Members to-night may be interested to hear of my experiences in compiling a Cumulative Index.

The publication that I index is Keesing's Contemporary Archives. Most of you, no doubt, know it, but for the benefit of those who do not, I will describe it briefly. Keesing's publish a weekly issue (normally of twelve, sometimes of sixteen, quarto pages) and in the course of a volume (which embraces two years) record in considerable detail every event (political, economic, scientific, religious and sporting) that has taken place throughout the world.

There are two factors that affect materially the compilation of the index to this publication. In the first place, the issue of, say, January 1st to 8th does not attempt to record the events that happened during that particular week: usually the "dust of conflict" is allowed to settle, foreign press reports are translated and examined, and a balanced objective account results. Secondly, and complementary to this, some articles may summarise and describe the happenings over an extended period. (For example, the story of the Congo has, up to date, appeared in three separate articles covering respectively the periods November, 1959–March, 1960, March–30th June, 1960, and 1st–28th July, 1960; a ten-page article on the European Free Trade Association covered the period 1957-60).

Obviously, a publication of this nature (one volume comprising over 1300 pages) is valueless without an index; equally obviously this index must be kept continuously up to date and appear at frequent intervals. (One concession only is made to the factors of production difficulties and expense: the cumulative index appears at fortnightly intervals whereas the Archives themselves are issued weekly).

The compilation of the first index of a volume, covering the first two issues, is straightforward: I write each entry on a slip of paper, arrange these slips in alphabetical order and pass them to the printers.

As soon as this first index is published, I cut up two copies and paste them (with plenty of space between items) on the left hand sides of sheets of foolscap. New index entries resulting from the next two issues are then entered by me on the right hand sides of the sheets and loops and arrows written in to indicate to the compositor where the new entries should be inserted. These sheets then go to the printers; a keyboard operator reproduces the new entries by means of holes punched in a roll of paper; this roll then passes through the casting machine which produces the type (monotype); this type is then inserted by the compositor in the appropriate places in the frames already used for the first index.

This process is repeated each fortnight until the end of the first quarter, by which time the index covers some twelve to sixteen pages. This quarterly

* Based on paper read to the Society in September, 1960.
index is then "put on ice" and a fresh series started for the second quarter. At the end of the second quarter the subscriber therefore has two indexes—one for each quarter. I then cut up copies of these two indexes, paste them as before on opposite sides of sheets of foolscap and mark on these sheets how the type of the second quarter's index should be transferred to the frames of the first quarter's index in order to produce one complete index covering the six-month period.

This process is repeated at the ends of the third and fourth quarters; the index covering the first year of the two-year volume is then "put on ice". The same cycle is followed throughout the second year, at the end of which the type covering each year is "married up" to form one complete index to the volume. This index is usually in the order of a hundred quarto pages.

Apart from the normal points inherent in the compilation of any subject index there are a few that are peculiar to this cumulative indexing.

First, the extreme importance of choosing the "lead-in" or opening words of an entry. The indexer must exercise considerable forethought in forecasting how a particular subject may develop; in this he is of course helped by the fact that the article on some situation is often not published until some time after its original occurrence, and he may well have a very good idea of later developments and of the form that the eventual index may take. In this connection, the indexer will probably find that he has several "hostages to fortune". A subject may have appeared in previous volumes under a particular subheading or opening sentence; a subscriber will naturally expect to find the same subheading or "lead-in" in subsequent volumes. It may therefore be necessary sometimes to perpetuate a subheading, etc., that may not in fact be the best one under revised circumstances.

Secondly, there is the time factor. Each weekly issue is finalized on the Monday; often its contents and their order may not be decided until late in the day. As the index covers two weekly issues there is no difficulty over the entries for the first week's issue; not so, however, for those of the second week. In order that the index may be distributed with the second week's issue its proof-reading must be completed by midday on the Wednesday. Those concerned with its production at the printers (the keyboard operator, the caster and the compositor) like to have their "copy" as early as possible on the Tuesday. The indexer cannot risk committing himself to making entries in the copy of the index that goes to the printers until he has seen the final proof of the issue. The result is often a scene of intense activity on the Monday night or the Tuesday morning.

The same intensity of work recurs at the end of each quarter, when two quarters' indexes have to be combined and issued in the week intervening between the issue of two normal fortnightly indexes.

One of the indexer's greater difficulties is having to compete with organizations, countries, etc., that change their names in the course of a volume. For example, four states of the former French West Africa (Senegal, French Sudan, Dahomey and Upper Volta) decided to form the Mali Federation; later two
(Dahomey and Upper Volta) withdrew; then with great pomp and ceremony the remaining two members (Senegal and French Sudan) proclaimed officially their fusion and independence as the Mali Federation; within two months Senegal seceded from the Federation, which then ceased to exist, its remaining member (French Sudan) adopting the designation “The Republic of Mali”. You can well imagine how successive entries required considerable sorting out!

