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TECHNICAL

an Illuminating Exposition

by

G M PATIL

Retd Curator of Libraries

Mysore State



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Price: Rs. 5 or \$ 1 or Sh 7. 6d

Published by :
G M Patil
Gopalpur
Dharwar-7

Printed by :
P U Kore, M A, B T
Superintendent,
Tontadarya Press, Red Cross Road,
Dharwar.

DEDICATED

to a

University

where sound scholarship abides

where Mahasaraswati Reigns Supreme

which disseminates knowledge, light and wisdom

and which is not hidebound with prestige

and to a

Government

whose work is

characterised by

thoroughness, diligence

spotlessness, and perfection;

and in doing so associate with it

the memory of my late beloved brother

V M PATIL B COM

who was a pioneer and a Śaraṇa

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ACKNOWLEDGEMENTS

My grateful thanks to (1) Shri M R Kumbhar, B A, M Lib, Sc, Librarian, Karnatak University, Dharwar, for the facilities of study provided (2) Shri A M Annigeri, M A, Research Assistant, Department of Archaeology, Mysore, for the kind help in proof-correction (3) Shri P U Kore, M A, B T, Superintendent, Tontadarya Press, Dharwar, for the prompt and satisfactory printing.

— G M P

PREFACE

1 There appear mistakes in printing. They are not so horrible as to cause reading and comprehension difficult. Still, they are called 'Printer's Devils'.

2 There appear still more gross and horrible blunders in book-production. These are not on the printer's side but on the producers'-Author, Editor, Compiler and Publisher-side. Although these are noticed while reading the books and difficulty felt, yet, they are taken for granted; and no appropriate bad name seems to have been coined in respect of these, although they are the worst devils. No body seems to have bothered over them and brought them to book. This probably accounts for their perpetration even today in the work of a University and a Standard produced by the Government.

3 An attempt is made to hold a mirror to these mistakes so that their oddity, absurdity and troubles are realized and avoided in future publications. No book covering this subject - except on indexing - seems to have been produced so as to bring these blunders home to all concerned. The errors in the technical aspects of bibliography have been recorded in this book for the first time as far as I am aware. This is necessitated looking to the type of errors committed by high authorities—who are expected to lead the country - through blind following, thoughtlessness, lack of care and diligence, in authoritative works.

4 Such a book was doubly necessary in order to ward off future producers of books from following - blindly or otherwise—faulty works as well as for proper guidance. It shows how high authorities like Government and

University are quite unmindful of the gross blunders. The criticisms levelled against these serve as an eye-opener and constructive suggestions for improvement.

5 The ideas on ordinal value of letters and symbols in an alphabet, and the functional index are an original contribution on the subject dealt in this book.

6 The methodology adopted for exposition is somewhat novel. The approach through core study and case studies is a distinctive merit of this book as it orientates the subject and highlights the problems. Critical apparatus has been employed for illuminating the subject. The index of this book illustrates what a good index should be like.

7 Every person concerned with the production of literature, Librarians and the indexers have much to learn from this book.

Dharwar-7
17-11-1967

G M Patil

○ INTRODUCTION

01 Origin

The subject-matter of this book struck me when I was reading the book *Sūnyasampādane* Vol. I (1965) published by the Karnatak University, Dharwar. The ideas got crystallised when I examined it thoroughly from the bibliographical aspects and in preparing the bibliographical review of the same.

02 Bibliographical Aspect

The conspicuous faults and errors in that book made me think as to the reason how and why they have occurred. This made me analyse the work and the process involved in its editing. The analysis has been given in section A3 of this book. It showed that there were two distinct types of work, one literary and the other bibliographical leaning on the technical aspect; and this technical bibliographical work had been attended to by the academic staff engaged in its editing. It is no wonder that this aspect of work has suffered miserably. It needs no argument nor conviction in these days that the academic staff however high their qualifications and however rich their literary accomplishments are no better than laymen in the technical work dealt in this book. The wonder lies in the fact that how the University authorities or the editors did not discern this and entrust this part of work to competent bibliographers.

