

From the President



South Africa

The primary purpose of my visit to South Africa was to represent ANZSI at the triennial meeting of indexing societies held in conjunction with the international conference of ASAIB (Association of Southern African Indexers and Bibliographers) from 8 to 10 March at Maropeng, Cradle of Humankind World Heritage Site.

The site is about an hour's drive from Johannesburg Airport. The entrance to Maropeng is cut into what appears to be a small hollow mountain. Inside is a four to five storey display and conference centre. The display is of the development of humankind, particularly as seen in the archaeology of the surrounding area, which includes the Sterkfontein Caves. There is a visitor centre with shops and other facilities and a hotel for resident guests.

I found myself located about eight km out at Kenjara Lodge – a guest house or b & b. The surroundings with rural roads and undulating country were very like the countryside of the Western District of Victoria. I was taken back and forth by Peter Duncan, a member of the ASAIB committee.

The weather was mild and dry although, I was told, not so prone to drought as we are.

International triennial meeting

The first day was given over to the international triennial meeting. There were representatives from all the indexing societies except the China Society who were unable to arrange travel to South Africa. The Dutch and German networks were represented jointly by Caroline Diepeveen of the Netherlands. Although I had met all except Pilar Wyman before, this gave an opportunity to strengthen the friendships. The meeting was also attended by the members of the ASAIB committee as observers and by Frances Lennie of ASI. By general consent

Ruth Pincoe of Canada continued as chair. The atmosphere of the meeting was constructive and marked by goodwill all round.

Individual decisions arising from the meeting will be conveyed to the relevant societies to publicise with their own members. Ruth Pincoe was appointed International Coordinator for the 2009–12 triennium. One of her first tasks will be to arrange a meeting of those representatives who will be at the SI conference in York in September 2009.

Apart from the formal meeting I found myself discussing informally the future of indexing internationally. I suggested that we should aim to eventually form a federation of indexing societies with, as one aim, to encourage the formation of societies or networks in other countries and other languages, e.g. India, France, Russia, Spanish-speaking countries, Japan (which once had a group), etc. I see this as the flip-side of the clause in the agreement which states that societies and networks 'shall refrain from actively seeking members in areas covered by other societies.' This prompted me to ask the question, 'What of those areas which have no society? Who will convert the heathen?' Within our area two of our branches came about because our training coordinator went and gave courses and generated the interest to form branches. I hope we can do something like that on an international, maybe more challenging scale.

John E. Simkin, ANZSI President

ANZSI Conference

Sydney 16-17 October 2009

The Practice of Indexing

(plus workshops on 15 October)

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Newsletter, Web Manager and Registration contacts

Editor: Peter Judge

<peter.judge@bigpond.com>

Web Manager: Mary Russell

<russellmf025@ozemail.com.au>

Website: <www.anzsi.org>

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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, .doc files or .rtf, but NOT .html or .pdf. And please, no images or footnotes in Word files.

Next deadline

1 May for the May 2009 issue.

Graphics

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

Advertising charges

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A\$70 per year from 1 Jul 2008.

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The Indexer

(international indexing journal)

Maureen MacGlashan, Executive Editor

<editor@theindexer.org>

ANZSI Corresponding Member

Glenda Browne <world@theindexer.org>

To subscribe at the special rate for indexing society members, go to <www.theindexer.org> and click on the subscriptions link.

Registration

Shirley Campbell

Ph +61 2 6248 8297

<shirley.campbell4@bigpond.com> or

<www.anzsi.org/site/registration.asp>

Indexers Available

<www.anzsi.org/site/Indexers_available.asp>

ANZSI Archives Search



The ANZSI Council needs someone to assist in determining the location and extent of the ANZSI (and AusSI) Archives. We know there are archives carefully stored in the State Library of Victoria, as well as in filing cabinets, computers and even sheds, around the country. What we need is a detailed list of what is where and the extent of the collection. Do we have copies of all minutes and associated documents for all the branches? Are there gaps that need to be filled? Are the documents also stored on CD-ROM?

Are you prepared to make contact with each of the ANZSI secretaries and work with them to determine what they have, where it is located and if there are any gaps? Note we are not asking you to store or collect the actual documents.

If so please contact John Simkin, <simmo27au@yahoo.com.au>.

New Zealand news

New Zealand Branch is reviving its own mentoring scheme, while the ANZSI scheme is being redeveloped. As before, the scheme aims to provide new or inexperienced members with the advice of an experienced, registered indexer.

Our first mentor will be award-winning indexer Tordis Flath and the scheme's coordinator will be Susan Brookes. Details are still being discussed by the branch committee, but we can say

that the scheme will not be a channel for formal registration. Branch members will be notified of the fee and other details as soon as they are finalised.

We hope revival of the scheme will help bring back some who have let their membership lapse, but current members will have priority.