Proof-reading is of course extremely important in all forms of indexing. In this respect the cumulative indexer has one advantage: until the index of a two-year volume is finalized he has always the opportunity to correct an error either in reproduction or due to his own omission or commission. On the other hand, the index becoming the size it does by the end of even a quarter, it is really not practical to check old entries every time an issue appears, and this emphasizes the importance of meticulous correction of the proofs of each fortnightly index.

In conclusion, I would like to mention two factors that have helped me enormously in my work. First, I work in the same building as the writers of the articles and can consult with them at any time and discuss with them the relative importance of items in their articles and obtain their views on possible future developments. Secondly, our offices are five minutes’ walk only from the printers; I correct my proofs in the composing room and can discuss with the head compositor how best a correction can be effected without entailing a too radical alteration in the frames already set up.

(Examples on pp. 83-84)

CONFERENCE ON BETTER INDEXES FOR TECHNICAL LITERATURE

This conference arranged by Aslib and the Society of Indexers was held at the Connaught Rooms, London, on Tuesday, 31st January. Attended by about 130 persons, many of whom took an active part in the discussions, this was a great success from every viewpoint. The speakers were controversial, the audience responsive, and we look forward to the issue of Aslib Proceedings which will contain a full report of the events of an instructive and entertaining conference. This will be distributed to members of the Society.

Speakers at the conference were as follows: J. F. Hinsley on “Moans of a user”; A. K. Parker presenting “The publishers’ view”; W. J. Bishop described “Techniques of indexing books”; Geoffrey C. Jones dealt with “Techniques of indexing periodicals”; and C. W. Cleverdon explained the intricacies of “Mechanical aids to indexing”. L. E. J. Helyar concluded the day’s session with an admirable summary, and we anticipate with pleasure re-evaluating the papers presented.
1. How the Index grows each fortnight:

Extracts from the Section UNITED STATES

<table>
<thead>
<tr>
<th>Index for period</th>
</tr>
</thead>
<tbody>
<tr>
<td>25th June, 1960, to 3rd September, 1960</td>
</tr>
</tbody>
</table>

**Democratic Party.**
Eisenhower-Nixon Administration’s foreign policy, criticism (22 May, 1960), 17492 A
Presidential elections (1960), National Convention (Los Angeles, July, 1960), Senators John F. Kennedy, Lyndon B. Johnson nominated as Presidential, Vice-Presidential candidates, policy platform, approval, 17561 A

**Diplomatic Service.**
Appointments, Cuba (P. Bonsal), 17538 A; U.N. (J. W. Wadsworth), 17582 B; Argentina (R. Rubottom), 17585 A

**Eisenhower,** President Dwight D.
Congress messages, Civil Rights (Feb. 1959), 17533 A
Japanese visit (June, 1960), cancellation, 17525 A
Monroe Doctrine, re-affirmation (July, 1960), 17589 A
“Summit” Conferences, see separate main hgd.
Visits (Portugal), 17492 A

**Flag.**
Design, 50-star flag, official adoption, 17508 F

**Ghana, Relations with.**
Volta River project, U.S. loan, 17606 C

<table>
<thead>
<tr>
<th>Index for period</th>
</tr>
</thead>
<tbody>
<tr>
<td>25th June, 1960, to 17th September, 1960</td>
</tr>
</tbody>
</table>

**Democratic Party.**
Eisenhower-Nixon Administration’s foreign policy, criticism (22 May, 1960), 17492 A
Presidential elections (1960), National Convention (Los Angeles, July, 1960), Senators John F. Kennedy, Lyndon B. Johnson nominated as Presidential, Vice-Presidential candidates, policy platform, approval, 17561 A

**Diplomatic Service.**
Appointments, Cuba (P. Bonsal), 17538 A; U.N. (J. W. Wadsworth), 17582 B; Argentina (R. Rubottom), 17585 A

**Eisenhower,** President Dwight D.
Congress messages, Civil Rights (Feb. 1959), 17533 A; Defence measures (Aug., 1960), 17635 A
Japanese visit (June, 1960), cancellation, 17525 A
Monroe Doctrine, re-affirmation (July, 1960), 17589 A
Pacific tour (June, 1960), details, President’s report to nation, 17625 A
“Summit” Conferences, see separate main hgd.
Visits (Portugal), 17492 A; (Philippines, Formosa, Ryukyus, S. Korea, June, 1960), 17625 A

