indexed aids: thesauruses


The second edition of the Guide Disability Index builds on the work begun in version 1.0 [The Indexer 19(2) Oct. 1996, 143]. The terminology of disability is a very awkward one to manage. The biggest problem arises from the great scope of the topic, the broad range of users and the variety of their expertise. This is nicely demonstrated in the inside covers of the Thesaurus by two models of disability — the social and the medical. This work reflects the social model. A second problem is that of political correctness, which can provide a real pitfall when striving for precision. Very sensibly the author does not attempt to bow completely to this concept, giving final preference to terms in most common use and those with which users of disability information services are most comfortable.

The new edition remains basically a hierarchical arrangement of terms associated with disability and caring. The various sections deal with People, Rights and Responsibilities, Services, Equipment, Treatments and Conditions and are followed by an index of all terms.

Although some do occur both within the thesaurus and in the index on preferred/non-preferred terms including, very helpfully, names of common drugs. The scope notes, particularly important in the medical section, are excellent.

As always, the most difficult area is that of cross-referencing. In terms of synonyms it is extensive and clear. See also cross-references are not widely required and are fairly limited in number. Nevertheless, some do occur both within the thesaurus and in the index. Some of these are helpful as, for example, DAYCARE (see also: DAYCARE for services offered at DAY CENTRES).

Others are less satisfactory. For example both CAR and MOTOR CAR appear in the index but the treatment of the two terms is inconsistent. Also DWARFISM in the index directs the user to section FO9 with instruction to use the term 'Restricted Growth'. However, at FO9 we find HORMONE GROWTH DEFICIENCY (see also: DWARFISM) and only HORMONE GROWTH DEFICIENCY appears in the index. Such inconsistencies need to be addressed. Despite this final reservation, this is a very useful publication which has built well on the first edition.

Anne McCarthy, freelance indexer

Indexing aids: dictionaries


Stella Keenan has drawn on her experience successively as librarian, Executive Director of the National Federation of Abstracting and Information Services (NFAIS), Secretary General for the International Federation for Information and Documentation (FID), abstractor for Aslib's Current Awareness Abstracts and lecturer in information retrieval to suggest the content of her summary dictionary of current terms in the developing area of information gathering, identification and dissemination.

The chosen terms are arranged alphabetically within the following six categories: Information sources (13 pp.); Information handling and retrieval (41 pp.); Computers and telecommunications (83 pp.); Resource management (material, financial and human, 20 pp.); Research methodology (9 pp.); Publishing (primarily terms of standardization and electronic information transfer, 16 pp.).

Because comprehensive dictionaries already exist in some areas, e.g. for conventional library terms and for acronyms and abbreviations, few traditional library terms have been included, and acronyms and initialisms occur only in those sections where they have recently proliferated, that is, in the largest section on Computers and telecommunications and in the section on Publishing. Twenty-one of the major existing guides to terminology are listed in an appendix.

The definitions are concise, as the title states, but generally adequate. Their sorting into categories has already given them a context. Bold type is used for any word that appears as an entry of its own.

Field — in computing, part of a computer record which contains a single item of data. Fields may be of fixed or variable length (p. 86).

Fixed field — part of a computer record that has a specified number of characters which must always be present (p. 87).

Sometimes brevity leads to ambiguity or inadequacy.

Harvard system — method of citing references to written work originated by Harvard University (p. 175).

Bliss classification — classification scheme devised by H. E. Bliss first published in 1910 which organized knowledge on the basis of educational and scientific consensus. (No mention of the stupendous revision now in progress) (p. 20).

Baconian classification — knowledge classification proposed by Francis Bacon in 1605 based on the use of three facilities (sic) — memory, imagination and reason (p. 19).

Since some terms may occur in more than one category, or, indeed, may be quite unknown to the searcher, recourse to the index is often essential. The index is a straightforward alphabetical listing, with no cross-references, but with additional entries under synonyms and abbreviations. The context of terms that may belong to more than one category is indicated in parentheses, as Benchmark (computing) 61, Benchmark (research) 161.

The dictionary is clearly printed and should prove a handy reference tool for up-to-date terminology.

