PREPARING INDEX OF A COMPOSITE BOOK

A CASE STUDY

Gives a brief description of the publication indexed. Provides a detailed account of the work involved in the preparation of the index. Brings out the significance of proper featuring in a publication. Explains and illustrates the technique of slimming an index. Emphasizes the need for precise and uniform terminology in the text. Lays stress on the need for proper co-ordination between an author and an indexer.

INTRODUCTION

The author of this 'case study' has been interested in the technique of preparing indexes in a systematic manner for a long time. While perusing materials in connection with his professional responsibilities, he has come across a variety of indexes prepared on different patterns. Recently, the author got an opportunity to prepare the index of a publication of which Dr S R Ranganathan was one of the joint editors. The completion of that work brought not only a sense of satisfaction but along with it a desire to share the experience with others. It is felt that this 'case study' may perhaps be of some use to those who want to develop and standardize the technique of preparing indexes in India.

THE PUBLICATION INDEXED

The publication indexed is a composite book. The information given below is taken from the draft title-page in the final press copy of the volume:

Ranganathan (S R) and Girja Kumar, Ed, Social Science research and libraries: Papers and summary proceedings of the Library Seminar on Research in the Social Sciences, New Delhi, 2-4 Jan 1959.

SUBJECT COVERAGE

An understanding of the subjects covered in the publication can be had by perusing its contents page which is as under:

Contents

Chap

A Conspectus

B The Social Sciences and Interrelations

C The Organization of Research Collections in India

D The Contribution of Library to Research

E Research Libraries: A Co-operative Approach

F Union Catalogue of Periodicals

B C TEWARI

Indian School of International Studies, New Delhi

INDEX OF A COMPOSITE BOOK

12 Number of Pages

The total number of typed pages of the text and the index were respectively 189 and 21 (single column), equivalent to 10 pages in double column.

2 RULES

In preparing the index, rules laid down by the Indian Standards Institution in IS:1275-1958 Indian Standard Rules for Making Alphabetical Indexes have been followed. The display form was preferred for featuring the entries in the index. Name headings and title headings were formed in accordance with Ranganathan's Classified catalogue code ed 4, 1958.

21 Index From the Typescript

The index had been prepared before the volume was actually set in type. This was possible since each chapter and its sections and paragraphs had been numbered. A Roman capital letter was used in the numbering of each chapter (see 11). For paragraphs and sections, Arabic numerals were used.

22 Index Number

The index number denoted either the number of a chapter as a whole or the paragraph or section number of a chapter. The entry given below is taken from the index for illustration:

Entry E Chain Procedure in Analysis and Chain Procedure in Social Science Documentation
Explanation K26 Paragraph 26 of Chapter K
Class headings L241 L241 Paragraph 241 of Chapter L
Technique N N Chapter N
* Abbreviation used for 'in relation to'

3 PROCEDURE

The procedure suggested in Appendix B of IS:1275-1958 had been followed for the compilation of the index.

4 STAGES OF WORK AND TIME SPENT

The preparation of index had to pass through several stages before it reached the final form. In all, 31 hours were spent in completing the index. Table I shows the type of work done during the different stages and the time spent on each stage.

TABLE I

TIME SPENT IN COMPLETING THE INDEX

<table>
<thead>
<tr>
<th>Stage</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 First reading of the text</td>
<td>4</td>
</tr>
<tr>
<td>2 Preparation of slips: Individual entries (809)</td>
<td>9</td>
</tr>
<tr>
<td>3 Verification with text</td>
<td>6</td>
</tr>
</tbody>
</table>
4 Alphabetization 3
5 Consolidation of entries (129) 6
6 Final verification of the press copy of the index 31

5 SLIPS FOR INDEX

A total of 938 slips was prepared out of which only 330 were used for making the final index. Table II gives an account of the number of slips prepared and used at different stages of work.

TABLE II
NUMBER OF SLIPS PREPARED AND USED

<table>
<thead>
<tr>
<th>Stage and Work</th>
<th>Preparred</th>
<th>Re-Remaineding</th>
</tr>
</thead>
<tbody>
<tr>
<td>I Verification Stage (Before the alphabetization):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Total number of slips prepared</td>
<td>809</td>
<td>-</td>
</tr>
<tr>
<td>2 Slips eliminated:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1 Entries containing subheadings to what was found in the text</td>
<td>-</td>
<td>60</td>
</tr>
<tr>
<td>2.2 Found redundant</td>
<td>-</td>
<td>25</td>
</tr>
<tr>
<td>II Consolidation stage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 New slips added for consolidated entries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Slips eliminated:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Containing entries incorporated in the consolidated entry slips</td>
<td>-</td>
<td>523</td>
</tr>
<tr>
<td>5 Surviving slips:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.1 Entries which were not consolidated</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>5.2 Consolidated entries</td>
<td>938</td>
<td>608</td>
</tr>
</tbody>
</table>

6 EXPLANATION

Some of the items of Table I and Table II are elucidated in the following paragraphs. The

items, which have not been discussed are of a general nature.

