

SOCIETY OF INDEXERS IN AUSTRALIA

All correspondence regarding The Society of Indexers (England), The Society of Indexers in Australia and the *Newsletter* should be addressed to H. Godfrey Green, 35 Rosedale Road, Glen Iris, Victoria 3146.
Phone: 26 6901, ext. 166; A.H. 25 3314.

Absente auxilio perquirimus undique frustra,

Sed nobis ingene indicis auxilium est.

NEWSLETTER

NUMBER THREE

FREE TO MEMBERS

OCTOBER 1973

NEXT MEETING

THOSE who have struggled with the indexing of foreign names will appreciate Mr. Douglas Bishop's talk at the next meeting of the Society on Thursday, 25 October, 8 p.m. at 35 Rosedale Road, Glen Iris, when he will describe how the problems of recording the names of migrants are overcome.

This will be a fitting sequel to Mrs Patricia Alonso who held her audience enthralled at the last meeting when she told of a feasibility study for a commercial index to a reference text, conducted as a research project during her course for the Master of Science degree at the Columbia University School of Library Service, and of an index to a periodical run by slip method.

The full text of her talk is given as a supplement to this *Newsletter*.

You are cordially invited to come and bring a guest to the October meeting; please note the date.

MEMBERSHIP IS GROWING

THE list of members continues to grow; we now have over fifty members in five states. This month we welcome Miss Barbara Staples, A.C.T.; Mrs. M.C. Michell and Mrs. June A. Topnoir, Queensland; Miss H.M. Hicks, New South Wales; Mrs. Beryl J. Adams, Miss Josephine McGovern, Mr. J.E. McLean, Mrs. Ruth E. McLean, and Miss R.B. South, Victoria. (This is up to 18 September)

CORRESPONDENCE COURSE

AN EXPERIENCED indexer is conducting the correspondence course on the principles of indexing which is now fully operative. Members throughout Australia have been advised of details. Many enrolments have been received. The first lecture books are now arriving.

The Newsletter now accepts papers in addition to those presented at the Society's meetings.

They should be of a practical nature and of some relevance to problems encountered in book indexing.

Other kinds of contributions which will be considered for inclusion are short notes on new techniques or systems of indexing, comment on papers appearing in previous issues of the Newsletter, and personal paragraphs of interest to indexers.

References to indexes in book reviews are also wanted.

Contributions, which should be typewritten double-spaced, single-sided, and not more than 1000 words, should be addressed to The Editor, S.I.A. Newsletter, 35 Rosedale Road, Glen Iris, Victoria 3146.

FOR INCLUSION IN THE NEXT ISSUE OF THE *NEWSLETTER*, CONTRIBUTIONS SHOULD BE RECEIVED NOT LATER THAN 14 NOVEMBER 1973.

EXPERIENCES IN INDEXING: A short talk to the Society of Indexers in Australia, 13 August 1973 by P.A.G. Olonso.

This evening's talk concerns a feasibility study of an index to Southern Hemisphere Glacier Atlas, and indexing Underwater Naturalist, Volumes 1-6. The first work will be considered especially for detailed and specialised analysis before actual indexing; the second effort presents problems of quantity and variety.

In outline, the process applied to the Glacier Atlas (which is, by the way, a bibliography and mini-handbook, not an atlas of maps!) consisted of selecting a representative sample, reading, formulating rules, marking for typing, formulating abbreviations, typing on 3 x 5 inch cards, alphabetting at one go, typing sample index pages, editing, then writing a report on the feasibility study. The Underwater Naturalist work involved quickly reading volume 5, selectively reading over all six volumes, formulating rules, typing original to be alphabetted and one carbon as page record, cutting ribbon copy into slips and alphabetting in batches, editing, final alphabetting and revision.

The Glacier Atlas study combined teaching goals and practical use; it was purposed to establish the need for such an index to the seminar group at the School and to the publisher. Thus the report to the publisher reads in part:

A reference book without an index limps as a ready reference tool. If the user does not know the classification system and specific context for the item he wishes to look up, the table of contents helps not at all. Lists of illustrations and references suffer similar limitations; they presuppose prior knowledge of general location which the user frequently does not have. For maximum usefulness, a reference book should include a single alphabetical index of places, natural features, concepts, cultural features, objects, and persons.