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

My main, though perhaps churlish, criticism of the book is of its titles, although it would be difficult to find a more appropriate one. 'Little-known' can be used in the sense 'scarcely ever heard of', which would not be true in every case, for we have all heard of canteen, capstan, carcinoma, carp — to take examples from one double-page. On the other hand, even these words can be 'little-known' in the sense that we have not thought about them for a long time.

The words in the book come, as the title indicates, from literary classics, and the author has ranged widely in drawing upon what she describes as significant literature. The sources of the words have been curricula, library lists and catalogues, and also clearly a wide knowledge of her own as author of encyclopaedias and as reader, teacher and columnist.

A glance at the Index by Author and Title will show the broad scope of those who find mention in the pages of the book — Margaret Atwood, Charlotte Bronte, Homer, Abraham Lincoln, Solzenitsyn, Sophocles, Mark Twain, for example. The reader is left momentarily wondering what has been omitted! The words throw light on such diverse things as nautical matters, the dress and conveyances of the Victorians, medical terms and multicultural references.

In addition to the Author and Title Index there are indexes of Bibliography and References and a very useful Subject Index in which 'little-known' words are gathered together under such headings as 'behaviour', 'clothing', 'disease', 'food' and 'plants'. 'Transportation' should also include the items relating to transportation under 'Work and Workers'. There are also included in the book nearly 800 drawings which explain and give life to the text. A system of phonetic spelling is used where pronunciation is not clear. There is a little disappointment that the Bible receives only three references (two from Ruth and one from Luke). And there was a half-expectation that Homer's 'rosy-fingered dawn' and 'the wine-dark sea' might be found.

But what to include and what to exclude must have been very difficult. The book will be found useful not only for the reader of literary classics, ancient and modern, but also for those whose equal joy is just to browse.

Britton Goudie, freelance indexer


Many dictionaries contain illustrations to help the reader understand the definitions. This one consists of illustrations only — there are no written definitions. Visual dictionaries are a fairly new kind of reference work but they may have a rosy future now that the study of foreign languages is becoming ever more important in the European Union. This one, arranged not alphabetically but in subject groups, has pictures of objects with the word for each of these objects or parts of them in English, French, German and Spanish.

The household article in the example illustrated must be familiar to all of us and shows how the method works.

The words given with each illustration are usually self-
explanatory and that is the purpose of a dictionary such as this, but in some cases, the meaning is not entirely clear and the reader must look elsewhere, such as a conventional dictionary, for an explanation. The example shown also shows up another defect. Although the index contains the words Cylinder Vacuum Cleaner and Hand Vacuum Cleaner, it does not include the entry Vacuum Cleaner as this does not appear on the page of illustrations, and only words appearing there are listed. Vacuum cleaners can therefore be overlooked.

As the dictionary is arranged by subject the word required has to be located in the index. There are four of these, one for each of the languages used, consisting in total of 125 pages each in four columns of small print. Differences between the title of a complete page of illustrations, an individual illustration on a page and a single item in an illustration are distinguished by the typeface.

Because each word is illustrated, the dictionary necessarily consists entirely of nouns and noun phrases and, of course, cannot include abstract nouns. In the case of the three non-English languages, each word is followed by F, M or N to represent the gender of the word. English, of course, does not require such an indication, but it is interesting that words such as 'ship' and 'boat', which in English are spoken of as feminine, are not included in the dictionary. The computer-produced illustrations are throughout remarkably clear and realistic.

Philip Bradley, formerly Dundee College of Technology

indexing aids: directories


This is a quick reference guide for booksellers listing the major publishing groups and their main company imprints for both hardbacks and paperbacks plus many smaller publishers. It also includes audio and electronic book suppliers, remainder dealers and map producers. There is also a huge increase in new sites on the World Wide Web pages on the Internet, now a vital source of information management.

Generous space is allotted to each entry which is made up of addresses, ISBN prefixes, phone/fax numbers, address for orders, order information, trade terms, return procedures and sometimes company information on the number of titles published in the year and the number of titles on the back list. However, there is no clue in the entry to the type of books published and one would have to look in the Subject Category Index for this information.

There are several other very much smaller alphabetical sequences of Bargain Book Publishers, Audio Book Publishers and Supplies, Electronic/Multimedia Publishers and Suppliers and ISBN Prefixes. The back cover lists 12 major publisher groups, giving their main imprints and paperbacks.

