
Using colourful parallels such as running white water, developing an ulcer, and being sat on by an elephant, Jan Blakeslee describes her role as a manager of publication projects in 'Indexing Encyclopedias and Multivolume Works'. Not all of what she says, as a manager, will be relevant to indexers working alone on back-of-the-book indexes of average size; but it is interesting to follow through the various stages, such as submitting a bid, working out a cost estimate, client relationships, choosing the indexer(s), preparing style sheets, and editing the index, especially when they are described with humour and practicality. Training unemployed geologists to index a large geological project did not work ('nothing beats a mercenary', i.e. a professional indexer); creating a coding scheme for over ninety foreign accents did. The largest index, described in detail, was one of half a million entries for 96 volumes (two of the indexers involved have never indexed since!). Jan provides a useful insight into how indexers, and publishers, are viewed by managers of a project.

Candace Peterson’s short piece on ‘Newspaper Indexing’ (four pages) deals with the indexing by committee of a local newspaper serving a large student population in San Antonio, Texas. She describes the minutiae of indexing, such as scope, alphabetization and vocabulary

Michael Robertson
freelance editor and indexer

Joanne Clendenen's outstanding eleven-year cumulative index to the American Society of Indexers Newsletter and its successor, Key Words, is an indispensable information source, and represents a superb publicity leaflet for the ASI journal itself.

The two different forms of locators, '(65): 1, 3, 6-7' for the ASI Newsletter and '1 (1): 3, 22' for Key Words, do look disconcertingly similar at first sight, but since only the first volume of Key Words is covered in the index, the numerical difference makes the reference clear. A peculiarity in the index is the listing under 'ASI officers' of all the Society's officials by office, year, and name, without page locators. Under the subheading 'offices held' for the individual names of such officers in the rest of the index, the chronological lists without page locators provide a kind of biographical gloss that is of interest; but stretching over two full columns under the institutional heading, they have a slightly intrusive effect in the index, and might have been better placed in an accompanying list to which the index might have cross-referred.

Still, every review of every version of even the most obscure indexing program (and some of them are very obscure) appears under the program name, the 'software reviews' heading, and the reviewer's name. Every page of the index offers scores of book reviews and articles on bibliography, book classification, dictionaries and their compilation, thesaurus construction—and of course 'indexing. See the vocabulary list in the Introduction for related terms' (it lists twenty topics that are analysed out). My personal priority is to consult the locators under 'indexers, lifestyle': 'getaway ideas, isolation, poetry, time management, vacations' as soon as possible.
control, but it is all rather basic.

Dorothy Thomas and Nancy Mulvany's 'Periodical indexing: design, management, and pricing' communicates knowledge and experience to its audience; the last part is a question-and-answer session.

Mulvany presents a case study of her work on *PC World* magazine, from the initial bid to delivery of the index. There is much useful, practical information here, even if the reader is not familiar with the speciality of indexing computer magazines; the way she handled the clients in preparing her bid is particularly good. Her analysis of how people use the index to a mass market magazine is thought-provoking and would be a useful topic for further discussion. The experience of both authors provides fascinating examples of how to cope with a variety of situations: for example, indexes that may need to be ruthlessly cut to make them fit the available space, and advice on pricing. Their dealings with publishers will probably be familiar to many indexers ('you know more about indexing than the publisher does'). This is probably the most useful article of the three for indexers of all persuasions, and left this reviewer wanting to read more papers from the conference, and in particular from the double-act of Thomas and Mulvany.

A last thought: a two-page index for twenty-two pages of text is as much space as is sometimes allowed by publishers to a book over five times as long!

**Susanne Atkin**

freelance copy-editor and indexer


The idea behind this work is a good one—to provide a guide to historical fiction for children and young people.

The main part of the book lists over 460 titles alphabetically by author. Under each entry is a summary of the plot with some brief critical comment; these are both clear and helpful. Bibliographical details are included, and an indication of the age range to which the book is suited.

