Reviews

Edited by Philip Bradley and Nancy Mulvany

Indexes and indexing

Introduction to indexing and abstracting. 3rd edn. Donald B. Cleveland and Ana D. Cleveland. Englewood, CO: Libraries Unlimited, 2001. xiii, 283 pp. 24 cm. Illus., bibliog., index. ISBN 1-56308-641-7: $45.00 ($54.00 outside North America).

Like its predecessors, the latest edition of this well-known text is intended to provide guidance on the fundamentals of indexing and abstracting. It has been extensively revised and updated.

The book begins with basic information on the nature of information and indexes, followed by a short discussion of information organization in general, and on the contribution of indexing and abstracting in particular.

Succeeding chapters discuss vocabulary control, types of indexes and abstracts, and the processes of indexing and abstracting. Worked examples of indexing and abstracting a technical document and indexing a book chapter are given. There is special attention to book indexing, and to indexing of special subject areas and formats, followed by evaluation, indexing and abstracting services, and the impact of computers and the Internet on indexing. There is a list of 99 Web resources, and a chapter on the profession. Endmatter includes a glossary, bibliography and index.

Covering all this material in a work of 283 pages is a daunting task, especially when 55 pages are devoted to extracted pages from indexing and abstracting tools, and an example article and book chapter. Whole books can be, and have been, written about the subject matter of several of the individual chapters. The authors have had to give a once-over lightly to many topics that warrant fuller treatment, even in an introductory course.

The brief chapter on organization of information uses a simple model that starts with the creation and acquisition of information, continuing through its organization, and later searching. What it does not do is recognize the critical importance of natural language searching – with or without human document analysis – in today's retrieval environment.

Since vocabulary control is my special concern, I was especially interested in this chapter. While quite superficial, it provides balanced coverage. What it does not do is help readers go further. There is no reference to Aitchison's basic work on thesaurus construction, or to the ANSI/NISO standard for thesauri. The first of these is in the bibliography, but a reader should not have to comb through a 16-page bibliography in the hope that there might be a lead to further information on a topic. The ANSI/NISO standard is not in the bibliography at all, nor is it mentioned in the text.

The worked examples of indexing for a technical paper and a book chapter follow most of the process through quite well, but then fall down at the end. In both cases the example is over-indexed. The authors justify this over-indexing on the grounds that it was done 'in order to give a full example of the process the indexer goes through mentally when indexing a book'. The trouble is that a critical part of the process of indexing anything is to fit the indexing of the particular item into the larger structure, such as the indexing for a collection of papers or the indexing of an entire book. Even though this cannot actually be done when working a short example, the reader should be alerted that critical judgment is necessary, i.e. is there actually useful information that will repay look-up by a searcher? And what other material is likely to be included in the index that will provide better leads to information?

The chapter on evaluation of indexing introduces the concepts of recall, precision and relevance, so that a reader should not be bewildered upon encountering these topics in the future. It does not tell how to do an evaluation, but there are much larger works on the topic that also do not get down to the nuts and bolts of how to conduct the actual evaluation of an index.

The chapter listing 99 Web resources should be very useful until it becomes outdated. A check of about 20 of the entries found one error and three dead links, which given the complexity of URLs (Uniform Resource Locators) and the volatility of the Web is not bad at all.

There is a glossary, but it needs to be extended. For instance, on p.8 of the text, the reader is told that abstracting and annotating are similar, but there is no definition of 'annotating'. While there is a bibliography, the only references to it in the text are for direct quotes. The previous edition included 'Suggested readings' at the end of each chapter, giving users a chance of finding out where to look for more information. Better editing and proofreading were needed; there are numerous typos throughout the text, from simple typographical errors, to misspelling of at least two authors' names (Nancy Mulvany and Gerard Salton) in the bibliography.

The indexing for a textbook on indexing and abstracting should be exemplary. It would have been more helpful to students to use a chapter of the book itself as the back-of-book indexing example. Even though production requirements would have precluded precise description of the editing process and the fitting of the chapter entries into the larger structure, readers would have been able to take a look and see how this fitting was actually achieved. The indexing of names and other specifics appears to be reasonably full, but some editing problems are evident ('Virtual library' and 'Virtual libraries' next to each other, for instance). There are no inclusive entries for whole chapters.

This is an important text, and it will serve a useful purpose in courses on indexing. It is regrettable that it was not better edited, and that more effort was not put into covering critical areas, such as the importance of developing an integrated indexing structure. And the failure to lead readers to further information via the bibliography was a serious error.

Jessica Milstead, *vocabulary/thesaurus development consultant*

Invisible forms: a guide to literary curiosities. Kevin Jackson. New York: St Martin's Press, 2000. xxii, 310 pp. Bibliog., index. ISBN 0-312-26606-5 (hbk): $23.95. (Originally published in Great Britain by Macmillan, 1999.)

British writer Kevin Jackson has assembled a clever, witty and thoroughly researched collection of commentaries on various components, also called paratext, that made up a book. As he notes in the introduction, '*Invisible forms* is, in part, a record of some of the things I've since noticed in and around the relatively neglected part of books.' The arrangement of the discussion follows the order we would expect in a book: Introduction, or Preface, Titles, Dedications, Epigraphs, Footnotes, Appendix, Bibliographies, Indexes. Interspersed are chapters devoted to Pseudonyms, Marginalia, Follies, and other delightful digressions.

While I enjoyed reading the book, I will focus solely on the Indexes chapter. It begins with:

> It's curious that Gerard Genette, master theoretician of the paratext, has next to nothing to say about indexes† – a bare six lines of italics, to be exact, as though they were all but insignificant ('unsignifying'?) works of technology rather than of art. His reticence is baffling, and not only because our copyright laws now acknowledge that an index may qualify as an item of intellectual property in which the indexer has full rights of ownership.* Indexes aren't simply literary conveniences or amenities

. . . A good index has the satisfying qualities of all skilled work-manship … (pp. 285–6)

† What he does say is this: *'Tel qu'il est, comme la plupart, sa véritable fonction est d'éviter à l'auteur la marque infamante*: no index.' (*Seuils*, p. 318. Why the lapse into English?)

* See Leonard Montague Harrod, ed., *Indexers on Indexing* (New York and London: R. R. Bowker, 1978), pp. 106–11.

I do not know that it is fair to criticize Genette for his silence about indexes. Within the realm of paratextuality, indexes pose special challenges. Initially I was very uncomfortable with indexes considered as literary curiosities, invisible forms, or the relatively neglected part of a book. Entire books have been written about indexes and indexing. For many years I have taught courses about this literary curiosity. Jackson devoted 13 pages to the chapter on indexes, and how does he treat this invisible form? Rather well.

Jackson takes the reader on a very entertaining romp through the history of indexes. He manages to cover the bases – narrative indexes in the 13th century to KWIC and PRECIS. While the usual sources are cited – Wheatley, Knight, Carey, Wellisch – readers will be entertained by excerpts from various indexes, including Joe Queenan's indexes. 'Having subjected Queenan's indexes to rigorous scientific testing (viz., by reading them out loud to innocent bystanders), I am in a position to confirm that they are capable of inducing unseemly fits of laughter in adult bipeds.' The chapter includes amusing references to indicial jokes and satirical indexes.