There is a change of title for this directory which was first published in 1954 as the Booksellers directory of British publishers. The Directory is now also available on Book Data's BOOKWISE-CD. The Society of Indexers is included in the seven-page list of useful addresses and there are 122 pages for the companies and imprints index.

Despite the fact that this is a directory for booksellers, claiming there are details of 2,500 publishers, distributors, wholesalers, sales agent and bargain book dealers, there are omissions of a number of educational publishers such as Jessica Kingsley, Woburn Press, School Library Association, Falmer Press, etc., which leads to the question, 'How comprehensive, in fact, is this directory?'

Elizabeth Wallis, Registrar, Society of Indexers


Ehen fugaces ... one more reminder (if more were needed) of the inexorable march of electronic publishing. The title tells all, having supplanted the Printed reference material of the previous edition [reviewed in The Indexer 17(4) Oct. 1991, 303]. This change is a consequence of the conviction, expressed in the preface and clearly justified, that 'this form of publishing is here to stay as a permanent feature of the information network'. The printed book is nevertheless very much alive and features strongly in this guide, constituting by far the largest proportion of sources considered.

In order to restrict its size the editors have condensed, amalgamated and omitted material which appeared in the previous edition. One particular omission, which this journal has to note with regret, is the chapter on Indexes by Ken Bakewell which, amongst other things, propagated the gospel of good indexing.

What is the purpose of this book and to whom is it addressed? 'Quite simply, the objective has been to provide a practical handbook and guide to reference material in a series of discrete chapters relating to a particular form or type of material, each contributed by a recognised authority or practitioner, for reference librarians to employ in stock editing and evaluation; for library and information professionals experiencing a change of direction into unfamiliar areas; and for new entrants to the profession pursuing courses in departments of library and information studies'. The emphasis is on form of reference material rather than subject, coverage of which lacks depth. For adequate discussion of the reference sources in a subject such as music, for instance, recourse to other standard works would be necessary.

The Index seems adequate, with a fairly comprehensive (but succinct and punchy) prefatory note. Unfortunately, it is marred by the repetition in subheadings of page numbers already cited at the main heading. The main heading "periodicals ... 272-95" has 18 subheadings, 17 of which cite page numbers between 272 and 295. It is therefore a contents list of the chapter — unnecessary since the typography and layout of the text perform this function admirably.

Geoffrey Dixon, formerly Craigie College of Education

information management


Organizations may find that they lack the know-how or the financial resources to implement many of the innovative ideas they have in mind. Furthermore, keeping up to date can prove to be a difficult task due to the pace of technological change. Firms may decide to respond to the challenge by working with another company which has expertise in the desired area, and it is this collaborative aspect of work — called partnering — which is the subject of this book.

Case studies have been chosen to illustrate the advantages and the problems of partnering. Both public and private firms are examined.
though, as the book has a US origin, it concentrates mainly on US organizations. This is not unreasonable when taken in the wider context as the US dominates the computer and information industry both in hardware and software.

Three types of partnering are discussed — those of similar businesses working together (three cases), dissimilar businesses (six cases) and international partnering (four cases). With these 13 cases taking up a total of about 50 pages, you might think that there would be little deep analysis and even less background information. You would be right. If you want a report with citations, references and transcripts of interviews then you need to look elsewhere. If, on the other hand, you are involved in management which is considering a partnering agreement and would like a thumbnail sketch of how others have fared, then you should give this book consideration. It provides a summary of the lessons learned by each firm and gives a brief analysis of the factors which led to the success of the partnering, or to its ultimate dissolution. This might well be sufficient for your needs, or it could provide a useful basis for your own investigation.

The production of the book leaves something to be desired. For some reason the entire text has been set in a larger than normal display (sans serif) typeface. Research on reading has shown that both typeface and point size are factors governing the readability of text. Here, they make it all hard going — which is not enhanced by the rather fuzzy outlines of the letters.

The index consists only of concrete and proper nouns. Concepts, including the reason for failure or success of projects, are ignored. There are also numerous see cross-references to entries with only one page number. The *Index Medicus* has been put in the index as *Medicus*. Both production and index should have been far better considering that the publishers are the National Federation of Abstracting and Information Services. After all, information needs to be both readable and retrievable.

