REVIEWS

edited by Philip Bradley

Thesauri

UNESCO thesaurus: a structured list of descriptors for indexing and retrieving literature in the fields of education, science, social and human science, culture, communication and information. Paris: UNESCO Publishing, 1995. xxxix, 705 pp. 30 cm. Indexes. ISBN 92-3-003100-3 (limp plastic): £40.00. In English, French and Spanish.

The *UNESCO thesaurus* is intended mainly for the indexing and retrieval of information held in the UNESCO Bibliographic Database and other sub-databases but it is also for use as a reference tool for other UNESCO information services. It provides terms in English, French and Spanish and covers the fields of education, science, culture, social/ human sciences, information/ communication, politics/ law/ economics and countries/ country groupings. This new edition appears in four sections: an alphabetical list of terms, a hierarchical list by microthesaurus and two multilingual lists of descriptors sorted by French and Spanish, each followed by their equivalents in the other two languages. The main sections (alphabetical list and hierarchical list) are in English only.

The alphabetical list consists of a descriptor (or main entry) followed by a cross-reference to the name and number of its microthesaurus and the equivalent term in French and Spanish. Where helpful, a scope note may be added. (PRESS: Newspapers, journals, periodicals and their publishing). Then come non-descriptor (synonymous or near-synonymous) terms which are covered by the descriptor. For example under the descriptor CONFERENCE PAPERS appears UF (used for) *Conference proceedings* and *Meeting papers*. These two latter also appear in their own right in the alphabetical sequence with the directive to USE *Conference papers*.

Following the non-descriptors are broader terms, narrower terms and related terms. Descriptor terms appear 'straight' — INSERVICE TEACHER EDUCATION — but access is available via all significant words with this heading being listed as a narrower term under both *Teacher education* and *Education*.

The hierarchical list by microthesaurus takes each of the broad subject fields to which has been allocated a number — 2.Science. Thereafter each subdivision is allocated a number — 2.45.Meteorology — and under that heading there appears a hierarchical range of topics including descriptors, narrower terms and non-descriptor (UF) alternatives.

These two sections provide English language users with a very thorough and comprehensive listing which is hard to fault. Choices of descriptors are decisive and the searcher can reach them through finding the direct phrase straight away or via a cross-reference for synonyms, similar terminology and related concepts or topics. In addition, if he finds himself at an impasse, it is possible to begin from a very broad base in the hierarchical listing and browse until an appropriate entry point is found.

For the French and Spanish language user many topics are found by straightforward cross-reference in sections three and four but for others the searcher has to be rather more diligent and open-minded in tracking them down. One simple example of this involves some nouns given in singular in the French list such as *Enseignant* — have their English equivalent in the plural — *Teachers* — but in fact there are two and a half pages of teacher-related headings (*Teacher behaviour, Teacher education*

etc.) before *Teachers*. A little care overcomes such problems but a greater handicap is the lack of non-descriptors in these languages.

The inclusion in the introduction of an excellent section on *Guidelines for indexing documents* adds very much to the usefulness and interest of this work.

Anne McCarthy
freelance indexer

Dictionaries

The American Heritage Stedman's medical dictionary. Managing editor Marion Severynse. Boston, MS and New York, NY: Houghton Mifflin Co., 1995. xxxiv, 924 pp. 25 cm. Illus. ISBN 0-395-69955-X (cased): $24.95

Stedman's Medical Dictionary is a new work in *The American Heritage* series of dictionaries and similar books. It contains over 45,000 entries and is fully comprehensive, well illustrated, and with helpful charts, diagrams, and tables. The descriptions are clear, concise, and up-to-date. It is, however, surprising to find accounts of long-dead physicians (e.g. Soranus, 2nd century AD) and some simple words (e.g. length, which for those who do not know it is 'the linear distance between two points'). Spelling is, as one would expect, American, but fortunately English readers are assisted with such words as 'oesophagus' and 'oestrus'. An unfortunate feature of the book is the 'syllabication' with many words being 'syllabicated with boldface-centered dots' e.g. 'ab•do•men', 'ab•duct', 'al•i•ment' and even 'bo•ny', 'i•ron' and 'mu•scle'. Likely consultants of the dictionary are described as 'general readers and professionals in the allied medical fields, law, and the insurance industry', and it would have been thought that these people had a high enough IQ to be able to read words of more than one syllable. It is a fea•ture of this dict•ion•ary that this re•view•er finds irr•it•at•ing and rid•ic•u•lous.

