# INDEXING THE WORDS OF THE SILENT ONE,
## AVATAR MEHER BABA

Newsletter no. 1

January 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

~. Josephine Baressi
Washington, D.C. 2000?
406 1st St    So. East

Dear Josephine, jai Baba!

Thank you for your loving and thoughtful letter of 25th September. As Bal is busy, he has asked me to communicate that what is most important in this or any other Baba work is how it enriches our relationship with Baba. What is primary is our relationship to Him, more than our relationship to the work.

The work should bring us joy and delight; it should act as a channel to enhance our closeness to Him. Keeping this in mind will help us to keep a clearer perspective on our so-called "work". After all, it is He who does His work, not we; we should always dedicate our work and results to Him.

It is wonderful to have a trained researcher working working with us! Your letter raised many good points for consideration and has proved helpful in giving focus to this project. Fortunately, we are still in the initial stages, so your perspective is most welcome.

Incidentally, this project, at least at this stage, is confined to the Washington and Berkeley Baba groups, one or two individuals working on complementary endeavours and we at Meherazad. Different material is being worked on by each group. To give you a precis, we have divided the books by and about Baba into five principal groupings: books by Baba; books about Baba's life; about Baba's teachings; poems, songs and plays about Baba; and periodicals. The listings in the Meher Baba Bibliography have been categorized according to which of the five listings they best fit in, and the titles have been given abbreviations for the sake of simplicity and ease of reference. The person who helped in the design of the Bibliography is a Baba lover who works for the Library of Congress; he will be coming at the end of the month, so we can do some more fine tuning at that time.

We shall take the points you have raised (I hope you are keeping copies of your correspondance with us) into consideration as the project gains scope and definition. Initially, we feel it best to go from the general to the specific, just as a potter determines the shape of the object on the wheel and later fills in details. A thematic index, therefore, should precede a subject index, with polishing to occur after the mold is cast. In that it is somewhat like playing music together by sending tapes, so the distance and time it takes for correspondance determines to a considerable extent our timing in this project.

Some time in December, Baba willing, I shall send you a letter with more specific information, including a list of the five categories and their attendant titles and abbreviations. Concerning abbreviations for subjects, you are right in stating that consistency is the key, and that timing is essential. At this early stage, do what is best for you and the others working with you. As you develop ways of working that make most sense to you and that facilitate the indexing, please take note and send it to us, so that we may benefit from your efforts and share it with others.

Please convey Bal's and my love to Wendy and all the Washington group. Keep your delight bright in this joyous enterprise!

All in Beloved Baba,

Robert

Robert Dreyfuss

c.c. Bal Natu
Neala Haze Wright

JAI BABA TO ALL INDEX-WALLAS!

This is the first informal newsletter designed to disseminate information
to those closely involved with the Meher Baba materials indexing project.
In order to standardize our efforts as much as possible and to communicate
important decisions, activities, and guidelines, it was decided to inaugur-
ate a newsletter to accomplish these goals.  It will appear at irregular
intervals as need dictates.

DOCUMENTS ATTACHED.  Two important documents are attached which deserve your
close attention: a statement of goals and objectives for the project, and
an outline of indexing guidelines.  Please feel free to ask questions, point
out errors, submit additional examples, bring up problems, and make sugges-
tions.  With Baba's grace, we will all be learning together.

IMPORTANT.  Please send to Robert Dreyfuss the titles of books you are
working on, or are planning to start in the near future, so that duplication
of effort can be avoided.

NOTES FROM BAL
.Remember that the indexing project is in no way directly or indirectly
connected with the Avatar Meher Baba Trust, or Meherazad/Meherabad.  It is
to be a totally independent project.
.The indexing project will be confined, at this stage, to published material
listed in the Avatar Meher Baba Bibliography, 1928 to February 25; 1978, comp-
by Bal Natu (published in New Delhi, 1978: available for sale from Adi K. Irani,
King's Road, Ahmednagar (M.S.) 414001, India), an new material published
through December 1979.

NEXT NEWSLETTER.  The next Newsletter will include a list of new titles pub-
lished between Feb. 1978 and Dec. 1979 (and a few items missed in the Biblio-
graphy), a list of catagories into which all Baba material is being organized
(such as works by Baba, biographies, etc.), and a greatly expanded list of index-
ing and bibliographic abbreviations and terms.  Any news items to add?