Chris Korycinski, freelance indexer

---

**The fourth resource: information and its management.**


Information is considered in its role as the fourth economic resource, having equal importance with people, money and physical resources. This co-authored book looks at the relationship of information management to the business process and strategy and to information technology. It highlights the areas where appropriate policies can influence organizational performance and includes process modelling as a well as a US perspective. With IT costs far in excess of the perceived proportion of computer-accessible data, the value of information to an organization within different scenarios needs to be analysed and related to business management value. From this it is possible to channel investment in IT to areas of real cost benefit. A differentiation is made between data overload and information shortage, where the ability to retrieve, assemble, organize and re-use data is the key to the power of information.

Reinventing the information scientist as the ‘New Information Professional’ (NIP) perhaps underlines the historical inability of information scientists to directly harness IT in collaboration with management and marketing professionals. Instead there is an IT-led dash to the ‘Information Age’ with its attendant lack of structure and control.

The debate on the best method for searching text, natural or controlled language, is aired. Full-text searching threatens indexers and librarians who work with controlled language, whereas natural language relies on the authors' selection of terms. In this case expectations can be in excess of reality, creating over-retrieval or the hunt-the-thimble syndrome.

The reader is freed from the linear process of using documents by the introduction of hypertext, which is really an extension of back-of-the-book indexing, where s/he can navigate between sound, vision and text at the click of a button, with enhanced serendipity. Economic publishing via printing on demand and sophisticated management of electronic documents will be further enhanced by future developments in optical character recognition and voice recognition, thus overcoming the executive resistance to keyboarding, still associated with the menial history of secretarial work.

Although there is some overlap of scope of the chapters of the book, the work is enhanced by the perspectives from authors citing different commercial and academic experience. Information management is seen within the context of organizational changes, management of change, empowerment, business re-engineering and information sharing. There is still resistance to overall corporate information management, with conflict between data manipulation via IT and true organizational management. Training in the cross-professional areas of business, information and technology is still limited.

It is always disconcerting to have blank pages (10 in this case) at the back of a book. However, it is unlikely that this book warrants a much longer index. My heart sank when I read the entry:

**Information technology 3, 7, 122, 16-17, 18, 21, 23, 27-28, 34, 35, 41-55, 59, 60, 61, 63, 80-97, 105, 107, 111, 117, 131, 136-137, 138, 145, 147, 148, 149, 150, 151-152, 153**

**economic considerations 14**

Other entries are muddled and confusing. Some extra space could have been taken to improve sub-headings and cross-referencing. Sadly, this is not the example of good indexing practice which we would expect from such a publisher in the information management field.

Caroline Barlow, freelance information scientist

---


This is the third edition (previous editions 1983, 1988) of what has become a standard text on the setting up and running of a library or information service. It is particularly useful for those setting up a service single-handed or with little professional support and for small specialist collections.

Based on her experience in a wide variety of libraries and information services, Sylvia Webb writes clearly and succinctly. She covers everything from getting to know the organization requiring the information service, setting up procedures, stock selection and cataloguing to mission statements (Australian), staff development and information technology. It is in this last category that this edition shows its strength. It is all here despite the rapid developments taking place in multimedia and the Internet.

A general view is taken without quoting specific hardware and software and the book is therefore less likely to become outdated before the next edition. The last thing you want is a computer! — a warning to select your equipment to suit your requirements. Even so, manual procedures are not forgotten. The chapter on staff development includes NVQs which offer a flexible in-service approach to training. Although the chapter headings are the same as in the previous editions, the references quoted for further reading include recent as well as standard texts.

The index contains clear headings and highlights the importance given to checklists in the book. However, for those who do not immediately consider the importance of index layout, I found the right-justified page references a slight problem. The distance from the entries was large enough to create a 'Wimbledon' eye movement effect and line alignment was also difficult. The two-column index of the previous edition, though in smaller print, is far more accessible.