John Gibson
freelance indexer

Harrod's librarians' glossary: 9000 terms used in information management, library science, publishing, the book trades and archive management. 8th edn, compiled by Ray Prytherch. Aldershot: Gower, 1995. xiii, 692 pp. 24 cm. ISBN 0-566-07533-4 (cased): £75.00.

The experienced librarian might have been expected to be familiar with the majority of terms included in the 176 pages of the first edition of L.M.Harrod's *Glossary of library terms* published in 1938. No librarian nowadays could keep pace with the rapid proliferation of new techniques, new organizations and new acronyms recorded in more recent editions.

The current edition contains 692 pages and covers an even wider field than its immediate predecessor of only five years ago. The change of sub-title from 'terms used in librarianship, document-ation and the book crafts' in the 7th edition to '9,000 terms used in information management, library science, publishing, the book trades and archive management' in the current edition reflects not only the supremacy of 'information' in all our activities but also a broadening of the field to include more terms in archive management, conservation and computer technology, and also a

wider geographical range. For the first time an Advisory Board was established to help in this broader coverage.

The Preface states that the current edition has over 1,400 new entries, and revised entries for over 600 organizations (for which addresses are now added). Potential long-term importance remains a key criterion for the inclusion of new items. Room for the new entries has been made by the addition of 20 pages of text and by such editorial ploys as the deletion of terms such as Book Display that present no problem in interpretation, the collocation of individual named manuscripts or early printed Bibles under Bible, and the shortening of descriptions under terms such as Estimates, Hospitality (Classification), Universal Bibliographic Control, and Universal Decimal Classification, that, once identified, may easily be found described at length elsewhere.

Nevertheless, the strictures on certain definitions and omissions noted by this journal's reviewer of the 7th edition (**17** (4) Oct. 1991, 298-9) remain valid for the 8th edition. The Australian Society of Indexers and the Indexing and Abstracting Society of Canada are still absent from its pages. Absent also from the list of British standards on documentation in this edition, though not in the last, are the standards of the greatest interest to indexers, BS 1749 and BS 3700. The address of the Society of Indexers, changed during 1993, has not been updated. Has the editor a grudge against indexers?

Indexers apart, the book is a necessary resource for the terminology of its enormous field. The price, £75, also is enormous.

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

Johnson's DICTIONARY: a modern selection, by E L McAdam and George Milne. London: Cassell, 1995. xiv, 465 pp. 20 cm. ISBN 0-304-34705-1(pbk): £9.99.

It is generally agreed that the *Oxford English dictionary (OED)* is the lexicographic masterpiece of the English language. The original eleven volumes took forty-four years to compile (1884-1928) and the work is being constantly updated. It was intended to bring together every known word in the English language from the time of Chaucer to the present day. Johnson's *Dictionary of the English language* (to give the book its very much abbreviated title) published in 1755 was in its way also a landmark. It was on a far smaller scale and was intentionally limited in its scope. The words from which the *OED* was compiled were collected by many scholars reading hundreds of books and putting words on slips of paper which were submitted to the editor, James Murray. Johnson, on the other hand, had very few helpers, suffered financial constraints, was frequently in indifferent health and had fewer dictionaries from previous lexicographers on which to base the design and content of his work. In fact, as far as the last of these problems was concerned, when the *Dictionary* was begun all that Johnson had to go on consisted of specialized dictionaries, wordbooks and books of 'hard words'. Clearly in the literary world there was a need for a comprehensive work and Johnson helped to fill this need.

Although modern dictionaries contain variable amounts of information most have certain basic components. Johnson had used several of these. His entries give the part of speech, the origin of the word where known, the meaning, and sometimes an example of the word from a named source. In a few cases the example becomes an encyclopaedic description. For instance, the entry for 'zealous' runs to 26 lines and 'opium' to 45 lines, which entry is still appropriate today.

