on 'English office-holders' (i.e. public offices in the secular field). Then follow detailed lists of 'Independent Rulers' (of England, Wales, Scotland and the Isle of Man), English Officers of State (including the Channel Islands), Anglican Archbishops and Bishops (of England, Wales, Scotland and Ireland), and finally the senior peerage, Dukes, Marquesses and Earls (of England, Ireland and Scotland). As will have been noted, geographical coverage is not quite consistent between the various sections of the Handbook, reflecting the untidy nature of history itself, which refuses to be contained within our neat man-made moulds.

Within each diocese, dukedom, etc. arranged alphabetically, holders of each title or office are listed chronologically, with basic biographical details added. It is therefore possible quite speedily to identify individuals obliquely referred to in a text as 'the 4th Duke of Norfolk' or 'the Bishop of Chester in 1822', etc.

In the case of members of the peerage, such identifications can usually be made with the help of Debrett or Burke, or in some, but by no means all, cases from cross-referencing in the DNB. Where I have found the Handbook particularly, useful is with the higher clergy, for which no readily accessible alternative source seems to be available. (The Victoria County history seems unhelpful here, even in cases where the county is more or less contiguous with a diocese.)

JOHN A. VICKERS

Information technology


Indexing here means 'representation of the subject content of a source document which results in access points', and automation 'the use of
BOOK REVIEWS

some type of computer to aid, directly or indirectly, the intellectual and clerical tasks of subject analysis and access point assignment. The anticipated readership of the report is primarily and secondary publishers and intermediaries wishing to provide subject access to databases, and hardware/software vendors and consultants (which could include indexers) offering services and systems to support this effort. It is not concerned with whole-document (back-of-the-book) indexing, but with indexing to provide access to bibliographic compilations.

Automated (machine-aided, computer-assisted) indexing has been the subject of investigation since the 1950s. Despite a great deal of work it has not resulted in complete indexing systems that need no human intervention, but the use of computers to carry out support activities for the human indexer is now commonplace.

Twenty-two case studies are presented, featuring activities falling into four broad groups: support for clerical activities (e.g. location of index terms in thesauri; input of terms into electronic records for documents; automatic creation of multiple entries); support for quality control (e.g. validation of index terms); support for intellectual activities (e.g. term assignment from titles and abstracts using rule-based expert systems, for human review; access to previously indexed documents); and automatic indexing (e.g. term assignment for specific subjects or document types; re-indexing of old records from backfiles; generation of additional access points). Further research is currently under way to improve these systems (programs which carry out or aid problem-solving), knowledge bases, online reference support, and NLP (natural language processing—computer processing of normal human language).

Guidance is given on selection and evaluation of commercial indexing software. The future of related technologies is considered—personal computers, optical storage (e.g. CD-ROM), expert systems, natural-language processing, connectionist technologies (neural networks and similar approaches), hypertext, graphical user interfaces (GUIs), and speech/voice recognition.

For publishers new to the basics of indexing, helpful background information is provided—what indexing is, who does it, how it is applied, what are the results, who benefits, what is a ‘good’ index term. (Even practicing indexers need to be reminded now and again of these matters.) The importance of training is stressed for in-house indexers in online environments, taking into account their existing computer skills and their attitudes to the new system (its responsiveness, effect on productivity, implications for job security).

Lists of useful contacts and suppliers are included in appendices. Appendix II is a list, with brief descriptions, of available programs (all North American addresses); of the two programs regularly advertised in The Indexer, cindex is included, but MACREX not. There is a glossary, a bibliography and an index.


UK indexers reared on a diet of MACREX and CINDEX may be surprised to learn of the existence of at least another eight dedicated indexing programs available in the US. Linda Fetters, President of the American Society of Indexers, provides a detailed analysis of each of these programs, together with a chart comparing their basic features.