It is too bad that much of the material referenced is quite dated, such as the copyright citation above which refers to two reprinted articles about UK copyright from 1970 and 1972 issues of *The Indexer*. KWIC and PRECIS are not the current cutting edge in computer-assisted indexing. Readers who are new to this invisible form, the index, will receive a good introduction to the history of indexes and indexing, but the contemporary state of our profession is neglected. The all too brief chapter ends with:

Kind reader, now proceed to the index – prepared, as is often the case, not by the bumbling author but by another writer – and regard it with renewed affection and respect. (p. 297)

Unfortunately, this is where the real trouble begins. The index to this 297-page book is a simple name index. Some entries have an unpalatable number of undifferentiated reference locators: Samuel Johnson has 22, William Shakespeare has 18. So, it is not even a truly useful name index. Jackson writes this about another book:

In recent years, I've taken to scribbling my own customized indexes in the endpapers of offending volumes, such as Guy Davenport's *The geography of the imagination*, a work which screams out for proper indexing and goes unheeded. (p. 286)

I have made a mess of Jackson's book while writing this review. There are index entries scribbled in the name index, index entries protruding from post-it notes attached to the pages. This work screams out for proper indexing and goes unheeded. Quite unfortunate.

Nancy Mulvany, *indexer*

Kierkegaard's writings 26: Cumulative index. Series editors Howard V. Hong and Edna H. Hong. Cumulative index prepared by Nathaniel J. Hong, Kathryn Hong and Regine Prenzel-Guthrie. Princeton, NJ: Princeton University Press, 2000. xix, 560 pp. 22 cm. ISBN 0-691-03225-4 (hbk): £50.00.

The complete works of the Danish philosopher Søren Kierkegaard (1813–55) have been translated into English and edited by Howard and Edna Hong in 26 volumes (Princeton University Press, 1978–98; nearly 12,000 pp.) – a monumental project that followed their six-volume translation of Kierkegaard's *Journals and papers* (Indiana University Press, 1967–78; 4066 pp.). In addition to Kierkegaard's text, each volume in *Kierkegaard's writings* includes an introduction and appendices with notes, selections from the journals, and an index. Spin-off publications from the main series

include *The seducer's diary* and *The essential Kierkegaard*. The indexers are named and acknowledged in each volume, and credited in the preface to the cumulative index.

The scale of the effort devoted to the English edition is a measure of Kierkegaard's immense influence in theology and philosophy. His writings represent a complex mixture of various genres, including philosophy, theology, psychology, devotional literature and fiction. A central aim for him was to analyse Christian faith and revitalize it by conceiving of truth as a radically subjective concern of each single individual; biblical figures and ideas are dramatically brought to life. This formed the basis for a critique of the metaphysics of his time, and for polemical attacks on contemporary society and the worldli-ness of the established churches.

In addition to the usual difficulties of indexing philosophical abstractions, a further challenge facing the indexer of Kierkegaard lies in the many pseudonyms (Johannes Climacus, Johannes Anti-Climacus, Johannes de Silentio, Victor Eremita, etc.) he uses systematically to present and contrast the psychologies and view-points of a variety of different characters, or modes of existence. Kierkegaard's work does not show one superficially clear and consistent point of view, but builds on subtle and kaleidoscopic contrasts.

In many ways, an index to the complete Kierkegaard must also bear comparison with the 1912 index of the complete 38-volume edition of Ruskin, another critic of nineteenth-century values and ideologies (see *The Indexer* **5** (4), Autumn 1967, 154–8 and **19** (1), April 1994, 31–2). Alastair McKinnon's four-volume *Kierkegaard Indices* (Leiden: Brill, 1970–5) provides only collations and concordances.

The 1978 index to the six-volume *Journals and papers,* compiled by Nathaniel J. Hong and Charles M. Barker, is extremely slim (only 104 pages) and has fundamental flaws, including column-long lists of unanalysed references to the nearly 7000 numbered passages. Passage numbers are not shown on the books' spines; reference to a table at the front of the index is needed to find the volume for each passage. Incredibly, the 26-volume Kierkegaard edition is the victim of a similar error: while the page locators use bold roman numerals for volume numbers (**XXIII**: 245–48), neither the paperback nor the cloth edition includes volume numbers on the spines. Any reader of the set facing the unnum-bered spines of the 26 volumes is therefore unable to use the cumu-lative index.

A second major disappointment is that the index is split into sections, instead of following the principle of 'one book, one index'. The 'General Index' (359 pages) is followed by 'Kierkegaard, Søren Aabye' (158 pages), 'Bible' (19 pages), and 'Christianity, Christian(s)', 'God', 'Love', and 'Analogies' (each 10 pages or less). Arguments might be made for separating Kierkegaard out, partic-ularly in view of the pseudonymous authorship. It seems inconceiv-able, however, that sections shorter than 20 pages should not be included in the main index (a glance at the Ruskin index shows a range of typographically simple and inexpensive options). The 'Analogies', in particular, have no need for separation. Some, but not all, are duplicated in the main index, and they have only one level of subheading (set out by two em spaces in some cases, but run on after semicolons in others, suggesting inadequate editing after the sections were separated).

As in the individual volumes, alphabetical arrangement is used for Bible references: the New Testament starts with Corinthians, not with Matthew (and a single reference to the OT book of Malachi intrudes between Luke and Mark). The main heading for the Old Testament ends with the circular cross-reference '*See also* bible' (the Bible entry in the general index refers back to the Bible section). In the individual volume indexes, Bible entries rarely cover more than a few columns, and references are easily found. In the cumulative index, the 19 pages for the Bible are much less clear, and the alphabetical arrangement fails. The systematic arrange-ment used in the index to Ruskin (in order of book and chapter, with each individual verse receiving a set-out subheading) would have been preferable here.

The 'General Index' section, like the individual volume indexes on which it is based, is a competent, but not exhaustive, reference

tool. Sample comparisons may suggest a need for more detailed cross-referencing – e.g. between Christ; Christendom; Church; church(es); and the section Christianity, Christian(s). It is not clear in the index what the distinction between 'Christendom' in the general index and the separate section 'Christianity' is. If an indexing distinction is justified, a definition note explaining the implications in Kierkegaard's thought would be vital in such cases. There is still a lack of sufficient analysis – with 60 or more page references per heading, for example.

Perhaps the major disappointment of the index is the treatment of the pseudonymous authorship. This is dealt with in the 'Kierkegaard' section under two separate main headings: 'pseud-onymous authors' for general topics, and 'pseudonymous authors: Kierkegaard's' for the individual pseudonyms (oddly, as if some-body else's might be expected). In a way not possible in the indexes to the individual volumes, the cumulative index could have analysed the pseudonymous authors systematically as they are used to present a dialectical survey of different levels and modes of exis-tence. But such opportunities have been missed, and the cumula-tive index provides insufficient analysis and no definitions when distinctions need to be clarified.

In a variety of ways, therefore, the *Cumulative index* to the complete English Kierkegaard does not meet the standard for cumulative indexing set by Ruskin's indexers, Cook and Wedder-burn, nearly a century ago.

Michael Robertson, *freelance translator and editor*

New writing 9. Edited by John Fowles and A. L. Kennedy. London: Vintage in association with the British Council, 2000. x, 502 pp. 20 cm. ISBN 0-099-28994-6 (pbk): £7.99.

Robert Irwin is the author of several novels, as well as books on Islamic art and literature. His contribution to this anthology of prose and verse is an essay, 'Your Novel Needs Indexing'. It starts off in tongue-in-cheek style, and one is justified in treating with scepticism Irwin's claim that 'I am always being asked by would-be novelists, "Should I index my novel and, if so, how do I set about it?"', and indeed that 'This sort of question comes ahead even of, "Does the novel I am planning to write have to be typed on one side of the paper only?" and "Do I need an agent?"'