One sometimes finds that the preliminaries of a book are as interesting as the text. In this case Johnson's Preface contains some

views on the English language and dictionary-making which are still familiar. For instance he points out that 'as occasion requires' one can add syllables in order to change meanings. *Re* is added as a prefix to a word to denote repetition and *un* to signify contrariety (p. 12). Henry Burger was following a learned precedent when he suggested in *The wordtree* that *-ize* may be added to many words to make new words (see *The Indexer* **15** (2) Oct. 1986, 104). It is useless to try to stop the change in language. Johnson points out that it was happening in his day and that the Académie française, set up to try to prevent such changes, failed.

The *Dictionary* includes the well-known example of Johnson's definition of a lexicographer:

A writer of dictionaries; a harmless drudge, that busies himself in tracing the original, and detailing the signification of words.

Johnson does not include the word 'indexer', and one might ponder what he would have made of that. The original edition does however contain the word 'index' with several meanings. The one relevant to book indexing is:

The table of contents of a book.
If a book has no *index*, or good table of contents, 'tis very useful to make one as you are reading it; and in your *index* to take notice only of parts new to you. *Watts*

It was this *Dictionary* which gave rise to the well-known letter which Johnson wrote to the Earl of Chesterfield who praised the finished work after refusing to give financial support during its compilation. Perversely, this story is probably better known than the *Dictionary* itself.

Philip Bradley
formerly Dundee College of Technology

Computers and information technology

The information revolution, edited by Donald Altschiller. New York, NY and Dublin: H.W. Wilson Co., 1995. 241 pp. 19 cm. Bibliog. ISBN 0-8242-0872-2 (pbk): $17.00. *The Reference Shelf* **67** (5). (Annual subscription to *The Reference Shelf* is $67.00)

Dismayingly, this collection of articles on Internet issues is presented with a cover photo showing a woman at a 1970s mainframe computer terminal (which has about as much to do with the Internet as a horse-drawn cart with a BMW). However, it does include a useful reference collection of relevant (exclusively American) material. Forming part of the H W Wilson 'Reference Shelf' series, the book includes 18 articles from journals such as *Business Week, Issues in Science and Technology, Scientific American*, and *Stanford Law and Policy Review*, as well as a 30-page extract from a 1993 United States government policy paper on 'The National Information Infrastructure', Subject areas covered include 'economic and business aspects','legal and legislative issues','political and policymaking aspects', and 'cultural and social aspects'.

The selection focuses on the public issues and challenges presented by the Internet, rather than on the technology; the book provides one brief snapshot (the reprinted articles date from 1993 to 1995, most from 1994) of a range of responses in America to the revolution in communications which the Internet represents. The issues are approached seriously,and largely without the technological euphoria that is sometimes seen. A two-page bibliography of books and pamphlets dating from 1990 to 1995 is followed by a bibliography, including abstracts, of 38 articles from American periodicals, all dating from 1993-4. There is no index, so that much of the book's information will remain inaccessible.

Michael Robertson
freelance editor and indexer

The Internet for library and information service professionals.
Andy Dawson. London: Aslib, 1995. 57 pp. 24 cm. Illus. ISBN 0-85142-369-8 (pbk): £16.95. (*The Aslib Know How* series).

The library and information professional's guide to the Internet. Gwyneth Tseng, Alan Poulter, Debra Hiom. London: Library Association Publishing, 1996. viii, 199 pp. 23 cm. Illus, index. ISBN 1-85604-151-4 (pbk): £16.95

"The Internet will not be, as may have been suggested, the greatest revolution in information dissemination since Gutenberg's press". This brief quotation illustrates Dawson's helpful and realistic introduction to the various aspects of the Internet which are likely to impinge upon most aspects of information work in the near future. This includes electronic mail (email) and newsgroups, as well as the Word Wide Web (WWW).

Some aspects of the new information world are of particular interest to indexers. Firstly, it is an area where human indexing or recording skills have been unable to keep track with what is available and novel search engines, known variously as crawlers, worms and spiders, have had to be invented to perform what is in effect automatic indexing. These tools operate somewhat analogously to citation indexing in that they follow up the embedded addresses from links to other pages on the net. They are capable of a prodigious amount of work[1]: one known as Alta Vista (not mentioned in either of the books) can index 2.5 million Web pages per day. Although these engines are performing a limited role, it is clear that the research to increase the effectiveness of them will feed back into other automatic indexing.