03 Diacritical Marks

The conspicuousness of the faults has been glaring like the caste marks on the foreheads of the orthodox Hindus. The mistake contains in the heading in the transliterated English letters. The letter m preceding p is given a dot over it so as to produce the *anusvāric* effect. The simple letter m itself is appropriate to produce the same in the case of the consonants p, ph, b, bh, and m. That improvised letter *m̄* is necessary for producing *anusvāric* effect in the case of semivowels य to व, the sibilants श to स and the aspirate ह. Thus, it has been a प्रथमग्रासे मक्षिका पातः event. Similar gross mistake has been about the transliteration of the word *Āṅkāra*.

031 INGENUITY

The above ingenuity did not seem to be original with the staff concerned with the production of that work. It appeared that they had copied this device from a well-known work on Indian philosophy, first published as early as in 1920's. It was singular with this work and it appears that no other writers have followed it or have committed similar mistakes. A little thinking over the matter as to why the improvised letter *m̄* should be used when the letter m itself produces that effect, or a little consultation with the Librarian would have enlightened them about the standard practice regarding transliteration used in the **Indian National Bibliography**, and the import of using the improvised letter *m̄*. But inertia, sophism and conservatism seem to have prevailed.

04 Other Spheres

It struck me that the work might be suffering in other spheres also owing to the lack both of technical knowledge as well as the critical eye to such details as usually happens to those unaccustomed to it. The defects noticed are in other spheres like (a) Structure, (b) Citations, (c) Indication of references and (d) Alphabetic arrangement — this is very important and perplexing in the case of Indian alphabets. These have been dealt at length in order to impress their value and importance in Book-Science.

041 ALPHABETISATION

Alphabetisation of Indian letters poses many problems. Although the general scheme of the Indian alphabets is the same, there are slight variations here and there; there might be two or three letters more or less than the *Devanāgarī* script which occupies the mother's place; and there might be different symbols to indicate the *anusvāra* and *visarga* for the different scripts; also the place of their indication might vary. Each author or compiler has either followed some predecessor in the field or has followed the path according to his own light. But a global aspect to the problems was necessary and the same has been visualised and dealt as is found necessary for the first time in this book.

05 Index

The above mentioned glaring and embarrassing defects aroused the browsing instinct of a librarian in me and I

scanned through the index. The index was found to be definitely disappointing. Index is like a face reflecting the personality of the book. It is a lens with which the book embodying the microcosms is viewed. It is a tool for using a book according to readers' necessity. The index is as important as the contents of a book. Therefore, it has to be very efficient and serviceable.

06 Core and Case Studies

A close study of this book from all these aspects has formed the core study of the present work. Therefore, most of the illustrative examples are from *S'ūnyasampādane* Vol I. It appeared that other authors, editors, compilers might have faltered here and there, if not everywhere. Therefore, the books mentioned in the Bibliography were consulted or examined according to necessity for throwing light on the subject. Hence, they provided material for case study. Illustrative examples from these are given wherever necessary.

07 Original Work

This is an original research work on the subject. There do not seem to be any book dealing with the technical aspect. In fact, no ground nor basis had been manifest to necessitate the treatment of this subject. Excepting the index, all other aspects are peculiar to transliterated works. And there have been very few books of this kind. For the sake of such few books, it was not considered worthwhile to deal the subject. And no body has so far called

and treated this material under the name Technical Bibliography. For, no one found enough material for it. Strangely, indexing work has been associated with and goes under Physical Bibliography, not because it was an appropriate house for it, but because it had no home of its own. Now, with its cognate subjects — Transliteration, diacritical marks, alphabetisation, compilation of bibliography, the index can have a home of its own under the name technical bibliography.

08 Small Field

It might be said that the field of interest for this book is small. Till recent time it was so; the Indian classics were being interpreted to the English knowing world by a few Westerners. Now, the onus of introducing and interpreting the classics on Indology has to be taken up by the Indians themselves — the individual scholars, academic bodies and the Universities. Hence there will be a sufficient growth of literature of this kind in the near future. Apart from this, ancient records like inscriptions, copperplates and documents are necessarily transliterated and translated into English for the knowledge and information of the historians and archaeologists at home and abroad. Hence, the present work will serve the needs and interests of such bodies and persons also. Further, the urge for a *lingua franca* for India has necessitated the adoption of a common script in which books in other languages shall have to be transcribed. This involves a tremendous work of transliteration, use of diacritical marks and alphabetisation. Hence

the necessity of a book dealing with these is great indeed.

