

I S S N - - - - - 0 3 1 4 3 7 6 7

domesticated, 90, 124
pictograms, 89
Oxus, 84

ALPHABETICAL SUBJECT INDEX

(263) tion (9

culture, 59, 62, 219
 widow-theatre, Javanese, 287
 shaft-graves, 224-5, 319
 Shahi Turp, 96, 250
 Shah Tepe, 95, 96
 Shalmaneser III, 95
 Shalmaneser V, 157
 Shang dynasty, 256-7, 267, 269-71,
 322
 Sharma, 175
 shell-mounds, 378
 shell ornaments, 39, 45, 56, 58, 62
 'Shepherd Kings of Egypt',

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Problems of several kinds have delayed these issues of the Newsletter. I suspect such situations trouble most young societies and indicate an attempt to fit a new activity into a heavily committed timetable. The Annual General meeting is coming up. Perhaps we can find a new editor who has the time to deal with problems as they arise and so create a more reliable schedule.

On the international level there is further activity with the establishment of the Indexing and Abstracting Society of Canada (Societe Canadienne pour l'Analyse de Documents) and with moves to form a society for indexers in Japan. Our secretary, Jean Hagger, will report on these and other international activities at the AGM on 18th October where she will give an account of her visit to Great Britain and to the 21st Anniversary Conference of the Society of Indexers.

In Australia the Australian Advisory Council on Bibliographical Services (AACOBS) is reviewing its constitution and membership with a view to better representing the whole library and information world and acting as an advisory body for the development of a national information policy. Indexing is vital to transfer of information. As a Society we should consider in what way we can contribute to this development and involve ourselves in the work of the new AACOBS.

Editor

OBITUARY - H.G. GREEN (1909-78)

The Society records with sorrow the death of our foundation member, Harold Godfrey Green, on 23rd April at Maryborough, Victoria.

Although a self-effacing and gentle personality, life-long enthusiasm led him to establish the Society of Indexers in Australia during 1971. He was formally appointed corresponding member in Australia in 1972 and continued to recruit new members across the country, to organize regular meetings in Melbourne, and produce newsletters recording the views and comments of a lively variety of speakers for those too distant to attend. He developed contacts with publishing houses and editors which brought in enquiries for indexers with specialist background knowledge. Many members can recall Harry Green's recommendations with gratitude, as well as authoritative advice upon the delicate matter of fees. Others remember his personal encouragement of their interest in the art, his pertinent directives towards a long-distance, but effective correspondence training course.

As a professional indexer of status and diverse interests, there is a long list of his work for various publishers, including Butterworth and Company, Oxford University Press, and Sun Books. At the time of his unexpected death a large part of the index to *The Anzacs* had been completed for Thomas Nelson. On the day of his funeral, a copy of *Stay alive: A handbook on survival* from the Australian Government Publishing Service, arrived with compliments on the comprehensive structure of the index.

Until Harry Green retired in November 1974, indexing was a spare-time interest, in addition to the writing of historical novels. This reflects an ability for concentration, despite heavy domestic commitments over long periods of time. Indeed his friends and colleagues knew little of these achievements. Nevertheless it was a scholarly background to his activities in journalism and librarianship. Educated at Melbourne Grammar School, he spent 16 years on the staff of David Syme and Company, interrupted by four years of war-time army service. During 1955-60 he organized and administered *The Age* newspaper reference library. As a member of the Australian Journalists' Association and the Library Association of Australia, further experience in technical libraries followed. This emphasized the theme of efficient information retrieval systems, and included the Commonwealth Department of Shipping and Transport, the Municipal Officers' Association of Australia and several large commercial companies.

In 1971 he joined the Commonwealth Department of Trade and Industry as a research journalist during a time of expanding overseas promotional activity, both for exports and attraction of capital investment. Ian Hawker, Assistant Director (Publicity) wrote of their regrets at his passing, saying that he *established a comprehensive cataloguing system, incorporating product information, company profiles and general reference material. It proved to be a valuable aid to the Department's promotional programme. The system he introduced is maintained in conjunction with the current programme of the Department. He was a quiet man who earned the respect of his colleagues by his efficiency and meticulous record keeping.*

These are qualities that unobtrusively enhanced the status of indexing. When Harry Green relinquished his position as Convenor and Corresponding Member to the Society of Indexers there was a solid foundation of knowledge and enthusiasm which made possible the establishment of the Australian Society of Indexers. We extend our sympathy to his widow, with the assurance that his memory is honoured in the continuation of his ideals.