This all provides very enjoyable browsing, but the book styles itself as an index to historical fiction, and for use as a reference work the index approach is obviously of primary importance. It is, therefore, a bit disappointing to find that of the overall 192 pages, the indexes occupy only 12. Of these, six are a straightforward title index and the remaining six the subject index. The latter is prefaced by a useful introductory note explaining that the books are indexed under specific subjects, and sometimes places. Where there is no very specific topic, the entry is under country, with subheadings for historical periods, chronologically arranged.

Many cross-references are included, of two types. The first are simply between synonymous terms: for example, 'Mayflower, voyage of Pilgrim Fathers'. However, here, as in quite a number of such cases, the searcher would have been much better served by a double entry, as there is only one location under Pilgrim Fathers. The second type of cross-reference relates the general period subheadings to specific events within that period which are represented in the index only by a main heading. This is a somewhat awkward task, and anomalies occur. For example, under 'South Africa' we have cross-references to 'Ladysmith, siege of' and 'Pioneers, South Africa', but no mention of 'Zulu Wars', which also appears as a specific entry.

The subject index does recognize and tackle the problems, but it would have benefited from being a bit more extensive. For example, although a number of specific Second World War topics are listed, there is no entry for the Blitz, despite the fact that several books treat the subject. Similarly, Tyneside does not rate an entry, although Winifred Cawley's books specifically deal with that area. An entry for Women (and their emancipation) would have covered titles which did not qualify for inclusion under the Suffragette Movement. All of these would have increased the usefulness of the whole work.

Nevertheless, this book will be very helpful both to young people with an interest in historical novels and, probably, above all, to beleaguered librarians and teachers trying to find titles to support school project work.

**Anne McCarthy**

freelance indexer

you know the title of a tune you can look it up—and find out if its published version(s) during the period covered (from the earliest printed collections to 1922) appear to be the tune you had in mind, what key(s) it was published in, and where. If you can sing/play the start of a tune, you can look it up in the theme code index and find out its name(s) in those collections, then go to the title index for the other information.

The theme code index makes this book a wonderful resource for anyone interested in this music, whether or not they have access to the printed collections indexed, since if you have even a vague idea of the start of a tune, you can find its name.

Most indexing of tunes up to now has given every note. The system used here, based on a scheme developed by the late Brendan Breathnach, the Irish traditional music expert, indexes only the notes that appear on the main beats. Given the way musical memory works, this would be a huge improvement on the note-for-note system these different versions—and with a note-for-note index these different versions will be in completely different places, unlinked.

Suppose you want to look up 'The dashing white serjeant'. If you know the name, you can go straight to the title indexes. But your head may be full of

\[ \begin{align*}
&\text{\[ \begin{array}{c}
\text{C} & \text{D} & \text{E} & \text{F} & \text{G} & \text{A} & \text{B} & \text{C}\n\end{array} \]}
\end{align*} \]

... but then again it may be full of

\[ \begin{align*}
&\text{\[ \begin{array}{c}
\text{C} & \text{D} & \text{E} & \text{F} & \text{G} & \text{A} & \text{B} & \text{C}\n\end{array} \]}
\end{align*} \]

The beauty of this system is that they will come out the same. They will both come out as 1155: i.e. the notes on the first two main beats are the tonic/doh/1; the notes on the following two main beats are the dominant/soh/5. The system is thus accessible both to music readers and to users of tonic solfa. The key of the published version is given in the title indexes, but there is no need to know it in order to use the indexes.

There is no obvious reason for the multiple sequences of page numbers within this book—they make it harder than necessary to use. In particular, the two A-Z indexes of tune titles are easy to confuse; and the earlier sections of the book, including the guide to using the theme code index, have no page numbers at all, which is simply frustrating. But this is a minor fault in an inspiring book.

MARGARET CHRISTIE
freelance indexer and editor
(words and music)

Directories


At this sort of price the Aslib Directory is not perhaps a strong contender for a place amongst the indexer's personal reference books. It is however a well-established and very useful guide to organizations both large and small, public-sector and private-sector, well-endowed and not so well endowed. Thus the Society of Indexers rubs shoulders with Shell International and the British Library with the British Matchbox Label and Booklet Society.

