

Melbourne Indexers Bulletin

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February meeting: Indexes to *Chicago Manual of Style* Indexes chapters



(Photo – Mary Russell)

If you want your index to be given intensive scrutiny, give it to a group of indexers to examine. Not sure what the appropriate simile would be 'put under the microscope' or 'fed to a den of lions'? With a book on indexing, the index would certainly be examined by informed users – indexers!

A situation, we all agreed, would be sure to make any indexer squirm.

Background

The *Chicago Manual of Style* publish the chapter on indexing separately. Purchasing the chapter for the 17th edition, I compared it to the chapter for the 16th edition to

determine how the content had altered. It had only altered in a couple of minor ways. For example, ‘foreign’ words are now ‘non-English’, there are a couple of new sections such as linked indexes for e-books, and Korean names, and a couple of sections have been merged. The text has only grown by one page.

The indexes however, are very different. It is a great example of two different indexes to the (almost) same publication. The index has grown in length. The new indexer has added more entries for non-English names. Entries under the term index in one, but not the other, had me reading the text and deciding if I agreed with the omission or not (usually not). Variation in the construction of headings or subheadings made me consider which I liked better. Locators are section numbers and again the omission or inclusion was interesting to compare. Great topic for a

group discussion I thought. This is what happened at the meeting of the Melbourne Indexers on 1 February.

This is not a serious review of the indexes. There is no structure to the assessment. It certainly isn’t balanced, as the group was on the hunt for differences and errors. It is the report of a very interesting and useful discussion on different styles of indexing, different way topics are indexed, indexing terminology, and the usefulness of the index to its users, indexers, particularly Australian indexers, as this is the American style of indexing.

In writing what was discussed I have rearranged the comments to make it more readable as the discussion jumped all over the place.

Comparisons

Topic	16 th edition	17 th edition	Comments
Description of text	50 pages and 145 numbered sections.	51 pages with 145 numbered sections.	There are a couple of variations in numbering as sections are added and merged.
Length of index	6½ pages	8½ pages	Interesting to note there were four blank pages after the index in 16 th edition – so space not an issue.
Sub-subheadings	Used	Not used	Thought better not to go to sub-subheadings.
Double quote marks	Can understand use with “see” in a heading. Puzzled at use in headings such as “double posting”	Can understand use with “see” in a heading. Puzzled at need to use in headings such as <i>Jr</i> (“Junior”).	Puzzled over these additional uses of double quotes.

Topic	16 th edition	17 th edition	Comments
Use of italics	Used, as expected, for non-English terms such as <i>passim</i> . Not clear why also used for 'continued lines' or words that can be abbreviated such as <i>Sr.</i> ("Senior") <i>Mac/Mc</i> or <i>Saint</i> , or other words such as <i>Mount</i> , or <i>Lake</i> . Also used for entries <i>a</i> , <i>an</i> , <i>the</i> and <i>and</i> .	Similar usage.	We puzzled over this use of italics. Is it house style? Is it because they relate to words that can be ignored in filing? This use of italics also meant terms such as <i>Mount</i> and <i>Lake</i> are singular. Possible alternative 'lakes, indexing'.
Metatopic – indexing	Indexing main headings used.	Indexing terms not used as main headings. This results in topics relating to indexers under P for 'professional indexers' and indexing mechanics under M for 'mechanics'.	Indexing the metatopic is often a topic for discussion amongst indexers, however it took us a while to find the material under P and M as no <i>see</i> references. 'Mechanics' as a heading had someone thinking of car mechanics. Perhaps a better heading would have been 'mechanics of indexing'?
See references	OK	Sometimes used when double posting would have been more useful, e.g. 'spiritual leaders. <i>See</i> clerical titles', when only one section number given at 'clerical titles'.	More double posting would be more useful.
See references to subheadings		Heading 'inversion of names. <i>See</i> names, personal'. There are lots of subheading under 'names, personal', but no subheading 'inversion'.	Not sure where to look for information on inverting names.

