
Nancy Mulvany's *Indexing books* guides the aspiring indexer from the initial consideration of the purpose of an index to the final choice of external resources available. On the way the author explains the place taken by the index in the publishing process and the constraints that may be imposed by time and space and individual publishers' own guidelines. She explains how to select appropriate subjects for entry in the index and to reject the unhelpful, while choosing a style and depth of indexing suitable to a particular text and its expected readers. She demonstrates the structure of headings and sub-entries, the forms that reference locators may take, and the function and style of cross-references. The two main ways of alphabetizing are discussed, together with possible departures from strict alphabetization.

One chapter deals with the mavericks in an English-language text: abbreviations, numerals, modified letters—here oddly called 'international characters'—and symbols. Another chapter deals with the presentation of names.

The format and layout of the index are given ample treatment, including how to indicate the chosen style to the printer. The chapter on editing reminds the indexer of the necessary checks for accuracy and consistency and suggests ways of reducing an index that proves to be too long, and also of indexing revised editions.

'Tools for indexing' shows how to use cards in shoeboxes, rejects automatic indexing as oxymoron, rejects embedded indexing in its present state as requiring too much time and revision, and shows how computer-aided indexing can perform the mechanical tasks of ordering and arrangement once the intellectual decisions have been made.

In short, Mulvany's book contains a complete course on book indexing. Every point discussed is illustrated from published indexes and/or *ad hoc* examples. Many perplexing points are given detailed treatment for which one may search in vain elsewhere.

The presentation varies from the colloquially didactic to the formally expository, and no infinitive is left unsplit. There is, of course, some repetition, sometimes confusing (cf. pp. 77 and 78). I cannot resist maliciously to quote:

'Familiarity with the subject matter is of course a great asset. Someone indexing material that is not their specialty may easily misinterpret a reference to the American composer Vaughan Williams. Instead of entering his name as “Vaughan Williams, Ralph”, the indexer may post it in the W's, which would be incorrect. Referring to a biographical dictionary would be wise in situations like this.’ Indeed it would, and the author has been careful to check her references elsewhere.

The book's own index, written by Carolyn McGovern, assisted by MACREX, conforms admirably to the precepts of the text.

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Key Words: the Newsletter of the American Society of Indexers. Editor Anne Leach. Port Aransas, TX: American Society of Indexers. Published six times a year. ISSN 1064-1211. Annual subscription $30.00 (free to ASI members). First issue published 1992 replacing the *ASI Newsletter*.

The new-look newsletter from the American Society of Indexers first appeared with the July/August issue of 1992. Published six times per year in issues of 28 three-column pages each, it offers features on technical topics in indexing and matters of concern to publishing freelances, and includes regular short news items from the Society’s local groups, information from the Society’s official bodies on events and policies, occasional book and
software reviews, and a lively letters column.

To British eyes the design and typography may seem rather visually restless (the display quotes, irregularly interrupting two or three columns of the feature articles, take some getting used to), but there is a great deal of useful information to be gleaned from the journal, particularly with regard to the cutting edge of indexing technology (e.g. advance information and advertisements for new software, or the latest e-mail address of an on-line indexing discussion group on the Internet).

MICHAEL ROBERTSON
freelance copy-editor, translator, and indexer

BOOK REVIEWS

Thesauri


Gloucestershire Updated Information for Disabled and Elderly People (GUiDE) provides information on health and community support services in the area to both the public and social care professionals. Its resources include a stock of leaflets, factsheets and other documentation as well as a database containing information on national and local groups and services.

This thesaurus has been developed chiefly as a guide to the filing of the reference materials and as a means of retrieving information from them. It consists of five sections—person, condition, treatment, service and equipment—with a hierarchical structure and an index for the location of subjects within them. Subdivisions within the sections are allocated a running number which is used both for filing and for cross-referral from the index.

The coverage of terms is by no means comprehensive, presumably because it reflects the materials currently held within the system, but it can be added to at any time. Some classification is done. Conditions include subdivisions for, for example, Brain and Nervous System and Bones and Muscles but there is also at the end a very mixed catch-all category of Other Conditions including among others Allergy, Apnoea, Cancer, Convalescent and Death. Most groupings are useful. Under Surgical Treatment, Transplant sensibly brings together Heart, Kidney etc. Transplant in a series of subheadings. A similar arrangement of Glossectomy, Laryngectomy and Mastectomy under Amputation appears somewhat contrived.