As the full title makes clear, the main purpose of the work is to index sources of information, and it does this by listing those corporate bodies (over 8000 societies and institutions) which offer specialized knowledge. First published in 1928, the book provides information concerning the location, organization, subject coverage, resources, services and publications of the listed bodies. For each body a contact person is given in addition to the address, any acronym by which the body may be known is identified, subject coverage is defined, and publications listed. (Strange to note here that our own acronym—SI (if it is strictly an acronym)—is not mentioned in the Society's entry.) A useful feature is a separate 18-page section on Information Sources on the EC Single Market.

Arrangement is one main A-Z sequence of headings backed up by two indexes—one of acronyms and the other of subjects. The latter is of course essential to the full use of the volume since it enables the user to find quickly those organizations which deal with the wanted area of enquiry, be it spelling, spiders, abattoirs or Zulus. Ample cross-references are provided both in the subject index and in the main sequence. A large (A4 size) and heavy book, the layout is pleasing and easy to consult, being double-column with main headings in bold caps, and subheadings (paragraph headings) in bold lower-case. Alphabetization is word-by-word with entries having initial numerals sorted before A—where nobody will ever find them, particularly since Five Hundred Owners' Association Limited, One Plus One, Seventh Day Adventist Church, and Third World First are in their correct alphabetical places.
Indexing technicians will note that this must be one of the largest, easily available alphabetical sequences of corporate names.

The increasing change of pace of modern life is well-illustrated by the fact that nearly thirty years elapsed between the 1st and 2nd editions of this work but only two between editions 7 and 8. A standard work of which all indexers should be aware, it should be available in any reference library worth its salt. An electronic version on CD-ROM is also available priced at £334.87.

**GEOFFREY DIXON**

*formerly Craigie College of Education*

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**Dictionaries and encyclopaedias**

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Dictionaries frequently make a feature of some aspect of their contents which they wish to emphasize, perhaps their wide coverage or their use of illustrations. Any dictionary should be accurate, up-to-date and complete within its prescribed limits. CUP, having now entered the field of English monolingual dictionaries, has the experience of many other dictionary compilers on which to base its work and the *Cambridge international dictionary of English* is distinctive in several ways.

*CIDE*, the name by which it is sure to become known, is, like some other recent dictionaries, prepared from a huge database, in this case over 100-million words, and it can therefore be updated almost by the day. One of its features is that it gives information on aspects of language more usually associated with grammar and usage than linguistics. For instance, there are sections on the use of adverbs, auxiliary verbs, the word ‘it’, and italic letters. There are boxes for groups of words on the same subject: ‘Driving’ (a car) gives a list in technical language of the processes involved such as flooding the engine, ticking over and engaging the clutch.

Another point emphasized is ‘false friends’ which means words of similar but not necessarily identical spelling in English and a foreign language, but with a difference in meaning. The word ‘journey’ in English and ‘journée’ in French is an example. In some cases an embarrassing situation may arise if the precise meaning of a foreign word is not known. *CIDE* gives selections of such words from fifteen languages.

For every word entered the definition which follows is further explained by an example. The number of different words used in definitions (the ‘defining vocabulary’) is limited to 2000. Every important word in the examples is listed in an index of about 30,000 entries which refer to the entry by page and line number. It can sometimes be useful to know exactly where to look for an example we know we have seen somewhere.

The dictionary is international in that the differences in spelling and other information cover British, American and Australian English. There are 50,000 headwords and in the case of the same word with different meanings these meanings are printed in prominent letters enclosed within a box. The *CIDE* is intended for the use of those involved with English Language Teaching (ELT) i.e. the teaching of English to those whose native language is not English. (ELT is a rather misleading phrase since the English language is taught also of course to native English people.) Excluding dictionaries, this is a field in which CUP has considerable experience. *CIDE* is also, however, a good general dictionary for English speakers. The only thing which appears to be missing is the etymology of words, and that, of course, is intentional.