STATUS OF THE ART?

An invitation to practising indexers from the Panel of Assessors.

La Rochefoucauld commented that 'frequently our virtues are but our vices concealed'. Is this the way of indexing in Australia? The Panel of Assessors is surprised at the lack of response to one of the benefits of membership of the Australian Society of Indexers - the registration of practising indexers so that the Society can give formal recommendations to prospective employers. Without assessment and registration the Society can only reply to requests for indexers with particular subject knowledge that we believe a certain member works in that field but we have no direct knowledge of his or her skill.

To correct this situation we invite members to submit copies of two indexes to the Honary Secretary for assessment by the Panel. They need not be published. The copies will be returned.

Criteria used in assessment are based on the British Standards Institution's *Recommendations: The preparation of indexes to books, periodicals and other publications*: BS3700 (1976). Copies of this standard are obtainable from offices of the Standards Association of Australia in Sydney, Melbourne, Adelaide, Brisbane, Hobart and Perth, at \$7.40 per copy.

The Society has applied to the Standards Association of Australia for the development of Australian indexing standards based on the British one. The Association has notified us that the process can take considerable time as there needs to be consultation with all interested parties.

Registration of indexers and standards for their work are seen as two parts of the process of developing a strong profession of indexing in Australia and building our confidence that we can carry out our work at a competent and professional level.

Please, let the Panel of Assessors see your work.
Who will be number 1 on the register?

BOOK INDEXING

by

Dorothy F. Prescott
Map Librarian, University of Melbourne

This discussion will concentrate on pre-contract negotiations and secondly, on problems arising in the indexing process.

Preconsiderations

Free-lance indexers in Australia largely get their contracts by word of mouth. They become known to certain publishers, who approach them usually on behalf of authors, and negotiate a contract. Indexers also pass work onto fellow indexers for a variety of reasons, therefore those who wish to enter this field are best advised to prepare an index to a work already published lacking an index, and take this along to the publisher for consideration.

When negotiating to undertake the indexing of a book try to obtain a copy of the manuscript so that you can have a good look at the job before committing yourself. Most often a publisher will indicate to you that the work is comparable to such and such a book. This might give you a passable idea, but it is never as good as a look at the real thing. If the topic appeals and you feel confident enough in the subject to undertake making an index, accept the job other things being equal. However, a word of warning, technical or philosophical works can be difficult and it is wiser to be honest with yourself about your capabilities and reject anything that is foreign to your experience and beyond your knowledge of the subject. Indexing is not as too many editors seem to think, a mechanical, automatic listing of names, things and events. It is indeed far removed from that concept of mindless listing, and involves the abilities of both analysis and synthesis. If you do not possess these abilities, plus those of pertinacity and thoroughness, it is most unlikely that you will make a good indexer. The decision is yours, so assuming you are happy with the publisher's proposition, and feel yourself suitably endowed with the necessary abilities, what next?

Factors affecting indexing

There are three things which should be established immediately. They are the length of the book, the type of index required, and the amount of time available. The length of a book is normally given in words. An index can be either in the form of a divided index, where names and subjects are indexed in two separate listings, or a comprehensive all inclusive index which contains entries for names, subjects and titles. The style of the index may be either set out or run on. Time is the most critical factor and one which causes most concern to indexers. The publisher's schedules are planned months ahead and the making of the index is usually squeezed into the few remaining days or weeks between the production of the page proofs and the final printing. The publisher has very little flexibility in his operations at this point so that the indexer is normally under a good deal of pressure to produce the index within the scheduled period. Knowing these facts, and also being aware that the indexing process itself is better when undertaken in three hourly sessions to lessen the effect of the error factor, the would-be indexer can proceed to calculate how much time is needed compared with the time actually available.

Indexing time will be affected by two factors, length of text and complexity of the work. Complex works employing technical language will prolong the indexing. Lack of time causes pressure and strain, which in turn induces error. Indexers are advised for these reasons to make accurate estimates of time required and to stick to them when negotiating the length of the job with the publisher.

What should be indexed?

It is most important for the indexer to be aware at the outset of the other components which make up the book besides the text itself. This advice is doubly important when the subject is one that makes use of graphic forms as illustration, for example, geography, architecture or botany as compared with subjects like theology or philosophy which would probably have little use for diagrams, pictures or maps. Graphic as well as textual information should be indexed. So apart from the text the indexer should determine from the outset what diagrams, charts, illustrations, tables, appendices, addenda, etcetera are additional to the text proper. With this knowledge a more exact time estimate can be made for the job. This extra information may be supplied initially in the form of a list from the publisher, because the parts themselves are only received by the publisher in installments from the printer and can not be made available to the indexer in the preliminary stages. The indexer should also arrange at the outset of the job for the editor with whom he will be working to supply him with copies of prelims, captions etcetera after completion of editing.