Terminology seems to have been well chosen with the wide range of users in mind—though the choice of Continence rather than Incontinence is odd.

Because of the very general nature of the groupings, cross-referencing is important. This occurs both within the thesaurus itself and in the index and is good. Nevertheless more thought could be given to it and some gaps closed. For example, Dyslexia appears (under Learning Disability) but there is no guidance in the index from Reading. Similarly, Amnesia is a heading (under Neurosis) but there is no pointer from Memory—which is not in the index at all. No connections are made either from Tongue to Glossectomy (not the most common of terms) nor from Breast to Mastectomy.

However, this is a First Edition (Version 1.0) of what is obviously intended as an ongoing project and provides a good basis on which to build.

Anne McCarthy
freelance indexer

Bibliographies


Directories, as the authors rightly say, are one of the most frequently used sources within historical studies. The first recognizable directories appeared at the end of the seventeenth century and were...
chiefly concerned with listing the numbers of traders and merchants. Many of the firms that compiled these directories were small and ephemeral, and came and went with rapidity. The first person to publish a directory covering a wide geographical area was William Bailey, whose guides were published during the 1780s. James Pigot was the next successful publisher, whose guides appeared between 1820 and 1853. But the most influential of all was Frederic Kelly who began publishing a Post Office directory as early as 1800. Kelly's county directories began in 1845 and the firm continued successfully for over a hundred years.

Guides to these directories have been in existence for some sixty years, but these have been locally compiled by historical societies and/or libraries; indeed many provincial libraries have no specific bibliographies of their directory holdings. Only one national guide existed covering directories published in England and Wales before 1856, and there was none for Scotland.

The aims of the British directories guide was therefore to provide a listing of directories published after 1856 and up to 1950 for England and Wales; to provide a comprehensive coverage of all Scottish directories published prior to 1950; and to produce a bibliography of miscellaneous directories of specific trades, which had not been included in previous bibliographies. The result is a compact volume containing a brief history of the evolution of British directories, many illustrations and a listing of 2,200 titles representing some 17,943 volumes held in 120 library collections—all of which were visited as part of the project.

The listings are arranged alphabetically by county and chronologically within each county. Information is brief but to the point, giving dates, titles, place of publication, printer, publisher, maps, notes and library holdings. There are three indexes, covering publishers, places and subjects, and each entry has a bibliographic number rather than a page number. Apart from one glaring indexical mistake—those publishers whose names begin with 'The' are indexed under 'The'—there are no obvious omissions or discrepancies. A most useful and interesting book.

**Geraldine Beare**

*freelance indexer*

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**Dictionaries and encyclopaedias**


**Chambers biographical dictionary** has long been a standard work in its field and the publishers have now culled from it—and from its sister title *Chambers Scottish biographical dictionary*—the core of the 2800 entries that comprise this new work. Additional information and updates have been added where appropriate (it is claimed) and 295 new biographies have been compiled. "The term "British" refers mainly to people who have lived since birth in Scotland, England, Wales or Northern Ireland, but we have also included a few (e.g. Bea Lillie, Rudolf Nureyev) whose careers have had a particular impact in this country..." (Preface). "Twentieth century" refers to the active period of a subject's life rather than a strict adherence to date of birth. Coverage is wide over all professions and pursuits.

The arrangement is alphabetical by name and the entries are fairly short and concise with the subject's dates immediately following the heading. Bold type makes these headings admirably clear. Names with prefixes (La Plante, De Valois) are arranged letter-by-letter, whilst initial Mac and Mc are interfiled (bravo!). Peers are entered under their titles with a cross-reference from the family name only if it is considered to be

know what *that* one is) offers a choice between 11 different bodies.

Although the cost has risen by a mere £10.00 (to £95.00) for this edition, one would need to be certain that the *Guide* would earn its place on the shelf. It should however certainly be stocked by central reference libraries, whither the frugal indexer may wend her weary way.

**Oula Jones**

*librarian*
book reviews


A symbol is intended to represent the mind something not directly shown but realized by association. It may be an action or a picture, but it does not immediately tell the viewer what is intended: one must work that out. Thus the taking of wine in church is an action symbol which represents drinking the blood of Christ, while a king as a pictorial symbol may stand for control or power. We all see symbols every day without thinking of them as such: a white line drawn horizontally in a red circle is a symbol known to all drivers.