QUOTABLE.  "An index is a necessary implement ... without this, a large author
is but a labyrinth without a clue to direct the readers within."  Thomas Fuller

INDEXING PROJECT COORDINATORS

  Bal Natu
  Robert Dreyfuss
  Flagg Kris


ALL COMMUNICATIONS/CORRESPONDENCE TO BE ADDRESSED TO

  Robert Dreyfuss
  c/o Adi K. Irani
  King's Road
  Ahmednagar (M.S.) 414001
  India


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MEHER BABA MATERIALS INDEXING PROJECT

GOALS AND OBJECTIVES

PROJECT GOAL

To create a master index of all materials by and about Meher Baba, which would be formed by a compendium of indexes of all the individual works.

GENERAL OBJECTIVES

1. To establish guidelines for the indexing of all materials.
2. To re-evaluate existing indexes of Baba books, using the established guidelines.
3. To create indexes for all materials presently not indexed.

SPECIFIC OBJECTIVES

1. Standardize definitions, punctuation, abbreviations, and format, where possible and appropriate.
2. Establish a method for assigning identification numbers and/or symbols to all material to be indexed or integrated into the master index.
3. Establish a thesaurus of terms related to Baba materials and set up a mechanism for its growth and maintenance.
4. Establish a glossary of foreign (i.e., non-English) terms used in Baba materials, and set up a mechanism for its growth and maintenance.
5. Ensure coordination of the indexing project activities, efforts, and plans.
6. Disseminate information concerning indexing standards, guidelines, decisions, assignments, and activities as needed, through a project newsletter.

INDEXING THE WORDS OF THE SILENT ONE, AVATAR MEHER BABA

INDEXING GUIDELINES

Prepared by

J. Flagg Kris

January 1980

# TABLE OF CONTENTS

I. MECHANICS: FORMAT, PUNCTUATION, ETC.

   A. Index Cards

      1. Use 3 x 5 inch index cards; may be lined or plain as preferred or available.

      2. Give only <u>one</u> indexing term or entry, and subdivisions thereof, per card. That is to say, do not group indexing terms by alphabet on one card for A's, B's, etc.

   B. Capitalization

      1. Capitalize proper names and nouns per English usage.

      2. Do not capitalize other (non-proper nouns) words, even the first letter of the first word of an entry.

         Examples:    astral
                       Attar, Fariduddin
                       attributeless
                       Avatar

   C. Underlining (i.e., Italics)

      1. Underline titles of books, titles of periodicals, sound recordings, films, etc. Note: titles of periodical articles are not underlined but given within quotation marks.

      2. Do not underline "foreign" (in English) terms. This may be done as a last editing procedure for consistency with the use of standard reference sources.

   D. Format of Terms

      (See also sections on Personal and Place Names, and Chronology Index)

      1. Inverted headings

         a. Punctuate with commas; capitalize inverted phrase only if proper nouns involved.

            Examples:    Donkin, William
                        dream, divine
                        France, Meher Baba in
                        Junction, Divine
                        plan, second

         b. When "the" is necessary in a heading for clarity, use in inverted form to simplify alphabetizing; do not capitalize.

            Examples:    Beloved, the
                       Path, the

I. D. Format of Terms--Contd.

    2. Qualifying terms or phrases

        Put qualifying terms or phrases in parentheses (curved brackets).

        Examples:    ego (false self)
                    Lahore (Pakistan)
                    masts (God-intoxicated)
                    maya (illusion)

    3. Straight phrase headings

        Avoid straight (i.e., noninverted) phrase headings that need to be punctuated with commas, so that a comma would usually signify and inverted heading, e.g., ego (false self) not ego, false self; fasts and fasting not fasts, fasting.

  E. Page/Volume Citations

      (Note: special guidelines will be compiled for periodical citations)-

    1. Punctuation

      a. Leave 2 spaces between entry and first page or volume citation (no punctuation used), e.g.

               energy  15
               human-form  89

      b. Use comma-space between page references, e.g.

               gnosis  139, 210
               Jesus Christ  77, 248

      c. Use roman numerals for volume numbers; separate volume and page reference with one space, e.g.

               heaven  I 3, 16 (i.e., vol.1, pg. 3 & 16)
               Over-Soul  II 43

      d. Use semicolon to separate citations to difference volumes, e.g.

               mind  I 16, 99; II 73, 305

      e. Footnotes: use "n" following page numbers, with no space, for citations to footnotes, e.g.

               rebirth  5, 33n, 60

    2. Citations covering a span of pages

      a. Page reference should be exact: a reference to pages 1, 2, 3 indicates that the subject is mentioned on pages 1, 2, and 3; whereas a reference to pages 1-3 implies that the subject is treated continuously thruout these pages.