One particular book of great potential value that lacks an index is Southern Hemisphere Glacier Atlas by John Mercer, Technical Report 67-65-ES, prepared at the American Geographical Society, published June, 1967, for the United States Army Natick Laboratories, Earth Sciences Laboratory, ES-33, Natick, Massachusetts 01760, under Contract No. DA49-092-AR0-25. This work consists of comprehensive, discursive surveys of knowledge on mountain glaciers in the Southern Hemisphere, treated in twelve sections, with lists of pertinent literature, maps, photographs and other illustrations.

At the present time, (1968) the book has received wide distribution among glaciologists and other scientists in government service and in civilian work; the volume is held in the libraries of many educational and research institutions. The table of contents gives page references to the discursive text, the references, cited lists, and the lists of photographic, cartographic and other illustrations for each of the twelve glacial regions of the Southern Hemisphere. To the best of my knowledge and belief, the book is unique in its field, and as complete and accurate as possible. No equivalent historical review exists. The Southern Hemisphere Glacier Atlas comprises a unique collection in one volume of some unpublished material and much information to be found only scattered through past literature. However, its particular value for quick review of the history of Southern Hemisphere mountain glacier study and for ready reference to specific articles, monographs, maps and other illustrative materials is significantly lessened by lack of an index.

Since the publisher was then completing the Northern Hemisphere complement to the Atlas, it was suggested that both works be indexed and the indexes published together. Additional detail was presented to the seminar group at Library School: The Southern Hemisphere Glacier Atlas is a unique collection in one volume of unpublished material and of information to be found only scattered through past literature. Sources for similar published material include:

The Research Catalogue of the American Geographical Society Library;
The Catalogue of the Map Department of AGS;
The Old General Catalogue of the AGS Library;
Polar Record of the Scott Polar Research Institute;
Arctic Bibliography of the Arctic Institute of North America;
Antarctic Bibliography edited by George A. Doumani at the Library
of Congress for the Office of Antarctic Programs of the National
Science Foundation;

United States Board on Geographic Names gazetteers on the political units of the Southern Hemisphere;
Atlases from all sources on the regions and countries of the Southern Hemisphere;
The Library Subject Catalogue of the Royal Commonwealth Society, London;
Copenhagens Marinens Bibliothek Katalog;
Bibliography on Snow, Ice and Permafrost, with Abstracts
CRREL Report 12, United States Army, Cold Regions Research and Engineering Laboratory, Hanover, N.H.

These sources serve for general reference and do not usurp the special function of the Southern Hemisphere Glacier Atlas. However, its particular value for quick review of the history of Southern Hemisphere mountain glacier study and for ready reference to specific articles, monographs, maps and other illustrative materials is significantly lessened by the lack of an index.

Trial Indexing

Fifty-two pages, about 15% of the book, were trial indexed to facilitate estimation of the total number of page references, to discover duplication of material, and to establish headings for classed lists. These pages, 1 - 22, and 209 - 239, were the sections on the glaciers of Ecuador and of New Zealand. I worked on one Spanish and one English-language area to ascertain whether either of the two major languages of the Southern Hemisphere offered any special difficulties. No such problems arose.

Types of Heading

Types of headings produced in my trial index were, by rough order of decreasing frequency of occurrence:

1. Names of peaks and mountain ranges;
2. Names of persons: explorers, authors, cartographers, publishers;
3. Names of glaciers;
4. Titles of literary and cartographic publications;
5. Names of map producing agencies;
6. Names of geographic units and political regions;
7. Names of other natural features;
8. Types of glacial and periglacial phenomena;
9. Meteorological terms;
10. Names of depository institutions.

Types of Subheadings

For my own convenience I established these abbreviations for use in subheadings:

Au = author or joint author of a bibliographic entity;
h = altitude above sea level, commonly termed height;
ill*= illustrator, illustration other than map or photograph;
in = explorer, climber, field glaciologist;
m* = map issuer, map;
ph* = photograph issuer, photograph;
q = quoted on

*Note that these abbreviations used after the names of persons indicate only that maps, photographs or other illustrations were included in their published work or among the products of their expeditions, and that it is not necessarily true that the persons did the work themselves. The index entries are based on references given in the text that serve for bibliographic reference; one must consult the source to assign credit to the actual originator of the material. The abbreviations save space and preparation time, but may be expanded for user ease in the final draft.

Subheadings are arranged alphabetically, not according to order of occurrence in the text.

Special Problems with Index Entries

Names of peaks, mountain ranges, glaciers, geographical units and other natural features present some difficulties. Peaks with Spanish names beginning with "Cerro", "Nevado", and "Volcan", are entered under the main parts of their names, with "see main part of name" after the generic term. However, peaks may be encountered that do not lend themselves to this inversion, as "Lake of the Woods" in English does not; appropriate changes in the

syndetics will be made.