A dictionary gives a word and its meaning, and a symbols dictionary likewise gives a symbol (usually in words) followed by its meaning. A reverse symbols dictionary gives the meaning of the symbol followed by the symbol itself. Thus a symbols dictionary would have 'king' (symbol meaning 'control', and the reverse dictionary would have 'control' (the thing to be symbolized) followed by 'king'.

The dictionary here is intended primarily for those wishing to understand the meaning of armorial bearings and of necessity many ideas for which a symbol is required are abstract. 'finality' (symbolized by a lighthouse representing the final port) or 'insatiable' (symbolized by a bottomless pit) cannot be indicated in a picture except by concrete things. Not all entries are abstract though. Helen of Troy may be represented by a stylized figure of a beautiful woman as well as by a 'young man bearing a maiden off to a harbor', suggesting she is sometimes known by her deeds rather than her person. More up to date (dare one write this in an age of political correctness?) a homosexual man is symbolized as a pansy.

Geoffrey Dixon
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Computers and information technology


Just-in-time has come to be associated with the best contemporary techniques for industrial production. The terminology is now being applied to information management, where librarians are seeking to replace just-in-case stocks by rapid (just-in-time) access to centralized holdings. These holdings may be hard copy, but are increasingly digitized either on local networks based upon CD-ROM media, or national or international networks. At the same time there is some interest in displacing the hard copy periodical by its solely machine-readable counterpart.

This excellent report examines the new possibilities for information transfer from the standpoint of authorship, publishing, secondary publishing, information distribution, professional online searching and information consumption: to an extent the last is also covered by the first. The publishers' position is intelligently presented by Robert Campbell of Blackwell Scientific Publications. Campbell not only examines the effect of electronic documents and electronic copying upon publishing, but also records how publishers have had to adapt to a new and harsher economic climate.

Elisabeth Davenport presents a thoroughly considered analysis of the academic author's position in relation to non-hard-copy communication over electronic networks, such as Internet. For instance, she is particularly aware of the potential loss of academic credibility that such moves may bring. On the other hand, her contribution is weakened by placing an excessive emphasis on examining academic activity within information science, which, as one of her contacts dryly observes, is an area where Nobel prizes are unlikely to be awarded. Inevitably a work of this type is likely to lead to repetition between contributors, but this is not a severe problem. Perhaps surprisingly, there is a fairly general consensus on problems like copyright.
The final paragraph in the Report quotes the ancient Chinese proverb of the good fortune of *not* living in interesting times. On this basis it may not be an auspicious time to be involved in academic publishing.

An initial inspection of the index gave the impression that it might have been the product of a rather good automatic system, but closer evaluation showed that this could not have been so. The index is an acceptable, but flawed (too many page references without sub-headings) product of human activity.

**KEVIN JONES**

*Malaysian Rubber Producers' Research Association*


Commitment to providing users with appropriate and timely information still motivates the library professional in the USA, is the encouraging message of these papers. Writing on the 'narrowing gap' between librarianship and business, Julia Tyler comments that 'days of free service are largely gone'. But quality of information should not be compromised if the speakers at this conference are typical of the profession.

All are practical as well as theoretical. Trends point to a growth in information advocacy as a corporate asset and an increasing demand for analysis as well as supply of information (Ashdown).

New technology is being used and future developments signalled. The pioneering use of IT in the Document Supply Service of the AT&T Library Network (Hoffman) and Schreiber's paper on the use of telecommunications for marketing library services show another aspect of this corporate giant's influence at the leading edge of new technologies. It is perhaps surprising that this volume is not available also in machine-readable format.

Sly provides a particularly useful account of involving end-users in implementing OPACS (Online Public Access Catalogues) for off-site use, with salutary lessons on the avoidance of jargon and excessive information on the screen.

O'Gorman contributes a helpful list of Useful Government Numbers and advising 'Be polite and persistent' shares his experience of how to get the information you know is there!

Change involving creative tension is exciting and there is an overall sense that information services can and will improve by and far beyond the year 2000. Kreizman concludes 'Collaboration and cooperation is not an issue of just teamwork; it is creation of value' in her anatomy of the lessons of a two-company merger and its attendant impact on information needs and services. An overview and especially an index would have added value to this already rich collection.

