

ANZSI NEWSLETTER

Volume 1, number 1, January/February 2005

From the President

New years and new beginnings—particularly appropriate for our Society, which this year begins its new life as the *Australian and New Zealand Society of Indexers*. You will see significant changes happening this year, starting with the name change and design change to this Newsletter. This year will also see a change in our membership period which will now begin in July.

All of our branches are gearing up for the New Year, with plans for meetings and activities well under way. The mentoring program, which began in the Victoria Branch, is being adjusted for use by other branches. A pilot program has started at the New Zealand Branch and an initial meeting on mentoring is planned for the ACT Region Branch. The New South Wales Branch is continuing to focus its efforts on our website redevelopment. And, of course, our biennial international conference (the first to title itself an ANZSI conference) will be held in Melbourne in March—hope all of you have gotten your ‘early bird’ registrations in!

Change is exciting and fun, but it does upset our ‘normal’ routines, which can be particularly irksome when money is involved. Our new arrangements have caused us to put in place some temporary adjustments to our usual practices, so I would like to use this month’s column to outline some of the key fiscal changes that are happening.

Membership

As a result of the changes to the Constitution accepted in November 2004, the Society has now changed its

fiscal year from the calendar year (January to December) to one in line with the Tax Year—that is, July to June. This has had a one-off effect on our membership renewals for 2005. Membership renewals are now due in July 2005. All members who were financial at the start of this calendar year (January 2005) will automatically have their membership extended, at no extra cost, until 30 June 2005. You will be sent membership renewal notices prior to that date.

New years and new beginnings—particularly appropriate for our Society, which this year begins its new life as the *Australian and New Zealand Society of Indexers*.

Annual fees for 2005/2006 will rise from A\$52.00 to A\$55.00. This is the first rise in fees since the introduction of GST in 2001, and will offset some of our recurring costs for newsletter production, general correspondence costs and increased per capita allocations to branches; as well as one-off allocations provided to assist with the development of the New Zealand Branch and the website project.

Subscriptions to *The Indexer*

Any financial members of the Society who elected to pay for a subscription to *The Indexer* will have their subscriptions extended, at no extra cost, to cover the first issue for 2005. Subscriptions for *The Indexer* will be due at the same time as membership renewals, in July 2005.

Subscriptions will rise slightly, from A\$28.00 per year to A\$30.00 per year, to cover the Society for fluctuating exchange rates. This charge covers both issues of the journal and includes postage. It is our first Australian rise in

subscriptions to *The Indexer* for quite some time. Considering that the advertised rate for a yearly subscription in Britain is £40, it is still an extremely cost effective way for ANZSI members to obtain this excellent journal.

Recommended rate for indexing

The Society last updated its recommended rate for indexing in October 2001, at which time the rate was set at A\$44.00 per hour, excluding

GST. Taking into account the advice of our subgroup (Caroline Colton and Alan Walker) which investigated changes to the rate, the ANZSI Committee has

now recommended a new rate of A\$55.00 per hour, plus GST where appropriate.

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This newsletter is sent free to all members of the Australian and New Zealand Society of Indexers. Opinions expressed in the newsletter are those of the individual contributors, and do not necessarily reflect the opinions of the Society.

It is *your* newsletter, and we are totally dependent on contributions, both large and small, from members. Please contact the editor if you have any questions about the suitability of items for publication. The editor reserves the right to edit or abridge contributions.

Please send files via email in MS Word Rich Text Format or plain text (ASCII). Do not embed footnotes in Word files. If you do not have email, a disk is acceptable, or good crisp black type on white paper suitable for scanning and OCR.

Graphics

Image files can be accepted in most common formats. Do not embed images in text files. Camera-ready art and photographs can be scanned by the editor. Note that photographs need to be clear, sharp and contrasty if they are to copy well in black and white.

Advertising charges

Full page A\$175; half page A\$90; quarter page A\$35; full year 10 for the price of 8.

Membership charges

A\$55 per year, A\$28 half year (July to Dec). Subscriptions to the Newsletter: \$40 p.a.

