

Reviews

Edited by Philip Bradley and Nancy Mulvany

Indexes and indexing

Editing historical records. P. D. A. Harvey. London: The British Library, 2001. viii, 104 pp. 24 cm. Illus., Index. ISBN 0-7123-4684-8: £14.95.

Indexing for editors. R. F. Hunnisett. London: British Records Association, 1997. 145 pp. 25 cm. Bibliog. ISBN 0-900222-02-6 (pbk): £12.50 (£9 to BRA members). (Archives and the User, No. 2; reprint of original edition of 1972) (Available from British Records Association, c/o London Metropolitan Archives, 40 Northampton Road, London EC1R 0HB.)

Few people read published editions of historical documents from cover to cover. Good indexes are therefore particularly important; as Hunnisett says, 'a record publication is only as good as its index'. Both these books envisage the indexing, which can be very complex, being done by the volume editor, but this does not always happen in practice; this reviewer, for example, regularly compiles indexes for a county record society. The books would also be useful to anyone indexing pre-20th-century British historical material.

P. D. A. Harvey, Emeritus Professor of Medieval History in the University of Durham, has been general editor of the Portsmouth Records Series for 30 years and has overseen the production of volumes on a range of subjects, including 17th-century borough sessions papers, early maps of Portsmouth, adult education in the 19th and 20th centuries, and the history of the naval dockyard. His short book is a fascinating read for anyone involved in this type of work, but readers of this journal will be most interested in the 11-page chapter on indexing. For reference works of this type, Harvey writes: 'the index will normally be the key to the whole work and thus of crucial importance... It should be as efficient, as user-friendly, as welcoming, as it possibly can be... Everything possible should be done to avoid irritating the reader – never, for instance, give a cross-reference that leads only to another cross-reference.' Wise words. The difficulty of the task is fully appreciated: 'it calls for a real effort of imagination, putting oneself in the shoes of someone who is coming to the text for the first time, and coming to it through the index.'

Although he cites no British Standards or mainstream reference books on indexing, Harvey is generally in tune with accepted indexing principles. A single index of persons, places and subjects is generally to be preferred; there should be consistency between indexes to different volumes in a series; thorough cross-referencing of subject headings is essential, providing access to information both through specific entries and through cross-references from a series of broader subject headings such as 'food and drink', 'industry and production' and 'transport and communications', which are used in all the Portsmouth Record Series volumes.

For more detail on indexing Harvey refers the reader to the other book reviewed here, Hunnisett's *Indexing for editors*, first published in 1971 and reprinted unchanged in 1997. R. F. Hunnisett, for many years on the staff of the Public Record Office, has himself produced several exemplary editions of historical texts. It is good to see his book (which has long been on this reviewer's shelf) back in print, though no updating has been done, not even to the bibliography, which contains nothing later than 1969; do not expect, therefore, conformity with the latest standards on indexing or anything on the use of computers.

The most useful chapters are those on indexing persons, places and subjects, especially the first of these, which has much practical advice on, for example, what to do about variant spellings of what is clearly the same surname in the period before spelling was stan-

darized, and how to deal with patronymics and aliases. One example, 'Langley (Langele), Hugh de, *alias* Hugh Butcher (Bocher) *alias* Hugh son of John, 78, 145, 252' (with cross-references from Bocher, Butcher, Langele and John) illustrates all these. Surname prefixes, English and foreign, medieval and modern (each with different rules for inversion), are dealt with, as are compound surnames, forenames as index entries, married names, titles of nobility, and official and ecclesiastical titles. There are sections on Welsh and Scottish names and foreign names likely to occur in British historical documents. There is much more detail here than can be found in general reference works and standards on indexing.

Strangely there is no index, but the author hopes that the ample cross-references between sections and the very full table of contents will make one unnecessary; 'indexes to works on indexing are traditionally either facetious or grossly over-elaborate, or both'. (Happily this is no longer true!)

Ann Hudson, *freelance indexer and tutor in indexing*

Indexing specialties: law, edited by Peter Kendrick and Enid L. Zafran. Medford, NJ: Information Today in association with the American Society of Indexers, 2001. 140 pp. 23 cm. Index. ISBN 1-57387-113-3 (pbk): \$35.00.

This multi-authored book is not only enjoyable reading, but it also contains valuable information for indexers at all levels. Probably every indexer will find familiar some of the experiences relayed by Peter Kendrick in his introduction, where he discusses the 'invisibility' of indexers, not only to the average person, but also to those working with them – editors and publishers. Most likely everyone reading this book has also experienced the bewilderment of those who, while they might have heard of indexing software, can't understand that it doesn't actually create the index.

These useful, informative essays all contain personal experiences that will have most readers nodding their heads as they go along (because of course only indexers are likely to read this book!).

The book consists of 14 essays, divided into five sections. The first section, 'Getting started', covers the basics and some specifics on how to index. Mary Ann Chulick's essay on hiring and training contains helpful information for both trainers as well as beginning indexers and for in-house indexing managers as well as freelancers. Martha Lewis' chapter ('What do I look under in the index?') is an excellent aid for the beginning indexer on choosing key terms. Taken together, these first two chapters could be said to constitute a mini-mini indexing course. Linda Albert, in her chapter on starting a freelance indexing career, not only shares her own experiences in establishing a routine and her views on the advantages and disadvantages of freelance legal indexing, but she also provides excellent information on reference tools. This type of information is continued in the thorough article by Kristine Cordier Karnezis on 'Resources for legal indexers', where a valuable list of resources, both print and Web, is provided.