Topic	16 th edition	17 th edition	Comments
Endnotes and footnotes	Entry 'endnotes. <i>See</i> notes'. Similar entry for footnotes. The heading 'notes' has subheadings 'abbreviation of term, and 'when to index'. It isn't clear where to look for endnotes or footnotes.	Has specific sections indexed as 'endnotes' and 'footnotes'. Each is followed with ' <i>See also</i> notes'. 'Notes' has no subheadings.	17 th edition handles this better.
See references	Had 'headings. <i>See</i> main headings; subentries and sub-subheadings; term choices'. Also 'page numbers. <i>See</i> inclusive (or continuing) numbers; locators'.	Missing in places where needed. For example, nothing under 'headings' to point readers to 'main headings' or 'subheadings'. Similarly, nothing under 'page numbers' to point to 'locators'.	Important to remember the user is initially unfamiliar with language of the text and it is useful to point them to the preferred terminology used in the index. See later discussion on American terminology.
See also references	OK	Sometimes used just before the actual main heading.	Could be deleted when before the actual main heading.
Use of 'and such'	The phrase 'and such' was added to some headings and subheadings, e.g. ' <i>Lake and such</i> ', 'monarchs and such' 'nobility, titles and such'.	Under 'place names' is subheading 'with <i>Fort, Mount, Saint, and such</i> '.	While 'and such' is used in the text to indicate similar things in the case of 'nobility, titles and such', it is puzzling in ' <i>Lake and such</i> ' use. Better not to use 'and such'.
Subheadings 'general' and 'specific'	Not used	Main heading 'abbreviation, general' followed by 'abbreviations, specific'.	All subheadings could be placed under main heading 'abbreviations'.
Discouraged usage	Heading <i>passim</i> has single subheading 'discouraged'. Similar subheading after ff.	<i>Passim</i> and ff not given subheadings. Under 'locators' is subheading ' <i>ff</i> and <i>et sec</i> , not appropriate with'.	While usage of terms is discouraged, should the subheadings be used as indicates bias? We thought not. If need subheading use more neutral subheading such as 'usage'.

Topic	16 th edition	17 th edition	Comments
Indexing authored titles of works	Section indexed as 'titles of works, as main headings'.	Section indexed in more detail with headings; 'title of works, with authors' names in parentheses', 'titles of works, double-posted under authors' names', 'titles of works, <i>works</i> entries', and ' <i>work</i> , index entries using'.	Heading ' <i>work</i> , index entries using' confused us as lost connection to titles of works.
Indian names	Indexed as Indian names.	Not sure why section on Indian names is indexed as 'India, names in' and the same section number appears beside 'non-English names, 'South Asian names' and no subheading for Indian names. Subheading 'Indian names' also missing from subheading under 'Asian names'.	When section title is 'Indian names' why not use that term, rather than 'South Asian names'?
Other Asian names	Under 'foreign names' the subheading was 'Asian'.	Under heading 'non-English names' is subheading 'Asian, other'.	While the section is about indexing other Asian names, it is confusing to have 'Asian, other' as subheading under non-English names' with other headings such as 'Chinese'.
Forts and missing Isles	There is an index entry for <i>Fort</i> yet nothing on forts in the section indicated.	Has similar entry. Under 'place-names' is subheading 'with <i>Fort</i> , <i>Mount</i> , <i>Saint</i> , and such'.	Section is on indexing names beginning with "Mount," "Lake," and such. Is Fort an 'and such'? It also covers names starting "Isle of" yet neither indexed Isle.
Letter-by-letter versus word-by-word order	Hidden as subheadings under 'alphabetizing'	Both concepts given man headings.	Should have main headings.

Topic	16 th edition	17 th edition	Comments
Headings combining two concepts	Some double-barrelled headings are only listed under first item. For example, " <i>Sir, Dame</i> " under S for Sir but nothing under D for Dame.	Does the same.	Entries should either be double posted or have a <i>see</i> reference from second part, such as <i>Dame see Sir, Dame</i> .
Index-editing checklist	Has heading 'checklist for editing index'.	No main heading.	The checklist is useful feature of book and should be indexed.
Journals titles and journal indexing	Handles difference with subheadings under 'journals' of 'indexes for' and 'indexing titles of'.	Heading 'journals' covers journal titles and indexing journals, yet sections listed under 'keywords, in indexing journals' are not included under J.	16 th edition handles this better.
Figures	Headings 'figures (illustrations)' and 'illustrations' had same section numbers.	Heading 'figures' with one section number and <i>see also</i> 'artwork' and 'illustrations'. Heading 'illustrations' had expected section numbers.	We puzzled over the distinction between figures and illustrations made in 17 th edition.
Bibliographies	Heading 'bibliographies' has one section number.	The three sections numbers after 'bibliographies' had us wondering why. They are on citations and then discovered no heading for citations.	
Abbreviations for Saint and saints' names	Main heading for ' <i>Saint, St.,</i> and such' followed by 'saints' names. Subheadings under 'names' are ' <i>Saint, St.,</i> and such' followed by 'saints (e.g. Saint Francis)'.	Main heading for ' <i>Saint, St.,</i> ' followed by 'saints'. Subheadings under 'names, personal' are 'with <i>Saint</i> ' and 'saints'.	Indexing the two concepts causes confusion. As mentioned above didn't like use of 'and such'. Main heading 'saints' names' is better than 'saints'. Use of 'e.g. Saint Francis' is unusual. Perhaps subheading 'of saints' would be better?