So far, this is all good fun. But, almost in throwaway fashion, Irwin raises some profound questions. An index to a work of fiction may have a subversive effect. 'Opponents of the indexing proce-dure . . . maintain that the index, by providing a kind of school crib to the novel's themes, tends to foster reductionist readings of that novel.' Again, the author (usually) expects the novel to be read in a linear progression, from the beginning to the end. An index can 'set the reader-victim free from the tyranny of the author's intentions', allowing the book to be used in the way we use a reference book, rather than as a narrative. This must have the effect of devaluing the power – the *authority* – of the author.

Of course, Irwin is here thinking of the index prepared by someone other than the author. He goes on to consider, and quote from, indexes compiled by novelists to their own works. A dull book, such as (in Irwin's opinion) George Gissing's *The private papers of Henry Ryecroft*, will not be saved by its index. But Ethel Mannin's index to her own romantic novel *Women also dream* sells the book short, since it is 'a non-fiction index inappropriately tagged onto a work of fiction' – real people such as Sigmund Freud feature in it, but not the characters of the novel, or themes such as 'adventure, death, fate, boredom or sexual desire, even though these are the engines which drive the story along'.

Irwin goes on to examine indexes to novels that explore the ludic possibilities of the practice, citing Updike (*The centaur*), Nabokov (*Pale fire*), and Georges Perec, whose index to *La vie: mode d'emploi* 'registers both real and imaginary characters, as well as places, works of art and literature, television programmes, news-papers and jigsaws'. The Frenchman Perec is 'the master of the fictional index', but Irwin next announces proudly that 'we British pioneered the practice in the 18th century'. Tongue again posi-tioned firmly in cheek, he declares that 'it is perhaps the chief claim to fame of Samuel Richardson that he provided indexes to his

novels'. He considers the index to Virginia Woolf's *Orlando*, 'a rare case of an index heading changing sex [like the eponymous hero/heroine] halfway through the entry', and deplores the fact that the index was dropped from the film version 'presumably because it was judged to be not sufficiently "filmic"'.

By the time Irwin has studied other indexes to fiction (Ellmann, de Botton, Bradbury) he is sufficiently confident to attempt his own index to William Boyd's *A good man in Africa*, quotes some sample entries from what he self-deprecatingly calls 'very much work in progress', and goes so far as to offer his services to other novelists. However, he believes that, wherever possible, novelists should index their own works. 'Indexing what one has just written can serve as a sovereign remedy against post-creative blues.' He likes to imagine Edward Gibbon shrugging off the 'sober melan-choly' he experienced on completing *The decline and fall of the Roman Empire* (not, of course, a work of fiction), and 'cheering up when he realises that he still has the index to do.'

Christine Shuttleworth, *freelance indexer*

Samuel Richardson's *Clarissa*: An index analyzing characters, subjects, and place names, with summaries of letters appended: based on the *Penguin Classics edition*, 1985, 'a complete text of the first edition'. Susan Price Karpuk. New York, NY: AMS Press, Inc., 2000. xiv, 476 pp., 29 cm. ISBN 0-404-63534-2 (hbk): $124.50.

Samuel Richardson's *Clarissa* was first published in seven volumes between 1747 and 1748. It is considered by many to be the first English novel and the longest. Susan Price Karpuk has produced a set of indexes to the Penguin Classics edition of *Clarissa*. This edition tops out at 1533 pages.

Karpuk has produced intricate and very usable indexes. The book received recognition from the 2001 ASI–H.W. Wilson Award committee. Since this book did not receive the Award it must have faced extremely stiff competition because this is a fine example of excellence in indexing and it involves the indexing of fiction.

There are three primary sets of indexes: Indexes to Characters, Subject Index and Place Name Index. Preceding the indexes is the 'Alphabetical List of Characters, A Complete List, Locating an Index for Each'. All characters in *Clarissa*, whether they are mentioned hundreds of times or just once, are indexed. Twenty characters constitute the separate indexes in the Indexes to Char-acters. The rest of the characters, of which there are many, are included under major characters. The Alphabetic List indicates exactly where these characters can be found. For example:

Betterton, Miss *indexed under* **Lovelace, Mr. Robert**, victims

Indeed, under the 'victims' heading in the Lovelace index, Miss Betterton appears. The Alphabetic List of Characters is extremely useful.

The Indexes to Characters is lengthy and thoroughly developed. All 20 characters are handled as separate indexes. Lovelace alone has 47 index pages. Some of the headings are developed extremely deeply, some to five levels. Here is a sampling of headings for the Lovelace, Mr. Robert index:

abduction of Clarissa
airings and walks
biblical references
contrivances of Lovelace (one of the longest headings developed)
eavesdropping
vanity
violent behavior

In the Introduction, the author writes: 'The Subject Index is a reorganization of the character indexes.' The subheadings in the Subject Index are the main character names. Under 'biblical refer-ences' we find not only Lovelace's biblical references, but those of many other characters. The Subject Index is 201 pages long, the most lengthy section of this collection. The selection of main head-ings ranges from the expected, such as 'abduction of Clarissa', to the unexpected, such as 'St. Cecilia'. Many headings are deeply developed, as in the character index. The shortest index is the Place

Name Index. Included here are a great variety of places: countries, cities, towns, roads, churches, gardens, even the Harlowe Place yew hedge. The book ends with Summaries of Letters which correlates letter numbering from various editions of *Clarissa* and provides summaries of the letters.

All the indexes include helpful cross-references. Main headings appear in bold type. The reference locators are the letter numbers. The arrangement of headings and subheadings is both alphabetic and chronological. While this is unusual, it works well. I had no problem locating topics. The author explains her method in the introduction. For example:

> The heading rape of Clarissa is preceded by a heading rape of Clarissa, *premeditated*, which is in turn preceded by the heading rape of Clarissa, *foreshadowed*. Some passages could be interpreted to foreshadow the rape; other passages seem to indicate that the rape was premeditated. Since the author's [Richardson's] foreshadowings and Lovelace's premeditation must occur before the rape, it is useful to file those headings before the heading rape of Clarissa.

Here is a sample entry from the Place Name Index:

> Harlowe Place, yew hedge
>   divides the yard from the garden L53
>   where Clarissa is obliged to conceal herself from her family L80
>   behind which Clarissa saw Papa, Antony, and her siblings for the last time L377

The typography and layout used in these indexes greatly enhance their usability. The pages are over-sized and allow for multiple indentations that are easy for the eye to follow. Bold type is used at the main heading level. Running heads in the Indexes to Characters clearly indicate which index is being viewed. All breaks within entries are handled properly with turnover line continuations.

Karpuk's indexes will be of immense value to students and scholars studying Richardson's *Clarissa*. They will also be of special interest to indexers working with fiction. As we know, the indexing of fiction is not commonplace. Karpuk's work clearly demonstrates what is possible in this neglected area of indexing.

Nancy Mulvany, *indexer*

Website indexing: enhancing access to information within websites. Glenda Browne and Jonathan Jermey. Blackwood, S. Australia: Auslib Press, 2001. vii, 103 pp. 29 cm. Illus., glossary, bibliog., index. ISBN 1-875145-48-6 (pbk): Au$33.00 (plus $6.60 p&p).

