



# Australian Society of Indexers

## NEWSLETTER

Volume 19, Number 3, April 1995

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### Editorial

*The Australian Society of Indexers has a new editor. Ann Philpott will be taking on the job next month. She brings with her skills and experience acquired while working in the publishing industry. Welcome Ann!*

*I have enjoyed the last twelve months as editor. The task was challenging and provided me with plenty of learning opportunities. I would like to thank the Society for allowing me the opportunity to be a part of their professional association.*

*The May issue continues Bella Hass Weinberg's review of the Chicago Manual of Style, and contains information on forthcoming conferences, Garry Cousins' CINDEX 'Nuts and Bolts' column and some correspondence.*

*Rebecca Smale*

### ACT Branch Forthcoming Event

The ACT Branch will meet to discuss the following issue. You are invited to dinner afterwards at a restaurant which is still to be decided.

**Topic:** Are computers tools for indexers or replacements for indexers?

**Date:** 7 June 1995

**Time:** 5.00–7.00 p.m.

**Venue:** Griffin Centre, Bunda Street, Room 3, Canberra

**Contact:** Geraldine Triffitt, tel. (06) 246 1177

### A contributor writes:

A first-time author recently had a manuscript accepted by a large, reputable publisher in Sydney. He was asked to make certain improvements to the text and then to resubmit the manuscript, *complete with index* (emphasis added). When this novice author asked for guidelines on how he should approach the awesome task of compiling an index, he was told by the publisher: 'Oh, it's easy. Just choose a few words from each page and write them down with the page numbers'. The author duly returned with the amended manuscript, though without an index. When he apologised for the lack of an index, he was told: 'Don't worry about it—we don't really need it at this stage anyway'.

### New members

The Society welcomes the following new members:

**Mrs J. Boothroyd**, Melbourne, Vic.

**Dr K. Brown**, East Ivanhoe, Vic.

**Dr. M. Exon**, Perth, WA

**Ms P. Findlay**, Greenwich, NSW

**Mrs M. Healey**, Crows Nest, NSW

**Mrs M. Flood**, North Epping, NSW

**Mr R. Maynard**, Corinda, Qld

**Ms K. Rodrigues**, Brisbane, Qld

**Ms J. Rudd**, Glebe, NSW

**Ms S. Sandford**, Clifton Hill, Vic.

**Ms S. Whitbourn**, St Kilda, Vic.

**Mr W. Yeates**, Williamstown, Vic.

and the following rejoined members:

**Mr B. Lockwood**, Northcote, Vic.

**Mr M. Middleton**, Brisbane, Qld

**Ms M. Rando**, Carlton, Vic.

**Ms I. Richters**, Sydney, NSW

## Indexes: a chapter from *The Chicago Manual of Style*, 14th edition; a review

*continued from last month*

*The first half of this article, edited for the AusSI Newsletter, was included in last month's issue. The complete article was originally published in The Indexer, volume 19, number 2, October 1994, and has been reprinted with the kind permission of the editor of that journal and the author of the article. In this second half, Bella Hass Weinberg continues her review of the treatment of indexing in the fourteenth edition of the Chicago Style Manual. (Please note that ellipses indicate that text has been omitted.)*

The aspect of index format that I find most objectionable in the Chicago style is the use of a comma, rather than a colon, to separate a heading from a qualifying phrase (17.57). This fails to differentiate inverted headings from heading-subheading combinations in cases where there is only a single subheading. In a run-in index, this has implications for alphabetisation, as the delimitation of the filing medium is unclear, although a subsequent section (17.97) says that 'alphabetisation ... stops at the first comma preceding a modifying element or an inversion', i.e. the two types of entries are filed the same way. Mulvany in *Indexing Books* has discussed in detail the special filing rules of Chicago that differentiate the various functions of a comma, and so I shall not reiterate those.

The Chicago rules for capitalising/lower-casing and punctuating cross-references are difficult to implement when working without indexing software. In defence of the apparent inconsistencies in the format guidelines, I can state that capitalising a *see also* reference at the end of a run-in entry makes the reference more visible. Insufficient attention is given in the

*Manual* to the position of a *see also* reference after a main heading that has locators: does the reference precede or follow them? There is one example that deals with this case in the context of indented format (17.10), but no discussion.