Dawson makes brief helpful comments on some of these search tools, especially on Lycos which he considers to be one of the best currently available. Such essential devices tend to post-date the compilation of the other work by Tseng *et al* which is less up to date and less well written. It also suffers from an excessive use of bold type and in the resource section from an excess of bold capital letters. The British Labour and Liberal Democratic parties' home pages are listed, but that of the Conservative Party is not: this serious blemish may amount to bias.

Dawson conveys the impression that he really knows the topic which he is discussing. His style is mildly journalistic, but this is preferable to the staid quasi-academic prose of the other work. Dawson is an enthusiastic commentator, but this does not make him uncritical. For instance, his comment that "Web page authors still splatter images around just for the sake of prettification" is typical of the type of comment which has been made by several other observers. Such images tend to make life on the WWW tediously slow.

Although the Internet is a world sans frontiers both of these books have been written from a United Kingdom standpoint, and both are intended for information professionals, who represent a small minority of users. Nevertheless, much of what Dawson has written is suitable for anyone, almost anywhere. The presence of a "but could do better" index in Tseng does not compensate for its many other weaknesses. The clarity of presentation in the Dawson work and its brevity may excuse the lack of an index.

1. Moody, G. Searching the Web for gigabucks. *New Scientist*, 1996, 150 (2024), 37.

Kevin Jones
Malaysian Rubber Producers' Research Assocation

Publishing and writing

The Cambridge Australian English style guide. Pam Peters. Cambridge: Cambridge University Press, 1995. xiii, 848 pp. 24 cm. ISBN 0-521-43401-7 (cased): £50.00 ($79.95).
Clarity is the word that springs to mind when first examining this

book. The clarity of the *Overview of contents* and the accompanying diagram put the reader on a firm footing for research within its pages.

The clear typeface and layout make it easy to find your subject word. The definitions are very precise and, where alternatives arre given, are explained in full with the reasoning behind any specific decision. The historical reasonings and tracings are fascinating in the extreme, and derivations from non-English sources are described in simple form.

Grammar references throughout are backed up by firm and understandable examples which could well be published on their own as a guide to the use of grammar today. It could even be of benefit to students in English universities and schools as many seem to have forgotten that grammar exists. These definitions are a timely reminder indeed.

The first nine of the ten appendices add the icing to a very enjoyable cake. Their clarity and form bring quick answers to what, to some, might be extremely difficult questions. It is more than likely that some of these pages have already been photocopied and placed in someone's pocket as a constant reference source.

The binding is strong and durable and should withstand the constant handling that this book is sure to receive. Pam Peters is to be congratulated on this *Style guide*, which should be used not only in Australia but wherever English is spoken.

Arthur R Chandler
genealogical consultant

Research for writers. 5th edn. Ann Hoffmann. London: A & C Black, 1996. xvii, 216pp. 22cm. Bibliog, index. ISBN 0-7136-4269-6 (pbk): £11.99. (Previous edn 1992.)

The fourth edition of this book appeared four years ago. This new edition has been 'fully revised to take account of new reference works [and] recent developments in information science ... It covers also the procedures for tracing out-of-print books and for obtaining books and information from and about foreign countries'. In her foreword to the new edition, Ann Hoffmann discusses the vast new source of information, the 'superhighway'. She recommends harnessing only that information which can be put to good use, and doubts whether the average novelist needs to surf the net. She prefers handling an incomparable original document, the 'magic' that goes with true archive searching. 'Electronic authorship and ... electronic research may have arrived but you are still free to suit yourself.' Nevertheless, a good new selection of CD-ROM titles is included. It is recommended that this book is used as a working tool: annotate it and update it in the blank Personal Note pages as necessary.

Some reference books have been dropped from this new edition but it is pointed out that good librarians can help with out-of-print books and some books may be found in second-hand bookshops.

The third edition was reviewed in *The Indexer* and was criticised for the lack of information on wordprocessors. This has now been addressed. However, the author does seem rather prejudiced against the sole use of electronic methods of information organization, information searching and final typescript. Also criticized was the bias against the sciences. This does not appear to have been rectified. The previous reviewer also thought the index to the book was inadequate. The seven pages have been increased to eleven but it is still disappointing to see that it is, perhaps, not as full as it could or should be.

