

Memo to XC
From H. McMullan
10-20-95
Re: Index to our UB edition

665-5076
Merritt Horn -
I just received this -
Have you seen it -
What do you think -
Also call -
AM
10/24

We agreed early on in our publication project that providing an index to our edition would be a significant, attractive, and useful feature. This was first discussed at our March meeting. At the time, Merritt Horn had already done significant work on this project. My presumption, which I believe was shared by everyone, was that his index, still under development, would be the one included in our edition.

On July 5, Merritt sent Steve, Mo, and me a draft of his work, in which, among other things, he asked for comments and suggestions. At the time (and up until a week ago), I was consumed with endnotes, and could not—or in any event, did not—summon up the mental energy to give attention to the matter.

That excuse expressed, in the past week I have been researching the matter, and come to some significant conclusions which I would like to share with you:

1. It is important that our edition be indexed. *Chicago Manual of Style (CMS)* says, "Every serious book of nonfiction should have an index if it is to achieve its maximum usefulness. A good index records every pertinent statement made within the body of the text."

2. Our edition should have several indexes. *CMS* says, "Occasionally, if the material is complex and there is a large cast of characters, two indexes are prepared: one of persons only and the other of subjects and other proper names." In our case, three indexes seem appropriate: (1) People and Places; (2) Subjects; and (3) Phrases. Index 1 would include people and places (e.g., Orvonton, James of Safed); index 2 would include topics (e.g., ghosts, humor, Cambrian); and index 3 would enable the reader to find well-known phrases (e.g., "Lord I believe, help thou", "Who do men say") By breaking the index down into three distinct parts, the reader has fewer entries to thumb down in order to find his reference.

3. The sole purpose of our index should be to locate passages in our edition. Merritt described his index as a "Topical Index," and indeed it is. I feel that Merritt's index is better suited for intensive study or to help prepare study group lessons than to locate passages. His index provides a valuable service, but, in my opinion, it is better suited to appear as a separate volume, such as the *Concordex*. Space considerations preclude the inclusion of anything other than a *locator index* within the covers of our edition.

4. Our index should list the page number in our edition on which the cited passage occurs. People are accustomed to seeing page numbers in an index, and it is far easier for them to find a page number than to interpret "72:3.8". Perhaps we should also include the internal reference, which would be useful in a study group setting to those with non-Fellowship editions. It would have to be decided whether the value of the additional information outweighed the cluttering effect of the additional numbers beside each entry.

5. The design of our index should allow the reader to find his passage without undue hardship. Merritt's index (at least its 7-5-95 draft) includes some very lengthy main entries, the longest, not surprisingly, being those under "Jesus." His index has around 30 listings under the main entry "Jesus, healings"; about 50 under "Jesus, parables and stories"; around 90 under "Jesus, discourses"; about 90 under "Jesus, familiar quotes"; and a whopping 950 or so under just plain "Jesus." In my opinion, main entries of such length are all but unusable—the reader won't, and shouldn't be expected to, wade through so many listing to find his passage. There are several methods of breaking up long headings, such as through the use of *See* and *see also* references, and the use of multiple indexes, which help the reader more easily to find what he is looking for.

6. Indexing software. CMS says "Although the well-tempered indexer cannot be replaced by a computer, he or she can be assisted by one. The indexer still selects items, headings, and subheadings, and the indexer still keyboards the entries, but the properly programmed computer takes over such operations as alphabetizing the headings, combining like entries, suppressing duplicate headings, checking cross-references, and formatting the entire index. The task of the indexer who uses some such dedicated indexing program as CINDEK or MACREX is made less arduous, less tedious, and less time-consuming."

After reflecting on the situation, I obtained brochures on both these programs. After an inconclusive analysis of their respective features, and having read glowing testimonials swearing that each is the best, I ordered CINDEK. I don't know if it's any better than MACREX, but, in any event, it is a very impressive piece of software. I went ahead and purchased the program based on my belief that through no other method were we likely to achieve an acceptable index in the time available, and that without testing the software we might never know.

7. Professional indexers. There is no question in my mind that indexing is a genuine profession, and a complicated one at that. However, given our current publishing schedule of March 1996 (which I believe we should do everything possible to hew to), I am uncertain whether a professional indexer would have the time necessary to grasp the depth and structure of the Urantia Book in order to complete the assignment. A long-time reader would be better situated to understand what is and what isn't of index value than an indexing professional who has never seen the page until the minute he finds himself indexing it. If we are forced to choose between having a professional indexer who is unfamiliar with the Urantia Book, or having a long-time reader who is unfamiliar with indexing, it's possible to argue that we are better off with the latter. The professional-looking format issue, if not solved, should at least be mitigated through the use of dedicated indexing software.

8. Time considerations. It appears to me possible, with the help of a computer indexing program and an assistant, to prepare an acceptable index in 60 days. Beyond that, say another 30 days for the work to be re-proofed as a whole. If this were started immediately, the project mightn't delay the publishing schedule as it is already currently constrained by press time availability considerations.

9. My offer. For all the loving labor which Merritt has invested in his index, and notwithstanding its value as a *topical index*, I am nonetheless convinced that it is not the type of index—a *locator index*—which we need in our edition. If the XC cares to consider such an approach as I have outlined, I am available, with Kelli Cupp, my assistant, to spend full time creating such an index according to the schedule described. A fruitful procedure, I believe, would be for me to note the index entries directly onto galleys provided by Nancy Johnson. I would send out these marked-up galleys in weekly tranches to a review committee, which would be responsible for making suggestions and corrections. They would then rapidly return the galleys to me, where the final entries would be entered into the computer by Kelli, who would be responsible for all aspects of operating the CINDEK program.

While I'm not interested in doing the work if the XC lacks any inclination to pursue this approach, nonetheless, I am willing to undertake it fully understanding that the XC is under no obligation to use the completed work should it be judged not acceptable.

If this alternative does not seem promising, I would be more than happy—not to say relieved—to give the CINDEK software to the Fellowship for someone else's use in creating this needful feature to our new edition.

Fondly,





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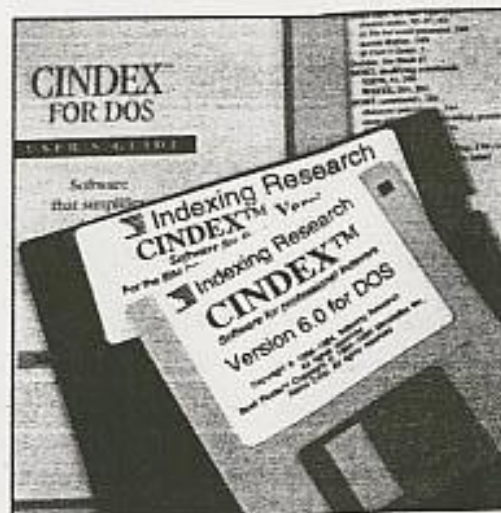
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