

Newsletter

Apples & Pears oranges



Three important books on indexing

Ruth Pincoe

There are now three books considered to be basic resources in the indexing field. How to choose among them? This article looks at the scope, coverage, design and usability of each one.

Indexing is not a field that has generated a vast quantity of literature. However, we are currently fortunate to have three texts to consider when looking for basic resources on the art and science of indexing books. All three were written by respected experts with much to contribute to the field, and choosing among them is not an easy task. Two of the three volumes are already well-established and widely used by members of our profession.

Nancy C. Mulvany's *Indexing Books* (1994) is a tasteful greyish-blue under its straightforward dust-jacket. Al-

though slim and trim, it does its job quickly and efficiently. Chapters one to nine (238 pages) trace the process of book indexing from initial concepts to finished product, while the tenth chapter (about 41 pages) presents a discussion of indexing tools and technology. Additional resources consist of five short appendices plus a list of references.

If you count the first edition published in 1991, Hans H. Wellisch's *Indexing from A to Z* (1995) is the oldest of the three. It is also the heaviest, the longest, the largest and the most entertaining. It consists of 98 articles of varying lengths on a wide array of indexing topics, arranged in alphabetical order like an encyclopedia, followed by an extensive bibliography.

The third book—Pat Booth's—is relatively new, but I have no doubt that it too will gain wide acceptance on both sides of the Atlantic. *Indexing: the Manual of Good Practice* (2001) is

Continued on page 75

What's inside

- 71 Important books on indexing
- 72 Noticeboard
- 74 Dates for your diary
- 80 Vic Branch news
- 81 From the literature

Special!
Conference
program insert

Notice

Victorian Branch Book Indexing Workshops 23 & 24 September

Are your indexing skills rusty or lacking? The Australian Society of Indexers (Vic Branch) is conducting full-day introductory and intermediate level indexing workshops in Melbourne. Introductory indexing, covering basic indexing principles and techniques, will be held on Tuesday 23 September. Cost \$160 AusSI and Society of Editors members; \$200 non-members.

Intermediate indexing, where participants fully index a 60-page technical publication using dedicated indexing software, will be held on Wednesday 24 September. Cost \$180 AusSI and Society of Editors members; \$220 non-members.

Flyers and information from Max McMaster, phone/fax: (03) 9500 8715, email: mindexer@optusnet.com.au

Indexing Workshops, Satellite Events 28 August in Adelaide

Two indexing workshops are being held on 28 August in Adelaide, as Satellite Events following the 10th Asia Pacific Special Health and Law Librarians Conference:

Basics of electronic indexing

This course will focus on database indexing (for electronic information services and online databases) with a small amount of discussion on the options available for indexing Web sites. The course will describe various types of electronic indexing and provide practical exercises in bibliographic description, abstract writing and the use of thesauri.

MeSH and The Health and Ageing Thesaurus

This course will focus on the use of MeSH (Medical Subject Headings) for database indexing. MeSH is one of the world's best examples of a hierarchical thesaurus. The course will show how to access it and how to find the right terms for medical indexing. There will be some discussion of a related thesaurus, The Health and Ageing Thesaurus, which is used in Australia for subject cataloguing and indexing health material.

These courses will give participants an understanding of indexing principles and some practical experience. Even if you are not an indexer, understanding the

indexing principles can be useful for searching databases.

Further details and registration forms are at <http://conferences.alia.org.au/sh11c2003/satellite.html> or at <http://www.alia.org.au/events/sa.html>

Intranet & CMS events (Brisbane & Sydney)

BRISBANE: Choosing the Right Content Management System, Friday, 22 August 2003, Bardon Centre <http://www.steptwo.com.au/seminars/030822/>

This one-day seminar provides a vendor-neutral introduction to selecting a content management system (CMS) that is right for your organisation.

Intranet Peers in Government, Wednesday & Thursday, 20 & 21 August 2003 Bardon Centre <http://www.steptwo.com.au/seminars/030820/>

This two-day facilitated forum provides a unique opportunity to meet with other hands-on intranet managers working in the public sector.

*James Robertson
Step Two Designs Pty Ltd
Knowledge Management / Content Management /
Intranets
[http://www.steptwo.com.au/
jamesr@steptwo.com.au](http://www.steptwo.com.au/jamesr@steptwo.com.au)*

Thesauri and Taxonomies: an international conference and workshop

<http://www.multites.com/conference03.htm>

This conference will be held at the British Library in London, on September 29 & 30, 2003. For additional information please visit:

www.multites.com/conference03.htm

Speakers include Denise Bedford (US), James Brooks (UK), Stella Dextre Clarke (UK), Hector Echeverria (US), Alan Gilchrist (UK), Joke Hoogenboom (NL), Adeline Kwok (CAN), Richard Light (UK), Jessica Milstead (US), Bella Weinberg (US), Leonard Will (UK)

*Hector Echeverria, President & Founder,
www.multites.com
Thesaurus Management Software since 1983*

board

UC Berkeley basic indexing course

I am developing an on-line distance learning basic indexing course with UC Berkeley. I expect the course to be completed and ready for student registrations by the end of the year. This course will have some unique features including but not limited to:

- ❑ Email delivery and return of assignments.
- ❑ Students are expected to complete course in six months or less.
- ❑ Indexing exercises and assignments will be completed using course provided indexing software versions of Cindex, Macrex, and SKY. The provided software will not include full versions of these software programs but will be sufficient to complete all exercises and indexing assignments.
- ❑ Course is designed using a hands-on approach to both BOB (back of the book) and embedded indexing techniques using indexing software.

For more information, and to receive notification when the course development is completed and ready for student enrolment, you can access <http://learn.berkeley.edu/indexing/>

Sylvia Coates

Software website

Ann Philpott sends the following link which may be of interest to our members. Have a look see at <http://members.aol.com/Indexers/indexers.html>

New members

AusSI warmly welcomes the following five new members:

- ❑ **Ms Catherine Tully** of Elsternwick, Victoria. Catherine did administration work in the Department of Defence for several years before leaving to reinvent herself as a librarian. She is currently working part time at Melbourne University's Department of Electrical Engineering and Computer Science on the VAST project team (Visions of Society and Technology) gathering information on distinguished Australian scientists. Her interest is in doing back of book indexing in the history, education or science fields.
- ❑ **Ms Janet Bastyan Matwiejew** of Inglewood, Western Australia (a special welcome to a West Coaster)
- ❑ **Mr James Dixon** of Watson ACT
- ❑ **Mr Stephen Bennett**, The Definite Article, of Chittaway Bay NSW (who is willing to serve on a committee!)

- ❑ **Ms Regina Kidd of Tallebudgera**, Queensland (again a special welcome to a Queenslander)
- ❑ **MedialInfo** of Broadway, NSW, corporate membership.

new elist aliaCATLIBS

Tony Brooks has just started a new elist called aliaCATLIBS. This list is for all Australian cataloguers, indexers, and any other interested people who are concerned with issues that affect current and developing methods of ensuring consistency and access to information.

Feel free to write in to this list with any topics about seminars, news, initiatives, discussion about DDC, MaRC or subject headings/thesauri terms, jobs or any thing else that you think would be of interest to the people on this list. The URL for subscription is: <http://lists.alia.org.au/mailman/listinfo/aliacatlibs>

From *the* Editor

Thanks to the Society of Indexers, we have been given permission to reprint Ruth Pincoe's article from the April 2003 issue of *The Indexer* in which Ruth compares the three main indexing books available as references for indexers.

Our draft conference program for the September International conference is growing apace, and the second updated version is included with this issue. It's a very interesting, broad, and cross-fertilised program, and the conference committee hopes to welcome many members of our Society to the Carlton Crest Hotel in Sydney. Although early-bird registration has closed, it isn't too late to register for the conference.

We have also included a satellite workshop program on Thursday 11 September with an Internet Searching Seminar by Pamela Johnstone and an XML Workshop by Jon Jermey.

We will be reporting on the conference in later issues.

Best wishes,

Frances Paterson

Dates *for your* Diary

20–22 Aug

Intranet & CMS events, Sydney & Brisbane — see Noticeboard.

