

# ANZSI NEWSLETTER

Volume 1, number 10, November–December 2005

## From the President



**T**his President's Report covers the activities of our Society for the 19-month period from our last Annual General Meeting in March 2004 to this AGM in October 2005. It has been a period of great change for the Society, including the addition of a new Branch, a new Constitution and a change of name from 'Australian Society of Indexers' to 'Australian and New Zealand Society of Indexers'.

The most public change to the Society was the formation of a New Zealand Branch in September 2004.

Many thanks are due to Max McMaster who encouraged Branch formation during his regular training sessions in New Zealand, and to Tordis Flath who, as inaugural New Zealand Branch President, worked with her team to promote and shape the new Branch. The addition of the New Zealand Branch prompted a change of name to the Australian and New Zealand Society of Indexers. This change was enshrined in our new Constitution, which was accepted by a Special Meeting of the Society on 17 November 2004.

The new Constitution was one of the initiatives that grew out of the Society's 2002 Outlook Weekend, which examined our future directions. At that time, aspects of the Constitution were identified as needing modernisation, and Past President Alan Walker and Secretary Shirley Campbell took on that task. The prospect of a New Zealand Branch made us look again at all aspects of the Constitution, and a major reworking covered the name change, change of subscription year, periods of tenure for office holders, election procedures, clearer definitions, and a modernisation of the prose. Much of the work of initiating these changes and following through their implications was done by Shirley Campbell. Our thanks for her excellent job in providing us with a Constitution that should serve the Society well for many years.

Two additional changes affected the membership more than the public. The change from a calendar year to a financial year for membership subscriptions will, we hope, cut down the number of renewal notices that go unanswered in the pre-and post-Christmas season, and assist those freelancers who can align their renewals to financial year dealings. To ensure that no members were disadvantaged in the changeover, the Society subsidised all memberships for the six month period from January to June 2005, when the new membership year began.

**It has been a period of great change for the Society, including the addition of a new Branch, a new Constitution and a change of name ...**

This took its toll on the finances of the Society but the Executive was unanimous in our belief that it was an important investment in our membership and our future.

Another major change involved the newsletter. Despite many months of canvassing, the Society could not replace the previous honorary newsletter editor. The Executive therefore engaged the services of Peter Judge as newsletter editor. This has proved to be a most successful arrangement, and since his appointment our newsletter has improved in both quality and punctuality. Peter's assistance with all newsletter issues, from redesigning our title block to canvassing articles, goes beyond his payment and we are fortunate and thankful to have access to his many years of experience as an editor.

Most of the activities of the Society are undertaken at Branch level and are reported by the Branch Presidents at their Annual General Meetings. The main Society-wide activity is the biennial conference, which in 2005 was hosted by the Victorian Branch. The theme of the conference was 'Engage, Enlighten and Enrich' and all who attended agreed that this theme was well developed by the excellent speakers, presentations and social events. Our thanks to the Victorian Branch for the hard work that resulted in this seemingly effortless conference.

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**Deadline for the Jan–Feb 06 issue: 27 January**

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This newsletter is published monthly 10 times per year, with combined issues for January/February and November/December. It is sent free to all members of the Australian and New Zealand Society of Indexers. Opinions expressed in the newsletter are those of the individual contributors, and do not necessarily reflect the opinions of the Society.

It is *your* newsletter, and we are totally dependent on contributions, both large and small, from members. Please contact the editor if you have any questions about the suitability of items for publication. The editor reserves the right to edit or abridge contributions.

Please send files via email in MS Word Rich Text Format or plain text (ASCII). Do not embed footnotes in Word files.

### Next deadline

27 January for the Jan–Feb 06 issue.

### Graphics

Image files can be accepted in most common formats. Do not embed images in text files. Camera-ready art and photos can be scanned by the editor. Note that photos need to be clear, sharp and contrasty if they are to copy well in black and white.

### Advertising charges

Full page A\$175; half page A\$90; quarter page A\$35; full year 10 for the price of 8.

### Membership charges

A\$55 per year; A\$30 half year (Jan to June).  
Student member A\$30.  
Subscriptions to the Newsletter: A\$40 p.a.