*CIDE* is produced in six formats. Particularly noteworthy is the publication of a low price edition, for selected markets only, which shows that CUP values the position it holds in helping the expansion of ELT and its commitment to making English a world language.

Since the publication of *CIDE*, CUP have started to publish a quarterly publication, *Cambridge Language Reference News* (issue no. 1, 1995). The first issue deals with *CIDE*, but the News will disseminate information about the Cambridge Language Survey.

**PHILIP BRADLEY**

*formely Dundee College of Technology*

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The original sequence of *The encyclopedia of library and information science* ended in 1982 with volume 33. Volumes 34 and 35 were indexes to authors, authors cited, and subjects referred to in that
sequence. A supplementary sequence (vol. 36—Supplement 1—1983—) was begun immediately to record changes in the field, new technologies and new approaches to familiar subjects, to include subjects unavoidably omitted from the main encyclopedia, and to maintain the record of the life and work of eminent librarians who had died. The primary sequence was arranged alphabetically by subject. Each volume of the supplementary sequence has a miscellany of articles, arranged alphabetically by their titles. Indexes cover supplementary volumes 1–10, constituting volumes 46 and 47. (Topics that have been dealt with in subsequent volumes must for the time being be traced through the specialized volumes 1–10, constituting volumes 59 of the journal’s 102 pages, thus long entry is for Journals, with 53 in this journal is that the volume’s 23 articles include a paper (pp. 155–71) on ‘Indexing as a cognitive process’, by John Farrow, Senior Lecturer in the Department of Library and Information Studies in Manchester Metropolitan University, one of the few non-American contributors.

His essay summarizes work done during the last thirty years, primarily between 1970 and 1990, drawing on elements of sociology, psychology, linguistics and artificial intelligence to investigate the process of indexing. He cites 70 references.

Theories of text comprehension are examined, particularly those of Kintsch and van Dijk, and abstraction of the principal concepts, together with determination of the unimportant. The strategies and pitfalls of rapid scanning are noted. The production of index terms depends on the indexer’s general and specific knowledge, tempered by the constraints of space, controlled-language systems, the problematic prediction of users’ needs, and the conservatism of indexers. The difference between the ‘aboutness’ and the ‘meaning’ of a text is discussed, and also the subjectivity of meaning, leading to the conclusion that ‘inter indexer consistency is destined to remain forever a hobgoblin’.

MARY PIGGOTT
formerly of School of Library, Archive and Information Studies, University of London

[A paper by John Farrow appears in this journal, pp. 243–7.—Ed.]

Periodicals


The former Scholarly Publishing presents itself as an ‘international quarterly devoted to the writing, publication, and use of serious nonfictions’. It marks its quartercentury of publication by the inclusion in this issue of an index to the preceding 25 volumes, which occupies 59 of the journal’s 102 pages, set double-column. There is no acknowledgement of the indexer: we can report only that the editor is Hamish Cameron.

Such a massive work could have done with more than the bare ‘Index to Volumes 1–25 (1969–94)’ that appears at the head. Browsing is needed to ascertain that there are in fact three indexes (Authors, reviews 42–65; Subjects, 65–93: Reviews, 93–100), each starting immediately beneath the preceding one, opening in single-column width; and calculation to determine the year of each article, in the absence of a table of publication dates. Each entry consists of the author’s name (surname first) in bold face, followed by the title of an article, volume no. and first page, as:

Blumenstock, Nancy A. An Indexer Training Session, 5:357

Minimalist location: but the addition of closing page number, issue number and date to each reference would have lengthened the index even beyond the lion’s share of the journal it now enjoys, perhaps unacceptably to the publishers.

There is no indentation: the bold face does not compensate visually for this, new entries being difficult to pick out in the left-ranged columns.

The arrangement of the subject index is strictly classificatory, grouped under 37 headings (including four cross-references) from Africa, Scholarly Publishing in to Writing (See Authors, Writing, and Publication), including such large categories as Major Projects (a full page of entries; no heading or cross-reference for Projects). Sub-subheadings are used, as under Computer Applications: General: Journals; Marketing and Distribution; Writing, Editing, Design and Production. Within these groups, entries are listed alphabetically by author (dupl icating the entries from the Authors Index). The longest entry is for Journals, with over two pages of articles listed.