28 Aug Indexing workshops, Adelaide, satellite events to 10th Asia Pacific Special, Health and Law Librarians — see Noticeboard for registration details.

11–13 Sep

Indexing the World of Information, AusSI International Conference, Carlton Crest Hotel, Sydney — see Conference Program insert in this issue

23 & 24 Sep

Victorian Branch Book Indexing Workshops, Max McMaster, ph/fax 03 9500 8715, mindexer@optusnet.com.au

29 & 30 Sep

London. Thesauri and Taxonomies. www.multites.com/conferenc03.htm

CINDEX™ for Windows and Macintosh

The choice is yours

- **easy to use**
- **elegant design**
- **outstanding capabilities**
- **unsurpassed performance**
- **legendary customer support**

CINDEX™ does everything you would expect and more...

- drag and drop text between indexes or word-processor
- view and work on multiple indexes at the same time
- check spelling with multi-language capabilities
- embed index entries in RTF-compatible word-processor documents
- exploit numerous powerful capabilities for efficient data entry and editing: search and replace, macros and abbreviations, auto-completion, etc.

Download a free demonstration copy along with its acclaimed *User's Guide* and see for yourself why CINDEX is the foremost indexing software for indexing professionals.

For Windows ('95 & higher) and for Macintosh (OS 8.0 & higher)

Special editions for **students** and **publishers** are also available.

Indexing Research

tel: 585-461-5530
fax: 585-442-3924
100 Allens Creek Road
Rochester, NY 14618
info@indexres.com

Visit our Web site www.indexres.com
for full details and ordering information.

Simply the best way to prepare indexes

easily spotted by its shiny bright-blue plasticized cover (it has no jacket) and the Society of Indexers logo on the spine. In terms of length and size, it falls in the middle of the group. The first five chapters (approximately 185 pages) outline the process of indexing, starting with concepts and ending with editing and presentation of a finished product. The remaining seven chapters (about 260 pages) are devoted to subject specialties, non-book materials, techniques for managing work, and computer technology. There is no separate bibliography or list of resources.

At a glance

No article of this type would be complete without a chart, and one is provided as Table 1.

Comments on content

The Mulvany and the Booth volumes were both written, at least in part, as textbooks. Both are accessible to beginners and present the basic steps for indexing a book in a logical way. Novice indexers who work their way through either book will gain, at the very least, a thorough understanding of the procedure for indexing a book, but both books are also useful for experienced indexers.

The greater portion of Mulvany's text is devoted to clear, concise explanations of various aspects of indexing. Chapters are arranged in a logical sequence from the beginning to the end of the job. Little room is given to subject specialties and, as the title *Indexing Books* suggests, non-book materials such as periodicals are not discussed. The chapter entitled 'Special concerns in indexing' addresses

issues such as abbreviations, international characters and symbols, along with multi-author and multi-volume works, multiple indexes and translations. These discussions are informative but do not always address the problems in depth. Readers are directed to other resources through author-date citations for items in the 'References' list at the back of the book.

An entire chapter—'Names, Names, Names'—is devoted to the subject of personal, geographic and organisational names. This arrangement is handy for readers who want to check a specific point quickly because much of the information on names is found in these pages. The detailed entries for names in the index analyse this material and also provide access to information in other chapters.

Continued on page 76

Table 1. At a glance

	Booth: <i>Indexing</i>	Mulvany: <i>Indexing Books</i>	Wellisch: <i>Indexing from A to Z</i>
Publication date	2001	1994	1995 (1st edn, 1991)
Publisher	K.G. Saur (München)	University of Chicago Press	H.W. Wilson (New York)
Approximate price	£50 (members) + shipping ^a	US\$32 ^b	US\$55–60 ^c
Total pages	489	320	569
Index pages	43	20	45
Index author	Jane A. Horton	Carolyn McGovern	Hans Wellisch
Index style	Indented	Indented	Indented
Table of contents	Titles plus sections	Titles only	Titles + classified list
Chapters (no.)	12	10	98 articles
Appendices and other front or back extras	None	5 appendices: Index specifications worksheet; ASCII table; three summaries of generic codes; Resources for indexers	List of tables; List of figures; Definitions; Abbreviations for standards and rules; Classified list of sections; Bibliography
Bibliography or list of references	Individual lists of references at the end of major sections in each chapter	References: 5 pages (about 60 entries)	References to various standards & publications at the end of most articles; Bibliography: 19 pages (about 295 entries)
Running heads	Chapter title/book title	Chapter title/chapter number	Article title/article title
Approximate type size, measure and characters per line^d	Text: 10/12 sans serif, 25 picas, 78 characters per line; index: 9/11; 1-em indents plus 3-em indent for turnovers	Ttext: 10/13 serif, 24 picas, 65 characters per line; index: 9/10; 1-em indents plus 1-en indent for turnovers	Text: 11/13 serif, 26 picas, 66 characters per line; index: 9/10; indents are 10 and 16 points

^a Pat Booth's book can be acquired in North America through some booksellers (it currently lists on Amazon.com for \$99US). However, members of indexing societies may easily obtain it through the Society of Indexers for a special members' price of £50 plus shipping (£3.50 surface, £8.00 air). I had my copy within a week and the SI office was a pleasure to deal with.

^b Mulvany's book is well known in North America and is easily obtainable (even in Canada) from several online booksellers. It can also be found in some large university bookstores and can sometimes be purchased through organizations. For example, I obtained my copy soon after the book was published from the book table at my local branch of the Editors' Association of Canada. It is worth noting that this book is the cheapest of the three. [Available in Australia on order from Gleebooks and other good booksellers.—Ed.]

^c Wellisch's book is available in the USA, but may be more difficult to obtain elsewhere. I ordered my copy of the second edition through a large university bookstore, but had to wait about eight weeks for delivery and the cost was about CAN\$140. I later found the title listed on a Canadian bookseller's website for \$72 but it was marked 'temporarily unavailable' (which, for this particular bookseller, often means 'probably never'). [Recently priced at around \$220 at Abbey's in Sydney, on order, not in stock.—Ed.]

^d I am indebted to a Toronto colleague, Michael Rowan, an editor and former typesetter, for his help in analysing typesetting details for these three books. The two figures for the type size indicate the size of the type and the leading. Thus 10/12 refers to 10-point type with a line height of 12 points. Measures (given in picas) refer to line lengths.

The chapter on tools, which is more than 40 pages long, begins with a description of paper-based indexing and then presents a detailed discussion of various computer-based methods, pointing out the advantages and disadvantages of each one. This discussion is supplemented by information in the appendices, including generic codes. The final appendix, 'Resources for Indexers', provides a list of software vendors as well as addresses for various professional organisations, standards organisations, and electronic conferences.¹

One important difference between the Mulvany and Booth volumes is that Booth devotes a chapter to subject specialties (law, medicine, archaeology, genealogy, science and technology, and biography). Two further chapters are devoted to special materials: serial publications, images and sound recordings. In the subject specialties chapter, as elsewhere in the book, most sections are followed by a short list of references where readers may find further information. This system is good in that it places relevant references where readers are

most apt to notice them and perhaps follow them up. However, there are advantages to the inclusive bibliographies found in the other two volumes.

In comparison to the Mulvany and Wellisch books, Booth's discussion of proper names has a rather low profile. There is no mention of names in the contents page. The major discussion, a sub-subsection of Chapter 4 under the heading 'Index entries', is about 18 pages long. Readers looking under 'names' in the index are directed to 'proper names', where a page range 83–101 appears at the head of a long and detailed entry containing ten sub-headings, three sub-subheadings and four cross-references. Booth also includes discussions of names in the chapters on media and subject specialties; this treatment of names in different contexts is welcome. The final three chapters are devoted to the indexing business. Chapter 10, 'Managing the work', includes a detailed and valuable discussion of the various aspects of indexing as a freelance business. Chapter 11 deals with current technology in terms of computer applications for indexing, while Chapter 12 is a survey of indexing societies, internet discussion groups and other professional organisations. Details

such as addresses may quickly go out of date, but the list is nevertheless useful.

