Indexes and indexing


The subtitle for this book is ‘a classification scheme for use with the materials of G & S studies’. It has been devised so that Gilbert & Sullivan enthusiasts of all kinds may arrange their collections in some kind of systematic order. It caters for all kinds of material, from books and periodicals, through recordings both of sound and vision, to pictures, posters and pottery. The scheme is designed to accommodate whole books and recordings but, in addition, can cope with much more specific topics, such as individual periodical articles, vocal scores, or even the costumes of the Pirate King in a particular production of The Pirates of Penzance.

The outcome of the classification reminds one of the Dewey system for books as its basis is a series of numbers and letters. Clear rules are given for classification, which arranges all material by subject, and it is assumed that the format will usually be print. Other formats, like particular performances, recordings or audio-tapes, are indicated by adding symbols to the end of the classification numbers. This classification conforms well with database systems like Microsoft Access so that once the database has been set up it would allow for systematic searching on any of the elements.

The preface contains the basic rules for classification, which is followed by a series of schedules giving summaries of how particular elements should be dealt with. These schedules deal with generalia (600); texts, libretto (100); scores (200); critical works (300); biography (400); production and performance (500); Gilbert without Sullivan (600); Sullivan without Gilbert (700); related subjects (800) and non-book material (900). There is a series of tables indicating how adding further numbers and letters may be used to indicate miniaute like songs, properties, costumes and the like. Nine pages are taken up with a classified list of practical examples and these are followed by the well-organized index. This is not an index to the book but relates to the headings appearing in the classification system.

The Gilbert & Sullivan operas have generated an immense body of dedicated aficionados, many of whom make collections of material related to their interest. This classification scheme provides a very efficient means of categorizing and identifying its elements.

Frank Merrett, freelance indexer

Indexing aids


The standard one-volume biographical dictionary close to many indexers’ hands and hearts has come out in yet another edition after only five years. Now 1650 pages long, with a finer and smaller typeface, which is less helpful to ageing eyes than the 5th edition, it is no longer so clearly a Scots-centred product. There are 500 new entries and the Preface mentions the cult of celebrity. Tracey Emin, Nicole Kidman and Zadie Smith come in, along with J.K. Rowling (but not Philip Pullman), Kofi Annan and Harold Shipman, and out go Sam Torrance, the little essay on the ‘name’ of Leslie, and various representatives – David Leslie, a Jacobite nonjuror in Ireland; Thomas, the Irish Victorian, ‘one of the founders of the historic method of political economy’; the David, Lord Newark, who served under Gustav II Adolf, and John, prelate and historian, son of a priest, who was with Mary Queen of Scots in prison, gave evidence against her after torture and was Bishop of Ross and, later, Constabia.

Comparisons between editions thus throw up some losses in illuminating detail. Of Zwingli, the 2002 edition says ‘the vicar general (1523) could not stop the city adopting the reformed doctrine’, while in 1990 the vicar general ‘was quickly silenced in debate with Zwingli (1523), in the presence of the council and six hundred, whereupon the city adopted the Reformed doctrines as set forth in Zwingli’s 67 theses’. Pope Gregory VII – Hildebrand – is no longer connected with Canossa. The entry on Cary Grant has scarcely changed with the years, nor has that on Kenneth Henry Grange, industrial designer of the Kenwood mixing machine, Parker pens and parking meters, but there is no more mention of the scandal of Lady Grange.

The Handel article is one of those ‘boxed’ in the 7th edition. It is much the same length as the earlier version, but omits explanation of the Royal Academy of Music and ‘artistic and political intrigues’. Sheila Hancock comes in, Tony Hancock is unaltered. Alexander of Hales, ‘known as the irrefragable doctor’, has his position changed, as does Alexander of Trales, a 6th-century Greek physician, while Lord Alexander of Tunis is, like many of the soldiers, cut down a little. André Marie Ampère (of electric current) is expanded but has lost the company of his son Jean Jacques Antoine, writer and philologist. Entries for several geologists and botanists are enlarged.

Any dictionary like this must reflect the editors’ views of persons of interest and of likely readership, as well as present scholarship. The new edition has very useful titles for further study and, on a rough sample, entries are fuller and more enlightening than the internet dictionary extracts. Specialists will regret some omissions and time will show how many of the ‘new entries’ will continue, but for an all-round working companion it remains the standard.