Much of the information placed on the Web is under-used, even undiscovered, so we are frequently told, partly because of the volume of data, partly because of the lack of good navigational aids (including indexes). Professional indexers are increasingly being called upon to index for the Web, and this book gives some useful background and guidance for those moving into the field.

Developed from a one-day course at the University of New South Wales, it is aimed at individuals (not at teams working in corporate environments). It provides first a comprehensive and concise survey of the various tools for accessing web information:

- search engines, some of which find, list and rank potentially useful sites from large parts of the Web (no engine can cover the whole of it), whereas others look for information within a specific site or a selected group of sites;
- classification and categorization, which help to structure and link the information, narrow the search area, and enable browsing on related sites; the categorization will be less effective if it does not reflect the conceptual patterns of the user;
- metadata and thesauri, extracting and making searchable the author, title and subject keyword data from the content, and sometimes also showing abstracts (summaries);
- site maps (textual or graphical), displaying the hierarchical structure of a site (its constituent parts and their subdivisions) and letting the user move quickly to the relevant one;

- guided tours, for showing the user around a site and indicating the content of subsites;
- back-of-the-book-style indexes, a familiar format that gives direct access through the list of headings (with multiple entry points and cross-references) to any topic identified in a site or sites, or in an individual document, and at the same time lets the user quickly scan the whole list for an overall impression of content.

It is usually not a question of providing only one of these aids; just as a printed document needs access through both the contents list and the index, so web information needs more than one means of access, working in combination. The inclusion of metadata in sites, for example, can make search engines more effective. Some aids are computer-generated, automatically derived from the document, but 'the best indexes will be created by professional indexers or by people with a good knowledge of the site and its users, and a willingness to learn the skill of indexing'. The cost and time implications of back-of-the-book-type index creation are balanced by the value of the increased level of access.

The chapters on the planning, structure and style of back-of-the-book-type indexes outline the familiar basic indexing principles and policy decisions that apply to all kinds of document, and identify concerns specific to website indexing, such as formats, updating, archiving, feedback, display, anchors, and various kinds of link.

Much of the information on the Web is in the form of HTML (HyperText Mark-up Language) files, described in the section on software, which includes a review of some types of software available for website indexing. A full chapter is devoted to making indexes using HTML Indexer, and two exercises are provided in its use, one in creating an index to a multiple webpage newsletter, and the second in making a back-of-the-book-style index to external websites (using the references in the endnotes in this book).

The glossary, of around 50 terms, gives good definitions and explanations, and an appendix contains website addresses for useful sources and courses. The chapters are fully referenced, with details given in the endnotes; these include the dates on which recommended websites were sighted (as in bibliographical references, the date is a helpful indicator of currency). The index, by Glenda Browne, contains around 430 lines, is clearly laid out and easy to use, and its introductory statement tells the user about coverage and filing order.

Pat F. Booth, *information/training consultant*

Indexing aids

The Fitzroy Dearborn calendar of world history. Edited by John Paxton and Edward W. Knappman. Based on S. H. Steinberg's **Historical tables**. Chicago, IL and London: Fitzroy Dearborn Publishers, 1999. xiv, 460 pp. 29 cm. Illus., index. ISBN 1-57958-153-6 (hbk): £45.00.

It could be said that the origin of this *Calendar* owes much to the Nazis! One of the joint editors of its predecessor, *Propylän-Weltgeschichte*, who both fell foul of the new regime in the mid-1930s, emigrated to England. Here S. H. Steinberg continued his work on the chronological table of world history, which was carried on after his death by its present editors.

The *Calendar* contains basic facts of world history from 3500BC to the present day in short notes that eschew verbiage. These are arranged in six columns under headings that highlight the most important aspects of each of seven epochs. For example, the second epoch (43BC–AD399) is headed 'Roman Empire and Europe', 'Africa Asia and Pacific', 'Americas', 'Religion', 'Science Invention and Technology', 'Culture and Arts', whilst in the last epoch (1946–98) room is found for 'International Affairs', 'Western and Eastern Europe', etc. Many pages feature portraits and pictures of events.

It is possible with the *Calendar of world history* to follow a single topic, such as religion, vertically down the years, or horizontally to

discover what were the main events of historical importance in any given year or period. Reference to a specific title, such as a named country, can be sought in the Index, which is detailed and comprises something like 18,000 entries. The *Calendar* itself covers some 25,000 events. The thought that a particular topic might have been further developed makes one realize what a difficult task it must have been to restrict some events to a few lines, or in a few words to pinpoint the salient features of an event or movement. It is noted that an original over-emphasis on European events or on political or military matters had to give way to a more balanced global perspective. Dating proved a problem because of different measures of time and different periods. Wisely, the Gregorian calendar has been followed for modern events, and traditional dates allowed to remain for earlier ones.

Doubtless there will be omissions, and the importance of an event to merit its inclusion will be questioned, but overall this is a fascinating account of world history, a veritable encyclopedia of events in history.

Britton Goudie, *freelance indexer*.

A history of information storage and retrieval. Foster Stockwell. Jefferson, NC and London: McFarland, 2001. vii, 200 pp. Bibliog., index. ISBN 0-7864-0840-5 (hbk): $39.95.

Contrary to its title – which perhaps was chosen to draw in the unwary 21st-century technophile – this book is not a history of information storage and retrieval: it is both more than that and less. Actually Stockwell has written a history of encyclopedias, and intertwined with that a philosophic enquiry into the nature of human learning and knowledge. Tacked on the end, and possibly justifying the title, is a thin overview of modern computerized information storage and retrieval systems.

Stockwell offers the reader a discursive and non-didactic history of encyclopedias and their makers. He has an eye for detail, and a flair for interesting biographical nuggets; we learn, for example, about Zedler, an 18th-century encyclopedist who was too poor to purchase a complete set of his own 64-volume work. Stockwell incorporates several fascinating stories (e.g. see the discussion of ancient library myths in Chapter 4) into what could otherwise have been a rather dry parade of facts. This is a wide-ranging book, covering Greek, Roman, Chinese and other Asian, medieval, early French and modern encyclopedias. Bacon, Diderot and Coleridge each get a chapter of their own, as does the *Encyclopaedia Britannica* (a wonderful chapter). The effect of marketing in the past few centuries on the idea of an encyclopedia is also discussed. The chapters on encyclopedias are the heart of the book, and by far the best part.

Clearly, Stockwell uses the idea of the encyclopedia to represent our human need to collect and organize knowledge. In support of this theme, he includes several perhaps overly ambitious chapters on related subjects, such as libraries, human cognition, the organization of knowledge, the Bible as a special kind of knowledge, and the creation and loss of knowledge (through, respectively, insights and prejudice). However, this material is not integrated well into the book. The chapter on organizing knowledge includes a brief overview of indexing, and what seems to be an apologia for poor indexes, which according to Stockwell can be blamed on space- and cost-conscious publishers.

As the book goes on it flags badly, the last five chapters being very weak. The chapter on modern libraries is sadly out of date, but those on the development and use of computers are even more so. The book ends with a brief but unsatisfying look at electronic encyclopedias and internet search engines. Stockwell has an overly positive view of computers, hypertext capabilities, and computerized retrieval.

It is unfortunate that a book with so much interesting information on encyclopedia-making is virtually useless as a reference book due to its own abysmal index. This includes all the personal names in the book, but not the names of the encyclopedias discussed (except for one, the *Britannica*), and precious few entries for the ideas and topics covered. While there is an appendix listing English-language encyclopedias alphabetically, there is neither a

chronological list nor a list of the many foreign-language encyclopedias covered. Another flaw in this sometimes engaging, sometimes enraging work is the lack of footnotes, or any attempt (beyond a brief bibliography) to provide sources for the historical information.

