Indexing:
A Current-awareness Bibliography
Jean Wheeler

Part 5

GENERALITIES

AUTOMATIC INDEXING
(see also 906, 934, 938, 944)

CITATION INDEXES AND INDEXING

EDUCATION AND TRAINING

EVALUATION OF INDEXING
885 Fry, Sally A.; Parsons, Kathy A. Comparative analysis of IAS, UMI, and Wilson database tape products. Serials Librarian 25 no. 1/2 (1994): 133–144. Tables. Databases of the Information Access Company (IAC), University Microfilms International (UMI), and H.W. Wilson Company are compared according to depth of indexing and subject coverage.
INDEXING: A CURRENT AWARENESS BIBLIOGRAPHY

INDEXERS
(see also 917)


INDEXERS
(see also 917)

889 Awards. Indexer 19 no. 3 (Apr. 1995): 210–212. Illus. AusSI Award; Wheatley Medal; Carey Award; and Wilson Award.


INDEXES
(see also 883)


INDEXING MANUALS
(see also 905)


INDEXING SPECIAL MATERIALS AND FORMATS
(see also 872, 895, 910, 942)


INDEXING SPECIAL MATERIALS AND FORMATS
(see also 872, 895, 910, 942)


INDEXING TECHNIQUES
(see also 872, 892, 895, 902, 914)


INDEXING SERVICES AND DATABASES
(see also 881, 902)


INDEXING SYSTEMS
(see also 873, 875)


INDEXING SERVICES AND DATABASES
(see also 881, 902)


INDEXING VOCABULARIES
(see also 921, 923, 934, 941)


SUBJECT INDEXING
(see also 880, 881, 899, 901, 907, 940, 948, 949)


INDEXING: A CURRENT AWARENESS BIBLIOGRAPHY


934 Negrini, G. Intema de linguaggi documentari [Regarding documentary languages]. L’Indicizzazione 6 no. 1–2 (Jan.–Dec. 1991): 48–59. (In Italian) Focus is on the semantic as well as formal structure of a thesaurus. The history of controlled languages is also defined.


Computer-assisted indexing of looseleaf supplements

Elizabeth M. Moys

Summarizes publishing practice and suggests a computer-assisted method of compiling supplementary indexes and dealing with withdrawals.

Nine years ago Jean Simpkins wrote an article in this journal outlining a manual method of dealing with the problems of indexing supplements to looseleaf publications. As more indexers now use computers, it is time to offer some ideas on computer-assisted techniques for handling such works.

The description below is based mainly on experience using MACREX, but the principles involved can be applied to indexes produced using either CINDEX or a word-processing program with a sort facility, such as Word Perfect 5.1 (this has been proved in simple tests).

Looseleaf formats

Looseleaf publishing has been growing in volume and importance for many years. It is particularly useful where there are frequent additions and changes of information, notably in areas such as economics, statistics, law. Supplements are likely to be published at intervals from one month to one year. In this article, 'supplements' is used as a generic term. Publishers tend to call their looseleaf supplementary publications 'issues' or 'releases', possibly to distinguish them from the old-style pocket supplements.

The indexing of the original work, whether in one or several binders, is no different from the indexing of any other new text. The difference comes in the supplements where material is not only added but also withdrawn. Dealing with the additions and cumulating the information into the index are probably not specially different from working with the successive issues of a periodical; but making sure that withdrawals are regularly made is another matter altogether.

Indexing systems

Publishers vary in their requirements and practices in cumulating looseleaf indexes. Some firms print a new cumulated index with every third or fourth supplement issued, with a supplementary index for intervening releases. These supplementary indexes will normally be themselves cumulated until they are merged into the next main index. The entries to be withdrawn must then be collected and dealt with. This procedure is regarded by the publishers concerned as relatively inexpensive, but it does allow some superseded entries to remain for up to a year in the index.

At least one firm deals with the problem by adding and withdrawing index entries directly with each new release, resulting eventually in the addition of a number of 'stroke' pages (e.g. numbered 123/1, 123/2, etc.) as necessary. This method probably involves more time-consuming work for the typesetters, but does produce a continuously up-to-date index. Indexers need to make sure which method is being used for each particular title, as the publisher's requirements differ markedly. Supplementary indexes are likely to be required, like other new indexes, both in hard copy and on disk. An immediately cumulated index will probably necessitate the indexer annotating a copy of the last previous index, making deletions and ridering in (i.e. inserting lettered or numbered riders containing the new material) from a normal printout (see the worked example at the foot of the article). Whichever method is used, it is highly desirable that the indexer should be allowed to check the proofs as the opportunities for printers' errors are legion, especially with the indentation of subheadings.

Annotation problems

When a printed index is to be marked up, it is vital to remember that some of the headings in the text to be added are likely to duplicate headings already in the printed index. Special care must be taken to make the instructions to the printer absolutely clear, so as to avoid results such as:

Trade unions,
  membership 12.3
Trade unions,
  subscriptions 13.4
when the required result is:
Trade unions,
  membership 12.3
  subscriptions 13.4.

Similarly, if the printed index contains a heading and subheading on the same line, e.g.
Universities, teaching methods 12.2
and the entry to be added is something like:
Universities, finance 12.7