I. E. 2. Citations covering a span of pages--Contd.

    b. Some indexes use the term "passim" or the abbreviation "ff" to
indicate that an item is referred to frequently over a long series
of pages.  This should be avoided as far as possible in favor of
exact references.  But if necessary, use the term "passim" following
the page span, e.g.

                maya (illusion)  5, 77-93 passim, 153

Note: The use of "ff" to indicate "following" is <u>not</u> recommended
since it does not indicate how many of the following pages include
references to the subject.  Be specific and inclusive, even when
using passim references.

F. Cross References & Information/Reference Cards

    As an aid to both the user and the index-wallas, a generous number
cross references should be made.  Never assume the prospective index user
will have the 6th sense to know or even guess what the indexer has chosen
as the form of entry for any given subject, person, place, etc., and indexers
should never  count on their own memory concerning what was chosen 50 pages
ago.

    1. See references

        a. Make a "see" reference <u>from</u> any form of entry <u>not</u> chosen for inclusion
<u>to</u> the form used.

        b. Underline <u>see,</u> uncapitalized, and separate from entries before and
after it with one space.

        Examples:    first plane <u>see</u> plane, first
                    illusion <u>see</u> maya (illusion)

    2. See also references

        a. Make a "see also" reference <u>between</u> similar, related, or synonymous
terms when each will be included in the index; also <u>from</u> general <u>to</u>
more specific terms.

        b. Underline <u>see also,</u> uncapitalized, and separate from entries before
and after it with one space.

        Examples:    planes <u>see also</u> gross plane; subtle plane; mental plane
                    Who am I? <u>see also</u> word, first
                    word, first <u>see also</u> Who am I?

    3.    Avoid vicious circle cross references, leading on back to the first
heading.

I. F. Cross References--Contd.

    4. Reference cards

        a. In order that cross references are not "lost" in the files and are retrievable for revision or changes, it is necessary to record all cross references made to any particular heading.

        b. Make a 3 x 5 in. card with the chosen heading in the form used in the index (punctuation, capitalization, etc.) at the top of the card. Then list all see and see also references made <u>to</u> that heading; indicate see's with an "x" and see also's with "xx".

            Examples:        masts (God-intoxicated)

                        x God-intoxicated
                        x God-mad

                  gross plane

                    xx planes

                  word, first

                    x first word
                    xx Who am I?

                  Who am I?

                    xx word, first

    5. Information cards

        a. When appropriate, make a 3 x 5 in. information card for the indexer's use recording useful information concerning reasons for choice of heading, source of "authority" for choice, or any information which could prove useful later for identification.

        b. The information card can also serve the double purpose of recording the cross references made to the entry (see above).

        c. The information recorded is especially useful for personal names. Such things as nicknames, other forms or fulness of name used, whether a person is included in the Mandali, is a relative of Meher Baba, or a mast, saint, Perfect Master, etc., if name includes an honorific term easily mistaken as part of the name, and so on.

        d. When recording both cross references and other information on the same card, list the cross (x & xx) references first, and make an informal note of any pertinent information in the lower portion of the card (continued on the back, if necessary).

## II. GENERAL BASIC RULES

A. Index anything useful in the material being indexed--text, illustrations, appendices, foreword, notes, bibliographies, etc.

B. Include all index entries in one alphabetic sequence (see also Chronology Index section).

C. Avoid long lists of page references to a single entry. Give no more than 5 or 6 page citations before subdividing the heading into aspects. Very long lists of page references become cumbersome and deter users.

D. Be consitent in choosing one form of spelling, e.g., American or British: e or ae, or or our, re or er, etc. Use a standard dictionary as authority; prefer modern usage, such as dropping hyphens, etc.. (A decision on American or British spelling will be made at the time of final editing.)

E. Choose the most specific heading which describes the subject indexed, but both general and specific terms may be used as appropriate to the subject matter, e.g., gross planes <u>not</u> planes (if the former is meant); Jesus Christ <u>and</u> Christ (when both Jesus the Christ and the aspect of Christhood are used).