Clare Imholtz, *librarian and freelance indexer*

NISO TR-03-1999, NISO technical report: guidelines for alphabetic arrangement of letters and sorting of numerals and other symbols. Bethesda, MD: NISO Press, 1999. ISBN 1-880-12441-6. 20 pp. Bibliog., index. $40.00, free PDF download from www.niso.org

Hans Wellisch, chairman of Standard Committee AK, writes in the abstract for this report:

> This technical report provides rules for the alphabetical arrangement of headings in lists of all kinds, such as bibliographies, indexes, dictionaries, inventories, etc. It also covers the sorting of Arabic or Roman numbers, and other symbols. It consists of seven rules that cover problems which may arise in the alphanumeric arrangement of headings.

The Foreword of this document acknowledges the current incompatibility of filing rules in the United States and the need to design rules that can be implemented by both humans and computers.

Imagine that, rules that can be implemented by humans and computers! Is it true? I can report that it is for the most part true. Wellisch and his committee have provided us with a clear, concise, functional set of rules to follow for the arrangement and sorting of indexes. The guidelines presented here go far beyond the simplistic rules offered in the current international standard on the presentation of indexes (ISO 999: 1996). Readers familiar with *Alphabetical arrangement and the filing order of numbers and symbols* (BS 1749: 1985) will find that NISO TR-03 is a most welcome update that is more comprehensive. Indexers who have struggled to implement the hybrid sorting rules found in *The Chicago manual of style* (14th edn) will find relief in this document. It is extremely regrettable that this document was subject to squabbling among voting members of NISO and is not currently a NISO/ANSI standard.

The Report begins with definitions of the terms used in the document. These definitions are extremely clear. For example, section 3, Order of Characters, states:

> The basic order of characters should be in the following sequence:
> spaces
> symbols other than numerals, letters, and punctuation marks
> numerals (0 through 9)
> letters (A through Z)

That's it. The remainder of the document explains this order of characters. TR-03 clearly indicates which punctuation marks are treated as spaces (hyphen, dash of any length, slash) and those marks that are ignored. The word-by-word method of arrangement is the recommendation based on the order of characters noted above. Letters modified by diacritical marks or ligatures of two letters are arranged like their nearest equivalent letters in English (3.6.1, p. 4). Superscript and subscript characters are arranged character by character as 'on-the-line' characters (3.7, p. 4). For example H_2O would be arranged as H2O.

Section 4 addresses various facets of headings, including arrangement, multi-word headings, headings with qualifiers, and more. In this section, the issue of cross-references from headings is addressed head-on. 'Cross-references are not part of a heading, and therefore do not affect the arrangement of a heading' (4.4, p. 7).

> fathers *see* parents
> *Fathers and children* (Turgenev)
> Father's Day *see also* Mother's Day

Section 5 is devoted to abbreviations (they should be alphabetized as written) and Section 6 deals with numbers in headings. Section 7 addresses the arrangement of symbols that are not

numerals or letters. Three methods are recommended for handling the appearance sequence of symbols:

1. use a standardized sequence (e.g., ASCII);
2. if there is no standardized sequence, such as icons in a software manual, the order of appearance in the text may be used; or,
3. if the symbol has a name or can be expressed verbally, they may be arranged by 'their names or verbalization, provided that these are written or printed' (7.3, p. 10).

Implementation of rules by a human and a computer

I was able to use a sort table in an indexing software program (Macrex) that implemented these rules, including 7.1 (using ASCII as the standardized sequence for symbols). I used as sample entries the examples given in Figure 1 in the report, 'Basic sequence of characters' (p. 3).

Was my list in the same order as the examples in the report's Figure 1? No. Here are the first five entries from both lists:

NISO TR-03 Figure 1	Macrex TR-03 Sorted List
¥ £ $ exchange tables	$$$ and sense
$$$ and sense	$10 a day
% of gain	% of gain
$10 a day	¥ £ $ exchange tables
†mas star	†mas star

I can explain the arrangement of the entries in the right-hand column. First, look only at the initial characters. The first four entries are in ASCII order: $ % ¥. Second, the first two examples begin with the dollar sign, the first one has three dollar signs. In section 3.4 we find: 'Two or more contiguous symbols should be treated as a single character.' Following the order of characters noted above and in Section 3, the entry '$$$ and sense' is sorted as '$ and sense' which precedes '$10' because of the space character. The '†mas star' entry poses a special problem because the † symbol is not in the ASCII character set. In order to follow 7.1 (Arrangement in Standardized or Traditional Sequence), it would be necessary to use Unicode (ISO/IEC 10646) instead of ASCII, which would place the dagger (†) after the Yen symbol.

The only explanation I can imagine for the order of the list on the left is if we disregard any inherent order or meaning for the symbols. Assuming this, the list appears to be arranged in this way:

symbol space symbol
symbol space letter ('and')
symbol space letter ('of')
symbol number
symbol letter ('mas')

If indeed this is what TR-03 intends to demonstrate, it is in violation of its own rules. 'When such symbols must be arranged in sequence . . . they may be arranged by one of three methods described in 7.1–7.3' (7., p. 10). The purpose of Figure 1 is to demonstrate the basic sequence of characters. This could have been done in a more straightforward manner. For example, the first four entries could have been the following:

¥ £ $ exchange tables
¥ and conversion
¥ in global exchange
¥100
¥Capital Inc.

It is unfortunate that the committee did not use clear examples to demonstrate the order of characters in Figure 1. This human had a very difficult time figuring out the 'symbol–space–symbol, etc.' sequence. It is not possible to replicate this lack of precision with a computer sorting algorithm. Because the first five entries in Figure 1 begin with a variety of symbols, these symbols cannot be ignored when the entries are arranged in a sequence. Each symbol must be assigned a value.

It is important to distinguish between the rules outlined in TR-03 and the committee's interpretation of the rules through examples like Figure 1. The rules are clear and concise. Most of the rules can be easily implemented by indexing software. The guidelines presented in the report are long overdue and most welcome. These rules can be easily programmed and used in indexing software. TR-03 finally puts to rest quirky arrangement schemes and offers a straightforward method for the alphabetizing and sorting of indexes.

If there is an opportunity to revise TR-03 I would suggest that Figure 1 use clearer examples that demonstrate the order of precedence for headings that begin with symbols. Also, '*Antigone*' should appear after 'Andersen, Hans Christian'.

NISO has made TR-03 available for free download at www.niso.org It is wonderful that NISO is freely distributing Technical Reports and Standards. Indexing software publishers should implement the sorting routines outlined in TR-03. Indexers can print the 20-page document. However, I suggest covering Figure 1 as it is quite confusing in its present form (an index card fits nicely over it).

Nancy Mulvany, *indexer*

Information technology

Concise dictionary of library and information science. 2nd edn. Stella Keenan and Colin Johnston. East Grinstead: Bowker-Saur, 2000. x, 265 pp. 22cm. Bibliog. ISBN 1-85739-252-5 (hbk): £30.00.

The first edition of Stella Keenan's dictionary appeared in 1996. Since then, new terms in data processing have proliferated. The Preface claims that approximately 2000 new terms have been added to this edition. Some of the original entries have been recast in a less superficial form. Most definitions now appear to be clear and accurate, though still precise, apart from a few aberrations – *Thesaurofacet* was a specific publication and a subject catalogue cannot be 'arranged alphabetically either by subject heading or classified order'.