Topic	16 th edition	17 th edition	Comments
Names	One main heading 'names', with see also references to glosses, place-names and titles of works. Lots of double posting for subheadings, such as 'business names', 'corporate names, etc. Missed stage names.	Divides names up into 'names, personal' with <i>see also</i> references to 'authors' names', 'cross-references for personal names', 'glosses for personal names', non-English personal names'; and 'titles and offices of people'; and 'names, proper' with <i>see also</i> references to 'capitalization'; 'names, personal'; and 'place names'. Lots of double posting. Indexed screen names, however, it has wrong section number.	Lots more detail in 17 th edition. Is it more useful? Some wondered if the personal/proper split and the long list of subheadings made it a bit confusing to find the bit you are wanting.
Flush left or ragged right justification		Entries for these terms under F and R caught our eye.	These terms were new to some in the group. If indexed, suggest additional heading under 'left justification'.

American terminology

Discussion on ragged right justification had us looking at other terminology we were unfamiliar with:

- 'flash-and-hang format' conjured up some odd images! We concluded we would call this 'hanging indent'.
- 'indent style' we would call 'set-out style'.
- Many of the items under 'alphabetizing' we would call 'filing'.
- 'glosses' we would call 'qualifiers'.
- 'run-in style' compared to 'run-on style'.

Chicago manual of style is used internationally. A couple of extra *see* references would point non-American users to the terms used within the text.

How did they rate overall?

While this wasn't a serious review of the indexes we asked the group how they would rate the indexes for an Australian audience. Quick response was to rate the index to the 17th edition higher at six or seven out of ten, with the index to the 16th edition at 5 or 6 out of 10. Having looked at this analysis in detail, would the group rate the indexes the same?

By the way, if you don't own a copy of the chapter, I recommend you do. It can be purchased for just over \$20 from Book Depository with no additional postage charges.

Mary Russell with assistance from Max McMaster

March issue of *The Indexer*

The latest edition of *The Indexer* is now available online at Ingenta and will appear on Lulu very soon. Interestingly there is a book review of *Chicago manual of style* and comments on the separate *Indexes* chapter. Other articles include:

- Thirty years at the *New Yorker* - Mary Norris
- Obituary: David K Ream
- ICI's 2017 Purple Pen competition
- The thoughtful mutineers: the publisher looks back at indexing the Truth and Reconciliation Commission of Canada's final report - Ryan Van Huijstee
- Alphabetic-specific indexing - Alan Walker
- Biblical reference indexing - Francis Young
- Index-Manager revisited - Pierke Bosschieter
- Generating multiple indexes from embedded entries - David K. Ream
- Should publishers invest in software for in-house indexers? - Iva Cheung
- Size *does* matter: fitting the index to the pages - Heather Ebbs
- Indexes behaving badly IV: the cobbler's children have, once again, lost their shoes – Mary Coe
- Letter – Bill Johncocks
- The Book Index: an experimental indexical conference report – Simone Zweifel
- SI Conference, 2017 – Mary Coe
- Inventing the Chinese typewriter sounds as punishing as cracking Enigma – Mike Cormack
- Fantastic beasts and how to index them – Natalia Jonsson-Skradol
- Fire, fury and index mentions
- Indexed reviewed
- Book reviews

And a Centrepiece discussing and reproducing Sir Edward Cook's 'Art of indexing' (1918) available via <https://www.theindexer.org/categories/centrepieces.htm>



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**ANZSI
National Indexing Day
29 March 2018**

Indexing the world of information

Next events

Note we have swapped the March and April events.

Date: First Thursday of the month

Venue: Hawthorn Library meeting room 1 (called Glenferrie), 584 Glenferrie Road, Hawthorn

Regular time: from 6.00 – 8.00 pm

Carparking is available down the side of the building. If you are travelling by public transport there is a tram stop nearby, and Glenferrie Station is just a couple of tram stops away.

After the meeting we will go to a local restaurant for a meal (at own expense).

Thursday	Topic	Description
March 1	Embedded indexing	What is embedded indexing? One form is to embed the index in MS Word. How is this done and can indexing software be used to assist? Various options will be discussed and demonstrated. How do linked indexes differ?
April 5	Five things you like to have at hand while indexing	You have the indexing software and a copy of the item you are indexing, what else do you require or like to have at hand to work effectively? It could be specific reference books or Apps, a touch screen, the Look inside feature on Amazon, or even chocolate or Panadol. Come and share your favourite five things.

Contributions to *Melbourne Indexers Bulletin* are welcome at melbourneindexers@gmail.com