For such archival indexing, where the text referred to may very well not be to hand—may, indeed, never have been seen by the user—the precise location of an item is less important than the notification

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of its existence. One does not wonder, 'Where can I find that article on indexing the Dictionary of the History of Ideas that I remember reading twenty years ago?' and search under D; but interested latter-day readers, consulting the index to find what the JSP has published on Indexing, look down the eight entries under that heading and learn that such an article appeared in volume 5. To find 'A Way to Ease Preparation of Checklists and Bibliographies', one reads through Editing and Editorial Decisions; discovers 'A Dictionary of Irish Biography' under Major Projects.

Cumulative journal indexes are retrospective-awareness facilities. This one, while it fails to meet the criteria of good indexes, with its overly broad categorization, unclear layout, lack of precise indication of location of items, of necessary information in a preliminary note, and of specific running heads to notify which of the three indexes we are consulting, does nevertheless offer information as to the entire contents of a hundred journals published through 25 years. Faute de mieux, it is a welcome occupant of more than half this issue's pages. It could have appeared better, but, post-Johnson, we are delighted that it appeared at all.

Hazel K. Bell
Editor, The Indexer

Electronic publishing

Paperless publishing. Colin Haynes.

The poet Fiona Pitt-Kethley recently complained (in the letters column of the London Review of Books) that, in spite of getting letters from readers clamouring to see new work from her, and in spite of her three published collections, she could not find a publisher for her more recent poetry.

Forget publishers. Already there are Internet forums in which outstanding literary work is appearing. Just as software is often made available in demonstration versions, with a full working version being supplied on diskette after a payment has been made, literary texts can also be publicized and distributed via sampler diskettes and files (including sample text, blurbs, and reviews, for example), with the full version following after a payment has been made to the author—who can send the diskette or upload the file directly.

Haynes provides lively and entertaining summaries of what the electronic technology is already offering authors, publishers, librarians, academic writers, researchers, and editors, and he provides contact and supplier addresses for various products. While sometimes sounding starry-eyed about the bright new hypertext future, Haynes does focus on the concrete and practical issues facing professional workers in the field. For writers, the book is accompanied by a diskette including several shareware programs for writing electronic books that can incorporate hypertext and multimedia elements. One reviewer of this book in an online forum already claims to have used one of these programs to produce a financially successful online publication. For publishers (whether or not these are the authors themselves), there are items on editorial publicity, production details for CD-ROMs, and discussions of the packaging and marketing of diskettes.

Valuably, Haynes points out that electronic publishing is not a 'digitized version of vanity publishing'. Even a self-published novel (on paper) by such an established writer as Timothy Mo was described in a recent review as providing an unwitting tribute to the army of editors, proofreaders, and marketing staff who normally intervene between the writer and reader. High-quality electronic publications will continue to require exactly the same range of linguistic, intellectual, and business skills that books do. While he does not go into detail on the aesthetic qualities of books as physical objects in comparison with their electronic equivalents, Haynes does note that improving technology is now allowing screen displays to resemble the printed page much more closely. Many type suppliers, including Monotype, now have high-quality Windows fonts available at prices the ordinary computer user can afford—so that no one can claim today that electronic publishing will mean the death of Western typographic traditions.

Reassuringly for professional indexers, Haynes also includes a section on 'creating search capabilities' which gives the address of the American Society of Indexers and states, 'Good news for indexing professionals is that even an electronic publication offering full-text searching by word or phrase, or one with great hypertext links or keyword search parameters, probably still needs conceptual indexing. Even after centuries of print, the creative role of the indexer is still not properly understood.'