Jane Angus, freelance indexer


The compiler of this ‘comprehensive thematic guide to the Bible’ (to use the words of its subtitle) has clearly undertaken a labour of love and one that he believes will prove a valuable aid to all serious readers and interpreters of Scripture. The present volume has been some 25 years in the making and is more than twice the length of its predecessor, published in 1992. It is an impressive achievement. Its starting point is the categories of Rogel’s Thesaurus in the 1982 Longman edition, modified where necessary in the light of the biblical material to which it serves as an index.

Comparison with Cruden’s or other biblical concordances is inevitable. The compiler’s claim is that his Thesaurus deals with concepts rather than with individual words or phrases. The distinction immediately raises the question of the purpose of the book and introduces an element of interpretation. When, and how far, are similar biblical phrases or passages related? At what point may bringing them together from different parts of the Bible obscure their meaning or mislead the reader? Anyone for whom the phrase ‘The Bible says...’ trips off the tongue will find no problem here. Others, aware of the gulf between the two worlds and two cultures
of biblical times and our own, may fear a misuse of the Thesaurus by
preachers who still believe in a 'pick-and-mix' approach to the stringing
together of texts from their context – to be permissible. At a deeper level, it may be thought that the marriage of the biblical text with a modern system of classification is a ques-
tionable mismatch. Hebrew thought was essentially concrete; Roget deals predominantly with abstract categories. The influence of Greek philosophy on the New Testament, which may be said to modify this dichotomy, can easily be over-estimated. Bridging the gulf between the two worlds is more necessary and more difficult than is often realized.

The compiler has gone some way towards dealing with such misgivings by the way in which he has subdivided his entries, taking the various meanings of words or phrases into account. Thus the entry under ‘Attention’ is divided into four sections, each with its own subheadings: ‘God attentive’, [Man] ‘Attentive to God’, or ‘Attentive to [other] people’ and ‘Paying attention to other things’. On the other hand, the lengthy entry on ‘Holiness’, though subdiv-

vided into the holiness of God, of human beings and of inanimate
gives no indication of the development of the concept itself

within biblical times.

The main text is supported by two comprehensive indexes of biblical persons and of subjects. An electronic version, designed to run on an IBM-compatible computer, is also available for downloading from a website in the form of two installation packages. This is a
welcome facility for any reference work.

Nearly a thousand double-column pages of closely printed text amount to a lot of information. Whether it also amounts to a lot of potential mis-information depends on one’s approach to and method of interpreting the Bible.

John A. Vickers, freelance indexer


Want to know the definition of a fractal, the belief system of the Baha’i religion, or even who invented the paper clip? From the signs of the zodiac to the table of elements, with much else in between, these pages contain 160,000 facts covering 280 fields of interest’ (intriguingly, the 1992 edition, which I have, covered only 150,000 facts).

What doesn’t it include? This reviewer did a quick straw poll of
what people would want to see in a book of this type. The only things they mentioned that aren’t there are eminent psychologists and the gay populations of major cities. The lists themselves can never be exhaustive, of course, and on looking up, say, novelists or musicians, you will find some omissions both of people and of their works.

Although some facts don’t change, it must be taken as read that others are out of date even before the book goes to press. Data have been compiled from many sources, but it would seem that in certain fields the last available list was collated some time ago (in some cases, the information dates from the early 1990s). Some things, too, will always only be estimates.

Reference works like this, which contain a little about a lot, can be oddly addictive. Even when just looking up something specific, one section can easily lead you on to browse another. With each major section identified by a symbol, which appears at the top of the pages, the book is easy to navigate. The well-compiled, service-
able index replaces a basic ‘alphabetical contents’ section in my 1992 edition. Disappointingly, although proof-readers and keyer are credited, the indexer is not: something for the next edition?

How useful is a book like this to indexers in their work? There is certainly information that would answer some of the kinds of queries that subscribers to Steline (the Society of Indexers’ email discussion list) raise from time to time. Every section is likely to have something that will be handy at some stage for quick reminders and information checking, although it won’t do away with the need for specialist works like biographical dictionaries.

Rosi Davis, freelance marketing consultant and writer

Information technology


ment series.)