Improving the lot of the indexer

I believe the Australian Society of Indexers should be the medium through which individual publishers or the Australian Book Publishers' Association could be approached about matters concerning indexing. It is within the power of the publisher to aid the indexer and indirectly himself by structuring the work flow in the book production process to accommodate suggestions which would relieve the pressure on the indexer caused by tight production schedules. The most important innovation I would suggest is that a copy of the manuscript be automatically offered to the indexer at the negotiating stage. This may prove a problem to the publisher if he cannot foresee early that the services of an outside indexer may be needed. Publishers could be asked to determine this information early in their negotiations with an author, or failing this, include in the author's contract a requirement for an extra copy of the manuscript specifically for the use of the indexer. The fact that the manuscript supplied to the indexer will be an unedited version is not of great importance. The provision of a manuscript is suggested for three reasons. Firstly, it will give the indexer a good idea of the length of the book and enable him to judge the writer's style. This is important. A clear, well-expressed and methodical presentation that employs simple language and straight-forward vocabulary ensures in most cases, a knowledge that problems will not be raised on this account. Abstruseness, verbosity, repetitiveness and the use of technical language are all factors which prolong the indexing process. It is essential the indexer be aware of these problems when estimating the length of the job.

A reading of the manuscript enables the indexer to assess the nature and character of the book. This will be reflected in the index. The depth of indexing is related to the function of the book. A teaching text, manual or primer, would obviously require attention to footnotes, references, addenda and the like. A creative, rhapsodic work on the other hand would not require this treatment. Thirdly, a preliminary reading enables the indexer to assess the balance given by the author to various themes throughout the work. This is important as it determines also the balance of the index, identifies the important themes and permits the indexer to note the vocabulary to be used and to prepare the form of the index entries, sub-entries and cross references to related subjects.

Publishers are sometimes given to suggesting that an indexer can save time by starting to index from manuscript or galley proofs. Having tried both practices, I should strongly advise against indexing from anything but the page proofs. The time taken at the completion of indexing to transpose manuscript or galley proof page numbers to page proof numbers does not merit the practice. I am further convinced that the possibility of introducing error in the transposing process is a far more cogent argument against this practice. Indexers should make it clear to publishers that page proofs are the only form from which they will actually proceed to index.

I suggest that indexers can help themselves as suggested earlier, by asking for a checklist of contents from the publisher. The list should contain such things as foreword, preface, introduction, list of contents, list of figures, tables, diagrams, addenda and appendices. As each of these items is received from the publisher they can be checked off by the indexer on his list as he sees them. The most useful parts are often those that come last unfortunately. The introduction in many cases is immensely helpful, but is usually one of the last items received.

Accreditation and Remuneration

Indexing has always been a freelance occupation. It would seem sensible, however, now that the Australian Society of Indexers is in existence, that some form of accreditation should be offered to indexers, and that the Society should be the organization that could and would find employment for those who are accredited by it. If this is expecting too much, then at least one should hope that publishers looking for indexers could direct their enquiries via the Society.

Remuneration has in the past been negotiated by agreement between indexer and publisher. Methods of costing vary from the lump sum offer made by the publisher to an assessment made by the indexer on an hourly work rate. In the first instance the index is tailored to the cost and suffers; consequently in the second case the index is created to meet the needs of the text.

There is a growing tendency by publishers to use in-house indexers. How successful this will be must be determined by the quality of the in-house indexing and the degree to which this is accepted by authors.

It is becoming more of an economic necessity in some instances for authors to prepare their own indexes, distasteful as the thought might be to some of them. Perhaps the Society should offer counselling and advice to would-be author-indexers, or even conduct a short course for authors facing these problems.

As long as indexers remain outside the orbit of the Society and as difficult to find as the proverbial needle in the haystack, I cannot see how the Society can effectively alter the existing arrangements between indexers and publishers unless it can hold out some incentive to indexers to alter this situation. The carrot, I suggest, could be professional standards and training courses. There are people in the community wanting to take up indexing and they should have somewhere to turn for advice on the literature of the subject and practising methodology. Such people would benefit from attendance at practical workshop sessions, where problems can be discussed with experienced indexers.