091 RESULTS

However, the number of books does not matter. For, even if the number of such books is few, the vast number of readers and users will be put to difficulty and embarrassment if they are not systematic and orderly. Since a writer is producing his work for the prospective readers and users (library) staff, he will have to be thorough for the sake of the readers. Hence, this book even though it might be of interest to a few writers and editors, it will produce indirect benefit in greater proportions to the readers.

092 INDEXING

Index and indexing have occupied a considerable part of this book. Index has a wider application and is quite common to all books than the other topics dealt herein. Although index is an important and indispensable part of a book enough care and attention do not seem to have been paid in some Indian books; and particularly, the book that formed the core study has an indifferent index. This is so for the reason that Indexing, in India, goes associated with the authorship or editorship of the work as the case may be. It has not been realised that the work requires technical knowledge, experience, skill and flair. Therefore, the indexes suffer. Why, how and in what manner they suffer has been demonstrated in this book.

0921 INDEXING ABROAD

The technical nature of the work of indexing has been well realised abroad since nearly three decades. Accordingly, a profession of indexers has grown there; and the books on indexing are addressed to these professionals and not to authors and editors. The Britishers have advanced further and produced recently a standard on Indexing Books and Periodicals for the guidance of the indexers.

0922 INDEXING IN INDIA

India has yet to produce indexers, and build up a profession of indexers and form an association of these professionals. This association would, in course of time, consider and resolve the problems inherent in transliteration, transcription of Indian scripts to Roman script and *vis a vis* themselves in the light of the problems discussed here and in the alphabetisation of the Indian scripts etc. The Indian Standard (I. S. : 382—1952) prepared by the Indian Standards Institution does not seem to be commensurate to the task so far as Indian languages and scripts are concerned. The problems for the Indian indexers are many since India is a vast country consisting of many cultures and languages. It is hoped that this book will go a long way in stimulating and giving a fillip to indexing activity.

0923 ROUTINES

I have not dealt in this book the usual topics of selecting words and arranging them according to their

potency and prepotency, choosing their main, sub and sub-sub subjects in effecting a chain of entries and using punctuation marks like comma, colon, semicolon, stop etc., for the proper featuring of the entries. Nor, have dealt with the routine part of the work like selecting or using materials like slips or cards and the assorting tray and the process of assortment.

0924 VITAL ISSUES

I have deliberately omitted these, because, I visualise and expect that the indexing work will be taken up by qualified professional librarians of the middle rank, who are conversant with all the technical and routine jobs as a part of their normal library work. I have therefore said that the prerequisites of an indexer are a good knowledge of classification and cataloguing. In this context and background I have dealt with the vital aspect of indexing by laying stress on avoiding block entries, use of cross references, thorough analysis of the material and presenting it in a relative and expressive manner.

093 COMMAND

However the shortcomings and defects noticed and the present situation, these were not enough stimulants or urge in undertaking this work. It needed an आदेश command from the Master. This had already been given as early as in 1952 in the book *Physical Bibliography* by Dr S R Ranganathan. It reads as follows:—

“There have been till now no means of cumulating all such experiences [reasons for slowness of progress in the improvement of the index] as to lead to a concerted attack on the difficulties. However, the advent of reference service is full of potentialities for providing such a means... The difficulties of inefficient indexes cannot be forgotten by them”.

This book shaped thus and has seen the light of the day.

094 FURTHER EVIDENCE

Another work that has provided a good deal of material for the book is the Government of India publication on the common script for India titled as *Parivardhita Devanāgarī*. On the eve of sending this book for printing, this publication was noticed in the press. It caught my attention since it concerned with the topics dealt in this book. On going through it a feeling was created in me that the booklet produced by the Government of India deserved trenchant criticism since it contains errors, omissions and displays lack of order thereby betraying an irony of the standard and belying it. This is another proof of how negligence or disregard on these technical matters produces gross errors. This confirmed my estimate all the more that a book on technical bibliography was very much necessary not merely to serve as an eye-opener but to check blemishes. Hence it has formed a major chapter in this book.