It is somewhat unfair to compare Wellisch's book with the other two because it differs substantially from them in terms of coverage, organisation and voice. It is longer than the others and the text is generously laced with historical background and other interesting tidbits. If you are in a hurry these digressions can be frustrating, but most of the time they are entertaining and informative. You never know quite what is coming next. Wellisch imparts more of his personality—to say nothing of his personal opinions—to his writing than do the other two authors. Indeed, in the Preface to the second edition, he claims full responsibility for his 'outrageous opinions' (p. x).

Interestingly, the arrangement of topics in his 'Classified list of subjects' is similar to the order of chapters in the Booth and Mulvany volumes. Thus, Wellisch has his cake and eats it too. If you are prepared to jump around a little, you can use his book as a textbook. Wellisch also considers international standards to be an important aspect of indexing and provides relevant citations for a number of

Quick and easy database indexing

with DB/TextWorks[®] as used by APAIS, AMI,
ABIX, ACER and others

- Built in spell checker
- Templates for speed and accuracy
- Thesaurus linked to any field
- Customised validation settings
- Unlimited entries for Subjects, Authors, etc.
- Unlimited text in Summaries and Abstracts

Contact Maxus for free demonstration software or further information.



PO Box 727 South Melbourne
Victoria 3205, Australia
maxus@maxus.net.au
www.maxus.net.au
(03) 9646 1988

publications, including the British Standard, the International Standard, the American National Standard and the *Anglo-American Cataloguing Rules*, at the end of most articles.

Information access through contents and index

Since many readers will use these three books to look up specific topics, information access points are extremely important, particularly for locating topics that may be discussed from several points of view in various sections or chapters. Needless to say, all three books have excellent indexes that are appropriate for the length of the text and include detailed head notes.

In Booth's book, the contents page includes a list of subheadings for each chapter. This allows users to find specific information (for example, 'Index density') by glancing through the list. However, as noted below, the author's clearly conceived structure within the chapters is almost destroyed by the similarity of the first two levels of subheadings. Running heads identify the chapter title and the title of the book. As in the text, the spacious page design of the index makes for easy readability and quick scanning. Major treatment of a subject is indicated with bold type and subheadings are used generously. For example, 'density of index 19–20, **64–65**' is followed by four page references under the subheading 'assessment for job estimates and planning'.

The contents page in Mulvany's book simply lists the titles of the ten chapters and six appendices, and running heads provide the name and the number of the chapters. While some chapter titles are self-explanatory (for example 'Structure of entries'), others (such as 'Special concerns in indexing') are less obvious. Thus the index is the only tool for detailed access. Unless you are well acquainted with the book and know where to look, you must go directly to the index to locate specific information.

In spite of the small type size used for the index, there is a high occurrence of turnovers; subheadings, words and page ranges are frequently broken, thus further impeding readability. Subheadings are used somewhat sparingly (for example, the 'density of indexing' entry has only a page range: 64–67), but are provided where necessary. Given the lack of

detail in the table of contents, bold page references for major treatment of subjects would have been a kindness.

In Wellisch's book, the contents page lists the articles in alphabetical order, as they occur in the book, as well as the extensive front- and back-matter. Both the recto and verso running heads indicate the article titles. There is also a 'Classified list of sections', which groups article titles under headings such as 'Names', 'Indexing techniques' and 'Business matters'. It might be argued that both the alphabetical and the classified lists are unnecessary in a 'dictionary-style' book, but people think and work in different ways. Some may well skim the alphabetical list quickly before heading to the index. For example, a subject such as 'Depth of indexing' is easy to spot. In addition, terms that are dealt with in other articles appear in small caps, giving readers a short cut to additional information, and allowing them to bypass the index.

The index of Wellisch's book plays a crucial role in linking various articles and locating topics that are discussed in specific contexts in different articles. For example, the 'depth of indexing' entry includes a bold page reference **137–138**, indicating a major treatment of the subject, and several other page references. It is followed by five subheadings pointing the reader to other articles: 'biomedical texts', 'defined', 'in cumulative indexes', 'legal texts', 'and technical manuals and reports.'

Design and readability

The acid-free paper used for Booth's book is a bright white. The design is simple but spacious, with good, if perhaps somewhat excessive, use of white space and an attractive but plain sans-serif font. The one major design flaw concerns levels of subheadings in the text. The first-level subheading is in bold upper and lower case, with all major words capitalised. The second-level subheading differs only in size (it is about 2 points smaller) and in capitalisation (only the first word is capitalised). On the page, the two levels are almost indistinguishable from each other, especially with one-word headings. This is a problem throughout the book but it is especially serious in the chapter on 'Subject specialisms', where the same second-level heads (for example, 'Proper names'

and 'Indexable content') occur under a number of first-level headings. Consequently, the structure of the entire chapter is unnecessarily blurred. The problem could have been easily fixed by setting the first subheading level in a distinctive style (for example, small caps), a solution that I hope will be chosen in a later edition.

In terms of appearance and design, Mulvany's book is clear and well set out. Both the text and the index are set in a rather elegant serif font, but the print seems small and the letter spacing somewhat cramped. While indexing is anything but dull, the page design of this book could suggest otherwise.² My middle-aged eyes find the print difficult to read, a problem that is not helped by the off-white (although acid-free) paper. The three levels of subheadings within chapters are clearly identifiable. However, the main sections (which are not included in the table of contents) are often quite long. Readers looking for information in a hurry may find the context of a page difficult to determine, since the nearest level-one subheading may be a number of pages away.³

The paper for Wellisch's book is the same off-white colour as Mulvany's, but the texture is smoother and thus more comforting to handle; there is no indication why it is acid-free. The design is simple but clear, and the text is set in a strong, clear and rather classic serif font (possibly Palatino or a copy of it). Both the page size and the type size are slightly larger than that of the other two books, making for improved readability. The sections are fairly short, in comparison with the chapter-structure of the other two books, and the running heads indicate the section titles. There is only one level of subheading and the context is almost always clear.

Using all three

Because looking up things in *Indexing A to Z* can be entertaining, I often leave it to the last when I am consulting the three books, giving Wellisch the advantage of having the final word. However, his detailed articles usually add valuable perspective to either a controversial issue or a basic element of indexing.

For example, some time last year, I found myself with several indexes for biographies. Since I had not indexed a biography in a while, I decided to

Continued on page 78

warm up for the job by consulting the experts. Booth devotes four and a half pages to biography in her chapter on specialist subjects (pp. 293–7). Sub-subheadings for the subject include ‘Materials and readership’, ‘Indexable content’, ‘Number of sequences’, ‘“Classified” and “direct” headings’, ‘Proper names’, ‘Arrangement of entries’ and ‘Introductory note’. Clearly there is food for thought here, and the 15 minutes I spent reading the section and thinking about it were well worthwhile. Under ‘References’ she lists Hazel Bell’s *Indexing Biographies and Other Stories of Human Lives*; under ‘Further reading’ she recommends the chapter on names from Mulvany’s *Indexing Books*, and the ‘Biographies’ section from Wellisch’s *Indexing A to Z*. (At that time, I had no idea I would be writing this article!) The entry for ‘biography indexes’ in the index gives the page range for the section described above and is followed by six subheadings: ‘abbreviations in headings’, ‘biographee’s entry’, ‘chronological subheadings’, ‘indexable content’, ‘maintaining neutrality’ and ‘medical indexes’. A number of these subheadings include locators outside the main page range. Clearly, Booth addresses most of the pertinent aspects to dealing with biography.

By contrast, the index to Mulvany’s book has only one entry for the subject: ‘biography, subentry order in, 123–25’. Admittedly, the order for subentries is a major issue in biographies, but it left me wondering whether other issues concerning biographies had not been double-posted here. Because Booth cited the names chapter of this book, I looked through the various entries for names in the index but found nothing else. Bear in mind, however, that although Mulvany’s book excludes subject specialties such as biography, this volume is more than a hundred pages shorter than the other two, and is devoted to the discussion of basic issues and concepts that, once learned and understood, can be successfully applied to a variety of subjects and contexts.