Michael Robertson
freelance editor and indexer

Editing, publishing, writing


It is a sad necessity that the
Council of Biology Editors found it desirable, in the Sixth Edition of their superb manual on *Scientific style and format*, to devote a quarter of so large a book (768 pp. of text and an index of 56 pp.) to the basics of conventions, grammar and punctuation. These used to be covered in schools. Certainly in England, early scientific specialization has been customary for two generations; but in North America and Scotland it must now be assumed that children reach university without a firm grounding on such matters as prefixes, suffixes, and double and single quotation marks, which last are reversed on opposite sides of the pond. Examples of 'Confused and misused pairs of words' are indexed in double quotation marks, and birds and beasts as the useful 'common name' (*Latin in italics*).

The increase in scientific subjects discussed in this edition makes the authoritative coverage of topics from genetics to astronomy by way of mathematics and archaeology extremely useful. As ever, with development at the mutual edges of sciences, editors and indexers necessarily work in the gaps, and this manual should cope with most problems. There are interesting matters for the ignorant to discuss—why is there no rule of priority in the Naming of Viruses? Trial Trench may continue to debate the Icelandic Names Question, but the neat Table of Portuguese/Spanish, Chinese/Japanese, vom/von, de/op de etc. etc. etc. resolves most queries in Name Alphabetization.

With our own Judy Bachelor among the Expert Advisors, it is not surprising that the section on indexes is also clear, concise and with excellent 'References cited' and 'Additional references'. However, I am not convinced that 'An index should not be compiled until all page numbers (folios) or section numbers, or both, have been assigned'. To place a new scientific work in the hands and mind of the indexer as soon as possible considerably reduces the stress of combining knowledge and analyses of the new information with the physical task of putting an index into publishable shape. The influence of this manual will be so considerable that it would have been helpful to have its weight behind the custom of giving indexers an early sight of the text for computer listing and discussion of the editors’ requirements.

The Council of Biology Editors is firmly against 'biased' language. While giving offence by using perjorative words should be avoided, changes in fashion and implications of particular words should not necessarily be followed. Simply because 'spastic' has become a term of playground abuse, it cannot be avoided in a ten-year cumulative index. The glory of the English language has been its readiness to absorb and change words, but while antagonistic terms like 'Tory', or 'Quaker' have been accepted, Newspeak and political correctness restricts our understanding of concepts. But such questions are a small part of a volume which will greatly ease and improve the work and life of writers, editors and indexers in science publishing. Indeed 'they will rise up and call them Blessed'—the B. C. of B. E. or the C. of B. B. E. would fit neatly into the chapter on Degrees and Honours.

**Classification**


Simultaneously with the publication of the second edition of the *Universal Decimal Classification* international medium edition English text, Part I: systematic tables; Part 2: Alphabetical subject index (London: British Standards Institution, 1993. 30 cm. BS1000M 1993) comes the publication of a new guide to the use of the UDC. It is a purely practical guide, superseding Jack Mills's guide of thirty years ago, because many of Mills’s examples have revised placings in the current classification scheme and also because the theory of classification is no longer required in such a manual, having now become more familiar through teaching and textbooks. There is, however, a glossary, pp. 121–4, in case of need.

The guide begins with a brief history of the UDC, its nature and underlying principles, and shows how the theory is implemented in the schedules by terminology and notation.

The contents of the UDC are listed: the common auxiliaries and the main classes, expanded beyond the traditional divisions as the importance of subjects requires. The purpose, notation and application of the auxiliary tables are explained, with examples, as is also the filing order of the UDC. Then each main class is taken in turn, with many examples to show its application and the use of the auxiliary tables most frequently required therein.
Following a general summary of the uses of the UDC, a chapter on online applications, contributed by A. Buxton, describes its use for subject searching and online retrieval systems. ETHICS is described in some detail (pp. 114–8) as being 'perhaps the best example of a sophisticated subject retrieval system based on the UDC'.

Dr McLlwaine, who is Director of the School of Library, Archive, and Information Studies at University College London, writes lucidly and persuasively. The layout and printing add to the clarity. The examples, which are plentiful, are based, as is the text, on the Master Reference File, a machine-readable database comprising the standard version of the UDC held by the UDC Consortium.

It is expected that the work will be updated and translated into a number of languages.