In English also, confusion sometimes arises concerning names of peaks and other natural features that are not well known with generally accepted forms. The World Data Centre; Glaciology at AGS prefers the inverted form, unless the name is firmly entrenched otherwise, producing "Mount Kenya see Kenya, Mount" and "Mount Kilimanjaro, see Kilimanjaro" but "Mount Rainier" in direct form as commonly used.

After each glacier and peak, the name of the country is given to facilitate recognition, e.g., "Abraspungo Glacier, Ecuador 7" and "Altar, Cerro, Ecuador 5". Each mountain range has a similar modifier and a list of peaks in a "see also" reference after the regular entries, e.g.,

Cordillera Occidental, Ecuador, see also Chiles;
Cotacachi, Pichincha, Corazon, Iliniza, Carihuairazo;
Chimborazo.

Glacier fields require similar referencing.

Surprisingly few large geographic units besides mountain ranges, and few political subdivisions are mentioned in the book. The commonly accepted names of countries provide sufficient general reference, while specific glaciers and peaks are discussed without mentioning administrative divisions or political boundaries. Therefore the classic problem of direct or indirect reference of subdivisions does not arise. Also, the index when completed will not comprise as complete an authority-list of geographic terms for the Southern Hemisphere as I had expected.

Individuals may be mentioned as explorers, climbers, field glaciologists, authors and issuers of maps, photographs and other illustrations. There is no way of knowing from the text whether the individual took the photographs or drew or compiled the maps or prepared the illustrations cited under his name. Nevertheless, I have thought it useful to continue giving designations for these citations, "ph", "ill", "m", with a cautionary explanation in the preface and running feet of the index. Given the need to cut the size of the index, these citations would be my first exclusions.

When an individual is quoted, the index entry has the modifier, "q" for "quoted on", e.g., "Whymper, q, storms on Chimborazo 5".

Explorers, climbers, and field glaciologists designated "in" for "investigator" have as modifiers the peaks or mountain ranges investigated, e.g., "Stubel, in Andes, Ecuador 3".

Individuals are referred to only by their surnames in the book, except in the "References Cited", where two initials appear. Date of publication is given with the surname in quotations, map and photograph references. When two individuals have the same name, which occurred once in a spot check of two hundred names, then differentiation, even aided by date of publication, is time-consuming. Verifying surnames and chasing similar names occupied a considerable portion of my editing time, raising it above indexing time. This seems an unavoidable situation, unless the index is to drop initials before surnames altogether and to have some faulty entries for individuals with the same surname.

Map producing agencies will have great numbers of subheadings, when the area mapped is noted for each reference. The direct entry for the area mapped has the modifier "m" but no designation for the producer. Book and periodical publishers are not indexed. Entries for glacial and periglacial phenomena have alphabetic subheadings for the area in which they occur. The same terms appear under the main entries for the areas, giving alternate access points.

In the fifty pages trial indexed, "storms" and "precipitation" were the only meteorological references. Therefore, references to meteorological phenomena do not constitute a large portion of the index which could be dropped as least relevant if cuts were needed, an assumption that I have previously made.

These are sample entries illustrating the procedures discussed above as applied to the section on Ecuador:

- Abraspungo Glacier, Ecuador 7
 Altar, Cerro, Ecuador, h 5
 Altar, Cerro, Ecuador, m 21
 American Geographical Society, m,
 Andes, Ecuador 21
 Andes, Ecuador 3
 Andes, Ecuador, snowline 3
 Antisana, Cerro, Ecuador, h 4
 Antisana, Cerro, Ecuador, ill 17
 Antisana, Cerro, Ecuador, m 21
 Bibliographisches Institut, Leipzig,
 m, Andes, Ecuador 21
 Blomberg, R., au, Andes, Ecuador 13
 Blomberg, R., ill, Cayambe, Ecuador 17
 Blomberg, R., ill, Pichincha,
 Ecuador 15
 Carihuairazo, Cerro, Ecuador 15
 Carihuairazo, Cerro, Ecuador, early
 studies
 Carihuairazo, Cerro, Ecuador, h 4
 Carihuairazo, Cerro, Ecuador,
 ice tongues 7
 Carihuairazo, Cerro, Ecuador,
 snowline 7
 Cayambe, Volcan, Ecuador, ill 16
 Cayambe, Volcan, Ecuador, m 21
 Cerro see main part of name
 Chiles, Volcan, Ecuador, early
 studies 5
 Chiles, Volcan, Ecuador, h 4
 Chimborazo, Ecuador, early studies 7
 Chimborazo, Ecuador, h 4
 Chimborazo, Ecuador, m 21
 Chimborazo, Ecuador, storms 5
 Corazon, Cerro, Ecuador, h 4
 Corazon, Cerro, Ecuador ph 15
 Corazon, Cerro, Ecuador, snowline 6
 Cordillera Occidental, Ecuador 3
 Cordillera Occidental, Ecuador, ill,
 ph 15-20
 Cordillera Occidental, Ecuador, snow-
 covered peaks 4
 Cordillera Occidental, Ecuador, snow-
 line 3
 Cordillera Occidental, Ecuador, m 21-22
 Cordillera Occidental, Ecuador, see
 also Carihuairazo, Chiles, Chimborazo,
 Corazon, Cotacachi, Iliniza, Pichincha
 Cornice, Iliniza, Ecuador 6
 Ecuador, Andes see Andes and specific
 peaks
 firn fields, Andes, Ecuador 3
 firn fields, Iliniza, Ecuador 6
 glacier tongue, Iliniza, Ecuador 6
 Hans Meyer Glacier, Ecuador 7
 ice tongues, Andes, Ecuador 3
 Iliniza, Cerro, Ecuador, cornice 6
 Iliniza, Cerro, Ecuador, early studies 6
 Iliniza, Cerro, Ecuador, firn field 6
 Iliniza, Cerro, Ecuador, glacier
 tongue 6
 Iliniza, Cerro, Ecuador, h 4
 Iliniza, Cerro, Ecuador, ph 15
 Iliniza, Cerro, Ecuador, snowline 6
 Meyer, H., ill, Andes, Ecuador 3
 Meyer, H. au, Andes, Ecuador 13
 Meyer, H., ill, Antisana, Ecuador 17
 Meyer, H., ill, Cayambe, Ecuador 17
 Meyer, H., in, Andes, Ecuador 3
 Meyer, H., m, Andes, Ecuador 21
 Meyer, Hans, Glacier see Hans Meyer
 Glacier
 Nevado see main part of name
 nieve penitente, Andes, Ecuador 3
 nieve penitente, Chimborazo, Ecuador,
 ph 16
 Pan American Union, au, Andes,
 Ecuador, 14
 precipitation, Andes, Ecuador 5
 Reschreiter Glacier, Ecuador 7
 Servicio Geografico Militar, Quito,
 m, Andes, Ecuador 21
 snowline, Andes, Ecuador 3
 snowline, Carihuairazo, Ecuador, 7
 snowline, Corazon, Ecuador 6
 snowline, Cordillera Occidental,
 Ecuador, 3
 snowline, Iliniza, Ecuador 6

Cost and Size Estimates

Including time to think about rules and standard modifiers, indexing fifty-two pages took two hours. Editing took two and a half hours. I estimate that an experienced indexer provided with the rules that I have developed could reduce these work times by at least one third. Total indexing and editing time for the 325 pages would then be twenty hours.

On the basis of my trial indexing, I estimate twelve to fifteen initial entries per page, totalling 4000 to 5000 entries. At a rate of two cards per minute, typing will take about thirty-five hours, alphabetting another thirteen hours, totalling forty-eight hours of clerical work, assuming primitive card-typing techniques.

Assuming \$4.00 per hour for the indexer and \$2.50 per hour for the clerk, total time and cost estimates are:

20 indexer hours @ \$4.00/hr	\$80.00
48 clerk hours @ \$2.50/hr	120.00
cards, paper, office incidentals	100.00
Total estimated cost	\$300.00

(Note: 1968 figures.)

Since I left the publisher's city soon after completing the feasibility study no further developments followed.

I shifted from studying reference book indexing to actually indexing six volumes of the journal of the American Littoral Society, Underwater Naturalist. Rules formulated for this index during the process described previously, read as follows:

Entries and qualifiers are arranged alphabetically word by word. Reference numbers represent volume, issue, page(s). Book reviews, shipwrecks and Littoral Society material are grouped together. These abbreviations are used: AR = Aquatic Reporter; BR = book review; ph = photograph; phr = photographer; sk = sketch; UN = Underwater Naturalist.

For the editor: As suggested, all bylines of authors are indexed, no matter how small the contribution.