The next section ('Indexing and tabling legal cases') contains specific information on actual how-tos. Charles Knapp, in his chapter on indexing court cases, emphasizes how to determine what is important and relevant to the researcher. Mauri Baggiano's essay on indexing casebooks, geared toward the intermediate legal indexer, provides an excellent overview of the subject with specific examples of how to actually do the indexing. Enid Zafran's essay ('On the table: the problems and challenges of legal tabling') provides the best overview on this subject that I have read. She

describes in detail the types of tables and provides a thorough description of handling tables of cases, including resources and applicable software.

Mary Ann Corbett's chapter (the entire Section 3) discusses indexing and searching statutes and administrative regulations. Also geared toward the intermediate-level indexer, the essay discusses the issue of concealed information in this often-difficult type of text. She describes common problems such as name changes or missing names.

The next section presents technologies and methodologies, with the first two chapters devoted to Lexis-Nexis. Peter Kendrick's chapter on legal classification is an interview with Leslie Denton about the development and workings of the Lexis Search Advisor. David Schmeer and Cynthia Sidlo give a detailed description of the Topic Indexing product at Lexis-Nexis. Kate Mertes' excellent article on indexing in multiple media is useful to both freelancers and in-house indexing departments. She addresses the headaches of creating indexes for documents produced both in print and electronic format (CD and/or online), as well as a section on indexing products that appear only in electronic format.

The final section contains writings and reflections on legal indexing. Dorothy Thomas discusses the occupational issues in law itself and its influence on indexing, with sections on overall problems of legal indexing and editing of indexes. Kate Mertes addresses a number of issues in her article on the business of legal indexing, such as educational requirements, personal experiences on types of materials indexed, how to get paid. Enid Zafran's article on law librarians' view of legal indexers describes reviews of indexes and references to indexes in *Law Library Journal* and *Legal Information Alert*.

I would definitely recommend this well-written book as a useful source of information for this specialized field of indexing.

Janet Mazefsky, *legal indexer*

Indexing specialties: psychology. Edited by Becky Hornyak, Medford, NJ: Information Today in association with the American Society of Indexers, 2002. xii, 75 pp. Index. ISBN 1-57387-149-4 (pbk): \$25.00 (\$20.00 to ASI members).

This new addition to the *Indexing specialties* series is most welcome. The book is divided into three main sections: 'Audience considerations', 'Specialized areas of knowledge', and 'Resources for the psychology indexer'. While most of the chapters are specifically aimed at psychology indexers, two chapters are quite appropriate for indexers working in almost any field.

Sandra Topping's chapter, 'Stalking the wild psychology textbook', provides an engaging and informative introduction to the nuances of university-level textbook indexing. The article is full of tips from an indexer who has mastered this field. This is definitely a 'hands-on' article that contains valuable advice for textbook indexers. The other cross-disciplinary chapter is provided by Sylvia Coates, 'A rose by any other name'. Coates takes on and successfully tackles the often dreaded name/author indexes that are a common component of college textbooks. The style of name indexes can vary greatly. Coates guides us through the differences between indexes for scholarly books for university presses, scholarly books for non-university presses, and textbooks. We are cautioned: 'Never make assumptions regarding the index specifications because you may end up with an incomplete or incorrectly structured index and an upset client.' The remainder of the chapter is devoted to handling quirks in names, software aids, separate vs simultaneous index compiling, and resources. Like Sandra Topping's chapter, this one also ends with the suggestion that indexers charge appropriately for this type of detailed work.

The remaining chapters in this book are devoted specifically to psychology indexing. Becky Hornyak addresses index structure in books for clinicians. She provides examples of major diagnostic categories from DSM-IV, a very handy table of 'theoretical orientations', lists of possible cross-references and synonyms, common abbreviations, and a brief excerpt from a real index. Carol Schoun's chapter, 'Indexing medical terms and medications', delves into the medical aspects of a psychology book and handling these issues in

the index. Much of this discussion is devoted to handling terminology, which often changes, in the index. Schoun includes several reference sources with special attention paid to the tree structure of MeSH (Medical Subject Headings). Indexing of medications and drug names is discussed along with disorders, treatments, and diagnostic test names. 'Gerontology and geriatrics: a multidisciplinary approach to indexing' by Carolyn Weaver introduces us to the wide variety of topics and resources in this field. Special attention is given to thesauri useful for indexing this literature. There is an interesting table that demonstrates the differences among three thesauri (AgeLine, MeSH, and Sociological Indexing Terms) in the way the topic 'Age Groups' is handled. Weaver lists useful references, both in print and online.

The last part of the book is about 'Resources for the psychology indexer'. While all the previous chapters included resource references, the last two chapters pull together an impressive array of resources. Catherine Sassen in 'Reference sources for psychology indexers' addresses what I would describe as the tried-and-true, traditional resources. The chapter begins with thesauri and glossaries and moves on to psychology and general dictionaries and encyclopedias, medical and pharmacological references, and psychology biographical sources, ending with general references for indexers. For the most part, these references are printed books. Sassen does note those that appear on CD-ROM or online. This is a very useful reference listing. The last chapter, 'Internet resources for psychology indexers' by Wendy Alex, focuses on online resources. Included are listings for dictionaries, glossaries, encyclopedias, full-text resources, web directories and megasites. While some of the citations are traditional (e.g. American Psychological Association's PsychCrawler), others are certainly new to me (e.g. The Phobia List www.phobialist.com). My only concern about this chapter is the lifespan of some of the URLs. Unlike most of Sassen's references, I am not convinced that many of the links will still exist five or seven years from now. However, I enjoyed the 'Just for fun' section at the end, which lists websites that provide online psychological tests (e.g. www.healthplace.com/site/tests/index.htm).

