

BACK-OF-THE-BOOK INDEX:
COTTAGE LOAVES & PLAIN BRICKS

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INTRODUCTORY NOTE TO THE INDEX

The index that follows is a companion to *Cottage Loaves & Plain Bricks*, a local history documenting family bakeries (and their baking practices) in the East London borough of Waltham Forest in the early half of the 20th century. Much of *Cottage Loaves & Plain Bricks* is built around reminiscences, either from elders who worked in family bakeries at the time, or from their sons and daughters. The heavy reliance on oral history gives the document a unique verisimilitude. At the same time, it brings a few unique challenges to the indexing process. This introductory note aims to clear up potential confusions the reader may have as a result of these challenges.

INDEXED MATERIALS

The body text (pages 7 through 35) and appendix (page 36) are indexed. The biographical sketches and contributors list found on page 4 is also indexed, as it is introductory material that supplements much of the content found in the body text.

NON-INDEXED MATERIALS

The title page, copyright page, table of contents, foreword, acknowledgements, and section headers have been omitted from the index. Because the photos and illustrations in *Cottage Loaves and Plain Bricks* do not have attendant captions, they have also been omitted.

ORTHOGRAPHY

The index hews as closely as possible to the source material's orthography. Renderings of honorifics follow the British convention – without the period – found in the book (e.g. *Mr* and *Mrs*). The index also mirrors British English spellings (e.g. *moulding*).

For the family bakeries listed as subheadings under the main heading *bakeries*, the appendation of possessive apostrophes depend upon how they are rendered in the text. For a couple of the bakeries' names, the text applies possessive marks inconsistently; in these cases, the index defaults to the possessive form (e.g. *Pegrum's bakery*). Additionally, the word “bakery” has been placed in lowercase after each subheading under *bakeries* to denote that the establishments are, in fact, family-owned bakeries, whether or not they have the capitalized word “Bakery” in their names (e.g. *Ludlows bakery*, which is referred to simply as *Ludlows* in the text).

ORDERING AND STYLE

The index is sorted alphabetically. Entries that start with common roots or words are sorted letter-by-letter, meaning they are placed in alphabetical sequence irrespective of any spaces between them. This decision was made at the indexer's discretion.

If there are more than seven locators for any given entry, the index splits the main heading into subheadings. Furthermore, subheadings are also used when references to the main heading can be sorted into different categories. If a main heading has subheadings, the main heading has no locators. Subheadings in the index are indented for readability. The index aims for no more than three indentations in any given entry (main heading, subheading, sub-subheading). Because the text is rather short, and the oral accounts tend to jump back and forth between topics, this index assigns page-range locators to heading terms that appear on consecutive pages whether or not they are referred to “continuously” in the text. Otherwise, the index would have very few page-range locators.

CROSS-REFERENCES

See also references in the index are always reciprocal – in other words, they mutually refer to each other. They appear when a (sub)heading is related to another (sub)heading. An interesting case can be seen in the reciprocal references between *Tottenham cakes* and *sponge cakes*. On one hand, *Tottenham cakes* could plausibly be a subhead under *sponge cakes*, as a Tottenham cake is technically a kind of sponge cake. Yet the text distinguishes Tottenham cakes from regular sponge cakes to the extent that they can be considered a regional staple. The index presumes regional readers will consider Tottenham cakes sufficiently important as to merit equal footing with sponge cakes, and so it places them on the same hierarchical level. However, to help readers outside the region, the *see also* has been inserted to clarify that Tottenham cakes are, in fact, related to sponge cakes.

See references are *not* reciprocal, and are used when the index wants to point to a preferred terms among synonymous terms. For instance, the index uses *World War I* and *World War II* as lead-ins to the terms the text uses – *First World War* and *Second World War*. The terms *World War I* and *World War II* are more common in today's use, and so readers may reflexively use them as their first points of reference to the topic. Yet the index must reconcile this with the fact that the text never refers to World War I and World War II as such. Here, a *see* reference acknowledges the modern reader's predilections at the same time as it shows deference to the text.

SEMANTIC CONSIDERATIONS

- *Bread* as a standalone term has been omitted from the index, as it appears on nearly every page of the main text. The index has attempted to spread out this “master term” in other ways – for example, by breaking *bread* down into its constituent ingredients, or by identifying the specific varieties of bread mentioned in the text.
- For person entries, surnames appear first, then honorific titles (separated from the surname with a comma) and lastly, first names, if specified. For the person entries with subheadings, the word “regarding” is added to denote that the speaker is talking about a certain topic. Though the topics covered usually match those of other entries, *see alsos* are not included in these particular subheadings to prevent clutter.
- One could make a case that *cakes* belongs under the *pastries* heading. However, the index affords *cakes* its own entry because “cakes” is likely a commonly-searched term. Burying it under *pastries* could make the term difficult for readers to quickly find. The index, by and large, interprets “pastries” to mean small specialty sweets like hot cross buns, doughnuts, and puff pastries.

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