Are you interested? Please email Susan Brookes, <s.brookes@auckland.ac.nz>.

Jill Gallop

Index Club NZ

Index Club will soon be up and running for New Zealand Branch members to participate in. The idea is based on the book club concept. Members of the club can choose an online text with an index for the group to study over a few weeks, read and analyse the index to whatever level they choose, and then have the opportunity

to post any comments or observations about the index to an online forum.

This should be a fun way to think about best practice in back-of-book indexing.

New Zealand branch members please email Jill Gallop, <jmgallop@ihug.co.nz> if you would like to join the club.

Vic Branch Biography Indexing

Hazel Bell begins her 'Indexing biographies and other stories of human lives' with: 'Stories of human lives are recounted in histories, biographies, autobiographies – even in fiction – always in narrative form. They bring problems for indexers that are quite distinct from the particular techniques of indexing technical works, with regard to both form and content.'

Max McMaster and Madeleine Davis will present their different approaches to indexing biographies and allow time for

discussion. It promises to be a very lively and thought provoking discussion!

It will be held on Wednesday 13 May at 6.00 for 6.30 pm in the Phyllis Hore Room, Kew Library, corner of Cotham Rd and Civic Drive, Kew. Drinks and nibbles on arrival.

After the discussion, join us at Café La Q, 223 High Street, Kew. Fully licensed, BYO wine. RSVP by 6 May (for catering purposes) by completing the online form at <www.anzsi.org/site/calendar_details.asp?id=70>.

From the literature and other thoughts



Linked-in

I am becoming a bit more active on LinkedIn (www.linkedin.com, a social networking site for professionals) and have joined a few publishing lists. The emails of new discussion threads are quite useful as a summary of issues of interest, without having to go to all the content.

For example, the first digest I received from the Publishing and Editing professionals group noted:

- ‘With fewer orders from booksellers in a shrinking economy, Ingram Book Co. has cut 64 jobs, including 34 from its headquarters warehouse.’
- ‘The bad news about the economy is good news for libraries as people flock to libraries and forsake Barnes & Noble, HBO and Netflix to save money.’
- ‘French publishing has resisted the financial crisis through diversification and minimal debt. Despite their decreased overall purchasing power, the French still frequent bookstores and consider books their gift of choice.’

Tax concessions for small business entities

I got a small, surprise bonus in my tax return last year – an Entrepreneur’s tax offset (ETO). Freelance indexers who don’t yet get it may wish to consult a tax agent, or look at the ATO website at www.ato.gov.au/businesses/content.asp?doc=/content/00106797.htm&pc=001/003/084/001/001&mnu=&mf=&st=&cy=1. There is more detailed information at www.ato.gov.au/businesses/content.asp?doc=/content/67700.htm but it is out-of-date in some areas, and uses older terminology.

Year 7 students overheard on the train

‘I don’t have enough words for my geography homework.’
‘Me neither, but I made my heading 72 point – that should trick them.’

‘I don’t think they’ll be fooled by that.’

‘I double spaced mine.’

‘I made my margins wider.’

‘Oh, that’s SOOO clever!’

It sounds familiar – these are just the opposite to the sorts of things we can do when an index is too big for the space available.

Libraries are full, so where shall we put the books?

Bill (my son) emailed from his university studies at ANU:

Today in ‘Europe in the Modern Era’ the librarian improved our ‘information literacy’. A quote I found amusing was: ‘If we want bean bags and computers and training labs [in our library], the books have got to go someplace else’. How things change.

Keeping your details on file

Occasionally I get an enquiry from an editor I haven’t worked with in years. It may be that they have not needed an indexer for 10 years, but it is pleasing that they have kept my details on file.

I recently received a message from an online nursery, saying ‘In response to your enquiry back on the 31st of August 2005, I am pleased to advise you that we now have 5 of the Natal Plum in stock for only \$9.90 ea.’ By a funny coincidence, just the day before I had seen a fruit tree at the Lewers Art Gallery in Penrith and wondered whether it might be a Natal Plum. The next day, when my invitation to purchase arrived, how could I refuse?