095 USER-ORIENTED

Throughout this book, on each and every occasion, I have said that the author or editor or compilers should not be self-centered but their works should be reader (user) oriented. Now, I am putting the same question to me. Am I reader-oriented? The answer to this is a firm affirmative. I went through the books mentioned under bibliography as a reader and on observing the defects and shortcomings, I rose to the pulpit of an author and produced this book in order that the authors and others concerned in book-production pay due attention to the technical aspects with a view that the books are upto the mark of expectation of enlightened readers and library staff whose expectations in these respects provide a norm.

096 USEFULNESS

The next question will be to whom will this book be useful? It will be useful to—

- (1) The publication departments of Governments which are the greatest producers of books;
- (2) The publication departments of the Universities which have widened the scope of their publications so as to cover (i) popular, (ii) semi-academic (iii) academic and (iv) scholarly works;
- (3) The printers and publishers who have a legitimate part in improving the quality of the publications, in these respects;

- (4) The University Departments of Library Science, since it would be an item in their syllabus;
- (5) And, lastly, the birds of my feathers – the Librarians as being helpful to them in their day-to-day work like reference service etc., and in stimulating and guiding in becoming professional indexers.

A GENESIS

A1 Chance

I happened to read the book **Tibetan Yoga and Secret Doctrines** Ed. by Evans-wentz (W.Y) in order to satisfy my hobby. After finishing it, the next book I read was *Sūnyasampādane* Vol. I. * But while going through this, a great contrast was felt between these two. While the former book conformed to high standards in book-production (technical) the latter seemed *prima facie* defective. Then, the bibliographical interest inherent in a Librarian aroused and made me thoroughly examine it; and I communicated my observations to the authorities responsible for its production.

A2 Defects

The defects noticed in this book were of four categories viz., (1) Structure of the book (2) References in it (3) Transliteration and (4) Index. The notes and comments are given at the end of the book, as a contrast to the usual practice, in such treatises, of giving them at the appropriate places in the text. The reasons for the same are not obvious. Further, references to these are not given both in the text and in the index. On a cursory glance, it was noticed that two abbreviated references in the foot-notes had not been included in the list of

* Karnatak University, Dharwar : Sunyasampadane Vol. I (1965)

B THE DICTUM

B1 Art for Art sake

‘Art for Art sake’ is a well-known dictum. But there are different opinions about it. Whether this dictum reflects the whole truth or a part of it and whether art should stand for and serve Art only or it has a meaning for and purpose in life is a matter that should be left to the critics of Art.

B2 Writing for Writing sake

But there cannot be a similar dictum ‘Writing for writing sake’. Writing has a definite purpose. It is not merely expression but communication. A writer writes because he wants to communicate his ideas, plans, feelings, emotions etc. It is for this purpose that the languages have been evolved and developed in the course of time so as to make them effective mediums of communication. The development of languages has been coextensive with the matter to be communicated.

B21 COMMUNICATION

The writing has to be intelligible to the readers for whom it is intended. The apt vocabulary, style and treatment and exposition of the theme go to make the writing serve its purpose of satisfactorily conveying to the readers what the writer has in mind. The art of writing, expression and communication are being taught and developed in academic institutions right from the school days and writers have consequently developed the art of

C BIBLIOGRAPHY

C1 Meaning

The word Bibliography has a wide meaning. It has also much meaning. It has taken meanings after meanings from the time the book-production assumed a trade. Briefly, it may be stated as Book-Science, all that is involved and concerned with book-production.

The Oxford English Dictionary (1933) records four meanings to it. The first of these i. e. the writing of books is now obsolete. The third meaning concerning with the details of books is usually covered in the second definition which speaks of the systematic description of all the elements involved in the production of books including their authors, publishers and editions etc. The last and the fourth one coming under the definition is the "List of books of a particular author, printer or country or of those dealing with any particular theme, the literature of a subject."

Practically, two meanings for bibliography are in vogue at present. The one is concerned with the material side of the book and the other with the literary content of the book; and these two have come to be known as physical bibliography and literary bibliography respectively, to distinguish the two meanings.