F. Be consistent in the use of singular or plural forms. <u>Prefer singular</u> forms when consistent with the meaning and use of the term (and with good grammar), e.g., bird <u>not</u> birds; animal <u>not</u> animals; but ages; angels; planes; etc.

   Note: For the steps of the evolutionary process, prefer the hyphenated "-form" construction; be consistent, e.g., bird-form; human-form; stone-form; etc.

G. Combine the word and the action which describes it, where useful and possible, e.g., fasts and fasting; banks and banking.

H. Invert headings, where necessary, to bring significant word to the fore, e.g., Dream, Divine; thoughts, control of. Make see references from straight-on form.

I. Check for synonyms and make suitable see or see also references as appropriate.

J. Check for antonyms and combine where suitable, e.g., Employment and unemployment.

III. CHRONOLOGY INDEX

In order to make available Meher Baba's activities on year-by-year,
month-by-month, day-by-day basis, a separate chronology index should be
kept. Entries under years and dates should be considered supplemental to
the regular index entries and not in place of them.

A. Make a separate index entry for every date given in the material indexed
which relates to Baba's activities. When in doubt as to whether the
activity dated in the material is only peripheral to Baba, include in the
chronology.

B. Whenever possible, describe the activity,or whatever,that happened on the
date indexed. Generally, the form of heading used for the situation in
the regular index can simply be reversed, e.g.

> New York (N.Y., U.S.), Meher Baba in (1952 June 15-27)
>     becomes in the chronology
> 1952 June 15-27: Meher Baba in New York (N.Y., U.S.)

C. Format, punctuation, etc.

1. Enter only one specific date per index card: this may be a year or
span of years or one single day of the year.

2. Always follow the date with some brief term or description of the
activity, place, occurance, etc., associated with that date.

3. The sequence of elements: year(s), month(s), day(s), e.g.

> 1943 Feb 25
> 1949-52
> 1963 Apr-Aug
> 1967 Oct 16-20

4. Use standard 3-letter abbreviations (without periods/full stops), except
for ".June," which spelled in full to avoid handwritten confusion with "Jan."

5. Separate the date from the following phrase with a colon-space, e.g.

> 1962 Sep 5: darshan program (Guruprasad, Pune)

6. If using date without activity is unavoidable

a. Separate year from page reference with 2 spaces

b. Enclose days of the month in parentheses

Examples:    1921  1, 15, 23
             1955 Dec (12)   33

IV. MEHER BABA AS SUBJECT

Since Baba is the subject of so much of the material to be indexed, special mention is needed about how to handle the situation. Obviously, an index to a biography of Baba would be rather useless if most headings were under "Meher Baba."

A. Under Meher Baba's name in the index, enter only such personal matters as birth, death, His characteristics, accidents, illnesses, photographs and portraits, titles of works by Baba, and other aspects of His life not easily entered on their own.

Possible examples:  Meher Baba (1894-1969)
     auto accident (1952 May 24)
     birthday celebrations (1943 Feb 14)
     <u>Divine theme</u>
     drops body (1969 Jan 31)

B. All other aspects of Baba's life, His teachings, activities, travels, mast contacts, life phases, etc., are entered under their own appropriate headings, incorporating Baba's name when necessary for clarity.

Possible examples:  Deccan College (Pune, India), Meher Baba at
     Geneva (Switzerland), Meher Baba in
     New Life (1949 Oct 16-1952 Feb 12)
     sahavas programs (1969 : Meherabad, India)

C. It should be kept in mind that a detailed chronology index will be compiled separately and simultaneously, and appropriate date entries should be established when constructing other Baba headings.

D. At final editing, a scope note will be inserted by Baba's name to lead users to the types of headings entered directly. For the indexers' own guidance, a similar scope note/information card might be made to aid in maintaining consistency.

V. NAMES: PERSONAL, CORPORATE, & PLACE

A. Personal names

Choice of form of entry for personal names is difficult because of the broad historical, geographical, and religious coverage of Baba material. No simple, all-encompassing rule can thus be given. The following guidelines are minimal and indexers should always make cross reference from variants and forms not chosen for entry.

V. A. Personal names--Contd.

1. Western names

    a. Enter under the surname or family, in inverted order, e.g.