### The Indexer

*(international indexing journal)*

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registration.html>

### Indexers Available

<www.aussi.org/IndexersAvailable>

## Index to the AusSI newsletter

John Simkin writes: 'Part of the Society's folklore includes the belief that somewhere there exists an index to the Newsletter compiled by Kingsley Siebel. I have not been able to find anyone who has a copy or knows where a copy may be found.

'My interest arises from my investigation of AusSI's history and concern for its archives. I have a personal interest here too, as I was the first editor from 1976 to 1979 and am now the sole surviving member of the committee which set the Society going. Our next conference will mark the 30th anniversary.

'My last resort is this plea in the Newsletter for anyone who knows the whereabouts of a copy of this index to contact me at the address below. When we have located the index, as I hope we will, I may make a proposal for bringing it up to date.'

John E Simkin  
PO Box 680,  
Belgrave, Victoria 3160 Australia  
Email: simmo27au@yahoo.com.au

## NSW Branch Christmas lunch

All ANZSI members and their spouses, partners or guests, are cordially invited to the NSW Branch Christmas Lunch, commencing at 1.00 pm on Tuesday, 13 December, at the Carlton Brasserie, Parramatta. A two-course meal and glass of wine are \$18.50, but an à la carte menu is also available. The Brasserie is in the Carlton Hotel at 350 Church Street, near the river. See [www.carltonhotels.com.au/parramatta/restaurants](http://www.carltonhotels.com.au/parramatta/restaurants) for details.

A group plans to join the lunch by the Rivercat at 11.50 am from Circular Quay. **RSVP** to NSW Branch President, [jonjermey@optusnet.com.au](mailto:jonjermey@optusnet.com.au), by 4 December.

## ACT Region Branch Christmas brunch

Our annual Christmas barbecue brunch will be held on Sunday, 4 December, from 9.30 am to 12.00 pm in the Lennox Gardens. This will be free to members. Flyers with details and a map will be sent out in early November. ANZSI members from out of town who would like to come will be very welcome.

## Call for submissions

### ASI/IASC triennial international indexing meeting and conference

The triennial international indexing meeting and conference, hosted jointly by the American Society of Indexers (ASI) and the Indexing and Abstracting Society of Canada (IASC), will be held at the Toronto Marriott Downtown Eaton Centre Hotel in Toronto, Ontario, June 15–17 2006.

We are seeking proposals for workshops and presentations that address the continuing education needs of indexers and information professionals. We are also interested in ideas for poster sessions, which will be displayed at the conference and then made available electronically as proceedings.

For information on how to submit your proposals, visit the conference area of the website. See you in Toronto!

Contact Information email: [info@asindexing.org](mailto:info@asindexing.org)  
phone: (303) 463-2887  
web: <[www.asindexing.org](http://www.asindexing.org)>

*(From the President, continued from page 1)*

An additional Society-wide initiative is the website. For the last 19 months, the New South Wales Branch has taken on the task of reviewing and revamping the website. They canvassed members in a Website survey, prepared and tested a new information architecture, and prepared tender specifications for the Website redevelopment. Our thanks to Caroline Colton, NSW Branch President for spearheading this initiative, to her Committee for the input that allowed Helen Skewes to develop the information architecture, and to our Webmaster Jon Jermy who has been training himself in the software which will be needed to maintain the new site when it is mounted in 2006.

Although the mentoring program is being developed at Branch level, ensuring that the program is consistent across the Society is an overarching function, and one which involves the ANZSI Committee. The ANZSI Committee has asked the Branches to coordinate their programs so that anyone involved in mentoring will undertake the same basic program at the same basic cost. The coordination work is ongoing, and we hope to produce guidelines for the Society's mentoring program later this year.