For years it has been known that any organization can be at the same time information-rich, in terms of its overall possession of information items and resources, and information-poor, as far as recognizing, organizing and making use of those items and resources is concerned. An information audit is one of the manage-

ment tools that can help an organization to identify what informa-

tion it already owns, to determine who needs what kinds of information, to pinpoint gaps in information acquisition, and to set up a system to enable an efficient and effective flow of information through the organization.

Henczel notes that there is no universally accepted definition of an information audit. Her book is an introduction to the topic for her target readers (‘librarians, library managers, information managers, knowledge managers, . . . other information professionals . . . and other key players within organizations . . .’), using the seven-stage information audit model: planning, data collection, data analysis, data evaluation, communicating recommendations, implementing recommendations, and the information audit as a continuum. Each stage is given a chapter, within which the elements of each stage are set out, amply illustrated by diagrams and tables.

The stages of most potential interest to indexers, those to which we might expect to contribute most fully, are: data collection, data analysis, data evaluation and communicating the recommenda-

tions. Collecting, analysing and evaluating the data involve the development of an information resources database (or inventory) based on information gathered through questionnaires, focus groups and personal interviews, and the interpretation and use of

that information to identify gaps, duplications and over-provi-
sions. Out of these activities come recommendations for change and improved results, which can be presented as a written report, a formal oral presentation, a seminar, an intranet or website version, and personal feedback to participants. In the chapters devoted to these stages, the only explicit reference to indexing is to the ‘Index System’ in one of the specialist qualitative data analy-

sis tools (software) used to analyse the responses from question-

naires and interview transcripts. The structure of the written report (set out in a table) includes a table of contents, but no index.

Three case studies are given, showing the objectives, scope, methodology, results/outcomes, and recommendations, for a community hospital, a state department of justice, and an informa-

tion inventory project in a government department (all in

Australia). Appendices contain: extracts from the research done for partial fulfilment of a Master of Business (Information Tech-

nology) degree; a glossary (the entries in which are not referred to in the index); and a select bibliography. The two-column index covers 4 pages (1.5% of the book).

Indexers unfamiliar with the concept and procedures of the information audit will find this book a useful introduction, and from it may be able to identify opportunities for using their indexing skills.

Pat F. Booth, freelance indexer and information/training consultant

Super searchers make it on their own: top independent informa-


Suzanne Sabroski has conducted interviews with 11 independent information professionals (IIPs) and presents the results in ‘Q&A’ style. The individuals interviewed read like a roster of who’s who in...
the information research business: Mary Ellen Bates, Thomas M. Culbert, Jodi Gregory, Martin Goffman, Lynn Peterson, Mark Goldstein, Chris Dobson, Crystal Sharp, Margaret Metcalf Carr, Chris Sherman and Amelia Kassel.

Editor Reva Basch’s Foreword provided me with a trip down memory lane. Basch describes Sue Rugge’s pioneering independent research business, Information on Demand. I can remember walking by the IOD office in Berkeley and wondering what ‘Information on Demand’ was. I ventured inside one day and found out. I was intrigued. At that time I was starting my indexing business and remained focused on that endeavor. Over the years I have remained fascinated with this field. I have always felt that successful indexers and IIPs must share some cognitive traits. After reading these interviews I am convinced.

Although many of the individuals interviewed have specialized in particular subject-area niches, they all discuss their backgrounds, how they became IIPs, and how they started and run their businesses. Many started their businesses ten or more years ago. It is instructive to learn how they managed to obtain and retain clients, monitor business growth, and in time shift the focus of their businesses. There is frank discussion of marketing methods that worked and those that failed. Anyone starting any kind of information-based business will find excellent information in this book. Those who have been running a successful business will benefit from the techniques used by these IIPs to retain clients, outsource work, and explore new business opportunities.

While there is much discussion of the nuts and bolts of self-employment, Sabroski encourages reflection on the demands of balancing a business life and personal life, office in the home versus an office outside the home, and keeping up with rapidly changing technologies. Many are asked how they stay organized; some use a personal digital assistant (PDA), others use a paper calendar, still another uses dedicated scheduling software. These IIPs all have specialties, ranging from business research to patent research to public records to aviation research. The resources used to gather information in these fields are fascinating. All the references to websites, software and publications are collected in an extensive appendix that lists 239 references.