              Donkin, William
              Craske, Margaret

    b. Names with prefixes: to be accurate, the practice of the country of which the person is a citizen should be followed.  Lacking that knowledge, enter under the prefix and refer from the main element, e.g.

              De Leon, Delia  (refer from Leon, Delia De)
              Van Sommer, Tess (refer from Sommer, Tess van)

    c. Titles, such as Dr., Jr., Mr., Mrs., etc., are generally omitted unless necessary for identification or when forenames unknown. Titles of honor, religion, royalty, etc., are generally retained, and given as the last element of the entry, e.g.

              Browne, Thomas, Sir
              Duce, Ivy Oneita, Murshida
              Hedgewar, Dr.
              Matchabelli, Norina, Princess

    d. Compound names: enter under the first element of the compound surname and refer from the last element, e.g.

              Smith-Hayes, Mary  (refer from Hayes, Mary Smith-)

    e. Fulness of name: if a person consistently uses or is referred to by only first initials or brief form of forename, enter accordingly; if full names are known, supply them following the initials in parentheses, e.g.

              Purdom, C.B. (Charles Benjamin)
              Steven, Don E.
                  (not Donald E.)

2. Eastern and Indic names

    a. Early names: for persons flourishing before the mid-19th century, enter under the first word of the personal name element, in straight order, and refer from last element if any, e.g.

              Narmadashankar Lalshankar  (refer from Lalshankar, Narmadashankar)

    b. For persons flourishing from the mid-19th century on, enter in inverted order (as with Western names), unless it is known that it is not the usage or preference of the person; refer from the uninverted form, e.g.

              Deshmukh, C.D. (Chakradhar D.)
              Jessawala, Eruch   (refer from Eruch Jessawala)
              Natu, Bal    (refer from Bal Natu)
              Ranga Rao, Y.   (refer from Rao, Y. Ranga)

V. A. 2. Eastern and Indic names--Contd.

    c. Honorific and religious terms of address: if known <u>not</u> to be
part of the name and <u>not always</u> attached to the name in references,
omit such terms as Sri, Shree, Mahatma, Bhagwan, Hazrat, Swami, and name
endings -ji and -jee. If these terms usually are used with the name
condider retaining as part of entry. Refer from forms not used when
appropriate, e.g.

        Babajan    (refer from Hazrat Babajan)
        Gandhi, Mohandas Karamchand (1869-1948)
           (not Gandhiji, or Gandhi, Mahatma)
        Ghose, Aurobindo, Sri (1872-1950)
           (refer from Sri Aurobindo, and Aurobindo Ghose)
        Vivekananda, Swami
           (refer from Swami Vivekananda

Note: It is recommended that one form of "Sri," "Shree," and "Shri"
be chosen and general references from the other spellings made; prefer
"Sri" and refer from Shree and Shri.

    d. Perfect Masters, masts, saints, etc.

        1) Generally, the form of entry is straight on, not inverted, with
references from the inverted form if appropriate.

        2) It is recommended that all mast names be qualified by the terms
"mast" or "mastani" in parentheses.

        Examples:    Ali Shah (mast)  (refer from Shah, Ali)
                  Sai Baba, of Shirdi    (refer from Baba, Sai, of Shirdi)
                  Raji (mastani)
                  Shah Saheb (mast)   (refer from Saheb, Shah)
                  Upasni Maharaj   (refer from Maharaj, Upasni)

    3. Mandali

    Names of the Mandali bring up a very special situation. Many have
Baba-given nicknames by which they are better known than their full or
original names. Others are almost never referred to by their surnames.
The problem will be sorted out in close consultation with the Mandali at
later editing. The index-wallas should choose the most appropriate form,
usually based on the usage in the item being indexed, and refer from
other known forms, spellings, etc. Full names may be enclosed in
parentheses for added information or identification.