Wellisch’s two-page article on biography (pp. 59–60) opens with a comparison between biography and fiction, followed by a short discussion of what readers of biography may want from an index. He also touches

on other issues, including names and order of subentries. In the index, the entry for biographies is followed by eight subheadings that point to 20 locators between them. Several involve order of subheads, but others refer to aspects such as illustrations and quotations.

Another example concerns a double dilemma discussed by our local Toronto IASC kaffee-klatsch:

- whether or not you should have page references for a main entry that is followed by one or more subheadings, and
- if you do, what those page references should indicate.

By the time I got round to consulting some of the indexing books on my shelf, I knew I was not after a rule. I was seeking guidance or even personal opinion. I was unsure what to look up in the indexes, so I tried various versions of ‘headings’ and ‘locators’. After some trial and error, I found, in Booth’s book, a discussion dealing with a subheading analysis of a main heading for which there is also a page range (p. 115). She presents various arguments and concludes: ‘The most important point is that any sought terms must be accessible as headings ...’—a good point, but not entirely what I was after. I later found that this discussion was part of a larger section aptly named ‘Brainteasers’, a useful collection of odd points concerning locators that I was grateful to have stumbled across.

When I turned to Mulvany with my problem, I did not find much more help. There are plenty of index entries for main headings, subheadings and locators but none seemed to address my question. Finally I turned to Wellisch, and went directly to his lengthy article titled ‘Locators’ (pp. 277–94). In a subsection titled ‘Locators after modified main headings’ I found exactly what I was looking for:

Should locators be listed after a main heading that is modified by subheadings, and if so, what do they mean to users? Are the locators after ‘Copernicus’ ... the most important references to his life and work, or are they those minor references that could not be adequately characterized by subheadings? (p. 283).

He devotes a page and a half to a discussion of various options for solving the problem, ending, in true Wellisch style, with a quotation from the index to Peter Schickele’s *The*

Definitive Biography of P.D.Q. Bach, which I will leave you to enjoy on your own. Wellisch not only addressed my question but also brightened an otherwise grey April afternoon.

Readers of Wellisch know that sooner or later he will bring a smile to your face. Smiles and laughter are important, and often a point made with humour is remembered long after a thorough but perhaps dry discussion on the same subject.

Nancy Mulvany also has a good way with words. In *Indexing Books*, her writing abilities are exhibited mainly in her concise, clear style, but there are nuggets too. One of my favourites is:

Three tenets to keep in mind when dealing with multivolume indexes are (1) planning for indexing is necessary, (2) your plans will be incomplete, and (3) every step will take longer than anticipated’. (Mulvany, p. 146)

Another caution is found in her preface:

Indexing is something you will either enjoy or detest; there is no middle ground.

The last word goes, appropriately enough, to an index entry. When two colleagues and I were eagerly examining the first copy of Pat Booth’s book we had seen, we came upon the entry “wigglyies” (curly brackets) in the index. It somehow struck us as funny, but our uproarious laughter drew us further into a book that we have since grown to value and appreciate.

In conclusion: how big is your bookshelf?

If you were looking to this article for a recommendation on which book you should buy, you will be disappointed. In my opinion, you should own all three.⁴ All the volumes have weaknesses; they also have significant—but different—strengths. The fact that one was published in Europe (for the British market) and the other two in the USA is an advantage; style preferences differ according to author and publisher requirements, and indexers need to be familiar with the conventions used on both sides of the Atlantic. All three have an important place on my bookshelf, and I consult them not only for specific rules or points of information, but also for larger questions of style and philosophy.

A beginning indexer will likely start out with only one of the three. Readers differ. No one book—and no

single approach—will work for everyone. I hope that the preceding paragraphs will help beginners and their instructors choose the one most appropriate for their individual needs. I also hope that this article will encourage indexers to enlarge their bookshelves and to make the best use of all the volumes they own.

Acknowledgements

I am indebted to a number of my colleagues in IASC/SCAD for suggesting this topic, goading me into writing the article, suggesting new and interesting angles, waiting patiently for me to finish it, and putting up with hours of discussion on these three books. In particular, my deep appreciation and thanks go to Noeline Bridge, Christine Jacobs, Elaine Melnick and Rachel Rosenberg.

Notes

1 While useful, some of this information is now out of date. For example, the address for the Indexing and Abstracting Association of

Canada has changed, and the French portion of the name—Société canadienne pour l'analyse de documents (SCAD)—is missing. Unfortunately, the old address for IASC/SCAD also appears in Pat Booth's book.

2 Indeed, a colleague who examined sample text and index pages for all three books remarked that this book 'looked as if it was going to be boring'.

3 For example, in chapter 9, the section 'Editing by the indexer' is ten pages long. An argument could be made for including major section titles in the running headers for both the Mulvany and the Booth volumes, but such a practice might prove cumbersome. I suggest the problem would be best addressed by a more imaginative page design, with more attention paid to the specific needs of the text.

4 You may want to take this recommendation with a grain of salt. I truly believe that it is *impossible* to own too many books.

References

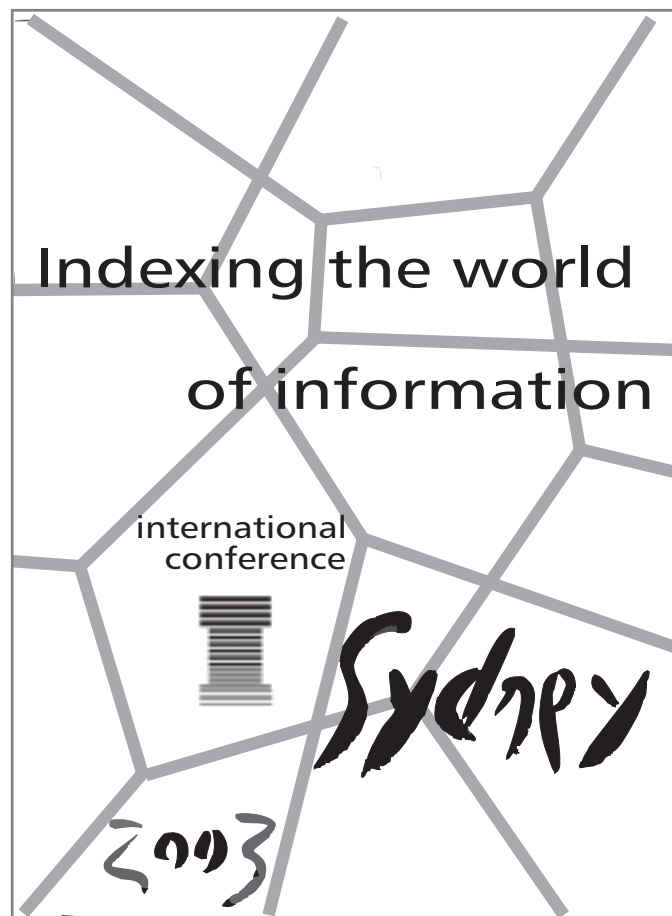
Booth, Pat F., *Indexing: the Manual of Good Practice*, München, K.G. Saur, 2001.

Mulvany, Nancy C., *Indexing Books*, Chicago, IL, University of Chicago Press, 1994.

Wellisch, Hans H., *Indexing from A to Z*, 2nd ed., revised and enlarged, New York: H.W. Wilson, 1995.

Ruth Pincoe has more than 20 years' experience as a freelance indexer, editor and researcher. She holds a postgraduate degree in musicology and specialises in music, theatre, visual arts, literature and history. She was the 1994 winner of the Editors' Association of Canada Tom Fairley Award for Editorial Excellence, and is currently vice-president of IASC/SCAD. Email: ruth.pincoe@sympatico.ca

AusSI thanks the Society of Indexers for permission to reprint Ruth Pincoe's article from the April 2003 issue of The Indexer.



VICTORIAN BRANCH NEWS

Q & A session

At the recent Victorian Branch 'Indexing as a business' open night, there were more questions from the floor than there was time to answer them. So to allow for extra questions to be answered, including questions from AusSI members in other states, this 'Q & A' column is being offered. Does anyone have a question that they'd like answered?

If so, email your question to Fiona Mottram, Vic Branch Secretary, and the Vic Branch committee will find a suitable candidate to reply. Members are also welcome to respond with advice and information from their own experience.

