INDEXING THE WORDS OF THE SILENT ONE,
AVATAR MEHER BABA

Newsletter no. 2

May 1980

*"The Book that I shall make people read
is the book of the heart that holds the
key to the mystery of life . . ."*

Meher Baba

1-702776

1-702776

JAI BABA TO ALL INDEX-WALLAS!

NOTES FROM BAL

During the week of Avatar Meher Baba's 86th Birthday Celebrations, the index-wallas present took advantage of the opportunity to meet. At Meherazad on February 24, 1980, Flagg Kris, on leave from the library in Kuwait, Rick Chapman of Meher Baba Information, Oakland, Calif., Bill Le Page of Avatar's Abode, Australia, Robert Dreyfuss, and I met to discuss the Indexing Project. On the 26th, we were joined by Peter Booth, who contributed some valuable ideas as well.

These informal get-togethers of people with different backgrounds, yielded some most interesting discussions. The meetings were free-flowing and far-ranging.

One subject which evoked enthusiasm, especially from Rick and Bill (and also their support), dealt with tape recordings. Time permitting, they offered their help in indexing and cataloging tapes which are currently with the different Baba Centers and groups on several continents. They even agreed to plan the duplicating of tapes, if possible, especially those of the Mandali, as they contain irreplaceable information. (Tapes of the Mandali are primarily meant for listening, so transcribing them at this time is not a priority though eventually desirable. However, the various subjects and stories included on the tapes can be indexed.) This is an undertaking of great scope and though not directly linked with the book-indexing project as currently envisioned, it opens up manifold opportunities for focussing on the Beloved and working in His Cause.

With respect to indexing the various catagories of material,* it was suggested that for the present the Washington Group continued with the original sources by Meher Baba catagory, the Australian Group work with the material on Meher Baba's life, and the Berkely Group handle the works on Meher Baba's teachings. However, this is not compulsory; the "work" has to be a joyous undertaking.

It was felt by all that the meetings were valuable indeed. It is He who gives us the opportunities to draw closer to Him; all we need is to try.

By the way, it is also essential that all those who wish to work on the Index-

* A complete list of titles by catagory will be in the next Newsletter.

- 1 -

ing Project expect no financial support or renumeration from anyone; the work should be undertaken out of one's personal interest in this type of Baba-work. Jai Baba!

IMPORTING REMINDER. Don't forget to send Robert Dreyfuss the titles of books you're working on or completed, or are planning to start in the near future. Those who have received Newsletters 1 and 2 are expected to write to Robert to let us know if they still wish to participate in the Project. Also, your comments, news, and questions would be greatly appreciated. Only after hearing of your continued interest will Newsletter no.3 be sent out.

DOCUMENTS ATTACHED. The following pages include: a list of new books for indexing (not included in the Avatar Meher Baba Bibliography), a list of catagories of Baba-related materials, a list of abbreviations of indexing and bibliographic terms, and some sample index entries.

QUESTIONS & ANSWERS. An enthusiastic letter was recently received from Josephine Barresi of the Washington Group (to whom we owe the lovely term "index-wallas") which included some important questions. The following are easily answered procedural problems. Q. Do the index cards need to be typed? A. Typed cards of course are much clearer less open to misreading, but it is rather impractical to have to type cards while in the process of indexing. Carefully handwritten cards are quite acceptable, making sure foreign terms and names are especially clear. Q. Should there be only one entry per card by book or can all books where the entry is found be on the same card? A. Use one entry only per card; a later stage in the Project may involve cumulating entries, but the initial aim will be a separate index for each work.

NEXT NEWSLETTER will include a complete list of books organized by catagory (see attached) compiled by Bal and Robert, which includes an identifying abbreviation for each title to facilitate making brief citations.

FOOTNOTE FROM FLAGG. I will be leaving Kuwait at the end of my contract by the first week in August. Two weeks in June will be spent in Ahmednagar, Baba willing, during which time more details of the Project can be discussed with Bal and Robert. Newsletter no.3, planned for July, may be the last with present facilities (electric typewriter, photocopy machine), so it is hoped that many of the procedural and policy questions can be worked out by then. It would be much appreciated if any

input you may have be submitted to Robert, with a copy to me in Kuwait, by the end of June, so that as much a possible can be covered in the next Newsletter.