C2 New Aspects

There is of course a third aspect to a book which is not yet recognised, realised and spoken of; and that is the technical aspect. It may be said that this particular aspect has emerged due to conditions obtaining in India,

D BIBLIOGRAPHER

D1 Meaning

Counterpart to and coextensive in meaning to the word bibliography is the word bibliographer. The Oxford English Dictionary gives two meanings to the word. One is, the writer of books, a copyist, a scribe; this meaning is now obsolete. The other is in relation to the two current meanings of the word bibliography given earlier in this book. It signifies one who is versed in preparing or compiling bibliographies whether historical and descriptive or literary.

D2 Additional Meaning

But I would induct some more meaning as pertaining to and having relevance to this book which is called technical bibliography. Accordingly, the meaning would, besides, include persons who are proficient in transliteration work, diacritical marking, alphabetisation and indexing. Indexing is regarded as separate and distinct from bibliographical work and the persons who prepare them are known as indexers. But indexing is truly speaking, a technical work. I have therefore dealt indexing along with the technical matters, as being appropriate.

E NOTES and COMMENTS

E1 General Practice

In the case of ordinary books, it is only the index that matters. But in the case of complex books, the other three factors also figure in. Where the contents of a book need be substantiated or corroborated and evidenced, notes and comments have to be added to the book. Usually, such notes or comments are given at the foot of the page whereon the matter of the text that needs be elucidated appears. This is the general practice even if the notes matter is heavy and cannot conveniently be accommodated in the space available at the marginal bottom of the page. In such circumstances, the text size of the page is squeezed upto the necessary extent even to the point of reducing the text matter on the page to a few lines and making the notes-matter occupy the lion's share. This is found to be both necessary and expeditious to catch the eye of the reader and facilitate easy reference. Otherwise, the reader will be made to turn the pages backwards and forwards in order to peruse the notes, which is at once both distracting and annoying.

E2 Exception

However, there are exceptions to this practice and the notes and comments are added at the end of the text matter, instead of giving at the bottom of the page. This practice seems to be convenient and in vogue in the case of text-books. The reasons for this seem to be that

F REFERENCE TO SOURCES

F1 Occurrence

In treatises and scholarly works, there will be abundant citations and quotations in order to throw side light on the subject that is being dealt with or to support the arguments, contentions, assertions and conclusions. These citations refer to outside sources for clarifications. The quotations will be from outside sources. Such sources to which the citations or quotations relate are mentioned either fully — and consequently listed in the bibliography — if there be no frequency of occurrence of the same, or briefly if the references are frequently mentioned and their mentioning in abbreviated forms will be both expedient and economic; and in case of abbreviation, a list of abbreviations giving the full titles of the sources shall have to be given in the book for the guidance of the readers.

F2 Compilation

Compilation of the list of abbreviations, no doubt, pertains to the sphere of technical bibliography, as it requires the necessary skill, experience, eye for details and diligence, as otherwise there will be omissions and commissions which will produce an adverse effect on the mind of a reader. In the book which is subjected to core study, it is noticed on a cursory glance that two of the abbreviated references are not given in the list.

G TRANSLITERATION

G1 Necessity

The aid of transliteration is resorted to in case a text or passage has to be communicated to the readers who know the language of the text or passage but do not know or are not familiar with its script. This is usually so in case of Sanskrit classical works. The Orientalists abroad know sufficiently well the Sanskrit language, but are not conversant with the *Devanāgarī* (*Nāgarī*) script in which the Sanskrit works are written. Hence transliteration is done from *Nāgarī* letters into English (Roman) letters with suitable diacritical marks wherever necessary. Just as translation helps understanding a passage in one language through another language, similarly transliteration helps comprehending one script through another.

G2 Diacritical Marks

Scripts differ one another. The difference might be due to lack of corresponding letters or of letters having similar sounds. In either case suitable marks shall have to be used to make good the short-comings. This is necessary in transliteration or transcription. Marks are used over or below the letters to show some distinction. Such distinguishing marks are known as diacritical marks. The most common marks used for the purpose are $\bar{\quad}$ $\acute{\quad}$ $\ddot{\quad}$ $\underset{\cdot}{\quad}$ & above the letters and $\underset{\cdot}{\quad}$ & below them.