On professional issues, I am unhappy with the *Manual's* statement that an indexer 'may not see the final, copyedited form' of the index (17.64). First, I believe that editors should not tamper with an index; if changes are absolutely necessary, they should be reported to the indexer, the only one who can know whether there are cross-references to a revised heading. A subsequent section of the *Manual* makes a related point: 'an ... editor should be wary of tampering with ... an index, lest ... the carefully thought-out structure [be] undone' (17.132).

The *Manual* illogically notes that the indexer will not be given the chance to proofread an index before discussing copyediting (17.64); in my opinion, the opportunity to review proofs is also something an indexer should insist on, even if a machine-readable version of the index was submitted. Review of a typeset index is necessary to check such formatting features as *continued* headings.

Indexers often say that they do not want a byline because editors have botched their work. The indexes to both the *Manual* and the separate chapter (more on these below) lack a byline, and the text does not discuss this important professional issue—perhaps because author-indexers are perceived as the primary audience.

The proofreading of an index would logically have been the last topic of the chapter, but this is followed by a section entitled 'Gauging the Length of an Index as You Go'. Useful data is provided here. 'What to Do about Typos You Find' [in the text of a book] should also have been

discussed much earlier, but it is good that this important topic is included.

The section on 'General Principles of Indexing' begins by noting that the author's usage is to be preferred in the formulation of index headings (17.69). The subsequent paragraph advises indexers to start by reading through the entire set of page proofs—good advice, which should have come at the beginning of the section on the indexing process. The text then returns to the wording of entries, reiterating the principle of author's usage.

Full-length indexing manuals, such as those of Mulvany and Wellisch,<sup>3</sup> increasingly defer to *Anglo-American Cataloguing Rules*<sup>10</sup> (AACR2) for the formulation of name headings. Chicago continues to advise indexers to prefer real name over pseudonym, however, allowing some exceptions, such as Voltaire and Mark Twain (17.77). AACR2's principle—the best known form of the best known name—provides more guidance. Chicago does not apply the principle of better known name to married women (17.79), and the *Manual* echoes AACR2's principle of two bibliographic identities (rule 22.2B2) in allowing headings for both a woman's maiden name and her married name in single index (17.80). Chicago explicitly defers to cataloguers in section 17.115 in advising indexers to 'consult the catalogue of a large reference library in doubtful cases' of formulating name headings.

AACR2, which is designed for large catalogues, does not suggest adding qualifiers such as (brother) and (grandfather) to name headings, and it is good that the *Manual* includes guidance on bibliographical indexing (17.78). Another commendable point is that the qualifier (king of England) for Henry V is unnecessary in a book on English history

(17.81). Context must be taken into account in book editing.

Another area where Chicago's rules diverge from cataloguing rules is in the handling of newspaper titles. Whereas serials cataloguers are faithful to the title on the piece and add geographic qualifiers as required to differentiate identical titles, Chicago says to index under city of publication, e.g. *New York Daily News*, not *Daily News* (New York) (17.93). The stated exceptions are newspapers 'intended for national distribution' (how would one determine that?) and 'foreign English-language newspapers', such as *Times* (London). Would one reverse the rules in the United Kingdom?

Among debatable points in 'Principles of Alphabetising' is the statement that 'Hyphens, slashes and apostrophes are treated as continuing the single word' (17.97). Many systems convert the first two of these characters to spaces. Mulvany's objections to the rule requiring identification of the function of the comma have already been noted. This principle certainly does not lend itself to automatic sorting.

The *Manual* confuses numerical sorting (17.102) with sorting *on mathematical value*: computer programs that sort on the initial digit will file 9 *after* 44; a more complicated algorithm is required to sort on the value of a number as a whole. It would have been logical to juxtapose chronological filing (17.105) with this section, but the handling of diacritics and the filing of prepositions in subheadings come between them ...

As is to be expected from the *Chicago Manual of Style*, the sections on copyediting and typography of indexes is excellent. The text of the chapter itself is well copyedited and attractively formatted, with appropriately positioned and useful illustrations ...