V. A. 3. Mandali--Contd.

The following examples should only be taken as possibilities
and suggestions to bring out the kinds of considerations involved:

                      Irani, Adi K.   (refer from Adi Sr.)
                      Irani, Manija Sheriar (refer from Mani)
                      Irani, Shirinmai (Meher Baba's mother)
                          (refer from Shirinmai (Meher Baba's mother))
                      Mansari (Desai, Mansari) (refer from Desai, Mansari; Desai, Man
                      Mehera (Irani, Mehera)    (refer from Irani, Mehera)
                      Meheru (Irani, Meheru)   (refer from Irani, Meheru; also from
                          Mehru)
                      Munsiff, Abdul Ghani  (refer from Ghani, Dr.; also from
                          Abdul Ghani Munsiff)
                      Nilu (Godse, Nilkanth)  (refer from Godse, Nilkanth; also
                        from Nilkanth Godse)

B. Corporate names

Includes the names of corporate bodies, organizations, societies,
Baba centers and groups, etc.

1. General rule: Enter under the form of the name generally used by the
body itself, or the form usually cited, e.g.

                Avatar Meher Baba Bombay Centre
                Sufism Reoriented

2. Addition of place to name:  Whenever the body is associated with a
particular location or government, rather than of a universal nature,
and the location is not part of the name, add the name of the city,
state, and country, as appropriate.  If useful, refer from the place.

      Examples:         Meher Baba Universal Spiritual Centre (Bangalore, India)
                        (refer from Bangalore (India).  Meher Baba Universal
                        Spiritual Centre)
                  Meher Handicrafts (Brisbane, Qld., Australia)
                  Meher Spiritual Center (Myrtle Beach, S.C., U.S.)
                        (refer from Myrtle Beach (S.C., U.S.).  Meher Spiritual
                      Center)
                  Prem Ashram (Meherabad, India)

C. Place names

1. Use the common English form of the name of countries, cities, states,
geographical features, etc.

V. C. Place names—Contd.

2. If possible, always add the name of the country or state and country to local names.

    a. For cities, etc., in the United States, Canada, United Kingdom, Australia, and the U.S.S.R., add <u>both</u> the name of the state or territory and country.

    b. For other countries of the world, use only the name of the country.

    c. For geographical features that cover or fall within more than one country, or outside of governmental jurisdiction, omit the name of countries.

    Examples:
        Ahmednagar (India)
        Bombay (India)
        Ganges River    (refer from Ganga River)
        Himalaya Mountains
        Lahore (Pakistan)
        London (England, U.K.)
        Myrtle Beach (S.C., U.S.)
        New York (N.Y., U.S.)
        Portofino (Italy)
        Sydney (N.S.W., Australia)

3. Use standard American and Australian abbreviations for states and territories; use "U.S.," "U.K.," and "U.S.S.R." for the United States, United Kingdom (Great Britain), and the Union of Soviet Socialist Republics (Russi These abbreviations are used only when qualifying a smaller locality; spell out in full when used as direct headings, i.e. "United States" not "U.S." for entries under the United States itself.

4. Use current approved spellings of Indian place names, though not still that common in usage, e.g.

        Pune (India)    (refer from Poona)
        Varanasi (India)  (refer from Benares)

5. Although it might seem obvious that New York or London are in the U.S. and U.K., never assume geographic knowledge on the part of prospective index users. To avoid personal judgements about what is commonly known or not, it is better to be consistent and add country and state names in all appro priate situations.

# VI. SPECIAL & MISCELLANEOUS CONSIDERATIONS

## A. Illustrative material

When indexing illustrative material, such as photographs, portraits, maps, charts, etc., some indication must be made to indicate that the reference to an illustration and not text.

1. Citations to illustrative material entered under "form" headings for the type of illustration, e.g., Maps.

   a. A form heading is established as a subject entry in the index.

   b. Subheadings are given for the subject illustrated.

   c. If the illustration is paged along with text, simply give page citation as usual.

   d. If illustration is on numbered plates, not part of text pagination, give the plate number rather than page; use the abbreviation "pl." before the number.

   e. If illustrations are on unnumbered plates interspersed with the text, cite the page opposite or nearest the plate; if unnumbered plates are grouped together rather than interspersed, count the plates and give the number in square brackets.

   Examples:      maps
         Meherabad (India)  4, pl.18, 117
         Meherazad (India)  pl. [2]

        Meher Baba (1894-1969)
         Portraits  72, 103, 118

2. Citations to illustrative material when entered under the subject illustrated.

   a. Give page citations followed by the term used to describe the illustration, using standard abbreviations when possible, e.g., map, port. (for portrait), photo., chart, etc. If no brief, convenient term appropriate, use the abbreviation "ill." for illustration.

   b. For numbered and unnumbered plates, see VI.A.1.d-e above.