Caroline Barlow, freelance information scientist

I can do no better than to quote from the back cover of this cunning book to explain its aim and style: 'Robin Derricourt uses an immensely readable series of informal letters to provide a fund of practical advice ... how to plan and prepare a book, approach a publisher, secure a contract and build a reliable author-publisher relationship ... monographs, technical books, conference volumes, edited volumes, collected papers, textbooks and ... dissertations' — all these are covered. It is an easy format he has chosen — the letter is always a fascinating insight to both the writer (in this case, a publisher) and the reader (the author-to-be). Being both a piggy-in-the-middle as a copy-editor, and a rearguard foot soldier is always a fascinating insight to both the writer (in this case, a publisher) and the reader (the author-to-be). Being both a piggy-in-the-middle as a copy-editor, and a rearguard foot soldier is always a fascinating insight to both the writer (in this case, a publisher) and the reader (the author-to-be).

First, did he advise printing out the bibliography in double space? Yes: 'The whole text must be double-spaced — the whole text, including the quoted matter and the notes and the bibliography.' Hurdle number one accomplished.

Secondly, does the book discourage the author from using all the whistles and bells of his new toy, the word processor, only for the copy-editor to have to de-whistle and de-bell it for the typesetters? Yes: 'The hard copy from your computer printer ... should be prepared to resemble a conventional typescript — not a printed page'. Advice is then clearly given on how to achieve this, primarily by not putting in format coding unless specifically asked to do so.

Thirdly, is advice given on style? Yes: in academia it is considered acceptable to use technical terms; in 'softer studies' such as social sciences and humanities these technical terms suddenly become jargon, probably because quite a few outside readers are interested in these fields, and do not understand the terms. I quote here a sentence from a book I recently worked on to give an idea of the sort of sentence one often comes across: 'There can be unusual weather aspects to be quoted in connection with potential accident causation factors'. I hope the author meant that unusual weather can cause accidents! This style is not encouraged by Derricourt.

Fourthly, what does he have to say about copy-editing? Are we the bétes noires of publishing, interfering from the author's point of view and a necessary evil from the publisher's? Not so: 'You can assume they can look at your manuscript from the viewpoint of your future readers, while remaining sympathetic to your goals as author ... good copy-editing is invisible'. We should be looking out for an unexplained concept, sexist language, repetition and contradiction as well as any incorrect grammar, spelling and punctuation. Checking references against bibliography and mark-up will also be evident, despite an author's unerring view that the manuscript is perfect in form and context.

Finally, what is said about index preparation? We are not so lucky here. No 'Please don't worry about the index — we shall ask a competent professional to do it for you'. Our job, I'm afraid, is condensed into five and a half pages of how to index your own manuscript and, even worse: 'If you are really nervous you can hire a professional indexer to do the job for you or ask your publisher to hire [one] — probably at your own expense — this works better in general publishing than in scientific and scholarly publishing [my italics]. And I had thought that Derricourt was a publisher after my own heart. I'm afraid his background in history and archaeology peeks through here — most of the recommendations refer to place and personal name indexing: not a lot to go on for the medical or scientific author-indexer, for example. Of the five-and-a-half-page letter, only three pages are actually dedicated to indexing per se. If I were a new author faced with this prospect, I know what my first step would be: a frantic SOS to a professional indexing society. [But how would a new author know such a thing existed, let alone how to contact it? — IS]

I note that Derricourt thanks Judith Butcher for her help on various style and copy-editing points. Why did he not also chat to a competent professional indexer from one of the national societies? On looking at the index to the book itself, I see the references are to letters, not pages — very irritating as some of the letters are over five pages long, so far from being a helpful tool, the index becomes a cumbersome nuisance when one is looking up other references, for example to indexing. I hope other professionals (jacket illustrators, designers, sales managers, etc.) do not find discrepancies.

However, despite the worrying advice in the letter about indexing, I thought four good scores out of five for my particular concerns cannot be bad. New authors would do well to study the advice given.

Michèle Clarke, freelance indexer, editor and proofreader


It is well known that academics, especially, are virtually obliged to publish the results of their research in appropriate journals. There are thought to be something like 100,000 STM (scientific, technical and medical) research journals currently being published worldwide. Authors include serious practitioners and research workers in government, commercial and other employment who are likely to seek the most prestigious journals for their work.