61 Preparation of Slips
611 Early Stage

While perusing the volume, every item found in the text that was likely to be sought by a reader or by the author himself was entered in a separate slip. The slips were maintained in the sequence of the respective items in the text, namely in the sequence of the index number.

612 Doubtful Slips

The selection of entries for the heading was made on a liberal basis. That is, whenever any doubt arose in respect of the utility of a particular entry for the heading, decision for its inclusion, or otherwise, was not taken at that time, and it was entered in the slip. For further explanation of doubtful entries see 7.

613 Elimination

The decision in respect of eliminating the doubtful entries was taken before alphabetization of slips. At that time, the entries were verified with the text. This was found to be a convenient time to make such a decision.

62 Verification Stage

After all the slips had been prepared, they were verified with the text in respect of the accuracy of the heading and the index number. Wherever required, revisions or corrections were made in the slips. Slips, not finally selected, were weeded out.

63 Alphabetization

An all-through alphabetization was followed for arranging the entries in the index. The only exception made was in the case of title entries of books, periodical publications and other documents. This exception implied the
giving of higher ordinal value to underlined (italicized) words, representing titles. Thus, the underlined headings got separated from those not underlined, even though they had the same words in the headings.

Examples:

Indian
Booksellers
Standards Institution

Indian
journal of agric sc
national bibliography

International
Abstracting Service
Organization for Standardization

International
bibliog of pol sc
economic papers

64 Consolidation Stage

It took proportionately more time in the preparation of consolidated entry slips than in the case of the slips which did not require consolidation (see Table I). This was due to the special attention needed to be given in the selection of a main heading or the entry word of a consolidated entry. After selection, the main heading or an entry word was entered in a fresh slip. Incorporation, in this slip, of the original entries, contributing to a consolidated entry, required great patience. Care had to be taken to provide indentation for the subheadings, specially when they were too many. Examples of consolidated entries with different kinds of main headings or entry words are given below:

Abbreviations used:
def defined
irt in relation to
rirt referred in relation to

1 Acquisition C4
Coordinated P72
Cooperation G74
Official pub P3
Unpriced G41

2 Bibliographical
Aid H7
Services
International D81
Need for D33

3 Book
Coupon scheme M25
def K13
Market C4
Selection C3
Tools G3

4 Classified catalogue code rirt
Periodical publications J5
Rules for
Added entries J6131
Documentation entries L24
Main entries J6131
Union catalogue
Arrangement of entries F63
Listing of libraries F61

5 History
As science B2241
irt
Economics B4
Social Sciences N12
Isolates in N223

6 Indian
Journal of agric sc J54
national biblio irt
Official pub G73

7 Natural Sciences
documentation vs
Social Sc documentation
Kaula L41
Shah M22
irt
Social Sciences B51
Terminology M14
Literature in F21
Research irt
Libr Service D11
Time span of C22

8 Rules
Govt catalogue J6
Inter-library loan P73
Union catalogue irt
Arrangement of entries F63
Listing of libraries F61
7 IMPRESSION

71 Featuring in the Text

A properly edited volume, like the one for which this index was prepared, brings out the significant ideas, of every section or paragraph, by featuring them as its heading or subheading. This facilitates the task of the indexer in formulating headings. The chances of omission and the play of the personal bias of the indexer in selecting headings are also minimized.

72 Unsought Headings

But due care has to be taken in the selection of formulation of headings for the index from the paragraph or section headings. Some of these may be unsought headings for the purposes of index. The 25 redundant slips eliminated at the verification stage (see Table II) consisted of such entries.

73 Subheadings as in the Text

In order to slim an index, it is suggested that the divisions of a subject treated in the text in a section, chapter etc with the name of that subject itself as its heading or purport, need not be given as subheadings of that subject heading in the index. Thus, in a volume where the subject has been systematically developed, it is not necessary to prepare entries indicating its subdivisions as subheadings under the name of that subject on main heading. For example, under a chapter heading, its section or subsection headings need not be listed as subheadings under the subject heading for the chapter as a whole.

Similarly, it is not necessary to list under a section-heading as subheadings, the terms occurring in the text as the feature headings of the successive subsections. Most of the doubtful entries mentioned in 612 contained such subheadings and were eliminated at the verification stage.

731 Chapter Heading as the Heading of an Entry

In the illustration given below, a chapter heading is formed as the main heading of an entry. Its subheadings contain section or subsection headings of the chapter. The entry is prepared from Chapter H of the volume which is titled 'Organization and Handling of United Nations Documents'. The heading formed for the entry is 'United Nations documents'.

United Nations documents H

Arrangement
- Mimeographed documents H63
- Official records H34
- Sales Number publications H42
- Bibliographical aids (see also Reference)
- Mimeographed documents H64
- Official records H734

Categories of H2
- Check list of UN documents H732
- Depositories for H4
- Everyman's United Nations H746
- Mimeographed documents H6
- Arrangement H63
- Bibliographical aids H64
- Symbol scheme H62

Reference aids H7
- Check list of UN documents H732
- Everyman's United Nations H746
- Repertoire of the practice of the Security Council H74
- Repertory of practice of UN organs H743
- United Nations documents index H731
- Yearbook of the United Nations H741

The above is virtually a special index to Chapter H. This special index is made as a pocket in the index to the whole book. Its helpfulness needs discussion.