Three committees exist at the Society level and report to the ANZSI Executive. The Medal Committee, chaired by John Simkin, continues to do an outstanding job in judging indexes and granting awards for excellence. This year our Medal winner was Tordis Flath, with commendations to Max McMaster and Simon Cauchi. Our Registration Committee is chaired by Michael Harrington and provides a peer review of members' indexes. Many apply, but not as many achieve the criteria of quality that grants them Registered Indexer status. Our thanks to Michael and his Committee (Barry Howarth and Jean Norman) for their work in not only evaluating indexes, but in writing extensive reports to applicants outlining the strengths and weaknesses of their submissions. The Education Subcommittee meets irregularly to keep a watching brief on any developments that might assist with indexing training. While not particularly active this year, it met at the conference in Melbourne and members had a fruitful discussion with Francis Lennie, the American Society of Indexer's representative, about initiatives being pursued in the United States.

Our Society's structure, in which each Branch acts fairly autonomously in producing events and activities for members, means that much of the activity at the Society-wide level is administrative. This year our work involved the Constitution. Next year, the ANZSI Committee's major task will be to prepare administrative guidelines to accompany the new Constitution. These guidelines will cover many of the administrative aspects of the Society, for example financial

arrangements between Branches and ANZSI, maintenance of a Register of Indexers and membership files, relations with other indexing societies, roles of the various office bearers and committees, and procedures for payments, grants, subsidies etc. Work is well underway, with guidelines for registration, secretary's duties, and membership at almost final draft stage. It is expected that the complete guidelines will be formulated, approved by the ANZSI Committee and circulated by the 2006 AGM.

President's Reports traditionally include thanks to Committee members, as well as some thoughts for the future. The last 19 months would not have been possible without the untiring work of the ANZSI Office bearers (Clodagh Jones Vice President, Penny Whitten Treasurer, Shirley Campbell Secretary) and Committee members. We are truly fortunate that we have such dedicated Committee members – for example our membership secretary Joanna McLachlan undertook a semester of training to be fully conversant with the software that runs our membership database. I would like to offer particular thanks to the ACT-based Committee members Barry Howarth and Geraldine Triffitt.

The ANZSI Committee is primarily composed of corresponding members, and those who live closest to the Executive tend to cop the lion's share of the work. This year in particular, Barry and Geraldine were used as sounding boards for Constitutional issues, and their incisive comments and input were highly appreciated. Clodagh and Barry will be retiring from their positions in 2005/06 and I would like to thank them for their contributions over the years. I am pleased to announce that Glenda Browne will be replacing Clodagh as Vice President and Tracy Harwood will join the Committee as a 'roving' member. It gives me great pleasure to note that all remaining Committee members have agreed to remain in their current positions. My thanks to you all, your work is very much appreciated. (A full list of officials of the Society can be found on the last page of the newsletter).

What of the future? This is the last year that the current Committee, based in Canberra, will be holding office. The Constitution specifies the maximum tenure for any position to be five consecutive years, and our fifth year will finish at the AGM for 2006/07. We have taken on the finalisation of administrative guidelines as our major task and legacy for the next year. I encourage anyone who would like to be involved at the broader Society level to consider nominating for an ANZSI Committee position next year. It will be an interesting and worthwhile experience, I can guarantee.

*Lynn Farkas  
ANZSI President*

## **Greetings from New Zealand**

**Tordis Flath, Acting President, sends greetings from the New Zealand Branch:  
'We would like to wish all members of ANZSI a merry Christmas and a happy  
New Year. Celebrate and enjoy!'**

## Society of Indexers conference, Exeter 2005

The Society of Indexers conference 2005, was held from 8 to 10 July in the delightful Devon town of Exeter in southwest England. The conference was on the Streatham Campus of the University of Exeter. The University (approx. 12,000 students), situated on the side of a hill overlooking the Exe valley is very spacious with magnificent gardens. Accommodation was in Holland Hall, a modern student residence, with the conference venue a short 5 minute walk away.

There were approximately 85 attendees, predominantly local (UK) members, with four overseas attendees – one from USA, one from Canada and two from Australia. Sessions at the conference ranged from formal presentations, to seminars and workshops. There were two official dinners, as well as a pre-conference get together which about 20 of us attended at a restaurant housed in a lovely 18th century building opposite the superb Exeter Cathedral. At the first official dinner, guests were entertained by Philip Carter, from Oxford University Press, talking about *The New Dictionary of National Biography*, a mere 60 volume set which takes up just on 5 metres of space in hard copy. Fortunately it is now available on CD. Philip outlined how people get included in the dictionary – not just royalty, politicians, famous sportspeople, entertainers, and business people, but other more mundane folk and a few rogues as well. You don't have to be from the UK to be included, but you need a close association.