**MOYRA FORREST**

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Those of us working with VDUs (Visual Display Units) might feel apprehensive about the potential hazards associated with such equipment—especially if used for considerable lengths of time. The International Labour Office in Geneva has produced this collection of basic reference materials and guidelines regarding the safety of VDUs with respect to radiation emissions.

Although of interest to those of us working from home, its target audience is more likely to be those involved with office safety, either in a supervisory capacity, or as concerned workers. This is particularly the case in the section relating to prevention or control of possible hazards, where the advice regarding monitoring or testing is really only applicable to firms having a large investment in computing.

The major part of the monograph addresses concerns related to VDU radiation emissions in a terse but comprehensive manner, with the scope extending from a brief description of the principles of construction to the details of VDU maintenance. The former is so brief that its utility is somewhat doubtful; if you can understand the explanation, you probably know how it works anyway. However, both the style and content appear to assume a reader with a scientific bent—preferably to physics. The core of the subject—the types and sources of electromagnetic fields, together with their likely effects—is heavily referenced and also refers to the various guidelines which suggest limits to the levels of radiation encountered.

What emerges is the confusion which currently exists as to whether the VDU radiation has any harmful effect. For example, many studies have been using mice as their experimental subjects. However, whilst the presence of deleterious effects on mice should certainly warrant closer investigation, the contrary certainly cannot be maintained. Lack of evidence of any damage to mice cannot imply that humans are equally free from risk.

Recommendations for dealing with VDU radiation suggest that
VDUs are safe unless proven otherwise by a sufficient number of studies. But we know that technological innovations have always been associated with at least some adverse effects. Furthermore, radiation exposure safety levels have shown a constant pattern of downward revision (i.e., smaller and smaller doses are judged to be safe). I feel that this fact should be stated in a more forthright and unambiguous manner than is the case. With this reservation in mind, this monograph is almost required reading if you fall within its ‘catchment area’.

Chris Korycinski
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The joy of six? With a variety of software products currently reaching the version 6 stage (Microsoft’s DOS 6.0 and Word 6.0, and WordPerfect 6.0), the publishers Computer Step have had the not very bright idea of producing a series of concise guides called ‘The joy of six’, of which this is the first. The book itself continues this jovial style with a chapter entitled ‘Making the mouse-t of it all’.

Compared with the Computer Step introduction to PageMaker 5, this ‘easy guide’ to the DOS (as opposed to Windows) version of WordPerfect 6.0 disappoints. It contains less than twenty illustrations (screen shots) in its 155 pages, while the PageMaker book has at least one on almost every page. Although the preface claims it is aimed at the ‘“green” new user’, newcomers to wordprocessing programs will undoubtedly feel left behind halfway down the second page of Chapter 1 at the latest, where they are told they can switch between the graphics and text modes using ‘Ctrl1–F3, 2’. Often it tends to tell the reader where (i.e., in which menu or dialogue box) an action can be carried out, but not specifically how (in step-by-step points). The sentence ‘Tab across the on-screen entries amending or creating data as required’ (p. 21) was not written for beginners.

Some of the information is even misleading: those worried about the security of their documents are told (p. 17) not to use passwords, but preferably to save the documents without passwords to a floppy disk and keep the disk in their possession. They would do better to purchase specialized security software, as their documents may still be on the hard disk in autosaved versions.

The book is really aimed at existing WordPerfect users who have upgraded, but even they will need to look at the features of the new version listed on pp. 137–53 (not in either systematic or alphabetical order, and not cross-referenced to the main text) and then use the index to find further information. One good point, however, is an admirably clear table showing keyboard shortcuts.

WordPerfect has been one of the most popular wordprocessing programs in Britain and America over recent years. However, users have experienced severe difficulties with upgrades to WordPerfect 6.0. A major complaint is that it is unnecessarily slow; it also appears to have serious bugs, and the WordPerfect users’ forum in the online service CompuServe is currently one long yell of rage and frustration. Although Computer Step is an independent company, this book is silent about all this; the preface quotes the president of WordPerfect Corporation proudly stating that his program ‘will set a new standard in information processing’. This may become true in a sense other than that intended, with customers undergoing a six change.