The book ends with a detailed subject index written by Becky Hornyak. Unfortunately the publisher did not correct the many column-to-column bad breaks within subheadings.

Nancy Mulvany, *freelance indexer*

The Lord of the Rings. J. R. R. Tolkien. London: HarperCollins, 2001. xviii, 1137 pp. 20 cm. Indexes. ISBN 0-00-712381-7 (pbk): £14.99.

To index in depth the 1112 pages of *The Lord of the Rings* in 24 pages is, of course, an impossibility. Tolkien had intended to make an 'index of name and strange words' to appear in the third volume, first published in England by Allen & Unwin in October 1955. As originally planned, this index would contain much etymological information on the languages, particularly on the Elven tongues, with a large vocabulary. However, after indexing volumes 1 and 2 Tolkien abandoned the project, believing its size and therefore its cost to be ruinous (p. x).

The publishing history of the book is complicated, as a 'Note on the text' by Douglas A. Anderson recounts (pp. xi-xiv). The outlandish names of people and places and other unusual words gave rise to many misprints; an American pirated edition introduced more confusion, as did also the need to reset the type for reprinting after it had been broken up; some revisions failed to be incorporated. Nevertheless, 'this new edition', the second, published by Allen & Unwin in 1996, 'makes a significant stride towards perfection, as well as achieving a desirable conformity of the text in the various formats in which it is published' (p. xiii). 'This edition', says Tolkien in a foreword to the second edition, 'contains an index which is in intention complete in items, but not in references, since for the present purpose it has been necessary to reduce its bulk. A complete index belongs rather to the accessory volume' (p. xviii).

The index to *The Lord of the Rings* is the work of an amateur in both senses of the word. It is a labour of love, untrammelled by

rules and standards, except for those the author set himself. Unfortunately he has not introduced the index with a general note; users are left to guess on what principles entries have been made or excluded, except for a brief note preceding Section III (p. 1125).

The index is divided into four sections: I Songs and Verses; II Persons, Beasts and Monsters; III Places; IV Things. The first section is further divided into (a) and (b). The first division lists the songs by descriptive title. Although it is not so stated, songs are entered under the name of the singer or of the subject as:

Burial song of Théoden
Gandalf's Riddle of the Ents
Song of Durin [where Durin is the subject]

Division (b) is of first lines. The first entry is in Elvish and the three page references are marked (a), (b) and (c), indicating, one discovers, different verses. Only two other entries are not in English.

Section II advises merely that 'references are selective'. Under 'Aragorn' there are 44 page references, followed by 'Aragorn, son of Arathorn' with 19 references, which is followed by 'the Lord Aragorn' with 4 references, then: 'Nicknames: Strider', with 33 references, 'Stick-at-Nought', 'S', 'Longshanks' and 'Wingfoot', each with a single page reference. The Aragorn entry ends: 'see also Elendil, Elessar, Isildier, Thorongil'. Some of the page references under different names are the same. One supposes that the indexer is trying to lead the searcher to the *words on the page*; Aragorn was always the son of Arathorn; nor, later in the index, was Eomer adopted as 'Son of Éomund' after 27 references.

The manner of stating page references varies. A single page number may be followed by f. or ff; inclusive page numbers may be given; 'etc.' occurring among the references for the more important characters appears to imply the existence of passing references. *Passim* is used freely throughout. (An indexer who doubts the value of using *passim* must surely be converted by its use here.)

Under the heading 'Places' we are told: 'references are given to the first occurrences; for some names references are added to other occurrences of interest'. On looking up the river Brandywine I found

Brandywine Bridge, 5, 24, 975; older name Bridge of Stonebows,
4
River, 4, 6, 22, 975, 1112

The information referred to was as follows:

p. 4 Shire reckoning of time begins with the year of crossing the Brandywine
p. 6 building of farms and homes began near the river
p. 22 'queer folks' lived on the wrong side of the river
p. 975 travellers find the bridge barred
p. 1112 (appendix) how the river got its name

The four-page index of Things includes:

Accursed years, 770
Common speech, the (Westron), 4, 49, 421, etc., 751, Appendix F
galenas (pipe-weed), 8, 851
Lithe (Midsummer), 10
mithril-coat, 327, 714, 897, 933, 964; referred to as mail, 13, 377;
dwarf-coat, 871, dwarf-mail; mail-coat, 272; shirt of mail,
270; silver corselet, 327
Stone of Minas Tirith, 960
Wizardry (magic of kind popularly ascribed to the Wizards),
530-1, 553, 763, 811, 829

Alphabetization is primarily 'all-through'. Some tidying up could be done, for example to prevent the 'wild-goose chase':

Lieutenant of the Tower, 870. See also Mouth of Sauron
Mouth of Sauron (Messenger), 870-2. See also Lieutenant of the
Tower

but it is probably not worth the labour. Enthusiastic readers will adjust their search to the author's indexing.

Mary Piggott, formerly University College London

Mastering index skills: steps along the way. Papers read at a Conference held in Johannesburg on 27th June 2001. Edited by Jacqueline A. Kalley. Johannesburg: Association of Southern African Indexers and Bibliographers, 2001. ii, 87 pp. 21 cm. ISBN 0-9584089-6-3 (pbk). (Association of Southern African Indexers and Bibliographers publication no. 11.)

The seven papers read at the ASAIB's 2001 conference offer practical help in extracting information lying within any document produced by old or new technology and presenting it in an acceptable manner, making use of such technical aids as are now available.