The Indexer

(international indexing journal)

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registration.html>

Indexers Available

<http://www.aussi.org/IndexersAvailable>

Coming events

ACT Region Branch special meeting

Tuesday 22 February, 5.30–7.00 pm, in the Friends Lounge, on the Ground Floor, National Library of Australia. There will be a special meeting to discuss the new Branch Constitution, drafted by the ACT Region Branch Committee based on the ANZSI Constitution, and to ratify it and its amendments. One important amendment extends the tenure of all officials, Branch and National. This tenure currently exists to 23 March 2005, a year from the last Annual General Meeting, but having changed from a calendar to a financial year we need to extend the tenure until we can hold the 2005 Annual General Meeting, planned for October 2005.

This special meeting requires a quorum of ten people, so we do urge all members who can attend to come along. Drinks and nibbles will be served.

Monday and Tuesday, 4–5 April the Branch is organising two back-of-book indexing courses conducted by Max McMaster. He will give an introductory course on 4 April and an intermediate course on 5 April. Keep these dates free—details will be sent to all ACT members when arrangements are confirmed.

Edyth Binkowski

New Zealand Branch: Nelson indexing courses

Saturday and Sunday, 12–13 February: *Introduction to Indexing* and *Intermediate Indexing*, organised by the NZ Branch at NMIT, Nelson, and run by Max McMaster.

Contact Tordis Flath for details: (03) 548 7245, <tordis@paradise.net.nz>.

Tordis Flath

Victorian Branch: where does all the money go?

Monday 11 April, from 5.30 pm. The Victorian Branch of the Australian and New Zealand Society of Indexers will find out the answer to this question when we visit the offices of **Philanthropy Australia**. Louise Arkles, Research & Information Manager, will show us how this organisation for grant-making trusts and foundations carries out its mission to promote and protect the interests of family, private, corporate and community giving in Australia.

Its numerous saleable items include the *Australian Directory of Philanthropy*, the *Australian Philanthropy Journal*, the *Community Foundation Kit* and many more, some of which require indexing under both corporate name and subject areas. Currently their website <www.philanthropy.org.au> has added a webpage for the Tsunami Crisis containing a briefing and then a listing of Resources for Foundations and Corporate Donors.

So, if your organisation is seeking funding or if you are a grantmaker looking for information on who needs assistance, come along and find out how the provision and use of a good index can make 'the perfect match'. As usual with our excursions and hosted visits, we have asked Louise to join us for dinner at a nearby medium-priced restaurant in the city, and do hope you can stay for more questions and a convivial get-together. We especially hope that members who find travelling across Melbourne will be able to participate in this meeting in the centre of town. There is no limit to the number of visitors, so we hope to see a good turn-up.

Venue: Level 10, 530 Collins St, Melbourne. But beware! There are two level 10s in this building! **Philanthropy Australia** is in the podium. From the main entrance on Collins Street you walk through the main foyer past the lifts, go up a few steps to the rear foyer and take the glass lifts to level 10. If you find steps challenging, enter from King Street, which also takes you to the glass lifts.

RSVP by 4 April to Jenny Restarick, ph/fax (03) 9258 2539, email:

<cliffres@connexus.net.au>

Jenny Restarick

INDEXING : Engage, Enlighten, Enrich Melbourne, March 18–19, 2005

The Australian and New Zealand Society of Indexers will hold its next conference in Melbourne at Rydges Riverwalk, Richmond, on Friday 18 and Saturday 19 March 2005. It is hosted by the Victorian Branch.

Conference Program

The Conference program is designed to consider indexing in a diverse range of disciplines, not just the traditional indexing spheres of back-of-book and database indexing. Topics include:

Archives, records and metadata indexing; Back-of-book indexing; Database indexing; Education for indexing; Historical indexing; Integrated database/library catalogues; Newspaper indexing; Pictorial, sound/moving image indexing; Thesaurus construction; Users and user education, and more.

The keynote address will be by Professor Neil Archbold, Professor of Geology, Deakin University. An optional Cindex workshop conducted by Frances Lennie will be held on Thursday 17 March, 3.00–5.00 pm (extra charge)

The conference program will be up-dated from time to time. For the full program go to the website at <www.aussi.org/conferences/2005/index.htm> and download the linked PDF (119 KB).

For details about venue, download the PDF (150KB). Registration includes all conference materials, lunches, morning and afternoon teas.

Early bird prices, member A\$363, nonmember A\$440, are available up to **30 January 2005**, after which the full rates of A\$418 and A\$495 will apply.

One day or session registration costs A\$225.

The Cindex Workshop, Thursday, 17 March, is A\$70.

The Conference Dinner, on Friday, 18 March, costs registrants A\$77, guests A\$77.