QUOTABLE

The indexing of complex and involved subjects requires a thorough knowledge of the subject matter. Manual of style, University of Chicago Press.

A really good index will in most cases itself give the information wanted. Stephen Leacock.

Time is of more value than type, and the wear and tear of the temper than an extra page of index. R.H. Busk.

INDEXING PROJECT COORDINATORS

    Bal Natu
    Flagg Kris
    Robert Dreyfuss

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NEW BOOKS

Additional titles of Baba-related books published since the compilation of the <u>Avatar Meher Baba Bibliography</u> or accidentally omitted from the Bibliography, which are to be included in the selection of materials covered by the Indexing Project:

Avatar Meher Baba bibliography / compiled by Bal Natu ; edited by J. Flagg Kris. -- New Delhi : Kris, 1978.

Avatar Meher Baba souvenir / compiled by T. Dhanapathi Rao. -- 1978.

Glimpses of the God-Man, Meher Baba, Vol.2 / by Bal Natu. -- 1979.

It so happened / compiled by William Le Page. -- Balmain, Australia : Meher Baba Foundation, 1978.

Meher Baba and His Mandali / by Naosherwan Anzar. -- Dehra Dun : Anzar, 1979.

Meher Baba on love / Meher Baba. -- 5th ed. -- Poona : Meher Era Publications, 1978, c1972.

Meher Baba, the lamb, the dog, the cat, and the rabbit / by Adah and Aaron Shifrin. -- 1979.

Meher miniatures / by Meher Baba. -- Walnut Creek, CA : Sufism Reoriented, 1978.

The Narrow lane / by Meher Baba. -- Balmain, Australia : Meher Baba Foundation, 1979.

Praise in complaint / by Steve Klein. -- 1978.

Ramjoo's diaries, 1922-1929 / by Ramjoo Abdulla. -- Walnut Creek, CA : Sufism Reoriented, 1979.

The Search for the King / edited and compiled by Benjamin Wells. -- Walnut Creek, CA : Sufism Reoriented, 1976.

The Silent Word / by Francis Brabazon. -- Balmain, Australia : Meher Baba Foundation, 1978.

Sound of silence / by T.P. Gandhi. -- 1979.

Three incredible weeks with Meher Baba / by Malcolm
 Schloss and Charles Purdom. -- North Myrtle Beach,
 S.C. : Sheriar Press, 1979.

Understanding death / by Pascal M. Kaplan. -- Walnut
 Creek, CA : Sufism Reoriented, 1977.

The Way back / by Diane Cobb. -- Walnut Creek, CA :
 Sufism Reoriented, 1972.

INDEXING THE WORDS OF THE SILENT ONE, AVATAR MEHER BABA

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Provisional List of Catagories of Works by and about Avatar Meher Baba

Section 1: Printed Materials (compiled by Bal Natu and Robert Dreyfuss)

I. Original Sources by Meher Baba

   A. Works dictated by Meher Baba

   B. Shorter works* dictated by Meher Baba

   C. Brief messages, discourses, and/or quotations by Meher Baba, originally appearing in other works (such as books and periodicals), or direct dictations collected in published or typed form

II. Secondary Sources: Compilations, Selections, Excerpts, Etc., Taken from Original Sources by Meher Baba

   A. Works whose primary contents are collections or assemblages of Meher Baba material

   B. Shorter works containing collections or assemblages of Meher Baba material

III. Meher Baba's Life

   A. Works whose primary content is biographical, whether full-life or of shorter periods of Meher Baba's life

   B. Shorter works containing biographical material

IV. Works on Meher Baba's Teachings

   A. Works primarily concerned with Meher Baba's teachings, whether expository or explanatory

   B. Shorter works concerned with Meher Baba's teachings

V. Periodicals Devoted to Meher Baba

   A. Periodicals: publications devoted to the life and teachings of Meher Baba, designed for periodic distribution

   B. Newsletters and bulletins issued by Meher Baba groups and centers, primarily designed to give group activities, calendars of events, local news, etc.