As power and price usually go hand-in-hand, the prices shown for each program reviewed are also an approximate indication of their respective capabilities (and limitations): CINDEX ($485), MACREX ($425), INDEXER’S ASSISTANT ($295), NLINDEX—no relation ($160), WINDEX ($145), IN>Sort/Mac ($129), IndexAid2 ($99), INDEXX ($99), IN>Sort/DOS ($79.95), and INDEXIT ($49.95). The odd man out is IN>Sort/Mac, the only indexing program available for the Macintosh computer.

Fetters gives a summary recommendation and itemizes the positive and negative features of each program. The low-cost programs are intended generally for the occasional indexer. The only programs that appear to possess all the features required by the professional indexer are MACREX and CINDEX.

Pat F. Booth
information specialist and registered indexer


CD-ROM (Compact Disc Read-Only Memory) is the new means of storing and consulting large amounts of published information using a personal computer. It is not limited to text, but can also incorporate images, sound and video. Put a disk into the CD-ROM drive of your PC and you can have immediate access to the equivalent of hundreds of thousands of pages of text. Increasingly, publishers of reference materials are issuing them on CD-ROM. It is cheap to produce (though not necessarily for the consumer to buy).

This report is addressed to organizations interested in publishing their products on CD-ROM. The format is described, together with those of related optical media such as CD-I (Compact Disk-Interactive), WORM (Write-Once, Read-Many), and Videodisk, and standards for hardware and software are surveyed.

More than 2,000 CD-ROM applications are currently available, including business products (e.g. financial data-
bases and company information), desktop publishing, directories, full text information and reference (complete texts of documents such as newspapers, encyclopaedias and dictionaries), geographical data (e.g. atlases, place name indexes, street maps), graphics (e.g. museum and art gallery catalogues), indexes and abstracts, software distribution, statistical databases, and multimedia (e.g. encyclopaedias with text, images, animations and sound). Appendices contain lists of suppliers (mostly in the US). There is a bibliography and an index.

CD-ROM is seen as ready to gain a considerably increased share of the information markets for business, education, libraries, government, and consumers in the 1990s (following the example of the audio compact disc in the 1980s). Indexers currently supplying indexes for print-on-paper copy may therefore find themselves required to provide input suitable for CD-ROM versions.

**Pat F. Booth**
information specialist and registered indexer

**Manual of online search strategies.**

To quote the dust jacket: this second edition is not intended as an introductory textbook to command-driven, Boolean searching. It is targeted at online searchers who already have some knowledge of command languages and may be proficient searchers on databases in one or two subject areas, but still need guidance when required to venture into new and less familiar territory.

The volume deals with the subject coverage and record structure of specific databases, and offers comparisons between databases (content, indexing procedures, updating policies, etc.). It discusses the choice between online and CD-ROM sources, illustrating strategies with numerous search extracts.

Subject areas covered include citation indexing, patents, chemistry, biosciences, agriculture, energy and the environment, engineering, computer and information science and technology, social science, law, business and economics, the humanities, and general reference. At £65, the freelance indexer is not going to consider this essential reading, but for anyone looking for in-depth information on online or CD-ROM search strategies or details of existing databases, this is a valuable, comprehensive source of reference.

**Geoffrey Jones**
freelance indexer

**Editing, publishing, writing.**


What use is a book on copy-editing to an indexer? A copy editor called to supply an index ('it's a straightforward book, quite short') might need to turn to a book on indexing for an outline of the fundamentals of the craft; similarly, an indexer idle on a rainy day might be tempted to pick up an extra skill. It's mostly common sense, surely, and care; after all, everyone knows how to use language, don't they? Isn't it just a matter of dealing with inconsistencies and the niceties of grammar and subjectivities of punctuation?

Perusing Butcher the aspirant will quickly see the scale of the task ahead. Copy-editing is defined as 'detailed editing for sense . . . checking for consistency . . . plus . . . clear presentation of material for the typesetter' (p. 1). The first appendix summarizes the scope of the process—in 19 pages—by providing a useful 'checklist of copy-editing' with references to sections of the book.