In the first paper Ina Fourie explores the environment of today's indexer and the possible ways of following a career in indexing. She lists the qualities necessary in an indexer and points to the need to keep up to date, stressing, among other means of doing this, networking with peers and colleagues. Knowledge of published standards and thesauri is vital. Fourie notes: 'The Website of the American Society of Indexers offers an extensive list of online resources in various subject fields'. The paper ends with suggestions for other ways of improving indexers' knowledge of techniques.

Peter G. Underwood begins his paper by saying that 'fifty years of research had demonstrated that the apparently simple task of searching is actually complex and difficult to study'. He refers to technologies tried over the period. 'Search engines can be used skilfully and successfully, but many users simply ignore, or cannot be bothered to learn, the necessary techniques'. He describes his own experience using a subject-based information gateway (SBIG) where 'typically a subject librarian works with [a] subject expert to identify, locate and evaluate reputable information resources appropriate to the chosen subject'. Short reviews may be added and also a hyper-link to the source itself.

He notes that there is a master-list of SBIGs maintained at Heriot-Watt University Library. There is also one on humanities and social sciences developed by his own university in Cape Town for the National Research Foundation, which now maintains it. 'Most SBIGs are developed around the concept of a Web-accessible database with entries conforming to international standards for metadata description.' Most subjects have a familiar classification but a comprehensive subject such as African Studies presents problems of organization. Underwood suggests that the 'paper model' of the World Wide Web is 'acting as something of a strait-jacket on our thinking'.

Madely Du Preez, in 'An indexer's guide to the Internet', presents an idea of the range of processes and products covered by web indexing before giving an explanation of search engines and spider spotting. She refers to some web authority tools before embarking on website indexing and meta-tags (an interpolated list is helpful here). She concludes by listing some web indexing programs and other sources that might help the beginner and advancing website designer and indexer.

'Metadata is structured data about data' that exists in a variety of formats and performs a variety of functions for different levels of materials, collective and individual. Beginning thus, Ansie Watkins continues her paper on 'Metadata and indexing' with examples. She notes that the IFLA website offers a comprehensive and detailed list of metadata resources. Three metadata initiatives – Dublin Core Metadata Initiative, Text Encoding Initiative and Encoded Archival Description – are described in some detail, and other related concepts are noted. The paper concludes with a demonstration of how digital images forming a particular collection were made available via a web-based search engine.

'The main stumbling block' says Johan Van Wyk, 'is the inability of a computer application to *understand meaning*.' In spite of research into linguistics, locating words and phrases and assigning index terms from an index language still needs human intervention. However, Van Wyk reports some success. 'The high precision end of the spectrum is now well looked after by the natural language selection techniques', and user-friendly formats can be electronically produced. The author warns that terms and emphases may change and therefore indexes need constant maintenance and evaluation. He ends his paper with a list of different types of software available to indexers.

In the course of making indexes it is useful to stop and assess one's own work. Anne-Marie Arnold's paper, 'Evaluating an index', begins by saying that such an evaluation is both complex and problematic. There is no single set of guidelines for making an index. Subject matter is various, terminology multifarious, users only to be guessed at. She lists the different criteria that have been adopted in the few studies of index evaluation that exist. She also adumbrates the expectation of the different groups of people concerned with an index and the constraints that may be put upon the indexer, namely users, individuals mentioned in the index, authors, publishers and the standards and guidelines. She ends by pointing to the benefits that may be derived from index evaluation, such as assessing the competence of students and of training courses and of indexers seeking recognition.

The final paper, read by Marlene Burger, is entitled 'Indexing software: MACREX as exemplar'. She lists the ways in which software can assist the indexer: displaying related entries, arranging entries in various ways, cumulating and updating, and generating a printed layout. She gives advice on how to choose appropriate software, mentioning in particular CINDEK, MACREX and SKY, and ends by giving a brief overview of MACREX and her own experience of using it.

Mary Piggott, formerly University College London

Indexing aids

The Cambridge grammar of the English language. Rodney Huddleston and Geoffrey K. Pullum. Cambridge: Cambridge University Press, 2002. xvii, 1842 pp. 25 cm. Bibliog., indexes. ISBN 0-521-43146-8 (hbk): £100.00 (\$150.00)

We have been waiting for the 'Cambridge grammar' for a long time. I recall visiting Rodney Huddleston in Australia five years ago, during which he bemoaned the problems he was having in maintaining the momentum of this huge project, at that time already five years underway. It is at last finished, thanks to the collaboration of Geoffrey Pullum, who joins him as the co-author of the book, and eleven other reinforcements. At 1842 pages it is longer and heavier than the previous record-holder, *A comprehensive grammar of the English language* (1985) by Randolph Quirk *et al.* We evidently have to extend our notion of 'comprehensive'.

Huddleston and Pullum have a right to be named as 'authors', as opposed to 'compilers' or 'editors'. Huddleston has written seven of the 20 chapters himself and collaborated in all the others. Pullum has been involved in six of them. Nine of the chapters use further authors. Tom Mylne is named in the preface as playing a major part in the index compilation.

The authors describe the book as 'a synchronic, descriptive grammar of general-purpose, present-day, international Standard English' (p. 2), and as such it falls within the tradition of 20th-century reference grammars which goes back through Quirk to Otto Jespersen. Huddleston and Pullum acknowledge the Quirk grammar as the one which 'pointed the way' for their own work (p.xvi), calling it the 'fullest and most influential grammar' of the period. Indeed, one of the motivations for producing yet another such work was their desire to re-analyse areas of English reference grammar considered in need of rethinking, especially in the light of the generative approaches to linguistics which developed in the second half of the 20th century.