The Preparation for Press chapter is one that particularly interested me. There is some misinformation on the Society of Indexers' accreditation and registration schemes, and, sadly, no information on the services of the Society of Freelance Editors and Proofreaders. It would be good to see better instruction on the

presentation of authors' disks, which are a copy-editor's nightmare, all too often because the author thinks that what is typed on screen is the final version. Better briefing by publishers would obviate the problems — asking the author just to type the script and not to play with his wordprocessor's infinite capacity for design would be much cheaper and easier for all concerned in the publishing process.

There is, however, much to recommend any book of this kind, simply because of the huge amount of information that *is* included. It is always useful to have a reference tool that lists so many reference books and libraries in one publication. For a newcomer to the research scene, whether a writer or not, this book would be a must for the reference shelf in the office, similar to the *Writers' and artists' yearbook* for lists of publishers.

Michèle Clarke, *freelance indexer and chairman, Society of Freelance Editors and Proofreaders*

Other subjects

Was your grandfather a railwayman?: a directory of records relating to staff employed by railways in the following countries with deatils of material and repositories: United Kingdom, Australia, Canada, Eire, India, New Zealand, South Africa, United States of America. 3rd edn. Compiled by Tom Richards. Birmingham: Tom Richards and the Federation of Family History Societies (Publications) Ltd, 1995. 101pp. 21 cm. Illus. ISBN 1-86006-014-5 (pbk): £4.95.

Quarter Sessions records for family historians: a select list. 4th edn. Compiled by Jeremy Gibson. Birmingham: FFHS, 1995. 40pp. 21cm. ISBN 1-86006-009-9 (stapled): £2.50.

Basic facts about family history research in Yorkshire. Pauline Litton. Birmingham: FFHS, 1995. 16pp. 21 cm. Bibliog. ISBN 1-86005-005-6 (stapled): £1.25. (*Basic facts about* series, editor Pauline Litton.)

The urge to uncover one's roots has become increasingly strong in Britain in the last 25 years. County and city record offices, once quiet preserves of antiquarian scholarship, are now full of researchers tracing their family history; many researchers also visit the Public Record Office in London where national archives are kept. All these researchers rely heavily on indexes. Such indexes are rarely compiled by paid specialist indexers, because there is usually no money to pay them, but either by professional archivists as part of their job or by enthusiastic volunteers.

The Federation of Family History Societies publishes a series of pamphlets on different aspects of genealogical research. These are well produced and good value for money. None deals specifically with indexing, but much can be learned from them about the availability and quality of indexes, and about the special problems of genealogical indexing.

Was your grandfather a railwayman?, first published in 1988, is now in its third edition, demonstrating its popularity. The documentary sources for railway history are many and confusing, and to compile a single index of all railway staff would be impossible: 'Apart from the sheer volume of numbers, records have been lost or destroyed in the many absorbtions, amalgamations and reorganisations which have involved the railways since their early days'. It is therefore helpful to know which company your ancestor worked for, the kind of job he had, and approximate dates of employment. The main part of the book is a list of surviving records for the British Isles and much of the English-speaking world, giving the nature and date of the documents and where they can be found. Indexes are mentioned when they exist, but this is not often, though the Great Central Railway staff records at the Public Record Office, for example, are

complete with indexes from 1899 to 1926. Sometimes indexes have outlived what they index: for instance the Great Western Railway archives, also at the Public Record Office, include three volumes of an alphabetical register of persons for the years 1910–1927, taken from a series of documents which appears to be lost.

Quarter Sessions records for family historians lists and describes county by county the surviving records of Quarter Sessions, 'the oldest and main collections of public records belonging to the historic counties of England and Wales'. These may include vagrancy orders, bastardy papers, contracts for transportation of felons, lists of dissenting meeting houses, and registers of convictions for swearing, and are 'a potentially rich source for the family historian, with a wealth of "flesh" to cover the bare bones of genealogical research'. Indexes are mentioned where they exist, but are usually patchy: for instance, the Centre for Kentish Studies has a register of deputations of gamekeepers from 1711 to 1886, chronologically arranged and including names of manors, lords and gamekeepers, but indexed only from 1783. The documents themselves may also be difficult to use. In the Berkshire Record Office, county Quarter Sessions rolls are kept in bundles, and looking through them is 'a long and rather grubby task'; while at the Warwickshire County Record Office some bundles of records for the city of Warwick 'had a string passed through the centre of them, making them virtually unhandleable until they are separated, flattened and repaired'. The author hopes that this guide might encourage family historians to make more use of Quarter Sessions records and to get more indexes compiled.