### The indexes to the *Manual* and the separate

The index to the *Manual* serves to reveal that all the information on indexes is not in Chapter 17. Copyediting and mark-up of indexes, as well as the elision of numbers, are among the topics treated in other chapters of the book. Editing and typography of indexes are discussed in Chapter 17 as well; the discussion of inclusive numbers in Chapter 8 is reprinted in the separate.

The separate has its own three-page index, while the *Manual* possesses one spanning fifty pages. Indexes to works on indexing always bear examination. The index to the *Manual* as a whole will be evaluated first.

A problematic feature of the format of the *Manual*'s index is that (*continued*) headings are used only on the first column of left-hand pages. This is particularly troublesome in the section of the index dealing with *indexes*. The column before that of the *sough* entry begins with the subheading 'offset lithography'; the column in which 'indexes' is found begins with the subheading 'of displayed equations', and the column to its right begins with 'indentation in'—leading a full column of subheadings. The University of Chicago Press has not followed its own advice in this regard: 'continued lines are ... helpful, and highly recommended, at the head of any column that continues an entry in another column' (17.139).

Although indented style is used for the index, only one level of subheading is provided throughout. Most of these lead to one or two section numbers where a specific rule is discussed, but not infrequently, there are strings of undifferentiated locators that could have been broken up by subsubheadings ... While indexing authorities differ on the magic number for the maximum number of locators, all agree that more than twenty are excessive. The *Manual* itself

has the rule of thumb that subentries are needed for more than five references (17.51) and instructs editors to break up 'long strings of unanalysed locators' (17.34, point 3).

The index includes cross-references, but not all that are warranted: the entries for 'United States' and those beginning with 'US' are not linked. The index is not fully exhaustive either. For example, the limited sorting capabilities of word processing software are discussed in sections 17.26 and 17.134, point 9. There is no entry for or cross-reference from 'sorting'; 'word processors' has a single locator in the index, and it is not either of the aforementioned. From that heading we are told 'See also computers'; the latter heading has the subheading 'alphabetising with', but no references to these passages. The double entry, 'alphabetising: computer assisted' has four locators, while its permuted form has only two.

Format choices made on which indexing authorities disagree include ignoring prepositions in the filing of subheadings, and the positioning of *see also* references as the last subheading. The index has an introductory note, but it does not specify whether word-by-word or letter-by-letter filing is used. Inspection of the sequence reveals that the latter was chosen, in accordance with the Press's preference. The former method of filing would have created more useful juxtapositions than 'et cetera; ethnic groups; et seq.'.

The index to the separate is not a mere excerpt from the general index to the *Manual*. It has no heading for 'indexes'; most of the subheadings of that term in the full *Manual* are main headings in the index to the separate, with conjunctions and prepositions deleted. For example, the entry 'indexes: and tables, 17.30' in the *Manual* becomes 'tables, 17.30' in the separate. The latter index does not have the strings of locators found in the

*Manual*. Headings such as 'cross-references' and 'punctuation' have good subheadings, set in a run-in format, no doubt to save a signature: the last page of the index is printed on the inside back cover.

As in the full *Manual*, there are no *continued* headings on the right-hand columns of index pages in the separate. The first page of the index has the intriguing words 'you go' on the top right, split from the heading-subheading combination 'computer-assisted indexing: checking entries as you go'. Contradicting Chicago's formatting rules, *see also* references at the end of run-in entries are preceded by semicolons rather than periods.

### Conclusions

The chapter on indexes in *The Chicago Manual of Style* is neither an ideal tool from which to learn indexing, nor does it constitute an ideal standard for index format. The description of the indexing process is, in this reviewer's opinion, the best feature of the work. The index to the *Manual* does not serve as a particularly good model of index structure and format; the index to the separate is better.

- 3 Wellisch, Hans H. *Indexing from A to Z*, Bronx, NY: H. W. Wilson, 1991.
- 4 Anglo-American Cataloguing Rules, 2nd ed., 1988 revision, Chicago: American Library Association, 1988.