The book is not, accordingly, a historical account or a usage guide. Nor, the authors say, is it an account of the grammar associated with special varieties of English, such as newspaper headlines, science, or poetry (a disclaimer not to be taken too literally, for they do make references to special usage when they need to, as in the discussion of the 'timeless' present tense in stage directions). But in this respect it is certainly more restricted in its stylistic range than Quirk *et al.* or the other big reference grammar of recent years by Douglas Biber *et al.* (1999).

What the 'Cambridge' may lack in stylistic range, however, it more than makes up for in depth. A great deal of space, identified by blue-tinted 'asides', is devoted to a discussion of the reasons for

analytic decisions. These are usually quite short, but sometimes (as in the arguments for alternative analyses of comparative constructions) can be four pages or so. This convention alone takes reference grammars in a new direction, making the 'Cambridge' the most theoretically aware work of its kind to have appeared. The contributors repeatedly bring their reasoning to the forefront, making the reader see why decisions are made, and thus fostering a critical response. This can only be a good thing, given that so much popular thinking about grammar during the past 200 years has been swallowed uncritically whole.

The book follows the Quirk approach in being fairly eclectic; there is no 'single theory' here. For example, alongside several notions whose intellectual history derives from generative grammar we find central use being made of the notion of 'clause'. But for those used to the Quirk approach, there are major differences both in analysis and terminology. For instance, the concept of preposition is given a more central role, analysed as the head of a phrase in its own right, and thus allowed to include virtually all of what are traditionally called subordinate conjunctions. People used to a SVO (subject-verb-object) analysis of a clause must get used to SPO (where P = 'predicator') or CPC (where C = 'complement of the predicator'). Some of the newer grammatical terms could have done with clearer definition at times: for instance, 'percolation' turns up repeatedly, but is exemplified rather than defined. Those yearning for the old days will be happy to note that the terms 'accusative' and 'gerund' turn up from time to time.

The 'Cambridge' is a fascinating mixture of developed and underdeveloped topics – full of insights and fresh perspectives, yet sometimes unexpectedly thin. Several illuminating notions from recent linguistics are given a clear and full presentation – such as the concept of a 'light' verb (*gave* in *She gave us advice* is 'lighter' in content than the corresponding verb in *She advised us*). And there is far more on semantics and pragmatics (the meaning and use of sentences) than previous reference grammars have included. On the other hand, some topics are treated very briefly, such as minor clause types (e.g. *Carefull!*, *So be it*) and parenthetical expressions. I missed a full treatment of the expressions which the Quirk grammar calls 'comment clauses' – *you know*, *you see*, *mind you*, etc.

Life may be too short to master two reference grammars in intimate detail, and it is the Quirk grammar which (having compiled its index) has occupied a worryingly large proportion of my own life. So it is a pity that, having acknowledged the particular influence of the Quirk approach, the authors did not draw readers' attention to the specific points at which their analysis diverges. They are scrupulous in contrasting their approach with 'traditional' (i.e. pre-linguistics) analyses, but it seems perverse for a book which presumably sees itself as providing an alternative to Quirk not to draw attention explicitly to the alternatives it is proposing. Linguists, teachers, and other language professionals would have been much helped by this additional perspective. If the Quirk grammar has 'pointed the way', it would have been most helpful to have the various crossroads identified where Huddleston and Pullum found it necessary to travel along a different way.

The index takes up 62 pages – 3 per cent, which is a bit light for such a large book (it was 6 per cent in the Quirk grammar). There are two indexes, in fact – a very full 32-page index of lexical items, and a somewhat less full conceptual index. For the most part the indexes are user-friendly, though some entries (e.g. *ambiguity*, *be*, *stress*, *style restrictions*) are too long and cry out for a breakdown into sub-entries. Alphabetical order is word-by-word, but sub-entries ignore the function word, so that X 'as clause' precedes X 'and coordination'. This produces some strange-looking sequences, which users might well find confusing, such as

agreement
 aspectual 270
 in case 459
 determiner-head 334 (etc.)
determiner 24–5, 54–5, 330, **354–8**, 386–99 *passim*
 basic 355–8
 and coordination 1326
 and countability 57, (etc.)

These illustrations also show the use of bold-face for primary references within an entry, and also the way the conceptual index uses bold for 'major headings' above a list of sub-entries. The latter practice may be more intrusive than helpful, given that the notion of 'major' reflects an authorial view of absolute importance, whereas the person using the index may be operating with a different set of priorities. But on the whole the index does its job well enough.

One thing is clear: this book will take its place alongside the two other reference grammars of recent years, to give students a foundation for the study of English grammar that they have never had before.

References

- Quirk, Randolph, Greenbaum, Sidney, Leech, Geoffrey and Svartvik, Jan (1985) *A comprehensive grammar of the English language*. London: Longman.
- Biber, Douglas, Johansson, Stig, Leech, Geoffrey, Conrad, Susan and Finegan, Edward (1999) *Longman grammar of spoken and written English*. London: Longman.

David Crystal, *honorary professor of linguistics, University of Wales, Bangor*

The Oxford guide to style. Robert Ritter. Oxford: Oxford University Press, 2002. xi, 623 pp. 24 cm. Bibliog., index. ISBN 0-19-869175-0: £16.99.

'*Hart's Rules* enters the 21st century', we are told by the publishers, who clearly intend to convey a sense of continuity. But *The Oxford guide to style* (OGS) is not merely a 'rewritten and expanded version' of *Hart's rules for composers and readers at the University Press, Oxford*. Originally compiled by Horace Hart, MA, Printer to the University, in 1893, *Hart's rules* has not seen a new edition since the thirty-ninth (reviewed by Hazel Bell in *The Indexer* 13(4), October 1983).