VI. Creative Works Related to Meher Baba's Life and Teachings

   A. Plays (drama, musical comedy, etc.: scipts and librettos)

   B. Poems

   C. Prose (fiction)

   D. Songs (with or without music)

* Shorter works: booklets, pamphlets, brochures, etc.

VII. Miscellany: Materials relevant to Meher Baba That Does Not Fit Easily into the above Catagories

    A. Biographical works on the Mandali whose content is not primarily dealing or interwoven with the life of Meher Baba

    B. Works which include chapters, excerpts, references, etc., about Meher Baba

    C. Shorter works which include references, etc., about Meher Baba

    D. Diaries and calendars (usually with sayings and/or pictorial material)

    E. Playbills and programs

    F. Drawings (collections, published/issued in portfolios, etc.)

    G. Periodical and newspaper articles and clippings

Section 2: Non-print, Audiovisual Materials (suggested by Flagg Kris)

VIII. Sound Recordings (Audio Materials)

    A. Tapes

        1. Tapes of Meher Baba's programs and dictations

        2. Tapes of interviews and stories given by the Mandali

        3. Tapes of interviews and stories given by those who have met and/or stayed with Meher Baba

        4. Tapes of talks and lectures on Meher Baba's life and teachings (other than those given by the Mandali)

        5. Collections of songs devoted to Meher Baba (in various languages, and including songs and ghazals which were sung in His presence)

        6. Miscellaneous tapes

    B. Phonograph records

        1. Collections of songs devoted to Meher Baba

        2. Plays and musicals concerned with or inspired by the life and teachings of Meher Baba

        3. Recordings of interviews and stories given by the Mandali

        4. Recordings of interviews, stories, lectures, etc., on Meher Baba's life and teachings (other than those given by the Mandali)

        5. Miscellaneous phonograph records

IX. Visual/Pictorial Materials

    A. Films (motion pictures)

        1. Films of Meher Baba

        2. Films on Meher Baba's life and teachings

        3. Films on the Mandali

    4. Films of Meherabad/Meherazad, including celebrations (e.g. Amartithi, Baba's Birthday, etc., Mehera's birthday, etc.)

    5. Miscellaneous films

B. Videotapes (subdivide as IX.A above, as appropriate)

C. Slide sets (subdivide as IX.A above, or as appropriate)

D. Photographs

E. Posters, broadsides, charts, maps, etc.

INDEXING THE WORDS OF THE SILENT ONE, AVATAR MEHER BABA

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Abbreviations of Indexing and Bibliographic Terms

Introductory Comments

The following list of abbreviations is compiled primarily from standard dictionaries, abbreviations dictionaries, and lists included in library cataloging and indexing tools. The briefest authorized forms were chosen unless a longer one was more commonly used or recognized. The list is probably more extensive than immediately necessary for the Project, but is was best to compile it with the future in mind. It should be a growing, evolving list, so all additions, corrections, suggestions, and comments are welcome.

A few points need special mention:

- Consistency in choice of forms was desirable but not always possible, since authorized and/or common forms are not always consistent.

- Use of periods (full stops). Periods are generally omitted unless the resulting abbreviation has a meaning as a word, and are also retained in some single letter abbreviations (determined by common usage).

- Plural vs. singular. One form is used for both singular and plural words, with the exception of some terms used mainly in bibliographic description (in the collation) where the distinction between plural and singular is important.

- Remember that many of the abbreviations are intended for specific use in standard situations or combinations, thus out of context, they may appear meaningless (e.g. n (note) used only with page number note is cited on; corr, enl, rev are used with an edition statement; c always with copyright year; etc.)