As in the previous edition, conventional and traditional library terms have generally been omitted. Initialisms representing services and systems (only rarely organizations) have been included. The expanded forms of the names appear again in their proper alphabetical sequence, double entry being preferred throughout to *see* references. The need for *see also* references has been obviated by the use of bold type for terms used in definitions that have entries in their own right.

The original arrangement, giving lists of terms under the six heads of information sources, information handling, computers and telecommunications, management, research methodology and publishing, supplemented by an alphabetical list, has been abandoned in favour of a single alphabetical list, although the original categories remain the source of the vocabulary.

The book is clearly printed and easy to use.

Mary Piggott, *formerly University College London*

The information society: a study of continuity and change. 3rd edn. John Feather. London: Library Association Publishing, 2000. xii, 212 pp. 24 cm. Index. ISBN 1-85604-361-4 (pbk): £19.95.

If knowledge is power, then information is a means of gaining that power. 'From cuneiform to computer', humankind has ever devised new ways of recording and conveying information. John Feather examines the changes in communication methods and the issues that remain continuously important. Intended to 'provoke thought rather than convey fact', the book is aimed at students of information, librarianship and communications, but practitioners in these fields will also find much that is useful and relevant. Written in discursive style, with detailed and pertinent examples, it also contains thoughtful advice on further reading. In fact, the list of contents is interesting reading in itself.

The book is enormous in scope and compact in size, cramming a wealth of information about information into 200 pages and exploring its themes from all angles. Starting with the origins of written communication, Feather considers the ramifications of each development. Three major communications revolutions

(printing, computers and ICT) have opened up brave new worlds of information transfer. They are examined in their social, economic, political, legal and technological contexts. It is not forgotten that where there is information there is also misinformation, whether by manipulation, selection or concealment.

The characteristics of different media, their interaction and impact, are discussed. Traditional publishing is dealt with at some length, and there are some interesting statistics on TV viewing versus reading. Readers will also find several references to indexing as a means of navigation and information retrieval. The advantages of indexes as searching devices are mentioned, as well as their limitations. Reading between the lines, there are some indications of how indexing as a profession might evolve.

As the author points out, communication methods adapt and survive in the face of new developments: they are both competing and complementary. Information users may pick and choose different forms as appropriate. Where do information professionals fit in? They are becoming intermediaries or facilitators, helping people to access information rather than retrieving it for them.

There are several paradoxes underlying all this. While technology means that much more information is available, it also makes it more difficult to access and has the potential to increase the gap between the information-rich and the information-poor. The Web is both an electronic democracy and anarchy. Information-seekers can find a glut and a dearth simultaneously. And, 'as information access becomes both easier and more difficult, our dependence on it increases'.

Rosi Davis, *freelance marketing consultant and writer*

The ISTC handbook of professional communication and information design. Bournemouth (UK): Institute of Scientific and Technical Communicators, 2000. vi, 298 pp. 21 cm. Index. ISBN 0-9906459-5-8 (pbk): £23.95

The writing of a 'good' professional document (one that is understandable, usable and effective) requires the writer to consider its target readership and purpose and to make decisions on content, language, style and format. These topics are familiar to indexers, who will find relevant observations in this ISTC handbook. The importance of structure (essential to that special document – the index) is emphasized by several of the writers.

Colin Battson explains the importance of determining the target audience (readership) and how to do it. Good manual design (Dave Griffiths) requires the writer to find out what users want – not always possible for indexers – and to provide navigation aids to help them find quickly what they want. These aids, enabling different modes of searching and browsing, include the table of contents and the index (a manual must have both), page numbers and a summary/abstract. The value of a master index, covering a set of related manuals, is highlighted. In the design of a paper-based open learning course on writing scientific English for internal company use, provision had to be made for different ways of learning (Kate Cooper). The components had to be equally accessible, with various routes, links, fast-tracks, and unit summaries. Appearance was important – a suitable typeface, size, white space and provision of answers/suggestions. Concerning the creation of a website, Clyde Hatter cites the golden rule of deciding on an indexing policy before creating the first piece of content and warns that indexing the site afterwards is 'time-consuming and tedious'. For the design of help systems, Matthew Ellison recognizes that an online index is usually far more important and more frequently used than a table of contents.

The language of a document should be suitable for its purpose, involving the choice of words, phrasing, sentence structure, style and tone (John Kirkman). Documents written in English in one location may be read by English speakers in many other locations, with cultural differences affecting their reactions to the texts (Sandra Harrison). The use of 'controlled English' helps to ensure clarity and eliminate ambiguity.

The different requirements and advantages of paper and electronic forms are described by more than one writer. The best

medium for the purpose should be identified. Paper gives users more information on a page than on a screen, illustrations are clearer, and annotations can be easily made and seen. Online formats provide instant availability of information, fast links to related items, and interactive indexes.

The basic features and tasks of editing are outlined (Ronald A. Brown and Kathy E. Lawrence). Regarding indexes, consistency (in word use, spelling and capitalization) and conciseness are noted as important. Richard Raper explains, for non-indexers, why indexes are necessary and what software can do to assist, and lists key questions on index planning. The value of PDF (Portable Document Format) is highlighted (Bryan Little), including its use for proofreading and for the creation of indexes to electronic libraries.

Other chapters cover creating a style guide (Colin Battson), illustration (Peter Lightfoot), document distribution in a paperless office (Pete Greenfield), managing documentation projects (Paul Warren), writing a synopsis (Roy Handley) and new media (Brian Gillett).

The appendices cover educational qualifications and courses for technical authors, relevant British Standards, the ISTC website and British Standard proofreading marks. The 16-page index was compiled by Indexing Specialists.

Pat F. Booth, *information/training consultant*

Librarianship and information work worldwide 2000. Editors Maurice Line (general ed.), Graham Mackenzie and Paul Sturges. East Grinstead: Bowker-Saur, 2000. xiv, 301 pp. 22 cm. Indexes. ISBN 1-85739-263-9 (hbk): £105.00.

Some books are written with the aim of satisfying a need of the general public, and some are written for a specific audience with expectations that sales will be boosted by some popularity outside the main audience. This book is written about libraries and information work for librarians. While the chapter on copyright may have some wider appeal, the majority of the book tackles libraries and closely related activities, and is unlikely to attract significant interest outside this field.

From the Foreword we learn that this is the ninth volume to appear, and that it will be the last as the general editor is retiring and attempts to find a successor have not been successful. There will be many readers in the field of librarianship who will be sorry to hear this news. The book recognizes the changes that are taking place and that its value to its readers exists largely by reporting these changes and keeping up to date with a near-annual re-issue. This is echoed by its listing of the contents of all the previous volumes.

Detailed chapters have been written by different authors covering national, academic and public libraries. These chapters discuss a wide range of subjects, including planning, automation, digitization, collection, access, legal issues, cataloguing, and preservation and conservation of buildings. The needs of higher education, support for lifelong learning, and off-campus learning are all discussed, in addition to staffing and staff development aspects. The changing needs of public libraries are tackled, recognizing that their traditional role must be expanded to embrace technological facilities for staff and users, and that these changes present problems with funding and staff training.

Document delivery, access and supply are well treated, including the supply of documents by electronic technology.