Like its companion volume, *The Oxford dictionary for writers and editors*, *Hart's Rules* was conveniently pocket-sized. But while the 2000 edition of *ODWE* is recognizably the same book as before, though thoroughly revised and published in a larger format, *OGS* is essentially an entirely new book. It is substantial in every way, not only in size. It contains authoritative and extensive treatment of topics only lightly touched upon by *Hart's rules*, such as the setting of scientific and mathematical texts, and the handling of legal documents. The chapter on languages, far from being restricted to French, German, Greek, Italian, 'Oriental languages', Russian and Spanish, ranges widely, taking in Icelandic and Faeroese, Brythonic and Goidelic, Athabaskan and Eskimo-Aleut. Here you can learn the principles of hyphenation in Hebrew and word division in Welsh. There is also, very usefully, a lengthy discussion of American English. Moreover, electronic media are dealt with; the chapter on 'specialist subjects' includes a discussion on how to deal with collections of correspondence, translations and transliterations, and sacred works (Christian, Jewish and Muslim); and there is a whole new chapter on 'copyright and other publishing responsibilities'. Also welcome are a number of useful lists and tables, for example the International Phonetic Alphabet, paper sizes, proof-reading marks, chemical elements and their symbols, logic and mathematical symbols, and American terms with their British equivalents. All these features make this an invaluable reference book for editors and others.

That is the good news. Now for some disappointments. It is disheartening with a book of this nature to have to start by correcting by hand nearly every page number in the table of contents. Moreover, there is a dismaying profusion of typos in what follows. Opening the book at random, I found on page 103: 'So if, for example, Señor Roberto Caballero Diaz marries Señorita Isabel Fuentes Lopez, their son might be Jaime Cabellero [sic] Fuentes... 'and 'the full name of Cervantes' was Miguel de Cervantes Saaverdra.' That should be 'Saavedra', and the apostrophe after the first 'Cervantes' is superfluous. That makes three

errors just on one page. Some of these may be copyediting errors rather than typos in the strict sense. Other typos include 'longer than necessary' on page 30; 'cinnamon & raison and onion bagels' (to illustrate the use of the ampersand) on page 60; 'Saints's names can be problematic' (indeed), on page 85; 'hyphen' on page 141; 'editions's' on page 477; and on page 95, 'Fräulein' has lost her umlaut.

In an exchange on SfEpline (the email discussion group of the Society for Editors and Proofreaders) in March 2002 it was suggested by one writer that the high proportion of errors was the fault of the typesetters, but others pointed out that the responsibility lay rather with those charged with the design, copyediting and proofreading of the book. In May, an SfEP member reported that OUP had informed her that a planned reprint had been slightly delayed 'due to major corrective work', and was due in July – unfortunately too late for the purposes of this review.* There is no glossary, which would have been useful for terms such as 'kerning', which first appears on page 17, but is not explained until page 51 ('the adjustment of spacing between characters').

The final chapter is on indexing, a topic not found in *Hart's rules*. It is generally sound if, perhaps, unduly prescriptive, and includes helpful advice. Authors who compile their own indexes may need to be told 'There is usually no need to augment an entry's heading with supplementary information from the text, particularly for an item with only a single page reference' – a trap sometimes fallen into by authors who try to reproduce the book in the index. In addition to this chapter, there are frequent references to indexing scattered throughout the text. It is encouraging to read, in the chapter on capitalization and treatment of names, that 'authors should clarify titles and names altered by marriage or any other means [if] only to avoid confusion (particularly if someone else is compiling the index)'.

What of the index to this book? It has a number of strings of 8, 9 or 10 page references – not that I personally regard this as a hanging offence, but it is inconsistent with the advice given in the text, which, pointing out that 'lengthy strings of page numbers' are 'tiresome and unhelpful to the reader', recommends that 'any string ideally should be reduced to six or fewer numbers'. For one subheading there is a string of 13, but to break this down would have meant sub-subheadings, which are frowned upon in this book. I found one or two incorrect page references. But the index, if not perfect (what index is perfect?), is generally well structured, and proved serviceable enough in use.

Christine Shuttleworth, *freelance indexer*

*At the time of going to press with this issue of *The Indexer*, the publishers were expecting to have the corrected version ready by the end of November 2002.

Information technology

The Internet: a writer's guide, 2nd edn. Jane Dorner. London: A. & C. Black, 2001. viii, 196 pp. 22 cm. Index. ISBN 0-7136-6126-7 (pbk): £10.99. (1st edn reviewed in *The Indexer* 22(2) Oct. 2000, pp. 108–9.)

Jane Dorner's comprehensive and practical book was reviewed in these pages only two years ago. The main change in this new version is that it contains fully revised web listings. There have been many dotcom births, deaths and marriages but – unsurprisingly – the most noticeable difference in the online resources section (Part 2) is in the listing of electronic imprints, which has more or less doubled in size.

Technology, inevitably, continues to move on, and there are other amendments to take this into account (for example, the author now has an ADSL (asymmetrical digital subscriber line) so can speak from her experience of using it). Some sections have been streamlined and reorganized, and information that dates especially quickly has been removed altogether.

Although the book is aimed at writers, there is much information useful to anybody who uses the Internet; for example, on using

search engines and creating web pages. The book's website contains some samples of revised sections, with listings of the online resources, which are updated regularly (and it is also possible to sign up for monthly updates).

Given recent debates about the future of printed matter, what Jane has to say on the subject is very interesting: 'I believe in books and that is why this is in printed form and only the resource file and updates are available on the Internet.' She goes on to say that the Web can be used by authors and publishers to expand the scope of the printed book. This could of course also apply to anybody connected with the publishing industry, including indexers.