All prices include GST.

To register, download the form on PDF (79KB) and fax to the Conference Office.

Please contact Margaret Findlay at <findlay@acer.edu.au> for further enquiries, or phone +61 3 9277 5549 or +61 3 9818 1760, fax + 61 3 9818 1760

Notice of special meeting of ANZSI to be held at the Melbourne Conference

A special meeting of the Society will be held at the Melbourne Conference, in order to:

1. extend the tenure of ANZSI committee members to October 2005, when the AGM will be held
2. vote on amendments to the Constitution proposed by the NZ and Vic Branches but received too late for discussion at the Special Meeting of 17 November 2004 at which the revised Constitution was adopted
3. vote on any additional amendments which might be proposed prior to the Special Meeting.

Any further proposals to amend the Constitution must be received by the Secretary at <secretary@aussi.org> no later than 16 February 2005. These proposals will be published on the website as soon as possible after 16 February 2005. Currently there is no mechanism to enable members not personally attending the special meeting to vote on these amendments. If you will not be attending the special meeting but would like to comment on the proposed amendments please forward these comments to the Secretary at <secretary@aussi.org> by Monday 7 March 2005. Your comments can then be taken into consideration in the discussion which precedes voting on the proposed amendments.

From the President *(continued from page 1)*

This new rate reflects cost of living changes incurred over the past three years, and was based not only on percent changes to the inflation rate, but also on basic workers' rights considerations. Caroline strongly put the case that, like any other workers, indexers' earnings should enable them to support a household and business in a major urban centre, and to provide in some measure for family responsibilities, emergency situations, medical expenses or retirement planning. Our thanks to Caroline and Alan for the work they did on this difficult task.

That's about it for money matters. Yes, there are some rises in our fees and charges, but we have tried to keep them to a minimum. And consider this: a year's membership to ANZSI will cost you only one hour of work (using the new recommended rates). For my money, that's still one of the best bargains around!

Lynn Farkas, President

From the literature and other thoughts

Flann, Elizabeth & Hill, Beryl. *The Australian Editing Handbook*, 2nd ed. Milton, Qld: John Wiley & Sons, 2004, 358 pages. \$44.95 paperback. ISBN 1740310888

The Australian Editing Handbook is a basic introduction to editing which would be useful for aspiring editors and writers, and for indexers wanting background information on the publishing process. It also covers indexing from the editors' point of view. It is complemented by *The Editor's Companion* by Janet Mackenzie which was reviewed in an earlier issue.

The book comes in three parts: *Introduction to publishing*; *The basics of editing*; and *The editor in the electronic age*. The last section covers editing on screen and editing electronic publications and appears to be entirely new.

Beginning indexers will be interested in the introduction to publishing and the production process, editing and proofreading marks, and general topics such as workplace health. There are many checklists that give a quick overview of the sections they relate to.

Indexing

There are ten pages about indexing in the chapter on 'the final stages' (pp. 194-203), along with other mentions throughout the book. The authors state: 'It is usual for the author to prepare the index. If unable or unwilling to do this, the author normally pays for the services of a professional indexer. The publisher or the editor will negotiate with the author as to who commissions an indexer' (p. 194). They recommend the use of an indexer registered with AusSI.

One statement astounded me: 'Indexing may take an author several weeks; a trained indexer can complete even a complex index in several days.' My indexes take from 2 days (rarely!) to five weeks, with most ranging from one to three weeks. Given that an indexer (like an editor) will often have more than one job in hand, elapsed time will also be longer than actual indexing time.

Mackenzie, Janet. *The Editor's Companion*. Port Melbourne, Victoria: Cambridge University Press, 2004, 219 pages. \$39.95 paperback.

ISBN 0521605695

Editors are the most important people in indexers' working lives. It is therefore important for indexers to know about the editing process, and to know what editors think about indexing.

The Editor's Companion was written for use alongside the *Style Manual* (6th ed., Snooks & Co., Wiley & Sons, 2002) and *Australian Standards for Editing Practice* (launched at the combined indexers' and editors' conference in Canberra in 2001, and included as an appendix). The book is practical (eg. 'Don't make work for yourself' – p. 81) and easy to read. As well as giving

The authors note that indexers need to be informed about requirements including proposed length of index and budget. There are sections on editing an index, cross-references, 'spelling' (actually filing order), conventions, anthologies, mark-up, and checking index proofs. There are figures showing an edited index manuscript, and there are checklists for the index and the index proofs.