The second dinner included the presentation of the Wheatley Medal (akin to our ANZSI Medal). The medal was awarded to an indexing stalwart in the UK, also known to many in Australia – Hazel Bell, for her index to *Seven Pillars of Wisdom*, by TE Lawrence (J&N Wilson).

Michèle Clarke presented a paper on the indexing of gardening books. Areas covered included the use of Latin names, the problems of common names, and the need for synonyms for names of fruits, herbs and vegetables. She also alluded to the difficulty in gardening books on strictly using word-by-word or letter-by-letter filing and the need for a hybrid style.

Fabio Ciravegna from the University of Sheffield talked on document annotation for knowledge management. He explained that, of all company intranet information produced, only 15–20% of the material was utilised because of poor capture techniques. By using automatic active annotation of the material, much greater utilisation could be achieved.

Dr Nicholas Hiley from the Centre for the Study of Cartoons and Caricatures, University of Kent, talked on the indexing of British political and social cartoons. The online database is freely available to anyone, although you must register. Go to <[www.library.kent.ac.uk/cartoons](http://www.library.kent.ac.uk/cartoons)> for further details. Nicholas included information on the database structure and fields used, and provided a number of examples.

A panel of copy editors (Peter Nickol from A&C Black who produce primary school song books, Frances Brown from CUP and Richard Duguid from Penguin) discussed their respective companies inclusion of indexes in their publications and their use of freelance indexers to generate them. A duo of Angela Haynes and Richard Munro discussed libraries and museums in

the southwest of England. Unfortunately, some of their presentation had only limited relevance to indexing.

Bill Johncocks from the Isle of Skye, northern Scotland, gave a presentation on the 'Myth of the re-usable index'. Essentially, Bill spoke about embedded indexing, the advantages and disadvantages of such a system, and what type of indexes were suitable for re-indexing in this way. A very engaging and interesting speaker.

I attended two seminars. One session run by Caroline Barlow was on database indexing. The session was very basic and aimed at people who might want to become database indexers working for large commercial database services. Interestingly enough, Caroline only considered indexing, and didn't consider abstracting at all. The second seminar was run by Sue Lightfoot and was titled 'Workshops forum'. The session looked at the 10 different training workshops run by the Society of Indexers in conjunction with their 5-unit CD-ROM training modules. One difficulty they have found at times, which we can relate to, is getting sufficient attendees to make training courses economic.

Derek Copson spoke on the business aspects of indexing. This was a good practical session with plenty of hard-learned knowledge. Areas covered included dealing with clients, insurance, taxation and the need for motivational rewards for jobs well-done.

Andy Taylor spoke on internet security. A fascinating session discussing how vulnerable our computers are to outside attack from various external threats, and the essential need for constantly updated antivirus software, spyware and use of firewalls. Also, telephones were not secure and conversations could easily be eavesdropped by unscrupulous outsiders.

I gave two presentations at the conference. One was a seminar session on 'Approaches to indexing primary, secondary and tertiary educational texts' and the second a paper on the 'Mentoring scheme in Australia'. By feedback I have had from the Society of Indexers, both the seminar and paper were well received. An edited version of the mentoring paper is being published in the October issue of *The Indexer*.

The conference was excellent. It was nice to meet some indexers who I only knew by name or reputation. I also met some 'Yellow Spots' (no these people did not have some horrible disease), these are new indexers who have only been involved in indexing for no more than two years, and who were attending their first indexing conference. These 'Yellow Spots' were predominantly young (as indexers go), aged between 30 and 40, and were extremely enthusiastic. It was great to see some young people coming into our profession. The 'Yellow Spots' are being highlighted in the October issue of *The Indexer*, and one of our own members, Jane Purton, has an article as a 'Yellow Spot'.