### Student Membership Rate

There have been enquiries about a student membership rate. It has been decided that a rate of \$20 per year will be set. This will start at the next half-year from July (at \$10 for the half-year) with the full rate applying in 1996.

## CINDEX™ Nuts & Bolts



### Number 1

#### Saving keystrokes

CINDEX provides numerous short-cuts to help users save keystrokes.

#### Typing commands

You need only type the first 2 letters of a command, and the first 3 letters of a modifying parameter. For example, instead of:

CREATE	type	CR
SET FORMAT	type	SE FOR
DUPLICATE 344	type	DU 344
SUBSTITUTE/PATTERN	type	SU/PAT

#### Repeating commands

At the command line, press SHIFT ↑ or SHIFT ↓ to move forwards or backwards through previously issued commands (in version 5.1 just the ↑ and ↓ keys have the same effect). The last 10 commands can be retrieved in this way— handy when you are doing a repetitious procedure which uses the same command a number of times.

#### Reproducing the page number of the previous entry

When adding a new entry the page number of the previous entry can be duplicated by pressing ALT-O. CINDEX can also be set up to carry the page number into new entries automatically after pressing PgDn. This can be convenient when many entries are being added from the same page, but remember to change the page number when turning the page! To do this type SET GENERAL (or SET MODE in version 5.x) and change the option Carry page refs? to 'y' (yes).

Garry Cousins

*Next issue: more on saving keystrokes*

## Letter to the Editor

*Jo Rudd has had difficulties with using Macrex and would welcome the formation of a self-help group.*

Dear Editor,

In the March issue of the AusSI Newsletter I noted with interest that Garry Cousins will be writing a column about the 'Nuts and Bolts' of using CINDEX. I wish someone would do the same for Macrex.

I'm in the middle of compiling my first (very long) index using Macrex. Batches of page proofs have been arriving since December 1994 (a procedure to be avoided, I've discovered, though at the time I welcomed the arrangement because I thought it would allow me to learn about Macrex and my computer as I worked).

At the end of December I came across something in Macrex that I didn't understand and couldn't resolve no matter how much I studied the manual. I attempted to find someone else in Sydney who used Macrex from whom I could seek advice. I suppose many people were away, but six phone calls to Sydney members produced only the information that 'most Macrex users seem to be in Victoria'.

Three calls to Melbourne eventually produced a friendly return call from someone I knew slightly, but she wasn't a Macrex user and the person she suggested I contact wasn't answering his phone.

I've since encountered two further problems with Macrex:

- the checking of cross-references after the merge command repeatedly throws up four cross-references labelled 'Not Found'. Yet I've checked them repeatedly and they are *there*. I've checked for repeated page

numbers and circular directions, but no, that's not the problem (surely 'see also' isn't regarded as circular?)

- I wanted to add an extra word ('by') to the list of words to be disregarded when sorting subheadings. Following the manual, I added it first to the list of 'changed words' and, when that made no difference, to the list of 'ignored words'. Neither seem to have any effect on the sort.

Surely there are some Macrex users out there who would be willing to come forward and form a tiny phone network of people who would help each other with hiccups like these? Perhaps someone experienced in the use of Macrex would produce (or even start) a column such as that being offered for Cindex—I'm sure it would generate contributions from members. Or has Macrex fallen into disrepute in Australia?

**Jo Rudd**

PS A letter in January from Drusilla Calvert said they were hoping to find their way to Australia before long, and would then try to establish better links between Macrex users.

*The Macrex advertisement on page 8 might be just what you're looking for. Ed.*

### Next deadline—Friday 5 May 1995

News, views and reviews are always welcome. Floppy disks will be appreciated where articles are longer than one A4 page (preferably 3.5" Macintosh disks; Microsoft Word software; IBM is also OK). Send all contributions to the Editor:

Ann Philpott  
1/6 Scheele St  
Surrey Hills Vic 3127



# The Wonderful World of Indexing

## Conferences

*If you would like to notify AusSI members of any events, send information (including dates, venue, cost, theme and contact) to the editor.*

### 2 July–7 July 1995

*ASAL 1995 (Association for the Study of Australian Literature) Seventeenth Annual Conference*