Joint authors are indexed thus: Jones, A. and B. Smith....and Smith, B. and A. Jones.... Authors of reviewed books are not indexed. Book reviewers are indexed. Book reviews are classified by title of book. Editors and columns are selectively indexed. Advertisements are not indexed.

Subjects qualified by place where relevant; places indexed if important. Latin names in boldface refer from common name.

News portions not indexed in depth.

Form entries for maps and photographs not direct, but indirect as qualifiers after subject.

A great help to me in tackling this job was an article by Paula M. Strain, "Indexing a periodical run" in the Special Libraries Association Geography and Map Division Bulletin No. 65, September 1966, pages 5 - 10. Some suggestions from her work are incorporated here.

Interesting aspects of indexing this journal were: entering the names of each and every contributor, even of letters and short news reports, to encourage more contributions; economizing by indexing book reviews by title and subject, not author; using Arabic numerals separated by commas to avoid typographical errors with Roman numerals and with punctuation requiring up-shifting or less used signs; referring from vernacular fish names to Latin names; avoiding subject cross references; and checking variant author names with an editor on the other side of the Pacific.

Here are some sample index entries from page record copy (not in final index format):

Cirencione, F. Gerard report on N.J. chapter 1, 1, 25-26
Fish count (Fla.) problems 1,1,24
speed (fish) 1, 1, 27
artificial reef, 1, 1, 27

Editor--Is David Bulloch the same as David K. Bulloch? If yes, please delete the K. in the mixed entries for these two names (mixed and assumed one person)
If no, please separate into two alphabetical groups, David followed by David K.

Storr, John "Art of fish watching" 1, 3, 11-13;
Binner, John A. Letter on sport fishing government aid 1, 2, 2,
agular fish see Lophius americanus (common name to Latin species name required
research and editing to verify equivalents)
shipwreck Lightburn salvaged 1, 2, 3
Solon, Gary skr 1, 2, 5
fish (small) collecting, 1, 2, 6-11 + 32-36
Clark, Eugenie diver ph 1, 2, 6
poisons for catching fish 1, 2, 7-9
spear fishing 1, 2, 34
electrofishing 1, 2, 36
corbina, ph 5, 1, 41
Smith, Cal, painter 1, 4, inner front cover
Tzimoulis, Paul "Backyard photography: with sample underwater photographs
1, 4, 27-30 + front cover
remora/shark symbiosis suggested 1, 4, 3-4

shark/remora symbiosis suggested 1, 4, 3-4
symbiosis, shark/remora 1, 4, 3-4
yellow jacks see Gnathanodon speciosus
Gnathanodon speciosus, young piloting 1, 4, 10-13
Hobson, Edmund S. "Notes on piloting behavior in young yellow jacks" 1, 4, 10-13
seaweed collecting 1, 4, 13-15
ALS chapters 1, 4, 25
BR Young sportsman's guide to scuba diving 1, 4, 31
diving jobs 1, 4, 31
Paralichthys dentatus ph 1, 4, 24 identified 1, 4, 32
summer flounder see Paralichthys dentatus
northern fluke see Paralichthys dentatus
ALS membership goals, 2, 1, inside front cover
North, Wheeler, "Forests of the sea" 2, 1, 5-8
"Forests of the sea" 2, 1, 5-8
Akli Drive, Washington (state) artificial reef 2, 1, 21

(Sample index slips and copies of the works indexed were handed around)

Finally, may I relate my basic practical lessons from these two experiences: When indexing specialised matter, analyse carefully the document to be indexed and the entry types and their forms first, then write out rules for dealing with problematic types and forms. Work only a few hours at a time on actual indexing, do the alphabetting and general revision when you are slowing down, revise finally when you are again fresh.

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Discussion following the talk treated the need for prior specialised knowledge of the indexer; disappointment in authors of books reviewed at not being able to find their names in the index, offset by the high cost of including them and low benefit thereby to readers, as the book reviews are wanted from subject-access point of view, rather than for specific writers already known; form entries for maps and photographs being substituted by qualifiers to subject entries; gummed perforated labelling paper suitable for use as index slips; work-saving method of typing entries once on a card, immediately alphabetting, then photocopying cards.

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—To Members in Victoria

FILL IN AND RETURN THIS SLIP ON OR BEFORE 15 OCTOBER 1973

Mr. H. Godfrey Green
35 Rosedale Road
GLEN IRIS, VIC. 3146

will*

I will not* be attending the meeting of the Society of Indexers in Australia on 25 October 1973.

will*

I will not* be bringing a guest to this meeting.

(signed)

* Strike word(s) which are not applicable.