Census returns are among the archives most commonly indexed, because of their heavy use by family historians; from 1841 they record names and occupations of everyone living in each house, and from 1851 ages and places of birth too. The information is arranged topographically, but name indexes are relatively easy to compile and there are many collaborative indexing projects in progress involving large numbers of volunteers. Uniformity of approach is difficult to achieve, however. The situation in Yorkshire is described in *Basic facts about family history research in Yorkshire*: 'Much of the 1851 census for the county has been indexed by Family History Societies, record offices, libraries and individuals — indexes vary from surname only to complete (indexed) transcriptions. The Yorkshire section of the 1881 Census Project will be available in 1996. Some Family History Societies are indexing the 1841 and 1891 returns; apart from the Sheffield area very few have as yet tackled 1861 and 1871.'

A problem with many genealogical indexes is that they are not user-friendly. This may be because they were compiled for a specific purpose which is not that of the family historian: for instance, a set of railway staff records may have been indexed by a railway company clerk for current administrative needs. Even indexes compiled with researchers in mind may be frustrating to use; for instance scholars indexing their own printed editions of documents may be so deeply involved in the subject matter that they lose sight of the needs of the user. Family historians may embark on large computerized indexes for their own use and later develop them into something wider, but without considering other researchers' different interests. All indexers know how difficult it is to modify indexing criteria once work is under way, but few beginners understand the need to work out the principles and structure of the index before beginning work. 'I never realised indexing was so complicated!' is a common cry.

There had been little exchange of ideas between the indexing profession and those who compile genealogical indexes until 1993, when the Society of Indexers Genealogical Group was founded. This aimed to bring together SI members and others involved in genealogical indexing; it now has over 60 members of whom less than half are also members of SI. The group offers professional

advice to family history societies setting up indexing projects, and is currently working on a list of subject headings for genealogical indexing, a standard list of United Kingdom place names, and a manual on indexing for family historians. All these should help greatly in raising standards in this important field.

Ann Hudson, *freelance indexer*

Publications received and publications noted

Alternative literature: a practical guide for librarians. Chris Atton. Aldershot: Gower, 1996. xi, 202pp. 24cm. Index. ISBN 0-566-07665-9 (cased): £39.50.

Emblematic variants: literary echoes of Alciati's term *Emblema*: a vocabulary drawn from the title page of emblem books. Compiled by William S Heckscher and Agnes B Sherman. New

York, NY: AMS Press Inc, 1995. ISBN 0-404-63711-6: $57.50. William Heckscher has been a member of SI for many years. For earlier works on this subject see *The Indexer* 13 (3) April 1983, 210 and 14 (4) October 1985, 293.

Great Britain official publications collection guide. Ottawa: National Library of Canada, 1996. xii, 82pp. 28cm. Index. ISBN 0-660-59875-2 (stapled): $18.95 (Canada); $US18.95 (USA and elsewhere). Text in English and French in adjoining columns.

Natural language engineering. Edited by Branimir Boguarev, Roberto Garigliano, John Tait. Cambridge: Cambridge University Press. Published quarterly (four parts form one volume). ISSN 1351-3249. Annual subscription (excluding VAT and sales tax): institutions £79.00 ($118.00), individuals £39.00 ($59.00). First issue published 1995.

Quality management for information and library managers. Peter Brophy and Kate Coulling. Aldershot: Aslib Gower, 1996. ix, 196pp. 24cm. Illus, bibliog, index. ISBN 0-566-07725-6 (cased): £37.50.