THEME: Spatiality and Cultural Studies

VENUE: Institute Building, North Terrace, Adelaide, SA

COST: ASAL members \$120, early (by 12 May) \$110, non-members \$140, students/unwaged \$70, day \$50 (students \$30)

CONTACT: Phil Butterss, Department of English, University of Adelaide, Adelaide SA 5005, tel. (08) 303 4562, fax (08) 303 4341, email

pbutterss@adam.adelaide.edu.au or Amanda Nettlebeck, School of Humanities, Flinders University, GPO Box 2001, Adelaide SA 5001, tel. (08) 210 2104, fax (08) 201 2556, email enaen@cc.flinders.edu.au

### 3 July 1995–5 July 1995

*Australian Historical Association (AHA) 1995 Regional Conference*

VENUE: James Cook University of North Queensland, Townsville, Qld

COST: AHA members \$90, non-members \$100, students/concessions \$30, day \$30

CONTACT: Penny O'Hara, Department of History and Politics, James Cook University of North Queensland, Townsville Qld 4811, tel. (077) 814 594, fax (077) 814 487, email Penny.OHara@jcu.edu.au

### 5 July 1995–7 July 1995

*Australian and New Zealand Communication Association National Conference*

THEME: Framing Communication: Exclusions, Edges and Cores

VENUE: Edith Cowan University, Perth, WA

CONTACT: David McKie, 1995 ANZCA Conference Convenor, Department of Media Studies, Edith Cowan University, 2 Bradford St, Mt Lawley WA 6050, tel. (09) 370 6218, fax (09) 370 6668, email D.Mckie@cowan.edu.au

### 13 July 1995–14 July 1995

*ALIA State Library Conference (Qld)*

VENUE: Rockhampton, Qld

CONTACT: Graham Black, President, Queensland State ALIA Conference Organising Committee, tel. (079) 309 414, fax (079) 309 972, email g.black@cqu.edu.au

### 26 October 1995–1 November 1995

*Sixty-second World Conference of International PEN: A World Association of Writers*

THEME: Contexts of Freedom: Freedom of Expression and Cultural Diversity

VENUE: Fremantle, WA

CONTACT: Promaco Conventions, PO Box 890, Canning Bridge WA 6153, tel. (09) 364 8311, fax (09) 316 1453

### 6 October 1996–11 October 1996

*Fourth ALIA Biennial Conference*

THEME: Reading the Future

CALL FOR PAPERS: ask for detailed instructions and return your abstract by 28 June 1995

VENUE: World Congress Centre, Melbourne, Vic.

CONTACT: Reading the Future, ALIA 1996, Conference Secretariat, Convention Network, 224 Rouse St, Port Melbourne Vic 3207, tel. (03) 646 4122, fax (03) 646 7737, email mscarlett@peg.apc.org

## AUSTRALIAN SOCIETY OF INDEXERS

GPO Box 1251  
Melbourne Vic 3001

**President:** George Levick  
(03) 534 4843  
**Vice Pres:** Mary Long  
(03) 286 9125  
**Secretary:** Ian Odgers  
(03) 418 7275  
**Treasurer:** Joyce Gillespie  
(03) 654 8527  
(03) 710 1270  
**Editor:** Ann Philpott  
(03) 830 0494  
**email:** c/- AusSI@isb.csiro.au

### Committee Members:

Max McMaster: (03) 571 6341  
Heather Hillman: (055) 62 5084  
Rosemary Bunnage: (03) 565 2605  
John Simkin: (03) 429 8817  
Josephine McGovern: (03) 596 1555

### NSW BRANCH

PO Box R598  
Royal Exchange  
Sydney NSW 2000

**President:** Alan Walker  
(02) 380 5875  
Fax (02) 361 0651  
**Secretary:** Michael Wyatt  
(02) 281 0460  
**Treasurer:** Kingsley Siebel  
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Lorraine Doyle  
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### ACT REGION BRANCH

GPO Box 2069  
Canberra ACT 2601

**President:** Geraldine Triffitt  
(06) 246 1177  
Fax (06) 249 7310  
**Secretary:** Jenni Cole  
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