Rosi Davis, *freelance marketing consultant and writer*

Language and the Internet. David Crystal. Cambridge: Cambridge University Press, 2001. ix, 272 pp. 22 cm. Indexes. ISBN 0-521-80212-1 (hbk): £13.95 (\$19.95).

The indefatigable Professor Crystal has produced what is claimed to be the first book by a language expert on the linguistic aspects of the Internet. Although falling 'just outside the peak age-range of Internet users (said to be 20-somethings)', he brings to the subject his customary combination of erudition, insight and wit. He notes 'a distinctive genre of worry' about the effect of a new communications technology on language and languages, but points out that this is nothing new: the arrival of printing in the 15th century was widely perceived as an invention of Satan, while some 400 years later the telegraph, the telephone and broadcasting in their turns caused concerns about censorship and control.

What interests Crystal is to 'see the way writers are struggling to maintain a bent which is naturally descriptive and egalitarian in character while recognizing a prescriptive urge to impose regularity and consistency on a world which otherwise might spiral out of control'. He distinguishes between five different Internet 'situations': email, chatgroups (synchronous and asynchronous – see below), virtual worlds and the Web, and examines the linguistic characteristics of each.

Email, he concludes, though superficially similar to an office memo or an informal letter between friends, is 'formally and functionally unique'. He is lenient about misspellings and mispunctuations, considering that they do not in general distract from the content of a message or pose problems of ambiguity. As the use of email becomes more sophisticated, he predicts that it will encompass a wide range of expression, from formal to informal. In his view it is 'an opportunity, not a threat, for language education'.

He uses 'chatgroups' as a generic term for worldwide multi-participant electronic discourse, whether in real time (synchronous) or in postponed time (asynchronous, as in a discussion list, which is really an email address redirecting a message to a set of other addresses). Despite inevitable confusion and incoherence, disruption of time-scale and turn-taking, both types of group fulfil a need and are successful. Crystal finds chatgroup language fascinating: 'First, it provides a domain in which we can see written language in its most primitive state. Almost all the written language we read (informal letters aside) has been interfered with ... by editors, subeditors, revisers, censors, expurgators, copy-enhancers, and others. Chatgroups are the nearest we are likely to get to seeing writing in its spontaneous, unedited, naked state'. Secondly, they provide evidence of the 'remarkable linguistic versatility that exists within ordinary people – especially ordinary *young* people (it would seem from the surveys of Internet use).'

A comparatively brief chapter is devoted to a study of virtual worlds, or fantasy games – electronic interaction where the subject-matter is totally imaginary. Crystal speculates that the text-based virtual environment is already heading for extinction and may become only an 'intriguing historical episode in Internet evolution'. With the World Wide Web, the subject of the next chapter, he clearly feels on firmer ground. The Web 'defies stylistic generalization', he sighs, but nevertheless he finds 'distinctiveness' in the process of scrolling – a user-controlled movement, 'chiefly vertical, sometimes horizontal'. The Web is 'a challenge to linear viewing', its most fundamental aspect being 'the whole context of hypertext

linking'. The hyperlink brings its own problems. 'There is no algorithm for guiding Web authors or designers as to the relevance or informativeness of a link. The designer is in the unhappy position of those unsung heroes, the book indexers, who try to anticipate all the possible information-retrieval questions future readers of a book will make. However, page designers are much worse off, as the "book" of which their particular document is a tiny part is the whole Web. One does one's best.'

In a final chapter, Professor Crystal assesses the linguistic future of the Internet. He finds 'Netspeak' to be 'a genuine new medium', neither spoken writing nor written speech. With infectious optimism he concludes that the various linguistic aspects of the Internet extend, rather than challenge, existing forms of language. 'The human linguistic faculty seems to be in good shape.'

There are two indexes, a letter-by-letter index of authors and a word-by-word index of topics, which I cannot fault except for the occasional use of *see* cross-references where double entries might have been preferable.

Christine Shuttleworth, *freelance indexer*

The wired world: an introduction to the theory and practice of the information society. James Dearnley and John Feather. London: Library Association Publishing, 2001. viii, 180 pp. 23 cm. ISBN 1-85604-373-8 (pbk): £29.95.

This overview of our increasingly electronic world opens with a discussion of the understanding of 'information' and 'knowledge' in the context of what has become even more of an 'information society' in the 21st century, a 'post-industrial society'. As indexers, we have seen our working methods transformed by the computer and customized software. In common with other information professionals, we have become free of mundane paper shuffling to concentrate on the more intellectual aspects of our work and have probably forgotten how recently this has all happened.

The history of these developments, from medieval writing through telegraphy, telephony and broadcasting to computer networks, is fascinating and includes the pioneering work done at Bletchley Park in the 1940s. Future developments of mobile telephony and the convergence of information and computer technologies (ICT) will undoubtedly have similar impacts on our working lives, and on the ways in which governments form information policies. It will also have considerable sociological and political implications.

Methods of sorting and communicating information are expounded, necessarily focusing on the Internet and its accessibility, but also discussing questions of quality and lack of other conventional controls, including the possibility for immediate self-publishing on personal websites.

Globalization is closely associated with the development of a knowledge-based economy. Information policies now need to encompass the freedom of the press and broadcasting media, censorship, copyright, data protection and freedom of information. These have various social and political implications in different countries and affect regulatory regimes and our access to information as informed citizens. The European Union brought together these issues into an Action Plan following the Delors (1993) and Bangemann (1994) reports.