I was pleased to see that although the authors noted the convention that entries starting with *Mc* should be filed as if they read *Mac* they also commented that many indexers believe that 'index entries should be sorted as they are, rather than as what they represent' (p. 198). It is essential that books on editing reflect the range of opinions about indexing rather than just one convention.

Appendix 2 includes useful addresses including the Arts Law Centre, various Australian societies of editors, and AusSI (now ANZSI). The email address for the national membership secretary unfortunately has been typed as 'memsee' not 'memsec'.

The index to the book often takes a different approach to the one I would have taken (eg. referencing from 'indexes' to 'checklists' instead of including the indexing checklists as subdivisions under 'indexes'), but it has been carefully created and seems to be comprehensive.

Wiley and Cambridge University Press both seem to be developing a collection of books on editing and related subjects. Wiley also publishes the *Compendium of good writing: A plain English guide to plain English* by NE Renton (A\$29.95) and the *Style Manual* (A\$59.95). *The Cambridge guide to English usage* was reviewed in the November/December issue of this newsletter, and *The editor's companion*, also by CUP, is reviewed below.

Glenda Browne

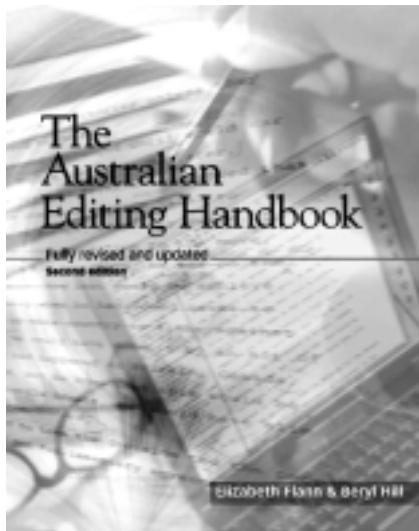
indexers an insight into the editing process, particularly the way editors approach indexing, it also discusses issues to do with the freelance life that are equally applicable to indexers and editors. For example, one of the characteristics considered necessary for a freelancer is 'confidence to talk about money without blushing'.

The main discussion of indexes is on pages 121 and 122. It gives a brief overview of the indexing process, and then discusses things the editor should consider. It directs readers to Chapter 15 of the *Style Manual* for more information. A reference to an indexing textbook such as *Indexing Books* by Nancy Mulvany (second edition due out soon), to the Australian and New Zealand standard

(AS/NZS 999:1999), or to the AusSI website (www.aussi.org, to become www.anszi.org) would be useful. Since editors commission, evaluate, edit and sometimes create indexes, they need more than one chapter of information to refer to.

The information on editing indexes is mainly aimed at those created by authors, which she suggests are by far the majority. Indexers will be pleased to see that 'The index cannot be finalised until the book is in page proofs.'

Janet Mackenzie splits her discussion into 'substantive editing' which covers inclusion of major topics, synonyms, and correct cross-references, and 'copyediting' which covers house style, typos, capitalization, and page number style and accuracy. She notes that 'where several subentries all refer to the same two or three page numbers, they can be collapsed into one'. Interestingly, this hasn't been applied in the index to this book, where three out of five subentries under the entry 'indexes' refer to pages 121 and 122, which are also covered by an entry at the main



heading. I tend to be a deleter and combiner in indexes, but I wish we could know from research whether users in general are best served by a less cluttered index, or a more explicit one.

I need to take issue with the comment (p. 24) that in electronic publications 'The search feature provides more precision than a print index'. While searching can improve precision in some circumstances, one of the major advantages of manual indexing is that it increases precision by avoidance of passing mentions, by qualification of homographs (so a search for AIDS the disease doesn't return hits for teaching aids), and by the use of subdivisions to more precisely distinguish between different aspects of a subject.

This book will be useful for novice indexers trying to get a grip on the language and processes of publishing, and for experienced indexers wanting to learn more, and to pick up hints relevant to their own work practices.

Glenda Browne

Consult a higher authority

This was the title of the discussion held by the AusSI ACT Indexers in the National Library of Australia on 17 August, on problems posed by indexing. We had notified our members beforehand of our plans and several people had sent queries, which Geraldine Triffitt, the ACT President, passed on to experts, in Australia, NZ, USA and UK. Thirteen people were present to take part in the discussion, including local experts, Michael Harrington and Barry Howarth.