All queries and answers will be published in the newsletter.

Here are some questions which Fiona will find answers for:

- How do you arrive at a quote for doing pictorial indexing work?
- How does one juggle the timing of indexing work coming in to a freelance business, especially given that inquiries for work may not in fact turn into actual work?
- How do you obtain indexing work from overseas and how easy is it to manage compared to work obtained locally?
- How do you index an article in a journal where the 'author' is purported to be an animal, with or without 'assistance' by a named owner, for example, The author is 'Pedro the donkey', 'assisted' by Jane Smith.

Fiona's email is fiona.mottram@bigpond.com

Ceremonial launching of an index

An event of interest to indexers took place recently in Melbourne, when the Final volume of the series *Historical Records of Victoria: Foundation Series* was launched at a reception at the Victorian Archives by the Governor of Victoria, Mr John Landy. This was Volume 8: *Cumulative Indexes*.

In the preface to the work, the editor wrote:

'It seems traditional, when introducing an index of this sort, to describe in detail all the things it cannot do. But this index deserves better, indeed much better and its several indexers deserve high praise for their achievement.'

Two members of the Australian Society of Indexers were prominent amongst those involved. The indexes from Volume 2 to Volume 6 were done by Jean Hagger, whilst that to Volume 7, and assistance with the cumulating process which resulted in Volume 8, were done by Michael Ramsden.

The work of these indexers received high praise in embarrassingly lavish terms, in the preface and later at the launching ceremony. Before a distinguished audience, which included some noted historian, archivists and publishers, they were presented with copies of the volume being launched, and presented to,

and photographed with, the Governor.

No doubt this was gratifying to the two indexers. Of greater importance was the boost given to indexing. The Society is constantly striving to gain acknowledgment for the contribution indexers and indexing make to scholarly publications. It is grateful to the Public Record Office of Victoria for its support. To quote again the editor's introduction:

We hope that the cause of accurate historical research and the true story of early settlement in Victoria will be the beneficiaries of all these contributions to the project.

From the literature

Glenda Browne

ABC TV 2 July 2003

Did you catch the indexing reference in the Melbourne Great Debate this week?

They listed Australian politicians by their noticeable features:

- Tim Fisher—hat
- Bronwyn Bishop—hairdo
- Gareth Evans—beard
- Cheryl Kernot—see under Gareth Evans.

The reference was to the recent revelation by a journalist of an affair between Kernot and Evans. Apparently it was a well-known secret among journalists, revealed 'in the interests of completeness' after Kernot's autobiography was published. [*When Bronwyn Bishop held the Aged Care portfolio, she was known around the corridors of power as the Minister for Caged Hair. I also have it on good authority that when the Kernot-Evans affair was revealed post-publication, the indexer of the incomplete Speaking for Myself Again, rushed to check whether or not there was an entry for 'Evans, Gareth'. Phew, there was!—Ed*]

inCite

The contents page of *inCite* for July 2003 notes that Dorothy Prescott (an indexer) has been awarded an OAM in the general division of the Queens Birthday honours list for 'her service to map librarianship and cartobibliography'.

Power, Prosperity and Promise

McGraw-Hill, 2003, Ch. 15, p. 217

J. Edgar Hoover 'decided to study law at George Washington University at night while working at the Library of Congress, receiving his bachelor's degree in 1916 and his master's degree in 1917. While at the Library he used the Dewey Decimal System of cataloguing. He would bring this cataloguing skill to the filing systems of

the Justice Department's Investigative Units in the coming years. The files would begin with a number relating to a federal law, followed by an abbreviation denoting which field office of the Bureau [that is, the FBI] was responsible for the case, followed by the number assigned to the specific case.'

Spectrum Sydney Morning Herald, 28-29 June 2003

In a review of *The Man who Saw Too Much: David Brill, Combat Cameraman* [published by Hodder Headline—Ed.], Williams notes: 'Little obviously admires his subject, and convincingly evokes the adrenaline-charged action of combat photography and the alcohol-soaked boredom of waiting for things to happen. He is unflinching in his portrayal of Brill's demons, producing a picture of a complex and troubled man. Given the company Brill has kept and the number of places he has been, the lack of an index is inexcusable.'

Icon Sydney Morning Herald, 28-29 June 2003

In 'Cut to the chase', Nicole Manktelow reports on the creation by CSIRO of Continuous Media Markup Language (CMML), a web tool which allows producers to mark certain scenes or moments within their footage so indexers can add descriptions to specific segments of the document, and users can go directly to the part of the video that is of interest to them. CSIRO hopes that libraries and media organisations with collections of sound and video will add CMML annotations to their clips.

http://hoaxbusters. ciac.org

Hoaxbusters is the site you should check *before* forwarding to all your friends, colleagues and mailing lists

the latest dire warning about a dastardly virus. It organises hoaxes by category (for example, 'malicious code warnings', 'give away hoaxes') and provides links to further details. A 'new' icon is added to the latest hoaxes.

Rowling, J.K. Harry Potter and the Order of the Phoenix Bloomsbury, 2003

Have you noticed that Harry is said to use indexes twice in this book? But the first time I think it's really a table of contents: 'Harry opened the magazine and scanned the index. Until this moment he had completely forgotten the magazine Kingsley had handed Mr Weasley to give to Sirius, but it must have been this edition of *The Quibbler*. He found the page, and turned excitedly to the article.' (p. 173).

Index-L users led me to the Harry Potter Lexicon, a labour of love by a HP fan who has written an encyclopaedia of the HP universe. The index (www.hp-lexicon.org/master-index-intro.html) takes you to information about Hogwarts, muggles and so on.

i-Torque Issue 6, July 2003

Nancy Mulvany's analysis of US book production statistics suggests a decline in the production of *indexable* books, even though production in some areas (for example, juvenile, fiction) increased. She suggests targeting the subject areas that are growing (such as business) or not declining, and also looking for work outside traditional publishing houses, including engineering reports and corporate training documents.

Newsletter, Webmaster and Registration contacts

National and Branch Committee contacts

Editor

Frances Paterson
newsletter@aussi.org

Web manager

Website: www.aussi.org
Emeline Haight
webmaster@aussi.org

ISSN

paper: 0314-3767
electronic: 1326-2718

This newsletter is sent free to all members of the Australian Society of Indexers. It is published 11 times a year, with a combined issue for Jan/Feb. Opinions expressed in the newsletter are those of the individual contributors, and do not necessarily reflect the opinions of the Society.

We are delighted to receive contributions, both large and small, from members. Please contact us if you have any questions about suitable items for publication. The editor reserves the right to cut and edit material. If greater than one A4 page, please send files on a disk or via email in Rich Text Format, Word for Windows, or plain text (ASCII). Do not embed footnotes in Word files.

Graphics

Image files can be accepted in most common formats. Do not embed images in text files. If possible, submit line drawings in a vector format or as an EPS file. Camera-ready art and photographs can be scanned by the editor.

Advertising charges

Full page: \$90; Half page: \$50;
Quarter page: \$25.
Full year: 11 for the price of 9.