G21 USE

The use of diacritical marks is essential and indispensable in case the letters of one script are to be

H ALPHABETISATION

H1 Book-Structure

Viewed from the point of the structure of contents, books could be placed under two categories. The ones in which there is a regular and continuous flow of thought, ideas, events and narration maintaining unity throughout, are ordinary books. The others where the matter presented is in bits and pieces that are strung together by the sequence of letters in the alphabet, are generally reference books. Reference books are an assemblage of entities by the alphabetic device.

H11 CORRECT ORDER OF LETTERS

In order to be thorough and faultless, the correct order of the letters according to the scheme of the alphabet shall have to be maintained in the reference books. Otherwise, faults and errors that emerge in an otherwise arrangement lead to trouble, difficulty and annoyance in their use, not to speak of the time and energy consumed. The alphabetic arrangement provides the key to their reference and use.

H12 ERRORS

However, errors do sometimes occur in the course of alphabetisation for one reason or another or unawares. The possible errors and their extent have been set out below for guidance by examining the following works:—

1. Sorensen (s) : *Index to Mahabharata* (1904)
2. Bloomfield (Maurice) : *Vedic Concordance* (1906)
3. Dandekar (R N) : *Vedic Bibliography* (1946)

I SCHEME OF TRANSLITERATION

I1 Necessity

Wherever transliteration from one script to another is to be done, a scheme of transliteration has to be followed; and the same requires to be given in the book in order to inform and instruct the readers. Otherwise, the readers will have to grope in the dark and make out the diacritical marks used, by inference, guess-work and practice. Just as a list of abbreviations used is invariably given in the book, similarly, the table of transliteration should also be given in the book for the correct guidance and quick reference of the readers. It is no good to say that the usual marks are followed or to presume that the readers would easily make out the diacritical marks. For, the readers should not be made to strain their mind or memory on this account. Also, they should not be directed to refer to another work for this purpose. A transliteration table would not occupy more than $\frac{1}{4}$ to $\frac{1}{2}$ page space and hence there can be no ground or justification for omitting it in the book. The national scheme of transliteration, if there is one, should be followed.

I2 Omission

Now let us examine whether the works referred to in the previous chapter conform to this requirement. Out of the eleven works taken for case study, the two books on Indian Philosophy and Apte's dictionary do not contain transliteration. Hence they are out of question. And

J COMMON SCRIPT for INDIA

J1 Common Script

A common script for India was a great desideratum. It is a means of achieving a *lingua franca* for the nation. Government of India have realised this in good time. The matter was engaging their attention since a decade. After a good deal of spade work and efforts at the level of experts, Governments and others concerned, Government of India have evolved a common *Devanāgarī* script and published the same during the earlier part of the year 1967. The standards prescribed are final and not provisional nor tentative, as stated in the preface. The hard labours put for its production deserve the encomium and thanks of all; and the men of Letters as well as printers and publishers would certainly welcome this and adopt it.

J11 Aspects

A script has three aspects: (i) Its form and shape (ii) Phonetics (iii) Relative order of the letters in the alphabet. The first is a matter of interest more to the printers although the readers also expect it to have a pleasing and attractive appearance by diverse sizes, shapes and niceties so as to add to the variety and manipulation in order to strike distinction from one matter to another as well as to drive away monotony. This is a matter of evolution of types in course of time based on the structural core. The next one i. e. phonetics of the different Indian scripts corresponding to the *Devanāgarī* is certainly a matter of interest to the Linguists.

K INDEX

K1 Necessity

There was a time in India, not long ago, but only some fifty years back, when books were read and read through. The fields of knowledge were then restricted and the reading interests of individuals were very limited. Also, the books in the respective fields of interests were very few. A student or scholar would read the books of his interests through and through. He would read them reread them and read a number of times so as to gain mastery over the contents of the book; thus, he would be able to spot out and look into a particular page or paragraph for a particular piece of information or matter whenever needed.

K11 OLDEN DAYS

Thus, no need was felt then of the aid of an auxiliary to help the reader in finding out the spot or page where he could find certain knowledge or information needed by him. The index which is intended for providing an aid in locating the knowledge or information was not felt necessary or useful; and even if the particular book provided an index, he would not use it as was felt unnecessary for him.