Michael Robertson
freelance editor and indexer


Law is regarded by many as a ‘difficult’ subject, although it is particularly well supplied with general reference books, together with its own specialities: citators, digests and so on. Guy Holborn’s book provides a useful up-to-date guide to many of the specialist law information sources.

In the Introduction, the author, Librarian of Lincoln’s Inn Library, makes the important point that no source is fully comprehensive. For example, The Law Reports Index covers a selection only of the major series of English law reports. He also recommends non-book sources, such as people with special knowledge, and is a firm advocate of lateral thinking.

The body of the text (Part A) provides detailed guidance to search techniques for locating information in legislation, cases, treaties and other official publications. There is less detailed coverage of legal systems other than that of England and Wales and of a few cognate subjects. Each chapter is liberally illustrated by sample pages from the texts discussed, frequently annotated by the author to demonstrate his instructions on their use.

Part B is a Quick Reference Guide of just over one hundred pages which lists types of problems and the sources most likely to produce the required answers.

A few dedicated law indexers may find it worthwhile to purchase a copy of this book, but others are more likely to wish to consult it in a library. While some of the sources cited may be available in the average solicitor’s office, most
of them will be found only in libraries. A list of major English law libraries, and other large libraries known to hold substantial law collections, appears on pages 330 to 333. Interested indexers are advised to make friends with one or more law librarians!

The index was compiled in the 'classified' rather than the specific entry style. This is, of course, quite in order, but it does mean that an important concept such as 'precedent' appears only as a subheading of cases. For the uninitiated, more cross-references could have been provided, for example a reference from LEGISLATION to PUBLIC GENERAL ACTS. A bibliography with publication details (or even an index of works cited) would have been a useful addition.

ELIZABETH M. MOYS
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If you need convincing that copyright law is a morass, then this is the book for you. But it does not follow that the author has failed in his admirable purpose, nor that the law itself is necessarily at fault. Raymond Wall has worded his title judiciously: not 'Copyright made simple', or even 'Copyright made easy', but 'easier than it would otherwise be'—for the non-legal mind. And in that far from easy task, he succeeds admirably.

Here in Britain the latest legislation is the Copyright, Designs and Patents Act of 1988, and much of the book is an exposition of its provisions.

The complexity of existing copyright legislation, let it be said, reflects not the incompetence of lawyers and legislators so much as the sheer complexity of the situation with which they are called upon to grapple. At one time, as a best seller like Dickens knew to his cost, it was a lack of international agreement and co-operation that caused problems; and the international dimension is still there. But increasingly it is the proliferation of new technology (from photocopying to electronic media) that creates, or complicates and intensifies, the problems of legislation. As in medical and other fields, we are confronted by a scene that is changing too rapidly for comfort.

Raymond Wall is an acknowledged expert who has done everyone involved in publishing and communication generally an enormous service by writing this book. That said, it needs to be made clear that he is writing primarily for what he somewhat inelegantly calls 'the end-users of published copyright materials', who want to know what they can legitimately copy or quote. Perhaps because his background is librarianship and information science, the rights of authors or publishers are a secondary consideration.

Any reader who, like myself, is an interested (in both senses) tyro will find parts of the book hard-going; but that is because it is a detailed guide that scrupulously avoids over-simplification of a complex subject. For the most part terms unfamiliar to the uninitiated are carefully explained, and there is an extensive Glossary. (However, it does not contain any definition of one phrase, 'shrink-wrap conditions', which is new to me.)

The book opens helpfully with a 24-page Quick Reference Guide, cross-referenced to the main body of the text (and vice versa). The numbering of sections and paragraphs in the main text makes both the cross-referencing and indexing much more effective. The index itself (nearly 10% of the book, partly because of the spacious single-column layout) is necessarily substantial, with a detailed introductory note. It very usefully includes selective references to the 1988 Act, distinguishing them graphically from the references to the book itself.

Significantly, there is no entry under 'indexes' or 'indexing', for the very good reason that the question of an indexer's copyright in her or his work does not appear anywhere in the book, underlining the fact that a test case may be long overdue. The nearest and most useful analogy may be the copyright protecting photographs under the 1988 Act (Wall, sections 2.29 and 4.5), which makes the photographer, as 'author', the 'first owner' of copyright, subject to any terms of contract.