7311 Common Approach

a) Chapter heading as entry heading - To locate different aspects or divisions of a subject in an index, the common approach is to look for it under the main subject. For example, a reader wanting to approach the subject 'Mimeographed documents of the United Nations' through
the index, will formulate 'United Nations documents' as the subject heading for the purpose of locating it in the index. After location of the entry 'United Nations documents H' in the index he can go to chapter H. As the subject has been systematically developed in that chapter, the reader can locate the material on 'Mimeographed documents' by scanning the paragraph and section headings.

b) Omission of subheading - Thus, in the illustration given in 731, all the subheadings can be omitted, retaining only the main heading of the entry and its index number, namely, 'United Nations documents H'.

7312 Alternative Approach

a) Section heading as entry heading - There is a possibility that some readers may approach the subject 'Mimeographed documents of the United Nations' by formulating 'Mimeographed documents' as the heading. To satisfy such readers, an entry containing 'Mimeographed documents' as the heading should be given. This will enable such readers to go to the subject directly by referring to the section of the chapter.

b) Omission of subheading - In this case also, it is not necessary to include in the entry those subheadings, which are formed from the headings of the sub-sections of the same section. Thus, in the following entry, all its subheadings can be omitted as they form headings of the subsections of the same section.

Mimeographed documents H6
Arrangement H63
Bibliographical aids H64
Symbol scheme H62

7313 Subsection as Entry Heading

A person interested in organizing or handling the UN documents may approach the subject 'Mimeographed documents' in a different way. He may, for example, be more interested in the problems related to the arrangement or the symbol scheme of the Mimeographed documents. His approach may therefore be to look for the headings like 'Arrangement' or 'Symbol scheme' in the index. This can also be an approximate approach to the location of an entry, the heading of which is formulated from the heading of a subsection of a section of a chapter. To satisfy his needs, additional entries, formulated from the headings of subsections, can be prepared. Thus, from the example given in 7311(b), the following additional entries can be prepared:

a) Arrangement
Mimeographed documents H63

b) Bibliographical aids
Mimeographed documents H64

c) Symbol scheme
Mimeographed documents H62

7314 Conclusion

The implementation of the suggestions made in the above paragraphs will lead to a considerable slimming of the index, without causing any inconvenience to the users of the index. This presupposes two qualities in the text itself, namely that the subject should be developed in a systematic way and that each section, subsection, etc, should be provided with its own feature heading.

7315 Numbering in Decimal Notation

This process of slimming can be mechanised by the following procedure:

In case, chapter, sections etc are numbered in decimal notation, the subdivisions of a main heading calling for an index number with the index number of the main heading itself as the initial digit(s) are to be omitted.

74 Terminology

The use of precise terminology facilitates the task of the indexer in grouping similar concepts or ideas in the index. This should be secured by special editorial effort. Such editorial effort is particularly necessary in a composite book, such as a symposium. For in a composite book, there may not be precision and uniformity
in the terminology used by the different authors or contributors in expressing similar ideas. This creates difficulty in the grouping of ideas in the index and it may even result in their being left out by the indexer.

In the realm of social sciences, precise terminology is yet to be developed. Hence, an indexer has to give an entry under different names likely to be looked for by readers and to make each such name a heading. Even then, the editor's pencil can help in standardizing some of the more general terms like 'National Central', in the case of National Institutions, for example 'National Library', 'National central library', or 'Central library'.

75 Singular Form

In preparing the index, singular form was preferred to the plural for an entry word as the heading. However, in some cases, the latter form had to be used as there was probability that the singular form would not convey a precise meaning.

Examples:

'Areas of topics'
'Categories of common isolates'
'Consultants'
'Functions'
'Mnemonics'
'Periodical publications'
'Resolutions, Seminar'
'Rules'
'Schedules'
'Sequences of isolates'

8 CHANGES IN TEXT AND CORRECTION OF INDEX

81 Changes in the Text
   at Stage 1
   (Verification)

While indexing, some of the shortcomings in the text such as wrong grouping of ideas, repetition of the same idea or lack of balance in the development of the subject become evident. Such omissions and commissions can be brought to the notice of the author or the editor for making the necessary changes in the text. This assistance can be immediately utilized by the author or the editor if the index is being prepared from typescript, instead of at the proof-stage.

811 Correction in the Index

If any revision or correction is made in the typescript by the author or by the editor, the consequential correction of entries in the slips, should be done immediately by the indexer. This is best done before the index slips are alphabetized. After their alphabetization, too many corrections in the script may prove a burden to the indexer.

82 Changes in the Text
   at Stage 2
   (Consolidation)

Usually, further changes needed in the text are sensed after the alphabetization and the consolidation of the index slips, that is at Stage 2. Here too there should be co-operation between the indexer and the author or the editor. Here too the indexer should immediately carry out all the changes in the index slips, consequential to author's or editor's corrections.

83 Proof Stage

If an index is prepared from the typescript, it should be borne in mind by the author or the editor that any change made in the text during proof correction stage should also be carried out in the index.