From my perspective, one of the most interesting series of questions is that of the future of the independent information profession. It may seem with the ubiquitous presence of Google and Yahoo! that anyone can conduct a search; however, none of the professionals interviewed is threatened. IIPs bring the ability to analyze what we find online, to use the ‘reams of information’ that we get online. They bring the ability to search per se is not going to be in very high demand. The ability to analyze and filter results, dig into the hidden Web, and search effectively in proprietary databases. And, yes, there is still a need to conduct research in libraries and public record depositories. In short, they provide concise and credible information to their clients. Martin Goffman sums up the value added by an IIP by writing:

… the ability to analyze what we find will be. I’m not talking in terms of the reams of information that we get online. I mean the ability to go and focus on a particular issue, and pinpoint what somebody actually wants. People don’t want a lot of information. They want an answer to their question. (p. 95)

While this book is a gold mine of practical business and information resources for independent professionals, it is also destined to stand as a chronicle of the early years of the independent information business profession. The IIP business is a by-product of the ‘information revolution’ of the 1970s. The Association of Independent Information Professionals (www.aiip.org) was not formed until 1987. Many of the interviews in this book provide a fascinating overview of the beginnings and growth of this new industry. In time, the top-notch databases will likely change, but the historical content provided in Super searchers make it on their own will remain. This in-depth, lively and extremely readable presentation by first-generation IIPs is highly recommended.

Nancy Mulvany, freelance book indexer

**Other subjects**


In the course of his career in defence and telecommunications research and medical informatics, Donald Fenna compiled the monumental Elsevier’s encyclopedic dictionary of measures (Elsevier Science, 1998), which offered a comprehensive and authoritative coverage of systems of weights and measures in use worldwide. He then hit on the economical idea of extracting from the magnum opus information relating specifically to North America and the UK, updating and adding to it in order to create a further work of reference.

This Dictionary of weights, measures, and units is the result. (The second comma in the title appears on the title page, back cover and spine, though not on the front cover – a tiny but irritating editorial hiccup.) For those engaged in mensuration it is a mine of information, some perhaps abstruse: well over 30 different disciplines are dealt with. Units are defined quantitatively where possible, symbols and synonyms are given, eponymous associations are explained, and historical background is included as well. There is a detailed discussion of the Système International d’Unités (SI), with listings of prefixes and styles used therein and of the international variants that have been, and in some cases still are, in common use.

Only an indexer would cavil, but the letter-by-letter arrangement of the dictionary is not very user-friendly, giving rise to the sequence:

<table>
<thead>
<tr>
<th>SI</th>
<th>SI alphabet…</th>
</tr>
</thead>
<tbody>
<tr>
<td>sideral…</td>
<td></td>
</tr>
<tr>
<td>SI system</td>
<td></td>
</tr>
<tr>
<td>SI unit</td>
<td></td>
</tr>
<tr>
<td>six…</td>
<td></td>
</tr>
</tbody>
</table>

with two and a half pages of entries (12 entries) between ‘SI alphabet’ and ‘SI system’. A further sequence:

- light watt
- light-microsecond
- light-nanosecond
- light-second
- light-year

indicates a preference for the word-by-word system. That my search for inconsistency turned up nothing less trivial just demonstrates the extent of indexers’ pedantry.

The book provides harmless entertainment to the browser: how did it happen, for instance, that the same name (‘French’) was applied to units of shoe size as well as to those for the thickness of optical telecommunications fibres? And the intriguingly obscure cross-reference ‘blondel see apostilb’ invites investigation out of mere curiosity. But more seriously, and far more importantly, it could be an invaluable tool for copy-editors and even indexers, as well as for scientists, engineers and technicians, especially those with an interest in the history of their subject.

Jean Macqueen, freelance indexer


Indexers will wish to keep abreast of the cultural and technological fields in which they work, and book making (as opposed to book-making) is one sphere to watch. This small, elegant book written and published by Mr Hurst is a thorough book on printing and editing. His firm has been in existence for 35 years, specializing in serious studies of world affairs. *The essence of the list is scholarly carefully prepared works, and the hand of the good editor is behind them. This book is about the skills needed to get a good book into

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**Book reviews**

While this book is a gold mine of practical business and information resources for independent professionals, it is also destined to stand as a chronicle of the early years of the independent information business profession. The IIP business is a by-product of the ‘information revolution’ of the 1970s. The Association of Independent Information Professionals (www.aiip.org) was not formed until 1987. Many of the interviews in this book provide a fascinating overview of the beginnings and growth of this new industry. In time, the top-notch databases will likely change, but the historical content provided in Super searchers make it on their own will remain. This in-depth, lively and extremely readable presentation by first-generation IIPs is highly recommended.