No volume as substantial and comprehensive as this could be adequately summarized. It is, as the author himself says, 'a somewhat convoluted subject'. Enough that this is an invaluable, as well as authoritative, work of reference that should be readily accessible to everyone involved in research, teaching, or the media.

JOHN A. VICKERS
freelance indexer


A study by the University of Westminster's Future of Work Research Group in 1992/93 elicited data on the workstyles of 371 freelancers, all of them members of the Society of Freelance Editors and Proofreaders working in UK book publishing. It makes an interesting comparison with the US report 'Flexible workstyles in the information industry' (reviewed in The Indexer 19 (1) April 1994).

Most respondents were female (75%), and the largest age-group
was between thirty and forty-nine (70%); 61% had no dependent children. Higher educational qualifications were held by 82%. Of the 91% working mostly at home, only 2% had a purpose-built study or annexe. A few (6%) mixed self-employment with in-house employment. Most were responsible for their own training and realized that their prospects for advancement were minimal.

The standard equipment (usually paid for by the worker) was an answerphone and a personal computer (almost 75%); 63% had a printer and 23% a fax. Most respondents worked for more than one client, but—riskily—many relied on a single client for more than half their income.

Benefits and disadvantages reported are similar to those in the US report. Most liked were flexibility and freedom from interference. Least liked were: social and professional isolation; erratic earnings and workload; long hours. Just over half the respondents were paid by agreed contract or job rate, others by the hour, number of words, pages, or 'mark count'. Publishers did not always pay the NUJ and SFEP recommended rates. Of the 40 respondents interviewed in-depth, only half received a 'living income'.

The authors conclude that the majority of the workers were pushed into telework and that many liked it, even though they were 'disguised wage labour'. The increase in publishing-related teleworking during the 1980s was triggered by economic and market factors in the industry. Casualization of the labour force is judged likely to continue; the SFEP could have an important role in enforcing appropriate payment and contracts and in promoting professionalism and quality.

There is a short bibliography, but no index.


First published in 1966, the Style Manual originated as part of the Australian Commonwealth Parliament's drive to improve the quality of government publications. Subsequent editions have aimed at a wider market, and this one provides a comprehensive and well arranged guide to all aspects of book production. Although some sections are specifically aimed at the Australian market, for instance one on the non-discriminatory portrayal of Australian Aboriginals and Torres Straits Islanders, most of the book is relevant for the whole English-speaking world.

The fifth edition retains the basic structure of the fourth, but everything has been revised under the direction of the editor, Graham Grayston, including modifications to take account of new technology; several chapters have been completely rewritten. The book comprises sections on writing and editing (214 pages), preparing copy for printing (115 pages), and publishing and bookmaking (42 pages), with useful appendices.

Although this is a book of rules, they are not intended to be followed slavishly but adapted to the individual needs of each publication. 'What counts above all is consistency of approach and treatment; and for that reason, discretion, sensitivity and sheer commonsense should always prevail in writing and editing.' The new 12-page chapter on indexing endorses this view and stresses the need for well-trained human indexers skilled in identifying concepts, describing them aptly, and linking them appropriately. 'This ability to show relationships between concepts is what uniquely defines an index. In this respect it is different from a list of computer-generated key words or any other form of concordance. Without human intervention, a computer cannot link synonymous concepts... Software packages assist indexers in the indexing process; they are not the indexers.'

The chapter on indexing starts with a clear and succinct summary of the main elements of indexing: choice and form of entries, page references, cross-references, double entries, alphabetical arrangement, and so on. For further information the reader is directed to the bibliography, to the Australian Society of Indexers, and to this journal. Then follows a section on aspects of the working relationship between those producing a publication and the indexer, containing useful advice for both. For instance, the indexer should be contacted at an early stage so that an initial assessment of the text can be made, decisions taken about form and coverage, and a quotation prepared, but the actual indexing should wait until the text is in its final form. Any last-minute changes should avoid altering the pagination if possible; otherwise the indexer should be sent paste-ups of the amended pages. The conscientious indexer should notify the publisher immediately of any textual inconsistencies thrown up by the indexing process, and should be prepared to look at index proofs if time allows.

An acknowledgement of the indexer's work should be included, 'in the same way that other contributors to the publication, such as editors and designers, are acknowledged'. The book itself has an excellent 37-page index, and the indexer, Michael Harrington, is prominently credited on the reverse of the title page.

**Ann Hudson freelance indexer**