Publisher-indexer relations should also be the concern of the Society. Perhaps, initially, the Society should act as a link between publisher and indexer, particularly newly-trained indexers who are looking for contracts. Guidance on charges for indexing is another sphere in which the Society could interest itself and on which it should be able to advise.

Indexing Methods

Turning now to the actual methods employed, I propose to touch on those points which as a newcomer to the game caused me most anxiety.

The length of the index: This is sometimes left to the indexer's judgement, which is not altogether as straightforward as it might sound, especially if one has doubts as to whether one is over-indexing or under-indexing. The best thing to do under those circumstances is to find a book of comparable length and type and examine the length of its index.

M.D. Anderson in her book on indexing has this to say;
"It is better to calculate (the relative length of the book to the index) in lines, for an index is almost always printed in smaller type than the text. The number of lines from the top to the bottom of a page of index, multiplied by the number of pages in the index, and expressed as a percentage of the approximate number of lines in the rest of the book, gives a rough estimate of the relative length of the index."

"Using this method of reckoning, it is found that short indexes run from 1% to 3% of the text, indexes for many 'serious' books for the general reader from 4% to 7 or 8%, and those for specialised textbooks up to 15%".

Let us take an example - Suppose that the book has 290 pages, with 43 lines to the page; this gives a total of 12,470 lines. The index has 9 pages, with 60 lines to the page, making a total of 540 lines in the index; 540 as a percentage of 12,470 is 4.3, so the index could be described as being of medium length.

Bear in mind that the length of the index is affected by the style of indexing. There are two methods, the set-out and the run-on. The set-out, in which subheadings are printed on individual lines, will obviously take up more space than the run-on index, where the entries are set out in paragraph form. Find out from the publisher what his preference is for style and adapt the number of entries according to the style chosen.

political geography

content of 2-26
 fieldwork 28, 29-30, 46
 information sources 29-34
 methods 27-53
 objectivity in 27-8, 32

political geography,
 content of 2-26, fieldwork
 28, 29-30, 46, information
 sources 29-34, methods
 27-53, objectivity in
 27-28, 32

Example 1. Set-out style
 of index.

Example 2. Run-on style
 of index.

A word about sub-headings at this point. If you are indexing in the run-on style, try to avoid sub-sub-headings, which are difficult to read in this type of index. If the choice is left to you to make there is no doubt of the superiority of the set-out for clarity and ease of consultation. Sub-sub-headings in the run-on style are enclosed in parentheses, and in the set-out style are further indented than the sub-headings from the left-hand margin.

The functions employed: These are twofold; analysis and synthesis. On reading the text one gathers together many terms that are to be used in the index. At a later stage you have to present these in the form most useful to the reader.

If we look at analysis first, there are certain situations of which we must be aware. Firstly, the author's intentions must be represented by the use of words and phrases, some of which will not even appear in the text. However, do not let that deter you from using terms which may very well be applicable to the subject matter in hand.

Secondly, be aware of remarks that are not in themselves explicit, but have disguised information. And in contradistinction, avoid indexing names which appear to have but a passing interest; weigh this advice against that which states all names of persons and places must be indexed; the best advice is to use your common sense and ask yourself if I made such and such an entry would the reader look for it.

While you are asking yourself this question remember that there are two categories of reader; the one who has read the book and wishes to refer to something that he read in the text, and the reader who has not read the book, but who wants to find out whether it deals with an aspect of the subject in which he is interested.

You will be asking yourself at this stage what should go into the index and what can be safely left out. Because an entry may only have one page reference after it, beware discarding such an entry if you reach the point of having to prune the index. Such an entry can be most important because it *is* the only reference made.

Having made all your entries you are now faced with the decision - shall I make a straight-forward alphabetical sequence of entries, or should I group some in what seems to be the most natural sequence? I find that I use both methods, so that if I have an entry under the specific alphabetical position, if it is also part of a larger subject treatment, I will place it there also. One has to be judicious in the selection of terms for which this treatment is reserved. Generally they are the most important facets of the subject matter treated in the text.

An example may make this point clearer:

physical-geographic regionalization
 analytical, 212
 azonality in, 210-11
 branch, 219, 222, 227

These facets of physical-geographic regionalization will also appear in the index under:

 analytical regionalization 212
 azonality
 in regionalization 210-11
 branch regionalization 219, 222, 227

This type of treatment which employs a certain amount of classification is of help in a text that is to be used both by specialists in the subject, who will be familiar with the terms, and by students to whom the study of the subject is a new field.