Nancy Mulvany, freelance book indexer

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Indexers will wish to keep abreast of the cultural and technological fields in which they work, and book making (as opposed to book-making) is one sphere to watch. This small, elegant book written and published by Mr Hurst is a thorough book on printing and editing. His firm has been in existence for 35 years, specializing in serious studies of world affairs. *The essence of the list is scholarly carefully prepared works, and the hand of the good editor is behind them. This book is about the skills needed to get a good book into

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print, and no aspect is left uncovered, as far as I can see. There is a competent index, which will be author-prepared, for this author believes in self-preparation of indexes although it is authors and not professional indexers who, through laziness, produce ones that are too basic and contrarily, through losing sight of the convenience of the reader, over-embellish ones. It is the knowledge of his own book that makes the author the ideal indexer, though ‘a skilled freelance indexer will not commit any of the stylistic errors into which an inexperienced author-indexer might fall’. So there is something here for each school of thought!

The invisible art runs through the whole of the book as object, from prelims and the body of the text, its illustrations and maps, footnotes, appendices, etc. to binding, dust jackets, and even some aspects of marketing. All this is then set in context with an account of scholarly publishing, based on his own firm’s practices. It is all most lucid and admirably presented, and there are many useful tips, in the sense that Judith Butter gives advice and outlines practice. The author has some quite strong views on spelling and grammar, which make interesting reading. My only cavil at the book is that, if you are wanting to keep up with modern practice, this is perhaps not the book. The author is strongly of the opinion that ‘hands-on’ by the editor is essential, and computers are minor, albeit useful instruments to the mental processes. Those who like that ‘hands-on’ by the editor is essential, and computers are minor, albeit useful instruments to the mental processes. Those who like this are too basic and contrarily, through losing sight of the Connecticut, its illustrations and maps, footnotes, appendices, etc. to binding, dust jackets, and even some aspects of marketing. All this is then set in context with an account of scholarly publishing, based on his own firm’s practices. It is all most lucid and admirably presented, and there are many useful tips, in the sense that Judith Butter gives advice and outlines practice. The author has some quite strong views on spelling and grammar, which make interesting reading. My only cavil at the book is that, if you are wanting to keep up with modern practice, this is perhaps not the book. The author is strongly of the opinion that ‘hands-on’ by the editor is essential, and computers are minor, albeit useful instruments to the mental processes. Those who like this are too basic and contrarily, through losing sight of the


Dr John Ayto is a lexicographer who seems to be attracted to the more entertaining, innovative and emotive aspects of English usage. He has to his credit several reference books for OUP (such as The Oxford dictionary of slang, The Oxford dictionary of modern slang and 20th-century words) as well as for Longman and Bloomsbury. Here in this collection of terms used in so-called ‘Cockney rhyming slang (which, he tells us, is in fact found all over the British Isles, and also in Australia, New Zealand and even the USA) he gives us a comprehensive and definitive account of the genre, which incidentally encompasses a great deal of social and cultural history.

George Orwell, in Down and out in Paris and London (1933), said that at the turn of the century rhyming slang was ‘all the rage’, but he believed that it was by then almost extinct, and predicted that in 20 years it would have wholly vanished. However, it seems to have experienced a revival. As Ayto points out: ‘At the beginning of the 21st century, new rhyming slang is still being created.’ One example, ‘telling porkies’ – ‘porky pies’, lies – has been popular only since the late 1970s.