Preparing the typescript will be of primary interest to the learner, especially the sections on 'complete, self-explanatory copy' and a 'well-organised and consistent book.' Recognizing the potential problems is going to be the novice's greatest difficulty. The chapter on house style is confined to points that cause particular difficulty—including the fact that a rigid house style may demolish an author's perfectly good system. The chapters on estimates, illustrations, and 'prelims' might not concern the neophyte; proofs can be tackled as a separate study. Specialists, budding or otherwise, will get authoritative help in the chapters—and 13 appendices—on bibliographical references, literary material, science and maths books, and other special subjects. Nor are multi-author or multi-volume books, reprints, and new editions neglected. The 19 pages on indexes (commented on by Mary Piggott, according to the preface), move briskly from 'what needs to be done' to 'layout,' and—of course!—there is a full, easy to use index (by Michèle Clarke).

New in this edition (entirely revised, keeping in mind that most copy-editing is now done by freelancers) are sections on authors' disks and on unbiased writing; and more examples have been included.

The book's layout is clear and attractive and there is a nice feel to the cover and pages, encouraging frequent use.

Rumours of 'plenty of work for science editors' and 'always plenty of work in medicine' might tempt one towards diversification into technical editing, and the analytical clarity developed through indexing would give a good start. Eisenberg's book is a series of examples of how to turn unclear expression into immediate
comprehension: just add critical brain-power.

Again, the problem for the beginner is one of recognizing the potential problems. Working through examples is one way of gaining experience, of accumulating 'aha!' experiences. Eisenberg's fulsome examples illustrate a long list of strategies for editing, and problems and solutions are helpfully summarized (in darker type) in the margins. For example, under the capitalized heading 'In charts and displayed solution: boldface questions to state clear thought and specialist background.'

This discussion section (81 pages) is followed by a dictionary (40 pages) of basic terms in grammar, usage, and style; printing and production terms; and major types of technical writing, and by exercises (50 pages), some containing multiple errors, following the organization used in the opening section. The book is intended for students in technical writing classes interested in editing; for technical professionals who need to learn the rudiments of editing; and for people from countries where conventions for technical editing differ from those in the United States. I found it daunting; the overall impression is of crowding and complications—but isn't this analogous to how technical text is often presented, forbiddingly jargon-cluttered?

Any indexer wanting to branch out would do well to start with a course, such as those offered by the Society of Freelance Editors and Proofreaders, and buy Butcher for refreshment and reference. This will also serve those of clear thought and specialist background.

MARGARET COOTER
British Medical Journal


This edition of the Directory contains details of almost 3,300 retail booksellers in Great Britain and the Irish Republic. Most of the Directory consists of an alphabetical list of towns, with details of booksellers arranged alphabetically under each. London booksellers are further arranged under post codes. Each entry has details of address, phone number, subject specialization and other information on particular services such as: book tokens, credit cards, mail order, out-of-print searches, computer hardware and software, stationery, audio and video cassettes, remainder books, Open University titles, library and school book supply, greetings cards and catalogues.

Other indexes in the Directory are:
1. a list of useful addresses such as the British Library, Periodical Publishers Society, etc.—but not the Society of Indexers; a list of head offices, useful where a group has several shops trading under the same name; an alphabetical index of members with locations, so that full details can be looked up in the town index.
2. The stated purpose of the Directory is to promote bookshops to publishers, wholesalers and others in the book trade, by identifying potential customers. It is also of use to booksellers who may wish to locate other booksellers and advise customers on where they may find specialist services or exchange book tokens. This latter service, however, can only be done by examining entries under individual towns, since there is no subject index. It is not easy, for example, to advise a customer on which bookshops in London sell Arabic, Greek, Italian or Turkish material, except by ploughing through all 346 London entries (10% of the total) and examining individual entries. Perhaps booksellers have this information at their fingertips and have no need of a subject index, but it does mean that the Directory is less useful to a wider, non-specialist audience.

The Directory is also, of course, of interest to anyone with a general interest in bookshops, though bibliophiles will need to supplement it with a guide to second-hand and antiquarian bookshops, such as Drif's Guide.