Copyright also receives significant treatment, in particular, its international aspects and the special problems faced by libraries of all types when providing documents covered by copyright restrictions. Knowledge management is recognized as a recent phenomenon that has relevance to librarianship and information work, and it is claimed that it has already brought about a transformation in the work of some libraries (and education for library and information work). Management issues such as goal-setting, change, quality management, performance measurement, benchmarking and resource management are also investigated.

Many readers of this book will be familiar with the earlier editions, and will be sorry that it is the last of a series that has always recognized the importance of keeping abreast of changes. It

offers a comprehensive and authoritative report on many aspects of librarianship for the UK and other countries. As many of the issues tackled are subject to change, readers will need to look elsewhere in the years to come to ensure that they are in possession of the latest information. They will be hard put to find an alternative to this series of books.

Dave Tyler, *freelance indexer*

The Renaissance computer: knowledge technology in the first age of print. Edited by Neil Rhodes and Jonathan Sawday. London and New York: Routledge, 2000. xi, 212 pp. 25 cm. Bibliog., illus., index. ISBN 0-415-22063-7 (hbk): £50.00; ISBN 0-415-22064-5 (pbk): £15.99.

The title is something of a gimmick. What can the Renaissance, however defined, have to do with computers, which have only been with us since the 20th century? But it is a fair use of the gimmick. The book, based on a 1998 symposium at St Andrews University, examines the content of the early-ish printed book in comparison with what the computer can now offer us. Or, to put it the other way, ahistorically, how far did the early printers get in trying to achieve what we with computers can achieve? The period covered is the 15th to 17th centuries, and the area England. There is little on wider European publishing. Basically, the conclusion of the book is that the move from manuscript production to printing did bring in possibilities that could not previously have existed. Standardized page numbering enabled indexing in quite a modern sense to be achieved; modern title and contents pages too became the norm. Stephen Orgel provides an interesting view of the struggle the printers had with providing illustrations, so often repeated in new books, and even in the same book. There is an awful irrelevance here.

The authors tend to be English literature and Renaissance specialists; one or two of the essays are concerned with specific writers, such as Sir Thomas Browne (Claire Preston) and Pierre de La Primaudaye (Anne Lake Prescott). One aspect of gender (Thomas Heywood's *Gunaikeion*) is covered by Nonna Crook and Neil Rhodes. On the whole, science is not dealt with, apart from a nice essay by Timothy J. Reiss on Ramus and mathematical technology. An essay on the 'renaissance computer' concerns itself with the matrix, and the net, and ends amusingly with the Labours of Hercules (Sawday). Sarah Anne Brown concerns herself also with Arachne and the web. One should not be put off by essays with titles such as 'The silence of the archive and the noise of cyberspace' (Leah S. Marcus) or 'The early modern search engine: indices, title pages, marginalia and contents' (Thomas N. Corns), because the chapters are eminently readable. In the latter case particularly, the origins of things with which we are very familiar are traced. As an indexer, this reviewer wishes there had been more on actual early indexes, and a more specialist essay would have been appreciated. Early histories of Britain are covered (Andrew Hadfield), and early encyclopaedias, and the origin of almanacs. Memory systems, so wonderfully memorable to those who know their Frances Yates, crop up in several essays, and are the predecessor of today's search engines. Cabinets of curiosities are a Renaissance feature put into a new context.

The editors have done an excellent job, providing the overview essay that is so important in this type of collected essay volume, and giving a summary of each paper just before it. The illustrations could have been better placed in relation to their relevant texts. There is a useful bibliography. The index is fuller on authors than on the subject side, though it would not be easy to subject index thoroughly as it is a subtle book. This is what makes it enjoyable. One is sorry that people like Frances Yates, D. F. McKenzie and William Heckscher are no longer around to appreciate this interesting book. Historical bibliographical studies are alive and kicking in the age of the computer, when Camille, Chartier, Donne, Eco, Erasmus, Jardine, Luther, McLuhan, the Neuromancer, Org and Tonson can all meet through this book, in our mind(s).

David Lee, *freelance indexer and bibliographer*

Other subjects

Folio. Edinburgh: National Library of Scotland. Two issues per year. First issue Autumn 2000. 16 pp. Illus. Gratis. Available from Jackie Cromarty, Deputy Head of Public Programmes, National Library of Scotland, George IV Bridge, Edinburgh EH1 1EW (tel: +1 (0)131 622 4810; email: j.cromarty@nls.uk)

This new journal is aimed at Scottish readers and readers who enjoy Scottish culture. The articles are based on works housed in the National Library. This first issue contains four articles: 'The Kirk papers' (Kirk having been Livingstone's scientific assistant in Africa); 'In search of the suffragettes'; 'Stevenson, Jekyll, Hyde and all the Deacon Brodies'; and 'A marvellous plant' (on the Scottish heath pea).

Philip Bradley, *formerly Dundee College of Technology*

In lighter vein: occasional writings. John A. Vickers. Emsworth, Hants (UK): privately printed, 2000. 44 pp. 22 cm. Pbk: £3.00. (Published in aid of the Emsworth Methodist Church Development Fund. Available from the author at 1a School Lane, Emsworth, Hants PO10 7ED.)

The compiler of this collection of short pieces is a member of the Society of Indexers and the book contains two of his articles reprinted from *The Indexer* (April 1987, pp. 163–6 and October 1995, pp. 276–8). As the title suggests, Vickers wrote the articles in the pamphlet for the fun of it. Indeed, he says that light-hearted writing acts as an escape from more scholarly activities. He makes light of misdemeanours in the literary world. For instance, he states that although book reviews have a serious purpose, some of his reviews 'illustrate my belief that ridicule is the only way to deal with the abysmally bad' (p. 5). This is exemplified by the article 'Index, how not to', which notes in a particular index the commission of many of those errors that indexers are urged to avoid.

There are many opinions and aphorisms given in passing. One controversial one is that we are so obsessed with utlitarian values that we overlook 'the most convincing argument of all for the retention of Latin in our schools – namely, that it, alone among school subjects, serves no conceivable purpose. It is a salutary part of one's education to study one subject purely because it is worth studying' (p. 10). Some readers might take issue with Vickers here. There *is* also a utilitarian reason for studying the classics, namely that it can help with spelling and the meaning of words, though few schoolchildren would agree.

Philip Bradley, *formerly Dundee College of Technology*

Manual of archival description. 3rd edn. Margaret Procter and Michael Cook. Aldershot (UK) and Burlington, VT: Gower, 2000. xx, 300 pp. 24 cm. Index. ISBN 0-566-08258-6 (hbk): £60.00.

To a user of the work of a highly technical profession, it can come as a surprise that the ease of that use comes from long and detailed international discussion. The third edition of the *Manual of archival description* (MAD) shows such development, having regard both to the *Anglo-American Cataloguing Rules*, 2nd edn (which is largely for libraries) and the ongoing 'review of the General International Standard Archival Description'. In comparison with the respected *Rules for Archival Description* (from the Bureau of Canadian Archivists, 1990), which standardizes archival description at input rather than output stage, the *MAD3* standards 'aim to provide a model which, while remaining sufficiently flexible to allow a proper response to the needs of specific archives, allows for the interrogation of comparable data within different depositories with a minimum of adjustment on the part of researcher or archivist.' Examples are given of the different levels of description and 'finding aids' for depositories for different documents, photography, maps and sound recordings, and there is a useful 'dictionary' with the first use of the technical usage marked in the text with italics.