Under consideration for future inclusion are such things as 3-letter language abbreviations (used in standard, international bibliographic exchange), 2-letter country/state abbreviations (e.g. U.S. zip codes), 3-letter city codes used by airlines (e.g. MYR, Myrtle Beach; BOM, Bombay), and possibly initials of frequently encountered personal names in Baba material.

ABBREVIATIONS OF INDEXING AND BIBLIOGRAPHIC TERMS

ABBREVIATIONS

& = and

abbr = abbreviation(s)

Amer = American

append. = appendix(ices)

approx = approximate

Apr = April

arr = arranged, -er

Aug = August

augm = augmented

auth = author(s)

av = audiovisual

b. = born (used with birth date)

b&w = black and white

bibl = bibliography(ies)

bk = book(s)

bklt = booklet(s)

biog = biography(ies)

Brit = British

bul = bulletin(s)

c = copyright (used with year)

ca = circa (in, at, or of approximately; with dates & paging)

cat. = catalog(s)

cent. = century(ies)

cf = compare, confer

ch = chapter(s) (used with numbers)

cm = centimeter(s)

col = color, -ed

comp = compiler(s)

corr = corrected

cst = cassette(s)

d. = died (used with death date)

doc = document(s)

Dr = Doctor

ed = edition(s); editor(s)

e.g. = for example (exempli gratia)

encycl = encyclopedia(s)

enl = enlarged

et al = and others (et alii)

etc = et cetera

facsim, facsims = facsimile(s)

Feb = February

ff = following

fps = frames per second

fr = frame(s)

ft = foot, feet

ftn = footnote(s)

gloss. = glossary(ies)

hr = hour(s)

i.e. = that is (id est)

ill. = illustration(s)

illus = illustrator(s)

incl = including, inclusive

ind = index(es)

Ind = India, Indian

introd = introduction(s)

Jan = January

jnl = journal(s)

Jr = Junior

Jul = July

Jun, June = June (use June when handwritten)

lit. = literature, literally

LP = long playing (record)

mag = magazine(s)

Mar = March

May = May

mfe = microfiche(s)

mfm = microfilm(s)

min	=	minute(s)	
misc	=	miscellaneous	
mm	=	millimeter(s)	
mono	=	monophonic	
m.p.	=	motion (moving) picture(s)	
Mr	=	Mister	
Mrs	=	Mrs. (Mistress)	
ms, mss	=	manuscript(s)	
Ms	=	"Miz" (when Miss/Mrs unkown or not preferred)	

n = note(s) (used with page numbers)

no. = number(s)

Nov. = November

nsl = newsletter(s)

nsp = newspaper(s)

Oct = October

o.p. = out of print

p. = page(s)

pam = pamphlet(s)

passim = scattered, here & there (passim) (used with pages)

pbk = paperback(s); unbound

per. = periodical(s)

photo, photos = photograph(s)

pl = plate(s)

po = poem(s), poetry

port., ports. = portrait(s)

pref = preface(s)

prelim = preliminary

print. = printer, printing

pt = part(s)

pub = publisher(s), publishing

publ = publication(s)

quad = quadraphonic

q.v. = which see (quod vide)

rec = record(s)

ref = reference(s)

repr = reprint(s), -ed

rev = revised

rpm = revolutions per minute

rr = reel to reel (tapes)

sa = "see also" (refer to) (cross reference)

sd = sound

sec = second(s)

Sep = September

ser = series

si = silent

sig = signature(s)

s.l. = no place (of publication) (sine loco)

s.n. = no name (of publisher) (sine nomine)

Sr = Senior

stereo = stereophonic

supp = supplement(s), -ary

t.p. = title page

tr = translator(s)

trans = translated, translation(s)

ts = typescript

TV = television

U.K. = United Kingdom (Great Britain)

U.S. = United States

v. = volume(s) (used with numbers)

vt = videotape(s)

x ref = cross reference(s); "see" (refer from) cross reference(s)

xx ref = "see also" (refer from) cross reference(s)

yr = year(s)

ABBREVIATIONS OF INDEXING AND BIBLIOGRAPHIC TERMS

TERMS

abbreviation(s) = abbr

American = Amer

and = &

and others (et alii) = et al

appendix(ices) = append.

approximate = approx

approximately, in, at, or of
    (circa) (with dates & paging) = ca

April = Apr

arranged, -er = arr

audiovisual = av

augmented = augm

August = Aug

author(s) = auth

bibliography(ies) = bibl

biography(ies) = biog

black and white = b&w

book(s) = bk

booklet(s) = bklt

born (used with birth date) = b.