Although called a dictionary, the book is arranged by topics, such as the body and its parts, illness, ethnic and national groups, sex, crime and punishment, animals, food and drink, money and commerce, sport and gambling. The index takes up 24 pages and lists all the rhyming-slang words and phrases in the book, though it doesn’t work the other way around; you will not find ‘currant bun’ by looking up ‘sun’ in the index. Personal nouns are indexed under the first term and not by surname, a sensible decision because often the final element is omitted. ‘On your tod’ for ‘alone’ is in full ‘on your Tod Sloan’, after the name of a famous US jockey. There is an Australian variation: ‘on your Pat Malone’, sometimes ‘Jack Malone’, but these appear to be conveniently made-up names, like “Tom and Dick” (feeling a bit tom – the slang sick), or ‘Kate and Sidney’, not only rhyming slang for ‘steak and kidney’ but also a near-spoilerism.

‘The prototypical rhyme’, Ayto explains, ‘is a binomial phrase, joined by and, the second element being a more or less close phonological match with the word rhymed’. Among the most familiar examples of this type are ‘apples and pears (stairs)’; ‘whistle’ (short for ‘whistle and flute’ suit); ‘tea-leaf’ (thief); ‘barnet’ (Barnet Fair hair); ‘Adam and Eve’ believe, as in ‘would you Adam and Eve it?’; ‘tiptop’ (tit for tat hat); ‘trouble and strife’ (wife); ‘loaf (loaf of bread head); ‘boat race’ (face). A variation of this is the simple two-part phrase, such as ‘butter’s book’ (look as in have a butcher’s at this), ‘jam jar ear’, ‘halfinch’ (pinch, steal), ‘syrup’ (syrup of fig wigg).

These terms are all fairly easy to interpret, but the origins of others have become obscure over the years. ‘Moody’, as in ‘giving me a lot of old moody’, comes from the hymn-writers Moody & Sankey and stands for ‘hankies-panky’. ‘My old dutch’ is from ‘Duchess of Fife’ (wife), and ‘my old china from china plate’ (mate).

Not surprisingly, rhyming slang has been much used, not just to add colour and vigour to conversation, but for euphemistic purposes. Just one example out of many exhaustively recorded by Ayto is ‘pen and ink’, used as a verb. ‘He don’t half pen and ink’ indicates that the person in question emits a disagreeable odour.

‘Pox’ has a number of euphemistic substitutes, ranging from ‘Tilbury Docks’ to ‘Nervo and Knox’ (from two members of the Crazy Gang), or the unlikely sounding ‘Reverend Ronald Knox’, where a perverse sense of humour must account for the use of the name of this blameless cleric. Like many others recorded by Ayto, it seems rather too ingenious, not to mention incongruous, ever to have been in common use.

So we have seen, personal nouns are often used, real or invented, such as ‘Rosie Lee’ for tea. The name of the late Brazilian racing driver Ayrton Senna is allegedly invoked to signify a ‘tenner’, and memories of the singer Ruby Murray are aroused by the term ‘to go for a ruby’ (that is, a takeaway curry). The fictional detective Sexton Blake is commemorated in the term for ‘fake’ popularized by the notorious actor for Tom Keating.

Many such terms have fallen into disuse, and many examples in this book can surely never have seriously caught on. Today, does anyone really refer to potatoes (spuds) as ‘Roy Hudds’, or to their trainers (training shoes) as ‘Claire Rayners’, after the comic actor and the agony aun respectively? Incidentally, the names of journalists seem to be fair game; the name of ‘Emma Freud’ is allegedly substituted for ‘haemorrhoids’ a closer sound-match to the original word than that of her even more renowned great-grandfather, Sigmund (who would no doubt have enjoyed discussing this whole subject with the author). We are not given chapter and verse for most of the terms in this book, so we must just take Dr Ayto’s word for it that they are or have been in actual use.

A word of caution: fashionable though the genre may be in its new guise of ‘poppy rhyming slang’, it is probably best for those not born within the sound of Bow Bells to use it sparingly. Simon Mills writes in The Observer (29 December 2002) that ‘Madonna’s transformation from New Yawker to Olde Worlde Londoner didn’t amuse us for long. Her Dick Van Dyke accent, clumsy tendency for rhyming slang and urban shooting gear seemed forced and unnatural.’

Christine Shuttleworth, freelance indexer


A liberal use of apt quotations characterizes Tom McArthur’s exuberant launch into an analysis of World English. Always lively and entertaining, he forges his way through the amorphous minefield of such a challenging topic. In his Preface, he compares his work to the Oxford companion to the English language, pointing out his choice of a thematic rather than an alphabetic arrangement. His concern is also with sociolinguistic aspects of his subject as he relates the use of various forms of English in different parts of the world to each other and to the histories of peoples. He uses the metaphor of ecology of language to describe his approach.