   Examples:      creation  99-102, 209, chart 8A
        London (England, U.K.), Meher Baba in  20, 319 port., 320
        Meherabad (India)  14 map, 139
        Meherazad (India)  3, 215 ill., 220
        Prem Ashram (Meherabad, India)  pl.6 photo

VI. Special and Miscellaneous Considerations--Contd.

B. Dates and numbers used in headings

1. Avoid ending a heading with a number because of the confusion with the following page references. When necessary to end in a number, for instance with dates and numbered circulars, enclose the date or numbers in parentheses (curved brackets), e.g.

> Dehra Dun (India), Meher Baba in (1951 Dec 15-25)   45, 57
> Meher Baba (1894-1969)
> New Life circular (15)   425

2. Dates: For consistency, always give dates in year-month-day order, e.g.

> 1969 Jan 31
> 1922 Oct 12-25

3. Split years: When giving a span of years (in the Chronology Index for instance) that do not coincide with the calendar year, and specific months are not known or appropriate, separate the years with a slash (stroke). For year spans covering calendar years, use a hyphen, e.g.

> 1949/52   (split years)
> 1949-52   (calendar years)
> 1949 Oct 16-1952 Feb 12    (dates known)

4. Whenever possible, give dates of birth and death for persons, and years or specific dates for occasions, darshan programs, celebrations, etc., so that similar headings are distinguished and more information is imparted by the index, making it a more useful reference tool.

C. Comments on work habits

1. Become familiar with the item to be indexed first: its content, chapter headings, format, footnote methods, bibliography, glossary, appendices, etc.

2. Index units of manageable size at a time, such as a chapter or related section. Then go back over it to be sure no important items were missed or misunderstood.

3. Checkmark in pencil all terms and names you've indexed as you go;  this will help when reviewing a section to be sure you haven't missed anything.

4. Alphebetize index cards frequently to save time shuffling around to find established heading in order to add new references.

5. When 5 or 6 citations have been made to a heading, condider subdividing the heading by aspect or other appropriate subarrangement.

VI. C. Comments on work habits--Contd.

6. Make reference and information cards as you go, as well as the actual see and see also references.  Forms of personal names, in particular, often vary from page to page in fulness, use of nickname, etc.  It is important to keep notes on the information card as differing forms appear, which will aid in choice of final entry and of necessary references.

7. When final chapters have been indexed, review the early chapters of the book to be sure your concepts of certain subjects haven't changed, or that subjects thought to be minor at first haven't expanded into important aspects of the work.

8. Utilize existing indexes in other Meher Baba material, but only as a point of departure.  Terms may be used as is or borrowed only for cross references.  Format can be changed to be consistent with the current guidelines and indexing practice.

9. Do not agonize over difficult choices.  Decide on something, cover yourself with cross references and information cards, and keep an open mind for revision later as your expertise increases and more information comes to light.

VII. ABBREVIATIONS & TERMS: A PRELIMINARY LIST

| | | |
|---|---|---|
| chart | = | chart, e.g. The Divine theme chart |
| ill. | = | illustration(s) (not covered by more specific terms) |
| map | = | map(s) |
| n | = | note(s),used with page number to indicate note or footnote |
| no. | = | number(s) |
| passim | = | "scattered" or "here and there," used to indicate subject references appear on several consecutive pages |
| photo | = | photograph, generally not a portrait |
| port. | = | portrait, group or single (may be photograph or reproduction) |
| v. | = | volume(s) |

Jan
Feb
Mar
Apr
May
June
Jul
Aug
Sep
Oct
Nov
Dec

III. BIBLIOGRAPHY

The following are 4 of the main indexing references used in compiling these guidelines. Index-wallas might want to refer to one or more of them for the inevitable questions that will arise that could not be covered in this brief outline.

Anglo-American cataloging rules -- 2nd ed. / prepared by the American Library Association ... et al. -- Chicago : ALA, 1978.

Book indexing / by M.D. Anderson. -- Cambridge : University Press, 1971. -- (Cambridge authors' and printers' guides)

Indexes and indexing : guide to the indexing of books ... / by Robert L. Collison. -- 4th rev. ed. -- London : E. Benn ; New York : J. De Graff, 1972.

Indexing books : a manual of basic principles / by Robert Collison. -- London : E. Binn ; New York : J. De Graff, 1962