The Information Society Index (ISI) divides 55 countries into skaters, striders, sprinters and strollers, depending on their response to the challenges of the information society, based on their computing, information, Internet and social infrastructures. Scandinavian countries are at the top in world ranking; Sweden is at no. 1 and the USA at no. 2, with the UK as a skater at no. 12.

There is a wide range of suggested further reading, including the usual references to publications, but also comments on the most relevant websites. This is an eminently readable book and benefits from short succinct paragraphs with clear explanatory headings, making its structure clear from the contents list. The index is adequate though disappointing. It would have been significantly improved by even a small amount of editing, as the following example shows.

information society
 theories 15–19
 theorizing 1–24
 theory and practice 147–50
 theory and practice, information society 147–59

The subheadings are not set out and have duplicated subheadings. There is also a lazy use of paragraph headings as exemplified by:

information society, explanations, other 15–19

However, this is a fascinating account at any level of technological understanding. Highly recommended; borrow it from the SI Library now!

Caroline Barlow, *freelance information scientist*

Other subjects

The chronology of words and phrases: a thousand years in the history of English. Linda and Roger Flavell. London: Kyle Cathie Ltd, 2001. 316 pp. 20 cm. Bibliog., index. ISBN 1-85626-414-9 (pbk): £9.99.

In considering the top ten inventions of the millennium, who would have placed spectacle lenses for defective sight (they appeared in 1280) among them? Yet one authority, we learn, does just that, the reason being that the possibility of leadership could thereafter remain with the over-40s.

Or which of us knows anything about the events surrounding the introduction in England by Elizabeth I of the first public lottery; or its discontinuance in 1826 because of fraud and alleged encouragement of gambling?

The words and phrases contained in the book (of which these are but a hint) are fascinating in the way they are developed and introduce us to unusual and unexpected areas of the history of English. Beginning as it does with the Norman Conquest, and leading to proposals in 1989 for the creation of the World Wide Web, the book seems so comprehensive that the question does not enter the mind how topics were arrived at or what omissions have been made.

The all-important date is followed by its historical context which, in turn, is followed by words and phrases relating to the event, and their explanation. Apt quotations give further life to the narrative. At the end of some year entries there are bullet points that touch on connecting issues (e.g. *pencil* follows *penicillin*, to which word it is related; and *stock* arises out of *knitting machines*, first used to knit stockings for Elizabeth I)

As can be imagined, Shakespeare, with his immense vocabulary, is a plentiful source of words and phrases, and so are wars, with, for example, *bulldoze*, *grapevine*, *opt out*, *brainwashing*, *blitz*.

There is a useful bibliography and a current web bibliography. The contents pages give a summary of each of the chronological entries. The index includes main and sub-entries but few proper names. The absence of these (e.g. Wycliffe, Elizabeth I, Daguerre and place names) weakens it. Their inclusion would improve the index (and the book).

Britton Goudie, *freelance indexer*

Publications received and publications noted

The audiovisual cataloging current. Edited by Sandra K. Roe. Binghamton, NY: Haworth Information Press, 2002. xvii, 370 pp. 21 cm. Index. ISBN 0-7890-1403-3 (hbk): \$79.95; ISBN 0-7890-1401-1 (pbk): \$49.95. (Also published as *Cataloging & Classification Quarterly* 31(2, 3/4) 2001.)

Encoded archival description on the Internet. Edited by Daniel V. Pitti and Wendy M. Duff. Binghamton, NY: Haworth Information Press, 2001. 241 pp. 21 cm. Index. ISBN 0-7890-1397-5 (hbk): \$49.95/£34.50; ISBN 0-7890-1398-3 (pbk): \$29.95/£20.70. (Also published as *Journal of Internet Cataloging* 4(3/4) 2001.)

Probate jurisdictions: where to look for wills, 5th edn. Jeremy Gibson and Else Churchill. Bury, Lancs: Federation of Family History Societies (Publications) Ltd, 2002. 71 pp. 21 cm. Illus. ISBN 1-86006-152-4 (pbk): £4.50 (plus £1.05 p&p). (Available from Units 15–16, Chesham Industrial Estate, Oram Street, Bury, Lancs BL9 6EN.)

Indexing awards 2002

AusSI Web Indexing awards: Fred Leise for the index to the Peoplesoft website: www.peoplesoft.com
 Patricia Kennedy for Site Index: a Subject Guide to the Queensland Environmental Protection Agency
<http://www.env.qld.gov.au/environment/misc/siteindex>

Bernard Levin Award: Drusilla Calvert for services to the Society of Indexers

Carey Award: Pat Booth for services to indexing

Hines Award: Jessica Milstead for exceptional service to the American Society of Indexers

Wheatley Medal: Dale H. Hoiberg for the index to *Encyclopaedia Britannica 2002 Revision* (Encyclopaedia Britannica Inc, 2001)

H. W. Wilson Award: Margie Towery for her cumulative index to *The Letters of Matthew Arnold* (University Press of Virginia, 2001)

Further details of these awards (and how to submit indexes for them) are available on the relevant society websites (see inside back cover).

Since 1994, Nancy Mulvany's Indexing Books has been the golden standard for thousands of professional indexers, editors, and authors. This long-awaited second edition, expanded and completely up-dated, will be equally revered. Mulvany is equally comfortable focusing on the nuts and bolts of indexing - how to determine what is indexable, how to decide the depth of an index, and how to work with publisher instructions - and broadly surveying, as she does here, important sources of indexing guidelines such as The Chicago Manual of Style, Sun Microsystems, Oxford University Press, NISO TR03, and ISO 999. benefits of preparing one's own index versus hiring a professional, while professional indexers will value Mulvany's insights into computer-aided indexing.