Send copy to:

Frances Paterson
ph (02) 4268 5335
newsletter@aussi.org

Membership charges

\$52 per year \$26 half year (July to December)
Subscription to the *Newsletter*:
\$40 per annum

Typeset by Keyword Editorial Services
michael.wyatt@keyword.com.au

The Indexer

(international indexing journal)
Christine Shuttleworth, Executive Editor
Flat 1, 25 St Stephen's Avenue
London W12 8JB
United Kingdom
cshuttle@dircon.co.uk
Corresponding Editor Aust/NZ:
Frances Paterson
ph (02) 4268 5335
francespaterson@bigpond.com
Cost: \$28 for AusSI members

National Committee

ABN 38 610 719 006
GPO Box 2069, Canberra ACT 2601
ph 0500 525 005 (nationwide)

President: Lynn Farkas
ph (02) 6286 4818; fax (02) 6286 6570
president@aussi.org

Vice President: Clodagh Jones
ph (03) 6225 3848
vicepres@aussi.org

Secretary: Shirley Campbell
ph (02) 6285 1006
secretary@aussi.org

Treasurer: Penelope Whitten
ph (02) 6241 4289
treasurer@aussi.org

Committee members: E Binkowski,
S Henderson, B Howarth, R Hyslop, S White

Ex-officio members of the National Committee

Chairman of the the Registration Panel:

Michael Harrington
secretary@aussi.org

Web Manager: Emeline Haight
webmaster@aussi.org

Newsletter Editor: Frances Paterson
newsletter@aussi.org

President of NSW Branch: Caroline Colton

President of ACT Branch: Geraldine Triffitt

President of Victorian Branch: Ann Philpott

Membership secretary: Michael Wyatt
memsec@aussi.org

New South Wales Branch

PO Box R598, Royal Exchange NSW 1225
nswbranch@aussi.org

President: Caroline Colton
ph (02) 9568 4880; fax (02) 4285 7199
info@indexat.com.au

Vice President: Lorraine Doyle
ph (02) 8587 7229 (w), (02) 9876 4218 (h);
fax (02) 9888 2229

Lorraine.Doyle@thomson.com.au

Secretary: Alan Walker
ph (02) 9368 0174; fax (02) 9358 5593
alan.walker@s054.aone.net.au

Treasurer: Glenda Browne
ph (02) 4739 8199; fax (02) 4739 8189
glendabrowne@optusnet.com.au

Committee members: M Davis, P Johnstone,
T Matthews, F Paterson, H Skewes, D Ward,
T Waters, M Wyatt

Registration

Michael Harrington
ph (02) 6248 8297 (w)
[www.aussi.org/profissues/
registration.htm](http://www.aussi.org/profissues/registration.htm)

Victorian Branch

ABN 58 867 106 986
GPO Box 1251, Melbourne Vic 3000
vicbranch@aussi.org

President: Ann Philpott
ph/fax (03) 9830 0494
annp@mydesk.net.au

Vice President: Jenny Restarick
ph/fax (03) 9528 2539 (h)
jenny.restarick@enquiries.csiro.au

Secretary: Fiona Mottram
ph/fax (03) 5681 2313
fiona.mottram@bigpond.com

Treasurer: Margaret Findlay
ph (03) 9277 5549
findlay@acer.edu.au

Committee members:
J Simkin, M McMaster, J Oliver, K Biram

ACT Region Branch

GPO Box 2069, Canberra ACT 2601
actbranch@aussi.org

President: Geraldine Triffitt

ph (02) 6231 4975
geraldine.triffitt@alianet.
alia.org.au

Secretary: Edyth Binkowski
ph (02) 6281 2484; fax (02) 6281 2484
geoffb@webone.com.au

Treasurer: Pat Stone
ph (02) 6254 5525

Committee members: S Campbell, L Farkas,
S Henderson, B Howarth, R Hyslop, S White,
P Whitten

SA Group with SocEd (SA)

Contact: Susan Rintoul
ph (08) 8235 1535 (h); fax (08) 8235 9144
seaview@seaviewpress.com.au

Qld contact

Contact: Jo Douglass
ph (07) 3239 0876 (w); fax (07) 3239 6185
jod3@optusnet.com.au

WA contact

Contact: Ling Heang
ph 0418 941 861 (h); fax (08) 9358 3896
HEANGSL@bigfoot.com

Indexers Available

www.aussi.org/
IndexersAvailable

Website: www.aussi.org



Indexing the world of information

international
conference



Sydney

2003

Carlton Crest Hotel
Friday and Saturday
12-13 September 2003

Satellite Workshop Program

Thursday 11 September

Two half-day seminar/workshops have been arranged for the day before the conference.

Venue

University of Sydney Law School Library, Level 8, 173–175 Phillip Street, Sydney (corner of Phillip, King and Elizabeth Streets with entrances on Elizabeth and Phillip Streets)

You can get there by buses going to Circular Quay along Elizabeth Street—alight at Martin Place or by train to either Martin Place Station or St James Station, which are equidistant from the Library.

9:00–12:00	<p>Internet Searching Semina (Pamela Johnstone)</p> <p>This seminar is designed for people who wish to learn how to search effectively the Internet (rather than just 'surfing' it), using different search engines and techniques. The following topics will be covered: history of the Internet; access and browser issues; types of search engines, including which search engines are best suited to specific kinds of information; Boolean logic; fine-tuning of searches.</p> <p>Participants are encouraged to share their searching experiences and to bring along problem searches for discussion.</p> <p><i>Pamela Johnstone is a qualified librarian, an Associate of the Australian Library and Information Association and a Registered Indexer of the Australian Society of Indexers. She has worked in the information industry for over 25 years, specialising in business/law and online/electronic information.</i></p> <p><i>Pamela is co-editor of Online Currents, a journal published by her own company (Enterprise Information Management Pty Ltd). Online Currents covers the areas of electronic and optical information (disk products, CD technology, online services and the Internet) and is the primary journal for Australian information professionals.</i></p> <p><i>In her role as a research consultant, Pamela provides clients with training in online/Internet search strategies and business information research, in addition to providing one-to-one research assistance. Other regular activities include indexing and thesaurus development.</i></p>
1:30–4:30	<p>XML Workshop (Jon Jermey)</p> <p>XML (Extensible Markup Language) is a system related to HTML that allows material to be marked up semantically rather than for its desired appearance or role in a document. XML provides an open standard for compiling and accessing diverse data collections on a world-wide basis.</p> <p>Explicit specifications can be provided to control and validate XML data structures. XML also includes tools for converting between different sets of specifications. Despite its name, XML is not a language. Rather, it is a set of rules out of which any number of different languages can be built.</p> <p>This workshop introduces the basics of creating and validating XML. We will create an XML indexing database, validate it and create a validation schema against which new entries can be checked.</p> <p><i>Jon Jermey is an indexer, computer trainer and former AusSI Webmaster. He is desperately trying to keep up with the rising tide of acronyms spawned by SGML and global networking.</i></p>

Costs for attending the workshops

- AusSI members: \$80 for one workshop; \$140 if attending both.
- Non-members: \$100 for one workshop; \$180 if attending both.

Payment

Post a cheque or credit card details (name on card, type of card—Visa, Mastercard, Bankcard—card number, expiry date and signature) with amount paid and workshop/s required to:

Glenda Browne,
PO Box 307,
Blaxland NSW 2774
ph: (02) 47398199
fax: (02) 47398189