Max McMaster opened the discussion with his 'Thoughts on speeding up the indexing process':

1. The major determinant of indexing speed is the quality and style of writing of the text. If the document is well structured, with appropriate headings, and is well edited then it will be considerably easier to index. Unfortunately the indexer has no control over the quality of the original text.
2. Ensure you have a reasonable knowledge of the subject before you begin. If you don't, maybe you shouldn't be compiling the index.
3. Skim the text to get a feel for the content.
4. Know the audience for whom the text has been written.
5. If there are page constraints on the length of the index, calculate how many entries you can include in the index, and then determine the approximate number of entries per indexable page. If you are only allowed 5 pages for an index, there is no point wasting your time compiling a 10-page index, as you will have to spend further time cutting it back.

6. During the indexing, make one pass through the text only, rather than going through the pages several times.
7. If highlighting text is slowing you down, don't highlight. Key the entries directly into the indexing software, and if you need to go back and check what you have indexed from a given page/series of pages, use the software to put the index into page number order.

Tracy Powell, Thesauri Administrator, Bibliographic Services, National Library of New Zealand gave the following tips for indexers and managers:

Indexers:

- * Use your system as much as possible for those things at which computers are much better than humans; spell checks, validations (eg. start every text field with a capital letter), macros, run reports to check for common errors, etc.
- * Aim for perfection but focus on the important stuff; how is the usefulness of your indexing going to be measured? We focus on the 'searchable' data; cosmetic stuff comes second.

Managers:

- * Ensure that your Quality Assurance process and accuracy and timelines standards are the basis around which your indexers work. They need to know what you expect of them.
- * Design your QA process to be flexible enough to work around the strengths and weaknesses of individual indexers – no point in treating them all the same if they produce work of differing standards.

(continued overleaf)

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- * Recruit carefully – we give interviewees an indexing test to assess their comprehension and literacy skills.
- * Give them constant feedback until they reach the required level of competence and then give them some space.

John Simkin said, 'I don't aim to speed up jobs while not allowing them to stretch indefinitely. If this was my concern I would have invested in the niftiest indexing software I could find. In fact I take the point of view that I am part of the team creating the book... It means that I do whatever grows out of the indexing job which will put the work in the best possible shape for publishing.'

Garry Cousins keeps copies of old indexes, so that if he gets a new edition, he can load the old version into the computer, delete the page numbers and add new ones. (Michael Harrington does this as well, especially annual report indexes). Garry uses Cindex. He recommends frequent breaks, every hour or so, which he finds increases his productivity. Michael disagrees but this is obviously an individual preference...

Glenda Browne wishes she had practical answers to this for herself, and suggests the following: 'Editing a bit as you go probably saves time as you are indexing to a consistent structure from early on. I try to keep a bit of extra detail in my entries in case later indexing shows a need for a different approach...'

Certain types of indexes lend themselves well to the use of macros. If you have a lot of acronyms, for example, and they all need to be entered as acronyms and doubled as full text, or as acronyms with *See* references from full text, this can be done quickly by entering only one form and letting a macro do the rest.

Similarly with treatment of common and scientific names of plants. Some people use the Grouping function in indexing software to good effect...

For simple well-structured texts (eg. with subheadings throughout

chapters) don't read first. Mark up page ranges for chapters and sections then start indexing.

Work to the brief from the beginning. Always find out space limits, specific requirements for appendixes, notes, names, etc. from the beginning. Overindexing wastes time at the entry stage and at the editing stage. So if there are 4 pages for the index, calculate roughly the average number of entries per page and then try to stick to a bit above this as you enter (as some will usually be discarded at editing stage). Target indexes to the budget available. A cheap index can often be OK if it is a good index to a more limited scope, rather than a quick index trying to cover everything.'

Barry Howarth suggests that a computer indexing software program would help an indexer work more quickly. Some of the other experts have taken for granted that an indexer would have one.

Madeleine Davis indexes many different kinds of publications, relies on dictionaries, suggests asking for full text, including abbreviations, glossary, etc.

Frances Lennie sent tips on using Cindex to best advantage.