**Flag.**
Design, 50-star flag, official adoption, 17508 F

**Foreign Aid Programme.**
(See also subhgs. individual countries, “Relations with”.)
U.S. aid funds, use for sugar purchases in Cuba forbidden, 17629 C

**Ghana, Relations with.**
Volta River project, U.S. loan, 17606 C

<table>
<thead>
<tr>
<th>Index for period</th>
</tr>
</thead>
<tbody>
<tr>
<td>25th June, 1960, to 1st October, 1960</td>
</tr>
</tbody>
</table>

**Democratic Party.**
Eisenhower-Nixon Administration’s foreign policy, criticism (22 May, 1960), 17492 A
Presidential elections (1960), National Convention (Los Angeles, July, 1960), Senators John F. Kennedy, Lyndon B. Johnson nominated as Presidential, Vice-Presidential candidates, policy platform, approval, 17561 A

**Diplomatic Service.**
Appointments, Cuba (P. Bonsal), 17538 A; U.N. (J. W. Wadsworth), 17582 B; Argentina (R. Rubottom), 17585 A

**Eisenhower,** President Dwight D.
Congress messages, Civil Rights (Feb. 1959), 17533 A; Defence measures (Aug., 1960), 17635 A
Japanese visit (June, 1960), cancellation, 17525 A
Monroe Doctrine, re-affirmation (July, 1960), 17589 A
Pacific tour (June, 1960), details, President’s report to nation, 17625 A
“Summit” Conferences, see separate main hgd.
Visits (Portugal), 17492 A; (Philippines, Formosa, Ryukyus, S. Korea, June, 1960), 17625 A

**Flag.**
Design, 50-star flag, official adoption, 17508 F

**Foreign Aid Programme.**
(See also subhgs. individual countries, “Relations with”.)
U.S. aid funds, use for sugar purchases in Cuba forbidden, 17629 C

**Ghana, Relations with.**
Volta River project, U.S. loan, 17606 C
2. How the Quarterly Indexes are combined.

Extracts from the Section UNITED NATIONS ORGANIZATION

<table>
<thead>
<tr>
<th>Index for period</th>
<th>25th June, 1960, to 15th October, 1960</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charter of the United Nations Organization.</td>
<td>Revision, ctee. asked to report to 1961 session, 17234 A</td>
</tr>
<tr>
<td>Disarmament.</td>
<td><strong>Charter of the United Nations Organization.</strong> Revision, ctee. asked to report to 1961 session, 17234 A</td>
</tr>
<tr>
<td>Disarmament Cttee, mtg. (Geneva, 15 Mar. 1960), Western members' invitation, Eastern members' acceptance, 17190 A; direction by U.N. Gen. Assby, to examine Soviet and U.K. proposals, 17220 A; opening, Western disarmament plan, presentation, 17336 A; Chinese People's Republic not bound by international agreements unless a signatory (Marshal Chen Yi's statement, Jan. 1960), 17344 C; Western Soviet proposals, comparative summaries, 17370 A; Western Foreign Ministers' joint communiqué on progress of negotiations (Apr. 1960), 17377 D; new Soviet proposals (Mr. Khrushchev's statement, Jun. 1960), 17473 A; proceedings (4-29 Apr., 7-27 Jun.), walk-out by Eastern delegations, new U.S. proposals, publication, Western participants' readiness to resume discussions, 17601 A</td>
<td></td>
</tr>
<tr>
<td>U.N. Disarmament Commission, continuation, Gen. Assby, decision (14th session), 17220 A</td>
<td></td>
</tr>
<tr>
<td><strong>Charter of the United Nations Organization.</strong> Revision, ctee. asked to report to 1961 session, 17234 A</td>
<td></td>
</tr>
<tr>
<td><strong>Congo, Republic of (formerly Belgian Congo).</strong> Civilian operations, immediate measures, appointments, 17639 A</td>
<td></td>
</tr>
<tr>
<td>**Disorders. Sec. Ccl.'s debate Soviet charges against NATO countries, resolution, 14 Jul. 1960 (Belgian troops to be withdrawn, Sec.-Gen. authorized to provide U.N. military aid to Congolese Govt.), U.N. Force, arrival in Congo and build-up (15-28 Jul.), Sec. Ccl.'s second resolution, 21 Jul. (withdrawal of Belgian troops, territorial integrity of Congo Republic to be respected by all countries), Mr. Tshombe's threat to resist entry of U.N. troops into Katanga, Mr. Lumumba's New York visit, Dr. Hammarskjöld's arrival in Leopoldville (28 Jul.), 17639 A</td>
<td></td>
</tr>
</tbody>
</table>