THE INDEXER Thirty years ago

The autumn 1966 issue of *The Indexer*, Volume 5, No. 2, 48 pages, opened in high style with SI's founder-chairman, G Norman Knight, describing in detail his compilation of the Wheatley medal-winning index to the first volume of the ten-volume biography of Winston Churchill prepared by Randolph Churchill. He declared, 'When I was asked to undertake the index to the *Life* of this great statesman, I considered it an exceptional honour and also somewhat of a challenge'. GNK records 'complete co-operation between the indexer and the author', extending to his being 'on three occasions invited to stay at [Randolph Churchill's 18th-century] home ... in its beautifully kept grounds of 23 acres'. Even the proofs were unusually grand and elaborate: 'the author explained that his father had always insisted on *his* proofs being submitted to him in just that form'.

The six-page article considered in detail whether a cumulative index is necessary to a series of separately indexed volumes, and the various problems involved in indexing biographies and histories: treatment of the main character, with the danger of what Knight calls 'over-loading'; provision of glosses such as dates, which may entail much research on the part of the indexer; the optimum length of such indexes, giving some useful examples in the genre; typographical distinction; selection and arrangement of subheadings.

This major article is followed by a shorter consideration by Knight of 'Who pays for the index?'.

Robert J. Palmer then provided a six-page account of 'Book indexing in the United States'; understanding by this 'a region bounded by Philadelphia, Buffalo and Boston': 'the majority of books published in the US are published from this area'. There, 'the author is responsible for the index to his book', but may well engage a professional indexer for the work. However, 'Very few persons devote all their time to indexing. The professional indexer may be a copy editor, the copy editor's wife, a not-too-successful author, an expert in a technical field who indexes as a hobby, an actor at liberty, or a housewife'.

Indexes are commissioned by publishing houses, and 'Because of problems of communication and deadlines, editors prefer to work with indexers who live in their immediate geographical area; only a very small amount of indexing is conducted by mail'. Further, 'Almost all contracts in book indexing are verbal ... no written agreement results.' Palmer devotes much space to considering methods of computing payment for indexing, with an hourly rate (plus expenses) preferred overall.

A table shows the fees paid for 28 books divided into four subject categories, with numbers of their indexable pages, total extended lines, and total references, and cost per extended line and per reference for each book. The highest cost per line is 114.6¢, and highest cost per reference

102¢, for *Complex variables* (in the 'Scientific and technical books' category); the lowest per line 6.1¢ and lowest per reference is 5.2¢ for *Public opinion* (in 'Non-scientific textbooks').

Kenneth I. Porter provides eight pages on 'The *World List of Scientific Periodicals'* (three volumes in its fourth edition), which was prepared on punched cards divided into subject fields and sorted by computer. He describes in detail the form of title abbreviations used, and of correct citation.

SI's first President, G V Carey, reported Council's 'reappraisal of our Society's progress and policy, in its seventh year'. Calling his article, 'The Society of Indexers as a servant of the world of letters', he stressed that its first aim expressed in its Constitution was 'To improve the standard of indexing'; only fifth and last came 'To raise the status of indexers'. He cautioned SI members about 'grandiose' notions, and begged, 'If in the theatre of literature we can be thoroughly efficient and helpful door-keepers, dressers, property-men, backstage hands, let's not be too concerned about our names not appearing in lights'.

'The role of the computer in the preparation of indexes for published books' was considered again by Clifford J Maloney in ten pages on 'Practical preparation of internal indexes'. He distinguished between 'indexes which provide clues to other documents', calling these 'external indexes', and 'indexes which provide clues to the contents of the document (or set of documents) in which they appear' — these latter, 'internal indexes', which are closed, limited, individual, specialized, scannable, created at source, self-verifying, synonym-free, inherently word-index, and necessarily word-verified. Each of these characteristics is examined in detail, and the possible advantages of using computers are examined in their light.

News of the Society, the Report of Council for the year, and results of a questionnaire to members, fill four pages. The correspondence column has two letters, both from A R Hewitt: one on citation indexing of English law, the second on 'Improving indexes'. Eleven books are reviewed in five pages.

The Wheatley Medal for 1965 went to Alison Quinn for her index to *The principall navigations voiages and discoveries of the English nation* by Richard Hakluyt, a two-volume facsimile edition of the 1589 original, which is 'one of the more famous works of Elizabethan history and literature'. The index is described as 'constructed on a most ingenious plan, reminiscent of the well-known Chinese box ... combining synthesis within analysis'. A special commendation went to J C Thornton for his 40-page index to *The letters of Charles Dickens* (two volumes).

Hazel K Bell