British = Brit

bulletin(s) = bul

cassette(s) = cst

catalog(s) = cat.

centimeter(s) = cm

century(ies) = cent.

chapter(s) (used with numbers) = ch

circa (used with dates & paging) = ca

color, -ed = col

compare = cf

compiler(s) = comp

confer = cf

copyright (used with year) = c

corrected = corr

cross reference(s) = x ref

died (used with death date) = d

Doctor = Dr

document(s) = doc

edition(s) = ed

editor(s) = ed

encyclopedia(s) = encycl

enlarged = enl

et alii (and others) = et al

et cetera = etc

example, for (exempli gratia) = e.g.

exempli gratia (for example) = e.g.

facsimile(s) = facsim, facsims

February = Feb

feet, foot = ft

following = ff

foot, feet = ft

footnote(s) = ftn

for example (exempli gratia) = e.g.

frame(s) = fr

frames per second = fps

glossary(ies) = gloss.

Great Britain (United Kingdom) = U.K.

here and there, scattered (passim) (used
    with pages) = passim

hour(s) = hr

id est (that is) = i.e.

illustration(s) = ill.

illustrator(s) = illus

including = incl

inclusive = incl

index(es) = ind

India, Indian = Ind

introduction(s) = introd

January = Jan

journal(s) = jnl

July = Jul

June = Jun, June (used June when handwritten)

Junior = Jr

literally = lit.

literature = lit.

long playing (record) = LP

magazine(s) = mag

manuscript(s) = ms, mss

March = Mar

May = May

microfiche(s) = mfe

microfilm(s) = mfm

millimeter(s) = mm

minute(s) = min

miscellaneous = misc

Mister = Mr

Mistress = Mrs

monophonic = mono

motion (moving) picture(s) = m.p.

newsletter(s) = nsl

newspaper(s) = nsp

no name (of publisher) (sine nomine) = s.n.

no place (of publication) (sine loco) = s.l.

note(s) (used with page numbers) = n

November = Nov

number(s) = no.

October = Oct

others, and (et alii) = et al

out of print = o.p.

page(s) = p.

pamphlet(s) = pam

paperback(s) = pbk

part(s) = pt

passim = passim (scattered, here & there) (used with pages)

periodical(s) = per

photograph(s) = photo, photos

plate(s) = pl

poem(s) = po

poetry = po

portrait(s) = port., ports.

preface(s) = pref

preliminary = prelim

print, out of = o.p.

printer, printing = print.

publication(s) = publ

publication, no place of (sine loco) = s.l.

publisher(s) = pub.

publisher, no name of (sine nomine) = s.n.

publishing = pub.

quadraphonic = quad

quod vide (which see) = q.v.

record(s) = rec

reel to reel (tapes) = rr

refer from ("see also") cross reference(s) = xx ref

refer from ("see") cross refence(s) = x ref

refer to ("see also") (cross reference) = sa

reference(s) = ref

reprint(s), -ed = repr

revised = rev

revolutions per minute = rpm

scattered, here & there (passim) (used with pages) = passim

second(s) = sec

"see also" (refer from) cross reference(s) = xx ref

"see also" (refer to) (cross reference) = sa

"see" (refer from) cross reference(s) = x ref

see, which (quod vide) = q.v.

Senior = Sr

September = Sep

series = ser

signature(s) = sig

silent = si

sine loco (no place (of publica-
    tion)) = s.l.

sine nomine (no name (of publisher))
    = s.n.

sound = sd

stereophonic = stereo

supplement(s), -ary = supp

television = TV

that is (id est) = i.e.

title page = t.p.

translated, translation(s) = trans

translator(s) = tr

typscript = ts

unbound; paperback(s) = pbk

United Kingdom (Great Britain) = U.K.