K12 PRESENT TIME

Things have vastly changed during recent times. The fields of knowledge are multiplying; their horizons are widened; simultaneously, intensiveness and depth of knowledge have increased. The civilization is growing more and more complex. Naturally, the fields of interests

L INDEXING

L1 Art

Indexing of books is both an art as well as a science. Its presentation is artistic as it produces an aesthetic sense in the mind of the viewers. It at once attracts the eyes and pleases the mind. The various kinds of types — capitals, big and small—upper and lower case letters bold faces and italics, the numerals both Roman and Arabic, add to the variety and diversity. The spacing and indention also contribute to these. The punctuation marks like comma, colon and semicolon add grace to it. All these features go to present an artistic view.

L2 Science

The science of index pertains to the selection of words and expressions that are significant and important and in finding out the key words and judging their potency and prepotency for featuring them in a useful manner. The featuring of the entries in the index has to be done in such a way that it fully reveals the text. To achieve the objective, descriptive words in abbreviated forms shall have to be used in order to convey well their aspects, relationship and impact on other aspects or points or topics. The Indian Standard (IS: 1275-1958), *Rules for making alphabetical Indexes*, has suggested four abbreviations for the connecting terms. They are:—desc=described, irt=in relation to, qirt=quoted in relation to, and rirt=referred in relation to. The use of these in addition to others as

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Note:— 1 The references are not to page numbers but to chapter, section and clause numbers.

2 The following abbreviations are used.

alph= alphabetic(al); alphn= alphabetisation; *anun*= *anun-sika* *ans*= *anusvara*; arr= arrangement; bib= bibliograph(ical)y; con= concordance; cp= compare(d) *desc*= described; diac= diacritical; dict= dictionary; Eng= English; ex= example; Ind= India; *irt*= in relation to; Kan= Kannada; kar= Karnatak; Mrt= Marathi; Phil= Philosophy; Prac= Practical; *qirt*= quoted in relation to; *rirt*= referred in relation to; scr= Script; Skr= Sanskrit; transc= transcription; transl= transliteration; tech= technical; Univ= University; v= versus.

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BIBLIOGRAPHY

TECHNICAL

G M Patil

Alphabetisation is not so easy and simple as is assumed by many authors, editors and compilers. The snares and pitfalls inherent in the alphabetical arrangement of Indian scripts have been examined and illustrated. The conflicting claims of sound versus place, similarity of transliterated letters versus their natural order, homogeneous versus reader-oriented arrangement have been laid bare. The function of diacritical marks as denoting sound, as denoting alien letters having an impact on the alphabetic order has been fully explained. The Indian alphabets with signs and symbols — not always placed linearly but also at the top, bottom and front — as well as the style of writing conjunct consonants pose many problems. The sense of ordinal value imparted to these will go a long way to resolve them.

The treatment is oriented to Indian alphabets.

BIBLIOGRAPHY

TECHNICAL

G M Patil

Many books produced in India go without indexes. It is due to the fact that the authors and publishers are indifferent about providing an index as also to the fact that there is not yet a profession of indexers that would help and facilitate the provision of Indexes to books.

The indexes that are given in some books leave much to be desired as demonstrated by the instances in the book that is subjected to core study. However, no book appears to have been produced in India to bring home this truth in an impressive manner

Indexing is not a hackneyed process of grouping certain words in an alphabetical order giving references to pages. It has to do more than a book in a revealing manner in order to heighten its usefulness.

This book stimulates and helps providing every useful book with a good index that once complements and increases its use. The index of this book serves as a specimen.

It opens up a new opportunity for the growth of a profession of talented and experienced Indexers

The purpose of this book has been to inform and instruct the book producers—as well as would be indexers—in India the technical aspects of a book. It illustrates what niggardly attention is being paid at present to these technical aspects by experts, scholars and governmental authorities concerned. Such, otherwise authoritative, publications fail to win due respect and authority in these matters on account of the blunders. And, yet, these might go to perpetuate and breed such blunders due to the prestige they carry.

This book provides a clear perspective of the subject by dealing with the topics on indexing, alphabetisation and the ancillary topics through a critical examination of academic, scholarly and standard works. It is thus a substantial contribution to the category of literature that has an impact on many sided literary activity.