Draft Program

Friday 12 September

8:30–9:30	Registration
9:30–10:30	<p>Keynote address: A passionate searcher's view of indexing and indexers (Elizabeth Swan, NSW)</p> <p>In a career of over forty years, this passionate searcher migrated from manual searching of huge printed secondary indexes to online searching in 1975, and now searches the Web and professional services such as Dialog, Factiva and Informat for clients. In a Google-dominated world, database indexing is still important, but as information professionals we need to debate the virtues of codes and controlled versus uncontrolled indexing, as well as the challenges of bibliographic searching versus fulltext searching. The business of indexing also needs to be addressed — how can indexing timelags be minimised, how can costs be contained? What are the innovative indexing initiatives of major players such as Factiva, Dialog and others? How successful are tools such as mapping, weighting algorithms, proximity operators and qualifiers, and clustering search engines? Do metatags solve the problems and reveal the Invisible Web? Who are the human indexers we treasure in a fulltext search engine world?</p> <p><i>Elizabeth Swan runs her own information business, Information Edge, and has long, varied and unique experience in the information industry, including international and local database production, providing innovative services to information users, and employing and training indexers and searchers.</i></p>
10:30–11:00	Morning tea
11:00–11:45	<p>Plenary: International panel</p> <p>Representatives of indexing societies in Australia, Britain (Jill Halliday), Canada (Noeline Bridge) and the United States (Frances Lennie).</p>
11:45–12:30	Plenary: General meeting for members of AusSI
12:30–1:30	Lunch
1:30–3:00	<p>Parallel sessions</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>Indexing Names</p> <p>Indexing names: six categories of difficulties (Noeline Bridge, Canada)</p> <p>Although most names are straightforward to index, those that aren't can pose some particularly vexing problems. There are no definitive solutions, just conventions and guidelines. I will present six categories of common difficulty, illustrated with lots of examples of names from my own indexing and reading, and my approach to putting these names into indexable forms. A bibliography of journal, book and Internet resources is included in the handouts.</p> <p><i>Biography: As a librarian specializing in cataloguing, I toiled over the form and entry of names for 12 years. I have been freelancing as an indexer for another 12 years and still find names fascinating, if troublesome at times, so I write and make presentations on the subject. I am a past president and current international liaison officer of IASC/SCAD [the Canadian indexing society].</i></p> <p>To be followed by a panel on indexing tricky names.</p> <p>Answers to questions from delegates about particularly difficult forms of names (e.g. Muslim, Arabic and Southeast Asian names).</p> </div> <div style="width: 48%;"> <p>Metadata & Metathesauri</p> <p>Using metadata: a magic bullet or death by degrees (Jenny Millea, SA)</p> <p>The debate about the use of metadata rages in the metadata community and beyond. Can the resources involved in creating metadata be justified? Why use metadata when there's search engines who can find content? Can the education and training community continue to justify the creation of metadata for resource discovery and retrieval? What value add and benefits can the use and leveraging of metadata provide to the education and training community. This paper will explore these issues using EdNA Online as a case study.</p> <p><i>Jenny Millea is Information Manager, Education & Training Network Services, Dulwich, SA</i></p> <p>Metathesauri: the role of whole-of-government subject thesauri (Sherrey Quinn, Canberra)</p> </div> </div>
3:00–3:30	Afternoon tea
3:30–4:15	<p>Panel: Indexing Software</p> <p>CINDEX (Frances Lennie, US) MACREX (Max McMaster, Melbourne) SKY Index (Michael Wyatt, Sydney)</p> <p>Members of the panel will describe the capabilities and operation of indexing software packages, in answer to questions which all panellists have been asked to address. After the panel, there will be an opportunity to discuss the features of the packages separately with the presenters.</p>
4:15–4:45	<p>Indexing Internet resources as a Public Access Catalogue (Bruce McLeod)</p> <p>While indexing is a craft that virtually all of you at this conference know better than I, the supporting structures of indexing/cataloguing software hugely influence the usefulness of the metadata collected. In this presentation Metabrowser Server will be shown from the aspect of how it can:</p> <ul style="list-style-type: none"> ■ create indexing workflow and ease of use ■ provide useful interfaces and information to the public ■ be metadata compliant ■ share data with other indexes ■ work with the TermTree thesaurus
4:45–5.15	TermTree 2000 Thesaurus Taxonomy Software (Alan Chate)
5:00–6:30	Drinks
7:00–	Conference Dinner (Chinese banquet off-site)

Saturday 13 September

8:30–9:00	Registration
9:00–9:30	<p>Plenary: Indexing the future of information (Glenda Browne, NSW)</p> <p>Indexers in ten years' time will definitely not work the same way we do now. Indexers need to adapt to new roles and approaches in the new publishing environment. This talk will describe recent changes in the practice of indexing, specifically the use of embedded indexing, XML and single sourcing to manage legacy data and multiple output formats, while emphasising the need to network with the people who are publishing information, no matter what format it is in, or what audience it is aimed at.</p> <p><i>Glenda has indexed books, periodicals, databases, online help, and websites for 15 years. She has also created thesauri for use in creating metadata for intranets, teaches in the UNSW SISTM continuing education program, was editor of the AusSI Newsletter for three years, and has co-authored a book on website indexing.</i></p>
9:30–10:30	<p>Parallel sessions</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>Indexing for Online Users 1:</p> <p>Developing an indexing product: www.winediva.com.au (Caroline Colton, NSW)</p> <p>An indexer's foray into the world of Internet wine directories: a testing ground for both information and financial modelling on the Internet.</p> <p>Caroline presents a case study of an online wine directory. This project, conceived out of a perceived need for more comprehensive directories on the Internet, examines the information architecture and financial model adopted and the indexing and classification processes that were fundamental to information architecture.</p> <p><i>Caroline Colton runs Indexat, Wollongong, NSW</i></p> <p>Ensuring an intranet meets staff needs (James Robertson, Sydney)</p> <p>The fields of indexing, information architecture and usability have a valuable role to play in structuring an intranet. For the intranet to be effective, however, these approaches must be informed by an understanding of both staff and organisational needs.</p> <p>This talk will outline a number of practical techniques that can be used to identify needs, and to develop meaningful strategies.</p> <p><i>James Robertson is the managing director of Step Two Designs, a knowledge management consultancy located in inner-city Sydney. James is recognised as one of Australia's leading experts in both intranets and content management systems, and has worked with many organisations to tackle their intranet challenges. James is an engaging and enthusiastic speaker, and has written many articles on the topics of intranets, content & knowledge management.</i></p> </div> <div style="width: 48%;"> <p>Thesauri 1: Health</p> <p>Changes in the <i>Health and Aged Care Thesaurus</i> and reindexing in HealthInsite (Prue Deacon, Canberra)</p> <p>This paper looks at the practical issues of aligning a database to updates of a thesaurus, with particular reference to the HealthInsite database and the 6th edition of the <i>Health and Aged Care Thesaurus</i>. With the 6th edition, some new terms were added to the thesaurus to enable better indexing in the areas of disease prevention and chronic disease. This affected over 20 per cent of the records in the HealthInsite database and reindexing took several months. The costs and benefits of reindexing are discussed.</p> <p>Developing a women's health thesaurus (Mary Russell, Melbourne)</p> <p>Women's Health Victoria's Clearinghouse of Women's Health Information is an information hub that facilitates a two-way exchange of health information. The Clearinghouse collects information, literature and resources relating to women's health and acts as an interchange point for knowledge, research and initiatives in women's health. All items added to the Clearinghouse are indexed using keywords. As the keywords were developed in an ad hoc way, it became evident that there was a need for a specific women's health thesaurus. This paper will describe the process undertaken in developing the thesaurus and provides guidance to those faced with this daunting task.</p> <p><i>Mary Russell is Librarian at Women's Health Victoria (WHV) where she is responsible for the Library within the Women's Health Information Clearinghouse. The library provides consumer health information to individual women and health professionals. Mary is a Registered Indexer of AusSI and in her spare time she loves to travel.</i></p> </div> </div>
10:30–11:00	Morning tea