United States = U.S.

videotape(s) = vt

volume(s) (used with numbers) = v.

which see (quod vide) = q.v.

year(s) = yr

The following are a few examples of index cards, given only as samples of possible format and type. These are not in any way exhaustive of the possibilities and represent only a few of the specifics given in the Guidelines.

The citations were taken from Glimpses of the God Man, Meher Baba, vol.1, so the "G" in the upper right-hand corner is the standardized abbreviation for Glimpses.

ENTRY WITHOUT SUBHEADING(S)

Glimpses
abbrev

G

Ghose, Aurobindo, Sri (1872-1950)

I 25

Vol.1, page 25

HANDWRITTEN ENTRY WITH SUBHEADING

G

Brillo, Irene

in Lahore (Pakistan),
1943 Jul/Nov I 31

Note form of place
name and date
format

SAMPLE INDEX CARDS (Contd)

ENTRIES UNDER MEHER BABA SHOWING POSSIBLE SUBHEADINGS FOR
PERSONAL ACTIVITIES AND WORKS BY BABA

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                                                        G

        Meher Baba (1894-1969)

            birthday celebrations, 1943 Feb (14) I 29-30
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                                                        G

    Meher Baba (1894-1969)

        Divine theme  I 31
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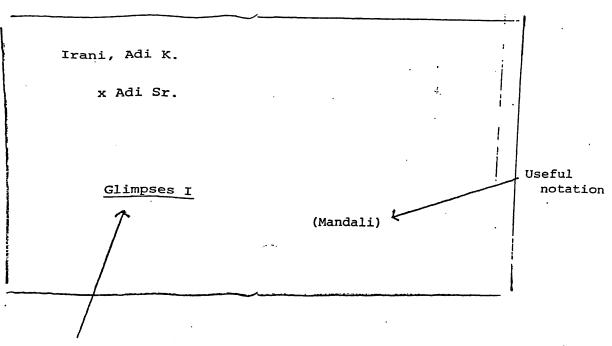
SAMPLE ENTRY UNDER PLACE

G

Meherabad (India)

meeting at, 1942 Dec (27)   I 31-32

SAMPLE ENTRY UNDER SUBJECT (PHRASE TAKEN FROM TEXT)

G

spiritual workers

message on   I 29-30

SAMPLE ENTRY IN CHRONOLOGY INDEX

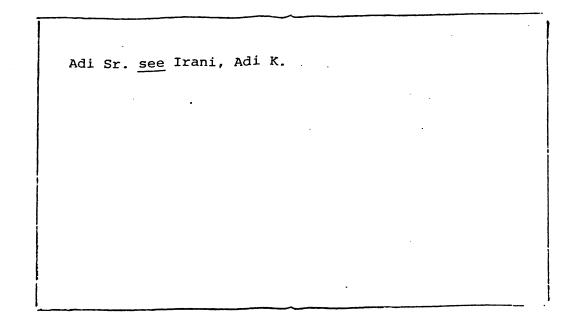G

1942

Dec 27: Meherabad (India), meeting at   I 31-32

SAMPLE NAME RECORD (OR AUTHORITY) CARD AND CROSS REFERENCE

Irani, Adi K.

x Adi Sr.

Glimpses I

(Mandali)

Useful notation

Brief form of title of work where name encountered (optional)

Adi Sr. see Irani, Adi K.

SAMPLE OF NAME RECORD (OR AUTHORITY) CARD AND RESULTANT CROSS REFERENCES.

Ghose, Aurobindo, Sri (1872-1950)

    x Aurobindo Ghose, Sri
    x Sri Aurobindo

Aurobindo Ghose, Sri <u>see</u> Ghose, Aurobindo, Sri
(1872-1950)

Sri Aurobindo <u>see</u> Ghose, Aurobindo, Sri (1872-1950)