Michael Harrington started off the discussion by commenting that all the tips were mechanical things, and what was needed was practice and experience. However we are trying to help new indexers, and all these tips would do that. Barry Howarth said we had all had the problem of working to deadlines, and how to do that was a matter of individual preference. On the question of checking names, raised by Madeleine, Michael and Barry differed, Michael saying he would not check them for annual reports unless it could be done quickly but would for other publication. Barry said it depended on the economy of the situation, that sometimes double entry can be quickest.

Another question was, 'What authorities do indexers use?' Most of the experts present cited *Indexing from A to Z* by Hans Wellisch and *Book*

indexing by Nancy Mulvany. Also mentioned was the chapter on indexing in the *Style Manual for authors, editors and printer*, 6th edition edited by Loma Snooks. **Tracy Powell** uses an in-house manual and **Glenda Browne** uses clients' style manuals. **Hazel Bell**, long associated with *The Indexer* has written a bibliography for indexers, published in *Logos*, which we hope to reproduce in our newsletter.

Lynn Farkas spoke next on how and where do cataloguing and indexing diverge. She sees the two disciplines as having a difference of purpose, and being different ways of accessing information. Every kind of indexing is matching up information access with the needs of the user. Cataloguing has standard rules, eg, AACR2, LC Name Authorities, and is used to enable the sharing of cataloguing information. Indexing does not, and each data base has its own manual. These manuals should be more standardised and shared. There are indexing standards, though they do not apply to data base indexing. Perhaps indexers should be consulting the cataloguing rules more.

Prue Deacon asked about the problems of website indexing. If a website is fairly static, then a good back-of-book index will suffice. However if terminology changes, then global changes will have to be made, which is what Prue does with metadata. Do websites change much? Yes, they do, and the index entries must change with them to be useful to readers. Website managers need to know how to create thesauri, and to have a concept of good searching. Links between web managers and indexers would be useful. Perhaps this work is the job of the information architect. Prue suspects that the work flow problem is not solved and doesn't think the issues outlined above are solved yet.

All of those present found this discussion very helpful, and we hope that our fellow members who could not attend will do so as well.

Edyth Binkowski

Under the mattress or in the bank?

One afternoon last September, a few fortunate AusSI Victoria Branch members were invited into the superbly ornate building of the National Australia Bank at 271 Collins St, Melbourne, to view some of the 2887 three-dimensional objects and artefacts held in the bank's Heritage Collection and to see how Rod McLennan, Collection Manager, has adapted DB/Textworks software to 'fit' the requirements of his database.

The collection includes desks (from the 'stand at attention all day' type to beautifully carved executive desks complete with matching chairs); weighing balances for gold, coins and notes, company seals, copying presses, ingot moulds and crucibles; honour boards; gifts from overseas banks...

Because 271 Collins Street has been sold, the database is soon to be removed to Melbourne Docklands, but it is not yet clear where the collection will go. Outside Melbourne, there are also many items of significance to the bank's history situated in the various state capital cities.

When the Queensland National Bank's palatial new head office was erected in Brisbane in the 1880s, a shipment of furniture was brought out from Edinburgh, Scotland, for the banking chamber and the General Manager's residence. Much of this beautiful furniture is still held by the Bank, and recorded on Rod's database in words and photos.

Rod travels to the other State capitals from time to time to audit the collection and to update his database, including fresh valuations as required.

The database can be searched by geographic location of the building in which they are housed or exhibited; by type of item; by name of bank; by name of person or organisation involved in bequest, display or permanent loan etc.; by date/age of creation of item; by format eg. coffee table set, travelling exhibition, etc.; by site; and so on.

A most exciting and unusual item in the collection is a damaged sixpence, dated 1835. This was given by Ned Kelly to an 18-year-old bank

clerk, Bob Booth, when the Kelly Gang ambushed the Euroa bank on 10 December 1878 and abducted not only the staff but also the Manager and his family to Faithful's Creek station for 24 hours while the gang got away. Bob asked Ned for a souvenir of this great adventure and was given the coin. Steve Hart, one of the Kelly gang, also carved his initial H on a lead bullet and gave it to Bob. Bob's daughter presented the coin and the engraved bullet to the Bank, many years later.

We were truly fortunate to see round this beautiful building, with its memorabilia from banks no longer in existence, and to see these fascinating and historic items from our early colonial days.

The National Australia Bank is to be congratulated for accepting the challenge to preserve its history in this way, and to put it in the hands of such an able and dedicated curator.

*Jenny Restarick
(greatly abridged, alas!)*

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