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

Business practice


The first of these books is a revised version of one reviewed in this journal in April 1992 (18 (1) 69), giving detailed practical guidance on starting and conducting a business, financial matters, regulations, and marketing, together with sympathetic advice on the particular difficulties of doing it all at home while fitting in the family with your other hand, and/or pinning for company. The range can be fittingly illustrated by a selection of entries from the index:

- bankruptcy
- Capital Gains Tax
- cash flow
- child care
- contingency plans
- copyright
- courier services
- deadlines
- death
- debts
- divorce
- Enterprise Allowance Scheme
- exercise
- failure
- fax
- Home Run
- hours of work
- housework
- hygiene
- isolation
- legal aid
- losses
- lunch
- mobile phones
- mortgages
- neighbours
- Office of Fair Trading
- outworkers
- Ownbase
- partnership
- Patent Pending
- pensions
- personality
- procrastination
- promotion
- psychology
- Public liability insurance
- recession
- redundancy
- self-discipline
- self-employment
- small claims
- solicitors
- strain
- stress
- teleworking
- VAT
- visitors
- workaholics
- worrying

What is there left to say?

The second publication is one of a series of Perfect ... titles, including Perfect business writing, Perfect communications, Perfect stress control—if only, if only. It is unlikely to fulfil the promise of its title: small, slim, it offers only simple precepts in short paragraphs, with checklists and quotations from freelances, on such matters as drawing up c.v.s, business stationery, negotiating skills, invoice chasing, working from home ('Get up at a regular time: if you don't, you may fall into the habit of getting up later and later'). No indexers among the freelances cited, and no index.

Hazel K. Bell
Editor, The Indexer

Training


This £30 book containing a little over a hundred pages, on the theme of information, is published in the British Library Research Board series without an index; yet at the back of the book there are nine blank pages. How, one asks, is it possible for a book to cost so much, on such a theme, with such an omission, from such an important source?

The purpose of the book is to document key British Library research projects since 1981 and their subsequent influence on educational thinking and practice, and to bring up to date the story of the debate about, and the development of, information skills in schools; and looks ahead to the directions which leading practitioners and researchers consider that developments are likely to take.
The precise meaning of a relationship between study skills, library skills and information skills is discussed and the need for a whole school policy is proposed. The age at which children should be introduced to the notion of information skills and raising teachers’ general awareness is explored.

The first sentence of the introduction reads, ‘Individuals today have an increasing need to be able to find things out’. Yes indeed, nobody could disagree with Michael Marland on this point. It is taken from his 1981 Working Party report Information skills in the secondary curriculum which he chaired. This report is said to be the key reference point for researchers, teachers and librarians interested in this aspect of the curriculum. Yet eight years later a 1989 HMI Report Reading policy and practice at ages 5–14 noted that in the schools they inspected ‘advanced reading skills, including information and retrieval skills, were not developed in a coherent way’. This is attributed to the difficulty of successfully disseminating research findings into practical advice and support for the classroom teachers and those concerned with devising and implementing the curriculum across the school.

One of the few mentions of indexing is in a quote from The effective use of reading by Lunzer and Gardner 1979. ‘Searching often appeared to be a random sampling of books from the shelves rather than a purposeful enquiry. Although the pupils could explain how to find an appropriate book, they appeared reluctant to put this theory into practice... It was found that even though the pupils concerned had been instructed on the use of a library/resource area and could recall advice concerning the use of indexes and chapter headings, few of the pupils used appropriate strategies’.

The need to educate teachers is emphasized by Peggy Heeks, an experienced writer in the field, who notes, ‘a recurring theme in the research is the lack of information skills by teachers, a lack that stands in the way of skills acquisition by pupils’. Elsewhere there is also an alarming statement that ‘there is no general understanding of a desirable role for the librarian in school or even of school library practice’.

Recent reports issued by the Office for Standards in Education confirm that most schools have been slow to develop the potential of their libraries and the teaching of information skills.

ELIZABETH WALLIS
Registrar, Society of Indexers

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**BOOK AND PERIODICAL REVIEWS**

**Publications received and publications noted**


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