<p>11:00–12:30</p>	<p>Parallel sessions</p> <p>Indexing for Online Users 2:</p> <p>User-centred information architecture and menu systems (Alinta Thornton, The Hiser Group, Sydney)</p> <p>Designing an effective information architecture and menu system for a web site, intranet or software is not just about well-constructed categories created from the content 'from the bottom up'. It's also about creating a menu system that users can easily understand, that talks their language and fits their mental models of the particular domain. These need to be created by collaborating with users themselves 'from the top down'.</p> <p><i>Alinta Thornton is a Senior Consultant at The Hiser Group, Australia's leading user-centred design firm. She has created information architecture and designs for large organisations in the government and private sectors. Her background is in publishing and communications, and she has a Masters in Journalism, majoring in the Internet.</i></p> <p>Using topic maps to provide easy access to business information (Derek Jardine, Information Solutions, Sydney)</p> <p>This presentation will provide an overview of topic maps (and ISO standard) and the application of this standard within a specific business context — that of 'business activity mapping'. We are working in a business environment where there is an accelerating production of information from a large range of information sources, such as records and document management systems, data warehouses, external news feeds and email systems. Users are faced with a growing problem: accessing (navigation) and filtering specific information contained in large datasets, which are increasing in size. Procedures such as data filtering and gathering are now simplified through the new concept known as topic mapping and its application within the context of managing organisational information.</p> <p>Information architects — brave new world, same old problems (Bruce McLeod, Canberra)</p> <p>One of the liveliest discussion groups on the net is SIGIA, the Special Interest Group of Information Architects. Over the last six months, Bruce McLeod has been monitoring the list and recording gems such as the Shakespearean quote:</p> <p style="padding-left: 2em;">And in such indexes (although small pricks To their subsequent volumes) there is seen The baby figure of the giant mass Of things to come at large.</p> <p>as well as things to make hairs stand on end, like: 'Of course Thesauri are badly designed. They weren't designed by computer programmers.' Bruce has experienced many of the working environments that give rise to the dilemmas, slanging matches and donning of professional horse blinkers that occur on the list. He will use it as a basis for discussion of why Computer Science and Library Science (both of which are only applied sciences) seem to be having such a problem working together. What is indexicality? Why has Dilbert never gone to a library? How many programmers does it take to change a catalogue entry? Come along and find out.</p> <p><i>Bruce McLeod runs Metabrowser Systems, Canberra. He designed and built the first web-based Scaleplus legal system and built the first index of Commonwealth Agencies at http://fed.gov.au. He now markets his own Metadata Repository and trains in metadata for CAVAL and National Archives. He is Vice President of DCANZ, the Dublin Core ANZ metadata group.</i></p>	<p>Principles and Practice 1:</p> <p>Two steps forwards, one step back: the ongoing struggle to improve book indexing, as exemplified in biographies of Elvis Presley (Susan MacDougall, Canberra)</p> <p>Despite the development of indexing as a profession with a sound body of knowledge and an increasing volume of research on subject access and information retrieval, we have still to convince authors and publishers of the need for good indexes through human intervention. This is illustrated by a study of the more scholarly biographies on Elvis Presley, some from the 1980s and some from recent years. Their indexes are compared for subject analysis, relationship networks, syndetic structure, organisation, arrangement, accuracy and usability. Findings are related to indexing theory concerning biographies in particular, and subject access in general.</p> <p><i>Now semi-retired, Susan MacDougall is a librarian and registered indexer. She currently divides her time between indexing and abstracting for the Australian Federal Police Digest, website maintenance, the University of the Third Age (U3A), and grandchild-minding. Other interests are caring for orphaned wildlife and, well yes, Elvis Presley.</i></p> <p>Classified and specific indexing for legal publications (Lorraine Doyle, Sydney)</p> <p>Legal indexing was once like a special code which only those initiated into the world of law could interpret, and classified indexing was a way of perpetuating this code. Has the entry into electronic indexes and the move towards specific indexing broken down this method? Is there still room for both classified and specific indexing? Law itself is grouped into approximately 95 different subject areas under which there are many more subcategories. These categories lend themselves to classification. Large projects such as multi-volume encyclopaedic works are using combinations of classified and direct entries, but multi-level entries are starting to shrink in favour of a more direct entry approach. The conclusion is that there are now very few legal publications that are continuing to use a strictly classified method.</p> <p><i>Lorraine Doyle has been a Law Librarian for 20 years, 12 with Butterworths, and eight with her current employer, Thomson Legal and Regulatory in Pyrmont, Sydney. She has been an indexer for 15 years and a member of the Australian Society of Indexers for almost as long, specialising in medical and legal indexing.</i></p>
<p>12:30–1:30</p>	<p>Lunch</p>	

<p>1:30–3:00</p>	<p>Parallel sessions</p> <p>Thesauri 2: Education</p> <p>Database indexing and thesaurus construction for the <i>Australian Education Index</i> (Anna Gifford, Melbourne)</p> <p>The <i>Australian Thesaurus of Education Descriptors</i>, currently in its third edition, has grown from and provides access to the <i>Australian Education Index</i>. Originally based on ERIC thesaurus terms and adapted for the Australian environment, the thesaurus helps to map the growing body of scholarly and relevant writing pertaining to Australian education. This presentation outlines how indexers effectively use the thesaurus in its different formats to index documents for the <i>Australian Education Index</i>, and discusses some of the processes and issues involved in the development of the third edition of the thesaurus.</p> <p><i>Anna's work at ACER Cunningham Library focuses on the maintenance and development of the library's diverse databases and products, including the Australian Education Index, the Australian Thesaurus of Education Descriptors, and the Australian Education Directory.</i></p> <p>Achieving sustainable metadata in the school environment: the Schools Online Thesaurus (ScOT) (Steven Haby, Melbourne)</p> <p>The paper will describe the concept behind ScOT (Schools Online Thesaurus) and the methodology used to develop the thesaurus during 2002. ScOT is specifically designed to be used to describe curriculum related content in the P-12 education sector. Issues associated with the development and use of ScOT will be discussed drawing from experiences gained by The Le@rning Federation and education.au limited.</p> <p><i>Steven Haby is the Manager, Metadata Initiatives for the Curriculum Corporation, Melbourne Vic.</i></p> <p>VOCED: evolution and integration in the online information world (Rose-Anne Polvere, Radhika Naidu, Jeanne MacKenzie, Adelaide)</p> <p>This paper is on the VOCED database and the innovative, ongoing development of the database, the website and the thesaurus to provide/enhance online access to Australian and international vocational education and training (VET) research. We would like to emphasise the challenges of integrating our product/service with the information architecture and content management of the online information world. www.voced.au</p> <p><i>The three speakers are part of the Information Services team at the National Centre for Vocational Education Research (NCVER) in Adelaide, South Australia. Jeanne is the VOCED Database Coordinator and has responsibility for the thesaurus. Rose-Anne and Radhika are Librarians with responsibility for VOCED material acquisition, abstracting and indexing.</i></p>	<p>Principles & Practice 2:</p> <p>Indexing by the book</p> <p>Two experienced book indexers discuss the rules of book indexing and when they break them. (Max McMaster, Melbourne, and Alan Walker, Sydney)</p> <p>Indexers' discussion groups always have many questions about the indexing rules, and there is usually a variety of opinions about their strictness, and when it is appropriate to vary them. Two medal-winning indexers will discuss some of their opinions and experience in applying rules on matters such as classified arrangement, specific entry, passing references, the form and arrangement of subheadings, undifferentiated locators, and other indexing bugbears.</p> <p>Questions from the audience on the nuts and bolts of indexing have been sought beforehand and will be encouraged during the session.</p>
<p>3:00–3:30</p>	<p>Afternoon tea</p>	

3:30–5:00	<p>Plenary: Education for indexing: an international panel</p> <p>Teaching indexing: meeting market needs and student expectations (Frances Lennie, US)</p> <p>Can indexing be taught? Who makes a good indexer? What do indexers need to know before offering their services? Does the 'one-size fits all' approach meet market needs and student expectations? This talk will explore the different approaches to teaching indexing from instilling the basic mechanics to nurturing the creative aspects of our common vocation.</p> <p><i>Frances Lennie has been indexing for more than 25 years, and is the developer of CINDEX software. Starting her professional life as a lecturer in the further education sector, she has returned to teaching in the School for Continuing and Professional Studies of New York University, offering a semester-long course and freelance book indexing.</i></p> <p>Indexing education for and with the new technologies (Lynn Farkas, Canberra)</p> <p>Indexing education in Australia really deals with two issues:</p> <ol style="list-style-type: none"> 1. How do we provide training for people in remote areas where face-to-face courses are not feasible 2. How do we ensure indexers gain the skills they need to expand into newly developing areas of indexing? <p>This paper will explore how we might employ technology to address both issues. Using examples from a variety of information-based professions (indexing, librarianship, web management, etc) the paper will show how online technologies can deliver interactive training which is both informative and interesting. It will also present an overview of what is currently available via online technologies that can assist indexers to gain additional skills in such diverse fields as metadata creation, thesaurus construction, website navigation development and information architecture.</p> <p><i>Lynn Farkas is director of an information service which focuses on electronic indexing and new technologies. She has presented workshops and conference papers throughout the Asia-Pacific region on leading edge technologies, and is an active educator and trainer. She is currently President of AusSI and a member of the Society's Education Committee.</i></p> <p>Training in the 21st century: preparing for the future (Jill Halliday, UK)</p> <p>This presentation will include a description of the Society of Indexers' revised training course.</p>
-----------	--

**For the latest updates on the Conference program,
consult our Web site at:**

www.aussi.org/conferences/2003/program.htm

Registration

Cost

- Australian Society of Indexers members AU\$330.00, non-members AU\$380.00
- Late registration (after 13 July): members AU\$380.00, non-members AU\$430.00)

To register, please go to the AusSI Web site www.aussi.org/conferences/2003/delegate.htm