TOM NORTON
Ministry of Agriculture, Fisheries and Food


Barry Turner notes in the foreword to this sixth annual edition that, even in this year of deep recession, the number of entries in the Handbook has expanded. Some publishers have gone down, journals closed, production companies disappeared; many new ones have started up. Publishing in all its forms, indexers will be pleased to learn, is resilient.

More good news is to be found in the Guidelines on advice for the first-time writer on finding the best market for a particular work. It is so pleasing (apart from who pays for the index) that I quote it in full: 'What about an index? All too often a non-fiction writer who is new to the game will be overwhelmed by the prospect of seeing his name in large type, that he will brush aside such petty-fogging questions. Any literate can throw together an index. Wrong. Indexing is a highly professional task and the quality of an index can make or break a reputation for creating what publishers are pleased to call "user friendly" books. If an indexer is to be engaged, his fee has to be built into the economics. Someone, author or publisher, needs to put cash in reserve.' With regard to who pays for the index, we are told that a good agent understands the small print, so it would have been encouraging to read that a good agent should be pressing for the index to be paid for by the publisher, rather than relying on the standard clause and passing the bill to the author.
However, the Minimum Terms Agreement (MTA) negotiated by the writers' unions after ten years of campaigning provides for the author, who handles his own affairs, to share the cost of indexing equally with the publisher.

This comprehensive directory lists UK publishers, giving the date of their foundation, the type of works published and the number of titles published annually, annual turnover and the name of the managing director. It also lists small presses, packagers, agents, newspapers, magazines, news agencies, radio, TV, theatre and film, and European and US publishers.

An interesting chapter unfortunately called 'Mellor, can you spare a dime?' dealing with Public Lending Right (PLR) and written during David Mellor's brief tenure as Minister for the Arts provides some telling facts about PLR. In operation for nine years, it now pays 1.81 pence per loan. The maximum an author can earn from PLR is £6,000 per annum, a figure reached by 81 authors in 1990–91. Of the remaining 16,783 authors, 11,653 earned less than £1,000 and 3,339 authors received nothing at all. However, the sampling base of PLR is limited to 30 libraries. If more were spent on administration, less would be made in payments to authors. The plea to David Mellor was to provide more money, in order to extend the sampling base and increase the payment per loan. There are many more fascinating nuggets of information to be gleaned—nine pages of advice on tax for the author, 31 pages of literary prizes, 17 pages of professional associations and societies in which the Society of Indexers' entry is admirably accurate and up-to-date. I commend this 760-page book, with its 124 pages of companies and subject indexes, as a valuable source of instruction and information—it is certainly not overpriced.

ELIZABETH WALLIS
Registrar, the Society of Indexers


The four papers delivered at this seminar include 'The role of the English-language editor internationally' by Michael Robertson, a freelance copy-editor and translator based in Augsburg. He describes the work of the copy-editor, 'often the only person who reads the whole manuscript through in detail before it is typeset', and the special skills and tasks they need for working on the Continent, where 'there is an increasing role for English-language editors, editing books published in English by foreign publishers . . . Most of them are written by non-native English speakers, and the English-language editor's central task is to smooth out the rough edges.' Indexes as selling points for books are considered in the final discussion report.

H. K. BELL

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**Publications received and publications noted**


CD-ROM directory. 7th edn. TFPL, 1992. Book version £75.00, disc (two editions annually) £132.00. Contains 2,600 company profiles, 2,200 CD-ROM titles, multimedia CD titles, hardware, software and topical information on books and journals, conferences and exhibitions worldwide.


Supports use of correct English to convey precise meaning of language. Although the publishers' services include indexing, this book, which would have profited from an index, does not have one.

**Literary theory and criticism: an anthology, with introduction, notes, comments, bibliography, conclusion and indexes.** Compiled by Joseph Magoon. Bournemouth: J. Magoon, 1992. vii, 99 pp. 30 cm. Biblog, indexes. ISBN 0–9512587–1–0 (pbk): £12.00 (£10.00 for shops, libraries and societies). (Available from J. Magoon, Flat 30, Erinbank Mansions, Manor Road, Bournemouth BH1 3HX.) A privately produced typescript book of extracts by SI member on literary theory from Chaucer's time to the