I would like to thank the ANZSI Committee for selecting me as the official delegate to the Society of Indexers 2005 conference at Exeter. I strongly recommend that if you make the effort to attend one of their conferences, the effort will be very worthwhile. Their next conference, titled 'Aidan Bede Cuthbert: the ABC of Indexing' is being held at St Aidan's College, Durham, 7–9 July, 2006.

Max McMaster

# The alpha and the omega – filed at the beginning and the end

At a 'nuts and bolts' session at the ANZSI conference in Melbourne in March 2005, a question was asked about the filing of index entries starting with Greek letters such as  $\alpha$  (alpha),  $\beta$  (beta) and  $\gamma$  (gamma). Responses from the panelists, Frances Lennie and Max McMaster, and from the floor, suggested that these letters are ignored in indexes in topics such as enzymology and chemistry, but filed as if the letters were spelt out as words in topics such as pharmacology. Other 'rules' suggest ignoring the Greek letter when it is written as a letter, but considering it in filing when it is written as a word. I have been looking at indexes to see what is done in practice, and find, as so often happens in indexing, that there is no consistent approach at all.

## Why are Greek letters used?

*Dorland's Medical Dictionary* <www.merckmedicus.com> provides a list of uses of  $\alpha$  (alpha) as a prefix. In general, it is a way of indicating one of a related group of items. Specifically its uses include identifying: the carbon atom adjacent to the principal functional group; the specific rotation of an optically active substance, e.g. ' $\alpha$ -D-glucose'; a plasma protein migrating with the  $\alpha$  band in protein electrophoresis; or one in a series of related chemical compounds.

To ignore Greek letters in filing therefore acts as a means of classifying the entries in the index. Instead of indexing to the most specific name possible, ignoring the prefix enables the indexer to group like items together. How valid this is depends on how similar the items are, and whether users are aware that it is the broader term that should be sought. It may be that expert chemical users will expect to find ' $\alpha$ -D-glucose' under 'G', but that inexperienced users will be uncertain.

## Filing entries starting with Greek letters

On examining indexes to a range of books, I have seen Greek letters:

- filed as if spelt out
- filed as symbols at the very beginning of the index (before the As)
- filed as symbols at the beginning of the relevant letter (alpha at the beginning of the As, beta at the beginning of the Bs, mu at the beginning of the Ms)
- ignored in filing (but displayed in the entry).

There are also phrases such as 'interferon alfa' and 'epoetin gamma' in which the Greek letters were inverted when the name was created, thus simplifying filing.

## Filed as words

In most fields Greek letters are used and filed as words. This includes phrases such as:

- *alpha centauri* (in astronomy alpha refers to the brightest star in a group)
- *alpha particle* (a form of radioactivity)
- *chi-squared distribution* (used in statistics)
- *Sigma Theta Tau International Honor Society of Nursing*

In pharmacology and related fields, alpha, beta, and other Greek letters should be filed as words (i.e. spelt out) when they are used as words. This includes the following situations:

- When the letters are spelt out in the text, as this suggests that the author is treating them as a true word (although problems with showing symbols on the Internet has led to the use of spelt out forms where authors would previously have used symbols). In some cases the approved nonproprietary name is different to the chemical name (e.g. beta carotene is the approved nonproprietary name and  $\beta$ -carotene is the chemical name).
- When the Greek letter has been incorporated into an acronym, thus suggesting validation of it as a 'true' part of the name. For example, alpha fetoprotein is abbreviated 'AFP', and gamma amino-butyric acid is abbreviated 'GABA', suggesting that the Greek letters are integral parts of the name.
- Where Greek letters are well-known in common usage, e.g. 'beta blockers' and 'gamma globulins'
- When the Greek letter is joined with the rest of the word, eg. Alpharetrovirus; betamethasone

## Filed as symbols

Rarely, when Greek letters are used as 'mere' symbols, they may be filed at the beginning of the index, with the numbers. While  $\alpha$  and  $\beta$  look like letters, and are often familiar to users, letters further on in the alphabet are more obscure and harder to identify. The symbol for capital delta, e.g., is a triangle, and could fit in the symbols section of the index, e.g. ' $\Delta$ -E (delta-E) values'.