The volume under review will not provide them with the answers to that particular question, as it is a guide to the many aspects of the publishing process including editing, printing, marketing and the economics of journal publication. This last aspect involves not only the cost of production and income from subscriptions, but also both the costs of advertising the journal itself and revenue from advertising within it. The volume index does not give any reference to the possibility of payments to authors, but payments to editors receive a brief mention.

The second part deals with other important matters, such as copyright, data protection and legal and ethical considerations, many of which should be settled at the refereeing stage, i.e. before articles are accepted for publication. There are also chapters on bibliographic aspects (including a couple of pages about indexes), managing a list of journals and electronic publishing. After stating that 'a volume should properly have a title page at the beginning and an index at the end, though not all journals provide these' (p. 309), the authors maintain that there should usually be separate author, title and subject indexes, although 'the subject index is the more helpful' (p. 310). They appear to be happy that computer typesetting will usually provide all that is needed for the production of cumulative indexes. While this may be true for recent publications, any journal indexer could provide horror stories of the problems likely to be involved in producing cumulative indexes covering long periods and the work of a succession of previous indexers. The volume's own index occupies four and a half pages in run-on paragraph style — this for a work with 380 pages of text, including many tables and graphs. A lurking suspicion that the index was tailored to fit into a final eight-page section is hard to dismiss from the mind.

This is a wide-ranging and highly serious study of the expertise needed for the successful publication of research journals and can be recommended to anyone likely to be involved in that work.

Elizabeth M. Moys, freelance indexer
REVIEWS

indexes


For some years there has been a growing interest in the history of and research into newspapers, publishing and printing as these reflect an important aspect of Canadian culture, tradition and history. The historical prominence of newspapers as vehicles of communication make them critical to research into Canadian tradition. Retrospective indexes make this aspect of Canadian history accessible, saving researchers valuable time and bringing together seemingly unrelated yet crucial threads of information, thereby encouraging new research in what is still a relatively underdeveloped field.

In recent years it was becoming evident that a need had developed for the production of a comprehensive retrospective index to the Canadian financial newspaper Monetary Times. Researchers in history, librarians and students have expressed their frustration at having to sift through hundreds of issues and thousands of pages in order to find specific pieces of information relating to their research. This could be a series of articles on an obscure or forgotten business trade Agreement. There is an immense store of information other papers or analysts as containing national or international advertisement, such as those used by municipalities to promote the Canadian financial newspaper Monetary Times. Researchers in various regions and issues of import in those regions. Often the news items carried by the Monetary Times were only later recognized by other papers or analysts as containing national or international matters of concern to Canadians.

Furthermore, the coverage of the paper intertwined the local, national and international aspects of commercial and political happenings in Canada and the world at large. This is a factor which is unique to the Times. It also makes it a distinctive and fundamental instrument for the study of Canadian business and social history.

The Monetary Times also had a roster of regular writers who were the ‘movers and shakers’ of events and those who were respected for their insight and analysis. Often these writers were not newspaper people but highly regarded politicians, economists and the like. Easy access to their views and comments would greatly enhance our current political analyses as many of the issues they covered relate directly to events of today, such as free trade or boundary disputes. The corporate histories that can be traced through the paper are also vast and particularly critical as we enter the world markets and with the coming of the North American Free Trade Agreement. There is an immense store of information contained within the Monetary Times that would prove of exceptional value to current business affairs as well as for historical research.

As a type of research tool, indexes assist researchers by providing a clear and efficient way to systematically access information located in a document in the least amount of time. Guidance by indexes is needed because items of information are often unknown; dispersed in time, in space, by changes in language; or remembered imperfectly. The purposes of a research index are to facilitate the location of references to specific items, to disclose relationships, to provide a comprehensive overview of a subject field and, perhaps most importantly, to answer questions of discovery and foster serendipity. In summary, this index is most valuable.

Robert A Lyon, Dean, Faculty of Law and Accountancy, University of Dundee

publications received and publications noted


National Geographic index. Following the publication of this index for 1888 to 1988 [see The Indexer 17(2) Oct. 1990, 144-5] the National Geographic Society has published three more indexes: 1989 to 1993 (117 pp.), 1994 (32 pp.) and 1995 (32 pp.).


The Indexer Vol. 20 No. 4 October 1997