The term 'index' as used in the manual refers to 'an ordered list of terms, keywords or concepts' in a set of descriptions with

pointers to the location, and is cross-referenced to 'vocabulary, thesaurus, classification or reference point'. It is not used so much as the primary 'finding aid' but rather as an adjunct to the finding aid in classified lists.

There is a comprehensive index, mainly with single entries for the sub-headings, which goes to the very last line of ten pages, though the first page is half occupied with the title 'Index'. If the publisher had used that space less for appearance and more for use, there might have been room for expansion of entries like 'APPM' to 'Archives, Personal Papers and Manuscripts' etc. and inclusion of the appended material. To the completely ignorant, the use of initials in the non-indexed prelims made it difficult to follow the initial stages of the history and development of this well-presented and practical manual. Once more, indexers and readers are left lamenting the absence of that crucial ha'penceworth of tar for the otherwise superbly found ship.

Jane Angus, *freelance indexer*

The Oxford dictionary of phrase and fable. Edited by Elizabeth Knowles. Oxford: Oxford University Press, 2000. vii, 1224 pp. 24 cm. ISBN 0-19-860219-7 (hbk): £25.00.

In cold spells, someone is sure to refer slyly to 'brass monkey weather'. Few seem to know the original meaning, but it is included in this fascinating book as

cold enough to freeze the balls off a brass monkey bitterly cold; the phrase comes (in the late 19th century) from a type of brass rack or 'monkey' in which cannonballs were stored and which contracted in very cold weather, ejecting the balls.

Serendipity is, according to the *Concise Oxford Dictionary*, 'the faculty of making happy and unexpected discoveries by accident'. It can be indulged to the full by browsing through this new dictionary; in fact, the only problem is that one starts by looking up a particular word or phrase and ends up much later having forgotten the object of the original search.

Comparison with *Brewer's dictionary of phrase and fable* (mine is the 14th edition, reprinted 1990) is unavoidable. Both claim to have over 20,000 entries; both are arranged in alphabetical order, but the *Oxford* does not invert proper names, although they do appear under the initial letter of the surnames. The *Oxford* has no index except for about 50 boxed entries, which give groups of items such as the box headed 'Dogs', containing not various breeds as one might predict, but the names of famous dogs, including Byron's Boatswain, Roy Hattersley's Buster, and even the cartoon Wallace's Gromit. Brewer's has a selective index designed to make it easier to locate information provided under the more unlikely headings, some of them rather surprising. For example, it gives 'Belsen *see* Beast of Belsen', whereas the *Oxford* gives 'Belsen' with '*see also* Beast of Belsen; Anne Frank', a far more likely heading for the user. It also gives 'Astor, Nancy *see* Century of the Common Man; Cliveden Set' whereas the *Oxford* gives the more obvious 'Nancy Astor' and 'Cliveden Set' as separate entries.

The ten-year span separating publication of the two dictionaries is reflected in the *Oxford*'s inclusion of the most recent words and phrases, such as 'Robben Island', 'Cool Britannia' and so on, but there is also a *Brewer's dictionary of twentieth-century phrase and fable*, which has not been consulted for this review. The Colossus of Rhodes appears in Brewer's, of course, but the *Oxford* adds details of the computer at Bletchley Park. Interestingly, Fermat is not included in Brewer's but his name and 'Fermat's last theorem' appears in the *Oxford*, perhaps reflecting the more recent renewed interest in him. The *Oxford* is able to add new information to items that can be found in the earlier work; for example, both books give Copenhagen, Wellington's horse, and Eclipse, a famous eighteenth-century racehorse, but the newer dictionary also tells us that the latter was grandsire of the former.

This book would be a valuable addition to an indexer's library, but a tantalizing distraction from work!

Valerie A. Elliston, *freelance indexer and lecturer in English*

Who's who in the Middle Ages. Mary Ellen Snodgrass. Jefferson, NC: McFarland & Co., Inc., Publishers, 2001. 312 pp., 29 cm. Illus., bibliog., index. ISBN 0-7864-0774-3 (hbk): $75.00 (www.mcfarlandpub.com, 800-253-2187)

This is an impressive and beautifully produced biographical dictionary covering the Middle Ages from the 5th century to the 15th. The over-sized pages (8.5" × 11") allow for two columns of easily read text and ample illustrations. Snodgrass has hand-crafted each entry, providing not only the facts but also insightful narrative description. To read an entry is to be drawn into a microcosm of the medieval world.

The author points out in the Preface that 'the most daunting problem in medieval research is establishing identity in an era that precedes surnames, as with Bridget, Brigid, Brigit and Peter Waldo or Peter Valdes.' Indexers will find the alternate spellings of names within the entries quite valuable. Here is an example:

Alain de Lille / also Alanus de Insulis, Alan of Lille

There are many cross-references provided throughout the text, such as 'Hildebrand see Gregory VII'. Each entry ends with a citation for the sources used to compile the entry. Complementing these sources is a very extensive bibliography, which includes both print and online references.

Snodgrass makes a noble effort to 'amend the perennial – and annoying – scarcity of women and non-Christians' in various collections of research material for the Middle Ages. Additionally, she notes: 'For maximum inclusion, I have de-emphasized the usual glut of priests, popes, rulers, and knights with a balance of engineers, miniaturists, troubadours, textile workers, sculptors, physicians, alchemists, teachers, merchants, and explorers'. This selection of biographic entries makes for a very rich and varied presentation of the Middle Ages. There are abundant and lovely illustrations, researched by Linda Campbell Franklin, throughout. Actually, it is rare to open a two-page spread and not find an illustration. The illustrations are integrated nicely with the referring text.

The collection of biographical entries is followed by extensive back matter. There is a chronology of events, listings of popes, emperors and monarchs, colleges and universities with founding dates, monasteries, abbeys, and convents with their founders and dates. However, by far the most interesting material is 'Individuals Listed by Occupation or Contribution.' Beginning with 'abbess/prioress' and ending with 'writer, prose' we find a fascinating array of material. Perhaps the most lengthy listings are for 'religious leader', 'ruler', or 'saint'. More interesting are shorter entries, 'jester' (1 name listed), 'librarian' (9 names), 'hermit' (8 names), 'editor' (1 name), 'feminist' (10 names), 'swordsmith' (1 name), 'witch/sorcerer' (11 names). In case you are curious, there is no listing for indexer.

Lastly, there is the index. In the Preface, the author writes: 'Significant to this volume is its index, which identifies entry headings in boldface alongside alternate names, title translations, events, and period terms.' After this the alphabetization scheme is explained (it is word by word). Reference locators for illustrations are in square brackets. This is a very thorough index. It is printed at four columns per page and its ratio of index pages to text pages is 7%. There is liberal cross-referencing for variant spellings of names. The entries are primarily names of people and works. The main biographic entries are in boldface, including the reference locator for the pages where they appear. Many of the main biographic entries include reference locators to other pages where they are also discussed. There are entries for many persons who are not main bibliographic entries, but who are discussed in the text. There are no subheadings in this index, all entries are main headings. For the most part this is fine. However, there are some index entries that would benefit from the use of subheadings. Readers looking up Augustine of Hippo will find 20 reference locators; this is too many. Subheadings would have provided context for readers and saved them time. Some of the subject entries, such as 'monasticism' and 'mysticism', also have far too many reference locators. This quibble aside, indexers will find excellent reference material in this volume, particularly the arrangement and handling of personal names.

Nancy Mulvany, *indexer*