## Ignored in filing

Greek letters may be ignored in filing in enzymology and chemistry indexes where they identify a structural variant of a chemical (e.g.  $\alpha$  2-antiplasmin levels). The clue for this will often be the use of the symbol instead of the word. Reference sources such as the *Merck Index* can be checked for a precedent.

When the Greek letters are ignored in filing, but kept in the display of index entries, there can be more than one entry for the same term. In these cases some indexers put all forms as separate entries, e.g.:

alanine 542, 545, 639

$\beta$ -alanine 687

while others put the variant form as a subdivision under the main term, e.g.:

alanine 542, 545, 639

$\beta$ -alanine 687

## No consensus

Despite the rough guidelines suggested above, there is no consensus in practice. For example, the *Merck Index* (2001) files  $\alpha_1$ -Antitrypsin under 'anti', but the *Encyclopedia & Dictionary of Medicine, Nursing & Allied Health* (Saunders, 2003) files it under 'alpha'.

(continued on page 7)

# NSW Branch President's report

(Summary of a report given to the Branch at its Annual General Meeting on 20 October 2005.)

The year ending October 2005 has been a busy one. The Committee period was extended from March to October as a result of the changes in the Constitution. The additional eight months enabled the Working Group, consisting of Glenda Browne, Jon Jerney, Helen Skewes and myself, to finalise the Society's website information architecture and specifications for web design before the end of June. The next Committee meeting approved them with some very minor changes. The web project is now in the hands of the ANZSI Committee and the people appointed to do design and construction. The Working Group is still available for consultation, although now as individuals rather than a group.

The website usability project was only one of a number of activities undertaken by the Committee. The Committee has also been exploring new directions for the Branch, such as possible cooperation with the Powerhouse Museum to provide seminars to museum staff about the work done by indexers.

The Committee has looked at the feasibility of running a workshop offering practical training on negotiation skills and financial management – issues that affect indexers' businesses, and also at the feasibility of running a workshop on taxonomies. Ground work such as this will facilitate the provision of workshops for members in the future.

I believe it is very important to maintain a grassroots connection between the Committee and our NSW members. The focus on the website, and before that the organisation of

the international indexers conference in Sydney, have meant that this aspect has perhaps not received the attention it deserves.

I hope the future will bring us more social activities. I have spoken with Helen Skewes of the National Maritime Museum about a special behind-the-scenes tour for the Branch of the Museum at Darling Harbour, and this seems a real possibility. Likewise the Powerhouse Museum could provide us with a special insight into its massive collection. If such events were followed by dinners to which members and museum staff were invited, they would have the added benefit of forging closer links with these institutions. These are just a few thoughts, but I hope that you as members will suggest events that are of interest to you. You know that your input is always welcomed by the Committee.

I have thoroughly enjoyed my period as President, especially because of the wonderful companionship of the Committee members: Glenda Browne, Madeleine Davis, Lorraine Doyle, Carolyn Kearney and Helen Skewes. A big thank you to all for your support and your excellent work in conducting the activities of the Branch.

Finally, let me congratulate Jon Jerney on becoming NSW Branch President, Glenda Browne for taking on the position of Treasurer for a second term and Lorraine Doyle, our new Branch Secretary.

*Caroline Colton, NSW Branch President 2004–05*

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## Indexing for non-indexers!

Lynn Farkas, President of ANZSI, spoke to the Canberra Society of Editors at their September meeting and left them with a potted version of some very cogent advice on indexing for non-indexers. Lynn stressed the need for an index in any serious reference book and suggested that her audience should preferably employ an indexer! But if they insisted on doing it themselves, they should invest in proper indexing software, buy the latest Style Manual and study the chapter on indexing, and especially visit the ANZSI website at <www.aussi.org>.

Lynn's notes are reproduced here because they encapsulate some good basic points that are worth reminding yourself of from time to time. Her more extensive thoughts on this topic will be included in our next issue.