From this post-colonial perspective, he proceeds to provide as comprehensive and accurate a description as possible of English
a world (or global or international or universal) language today'. Having introduced the subject as a global lingua franca, he takes a pragmatic approach to the dialects, varieties and Englishes on offer. The text is presented in an attractive clear layout, with bold subheadings and boxes for useful statistics or interesting additional information.

We move largely in 'regional blocs' he examines each in turn. Of particular note is his treatment of Scot, Scotch, Scots, Scottish and Scotticism. He describes the use of English in relation to Scotland as 'a distinctive and delicate aspect of the naming of its people and products', then proceeds to clarify the history and use of each such name.

He provides a conclusion on World English which is both up to date, wide-ranging and intelligent. There is a map of English throughout the world numbered with a list of territories for which English is a significant language. Useful chronologies are supplied through the world numbered with a list of territories for which English is a significant language. Useful chronologies are supplied throughout the book.

Tom McArthur takes a 'broad church view' of language studies that occasionally may seem to lack depth, but information on subtopics is given in such a way as to tempt the reader into his own further explorations. The treatment of such a language complex as English is a significant language. Useful chronologies are supplied throughout the book.

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Apart from this gem, there are appendices on classical mythology, days and dates relevant to those quoted in the plays, places with their modern locations such as Hampton for Southampton, places and people outside Britain, and a section on personal names as well as titles. On top of all that, we have characters who do not actually appear on the stage but who are important to the plot, such as Fulvia in Antony and Cleopatra. Hence, although one might be surprised to see a long list of names beginning with the title 'King' or 'Duke', these people also appear under their first names and again under their surnames. So we have 'Duke of Norfolk (Thomas Mowbray)'; Mowbray, Thomas (Duke of Norfolk)’ and ‘Thomas Mowbray, Sir (Duke of Norfolk)’. How thorough can you get?

However, the happiest discovery for this reviewer was the set of the words the authors term ‘Shakespearian Circles’ (Boolean?): a welcome improvement on the traditional lists of dramatis personae in order of importance. Each play has its own set of circles from one to seven in number, some consisting of a single circle containing several smaller ones, and each circle contains the names of the characters according to their groupings. Most of the circles overlap or are closely positioned to show the relationships which, in turn, are indicated by lines linking the names. The effect is that one receives an instant impression of who relates to whom, who belongs to which group, and where the points of contact occur, whereas a list of names of all the characters who do not actually appear on the stage but who are important to the plot, such as Fulvia in Antony and Cleopatra. Hence, although one might be surprised to see a long list of names beginning with the title 'King' or 'Duke', these people also appear under their first names and again under their surnames. So we have ‘Duke of Norfolk (Thomas Mowbray)’; Mowbray, Thomas (Duke of Norfolk)’ and ‘Thomas Mowbray, Sir (Duke of Norfolk)’. How thorough can you get?

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**Book reviews**

$45.00; institutions and libraries: $150.00. Elsewhere price varies. First issue published 2002.


**Note:** Oxford University Press has announced that a corrected version of The Oxford guide to style, which was reviewed in the October 2002 issue of The Indexer, has now been published. The Oxford style manual was also published in March 2003. This is a two-in-one volume comprising The Oxford guide to style and The Oxford dictionary for writers and editors, which at £25 is priced significantly lower than the combined cost of the two separate books.

**Erratum:** Please note that the book entitled Mastering index skills, reviewed on p. 107 of the October 2002 issue, is entitled Mastering indexing skills. We apologize for this error.

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**No excuses**

Last week, reviewing Orlando Figes’s Natasha’s dance, Michael Binyon remarked of the book: ‘I would have preferred an index’. There is one, of course, as Janet Shuter, who compiled it, let us know! We could make excuses – such as the one that Ms Shuter kindly gives us when she notes that publishers could perfectly easily make textfiles or printouts of indexes available with the proof copies they send out for review – but we won’t. Furthermore, the title of Robert Service’s new book should have read: Russia: Experiment with a People from 1991 to the Present. Apologies to all concerned.