Having touched on these two facets of the work, I will quickly give you a run through of the methods which I employ when indexing, and the materials used.

The Method

1. Read through the text and tick entry words. You can make marginal notes if you wish at this stage, such as possible references, and note synonyms. Try to get a manuscript copy for the initial reading.

This will mean that you do not have to wait until the galleys are available for the first reading. This method means that where more than one person is working on a text, the first can make the pertinent decisions as to the entry words, while the second can draft the full entries.

2. After the initial reading you will be familiar with the vocabulary and the structure of the text. This initial reading is very important and should not be dispensed with. The second stage is the drafting of the full entries from the entry words previously noted. When doing this bear two things in mind; they should be as specific as possible and brief. It is better to make several specific entries than one comprehensive one, such as electoral boundaries, international boundaries, national boundaries, provincial boundaries, rather than the entry boundaries.

Materials

You can either use the conventional library catalogue card, continuous horizontally perforated stationery or sheets of quarto or foolscap paper. You will need a filing drawer or an old shoe box if you use cards. If you use paper you will need a shallow filing tray divided into sections corresponding to the letters of the alphabet. Guide cards will be needed for each letter of the alphabet and also some extra blank ones on which you can write particular subdivisions for large blocks of entries under one letter.

If you are indexing onto cards, you will now have to make the decision - do you keep one card for one subject and pull it out each time a mention is made of the subject, or do you make a fresh card for every reference to the subject and then sort them all at the end of the work? If you decide on the former method then you may have some trouble finding the card if you do not keep your cards in alphabetical order.

This raises the question - at what stage do you put your cards into alphabetical order? At the time you make the entry, or at the end of the page, or at the end of the chapter? There are, I think, very pertinent reasons why you should keep your cards in page order.

- a) if you are interrupted in your work, you will know exactly where you have stopped.
- b) if you become aware at some stage that a particular topic is important, and you did not index the earlier mentions of it then you will need to go back over your work to pick up the citations. If your cards have been sorted into alphabetical order you will not be able to see whether or not your early indexing has been too cursory. This inevitably happens - it doesn't matter how careful one has been, because one is still getting the balance of the index at this stage.

I tend as a result to keep my cards in page order until the end of the chapter. I might even do some editing of the main entries at this stage to reduce the number of cards that will finally have to be handled. It will really depend to some extent on the length and number of chapters in the book. If there were many small chapters it would obviously not be worth while doing this.

For those who choose to use continuous stationery or paper that at a later stage will be cut into slips, then every mention of a subject will need an entry. Using this method you could finish up with many entries for each term which then have to be collected and typed onto one entry. It seems to me an enormous amount of work, but then I have not tried the method so am not in the position of being able to give you first-hand advice.

One of the advantages of this method is that you can get four or six entries on a page, depending on whether you are using quarto or foolscap paper. These sheets are quicker and easier to handle than many small cards, and they make revision of one's work quicker and easier. The checking of page numbers is speedier where sheets are handled in preference to cards and the cut slips are said to be as easy to handle as cards for sorting.

3. Having made all your entries, the next job is to sort them all into alphabetical order. If the entries have been made onto sheets of paper then you will need to assemble these in batches, and after having checked that the page numbers are in strict arithmetical order, they can then be cut up, several slips at a time, and then sorted into alphabetical order.

4. The cards or slips are now ready for editing. During this stage identical entries will have all the page references transferred onto one card. Then arrange groups of words having the same entry-word into order for sub-entries. If you have used one card for several aspects of a subject then the final alphabetical arrangement in the alphabet, and making references on the card. This card will then be filed under the various letters of the alphabet according to the references to be made. As each reference is made the card is then refiled under the next to be made and finally under the main heading.

5. Make a final recheck of the alphabetical order and sub-entries before either numbering the cards, if they are to be sent straight to the printer, or typing up the index.

If the cards are to be sent to the printer, number each one in the top right hand corner in a distinctive coloured pencil, that can in no way be confused with the page numbers.

If the index is to be typed, it should be set out as follows:

It should be on quarto paper, in a single column, double spaced. Indent sub-entries two spaces for each step of indentation. If entries run-over indent them the same number of spaces. Use capitals only for proper names. Leave two lines between the end of entries under one letter and the first entry under the following letter. Number each page of the typewritten index to guard against any accidents, and make either a carbon or xerox copy for safe keeping.

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This article is based on an earlier article *Some problems associated with book indexing* which appeared in the Newsletter no. 2 of the Society of Indexers in Australia, August 1973.