### How to index, for non-indexers

Lynn took the editors through the sequence of the main processes for creating an index, but warned them that only experience, practice and a predisposition for information retrieval can help you decide what to include and what not to, how to identify key concepts, and how to present your index in a clear and concise manner:

1. **Read the document** all the way through: main issues, important points, general structure, etc.
2. Go through the document page by page, using keywords and page numbers to **identify key concepts**, names, places, non-text items

(maps, photos, illustrations). (Note, this step may include going back through the document a number of times)

3. **Sort** the 'entries' you have created **into order**: alphabetical, chronological, or special.
4. **Edit** your entries **for structure**: synonyms, cross-references, related concepts, 'see also' references, subheadings.
5. Sort your entries again, and **edit for content**: consistency, comprehensiveness, clarity, relevance.
6. Sort your entries, view them in the final format (e.g. in the number of columns and font size required by the publisher), and **edit for space limits**. 'Prune' your index: cut out nonessentials, amalgamate headings, reduce subheadings.
7. Now **edit for style**: commas, bolding, italics, capitalisation, leading articles as filing points, etc.
8. Sort again if necessary, and check your final **'proof' for accuracy**: spot check page numbers, spell-check, check cross references, decide on double indexing.
9. **Explain any symbols** you have used (e.g. page numbers in bold or italic). **Provide** the client/publisher with your index in **an agreed format**—many prefer an electronic copy plus a paper copy.
10. If you have reached this point and are happy with your results, **congratulate yourself**—you have created your index! But if you are *not* happy with the results, **call a professional indexer** and get some help.

*Notes by Lynn Farkas*

(The alpha and the omega, continued from page 5)

Dorland has references 'alpha<sub>2</sub>-antiplasmin' see under *antiplasmin* and 'alpha globulin' see *α-globulins*, under *globulin*, but provides definitions for 'alpha-1-antitrypsin' and 'alpha fetoprotein' filed at 'alpha'. And although 'gamma globulin' refers the user to 'see under *globulin*', the topic 'gammaglobulinopathy' is dealt with in the 'ga' section under the shorter form, 'gammopathy'.

The index to the *National Library of Medicine Classification* <[www.nlm.nih.gov/class/index\\_18.html](http://www.nlm.nih.gov/class/index_18.html)>, used for the shelf order of books in many medical libraries, has references 'alpha-Blockers, Adrenergic see Adrenergic-alpha-Antagonists' and 'alpha-Heparin see Heparin', but leaves entries for 'alpha-Fetoproteins' and 'alpha-Glucosidases' under 'alpha'.

## Double entry

According to the rules suggested above, in a chemistry index α-glucose and β-glucose would both be filed at 'g'. I would also double enter these at 'alpha' and 'beta' if the differences between the two forms was significant in the discussion. Starch contains α-glucose while cellulose is made up of the more linear β-glucose – the difference in structure between the two forms of glucose is significant in the compounds they create. Why should they not be treated as distinctly as Siamese cats and Persian cats, for example?

Entries for compounds such as γ-amino-butyric acid (GABA) mentioned above, can also be double entered, filed on

the part of the entry following the Greek letter (as well as by acronym in this case). This approach caters for a wide range of users; both those who follow a rule, and those who search for the exact wording of the concept they are interested in.

## Filing of numbers and roman letters

There are similar problems with the filing of numbers and roman letters at the beginning of chemical names, but here there seems to be more consensus that the numbers and letters should be ignored in filing (and retained in the entry), although there are occasions when these chemicals are filed by number at the beginning of the index. So, N-acetyl-glucosamine would be filed at 'acetyl', and *p*-aminobenzoic acid at 'amino'. The exceptions include cases where the chemical compound is well-known by a name including the numbers. Examples are the herbicide '2, 4-dichlorophenoxy-acetic acid' (commonly known as '2, 4-D') and the neurotransmitter 5-hydroxytryptamine (also known as 5-HT, and more commonly as 'serotonin').

The indexer confronted by the problem of filing chemical names should first consider double or triple entry under all reasonable access points. If space is short, they could consider the approaches suggested above, or style guides in the discipline of the book they are indexing. These decisions should then be explained in the introductory note.

Glenda Browne

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