Glenda Browne

ANZSI activities

<i>Date & time</i>	<i>Organiser</i>	<i>Name of activity</i>	<i>Venue</i>	<i>Contact details</i>
Tues 21 April From 6.00 pm, talk at 7.00 pm	Queensland Branch	General meeting <i>How to attract a greater range of clients</i>	Toowong Library, 9 Sherwood Road, Toowong, Brisbane	Moira Brown < brown5moira@yahoo.com.au > Ph +61 7 3893 1252 or 0416 097 629
Mon 11 May 9.00 –1.00 pm	Vic Branch	Follow-up /Refresher indexing workshop	Holmesglen TAFE Chadstone	Details on < www.anzsi.org/site/calendar_details.asp?id=75 >
Wed 13 May 6.00 for 6.30 pm	Vic Branch	Biography indexing (dinner after)	Kew Library	RSVP (for catering) by 6 May. Details on < www.anzsi.org/site/calendar_details.asp?id=70 >
Thurs 15 Oct	Conference Committee	ANZSI Conference Workshops	Citigate Central Hotel, Sydney	Enquiries to Madeleine Davis, < conference@anzsi.org > Ph +61 2 4787 5583
Fri–Sat 16–17 Oct	Conference Committee	ANZSI Conference: The practice of indexing	Citigate Central Hotel, Sydney	Enquiries to Madeleine Davis, < conference@anzsi.org > Ph +61 2 4787 5583

Registration – some points to note

As the Receiving Officer for Registration, I thought it would be useful to document some points which have come to my notice as I carry out the duties of this position, either through articles in the *Newsletter* or via email communication with ANZSI members.

Qualifications in indexing

There are no courses in Australia offering a formal qualification in indexing, nor unfortunately (despite the efforts of people such as John Simkin and Jean Hagger in the past) have there ever been any such courses. There are short courses offered by various ANZSI Branches, there are indexing units (usually database indexing) in some university library and information science courses, and in the past there were some most successful short courses offered by universities as continuing education courses. So the statement that appeared in the *Newsletter* that a 'first formal qualification specific to indexing was a course run by Alan Walker through the University of New South Wales' is not correct.

Opportunities for training for indexing are explored by Glenda Browne in her article 'Indexing training', *Online Currents* vol. 22, no. 3, November 2007, pp. 80–83. Education and training for indexing is currently being investigated by the ANZSI Council.

Background information

Registration is available only to ANZSI members and the policy and procedures for Registration are published on the ANZSI website. A great deal of time has been spent by Mary Russell, the Web manager, and by the Registration Panel in attempting to ensure that these documents are clear and understandable. Nonetheless it is often apparent that intending applicants do not read the background information thoroughly before submitting an application.

In the absence of formal courses leading to tertiary qualifications in indexing, the Society's Registration system acts as a credentialling standard for indexers who have demonstrated expertise and gained some experience in indexing. The granting of Registration indicates a general level of competency, measured against accepted indexing practice and agreed criteria.

- It recognises the quality of an indexer's work as assessed by a panel of experienced indexers.
- It acknowledges the professionalism of an indexer through its requirement that only published indexes are reviewed. Having an index published attests to the indexer's ability to perform work under marketplace conditions, constraints and deadlines. The index should be published by a commercial, academic or scholarly publisher or outside agency. Self-published indexes in any format (print, electronic, online etc) are not acceptable.

This requirement is not meant to diminish the value of self-published indexes. However in order to provide fair and equitable assessment of applications for Registration it is not possible to compare a self-published index completed over several months with a published index prepared under commercial constraints.

- It assures potential clients that a Registered Indexer has met established criteria for acceptable indexing.

It is important to understand the statement that the Registration system acts as a credentialling standard for indexers *who have demonstrated expertise and gained some experience in indexing*. For example, completing the basic and intermediate courses currently offered by some Branches does not satisfy this requirement. These courses provide an excellent starting point for new indexers to embark on actual commissions and therefore gain experience and develop expertise. An indexer does not need to be registered in order to accept commercial work.

An index for assessment should be substantial and subject-based. It should contain terms for concepts as well as for names and objects. The index should include main headings and subheadings. It should also include cross-references (and/or double-indexing) to lead from synonymous terms and to related headings. Consequently an index which consists mainly of personal and place names would not satisfy these criteria.

Indexes to annual reports can be submitted. However annual reports are serial publications and as such the index to each report builds on the previous index in order to maintain consistency. They are also rather formulaic and do not pose much challenge in the way of analysis. So an index to an annual report may not be an example of the applicant's best work, especially as the index is usually prepared under very tight time constraints.

Requirements for submitting an application

Applicants for admission to the Register are required to complete and submit the approved application form. Payment for an application is available online but as well as this online payment a downloadable application form must be completed and mailed to the Receiving Officer. This is necessary as the applicant must sign the form which states that they understand the terms of the application as spelt out on the application form.

Timeframe for assessing an application

The application form states that processing and assessment of an application may take up to three months. There are three members of the Registration Panel and each application has to be assessed by each panel member. Currently applications are taking longer than three months to process, as each panel member is a freelance indexer whose paid work must always take priority over the voluntary work undertaken on behalf of the Society. A detailed report is provided at the completion of each assessment. In the event that the applicant is unsuccessful this report is an excellent tool for identifying areas the indexer needs to address in the future.

Renewal of Registration

Registration assures potential clients that a Registered Indexer has current indexing experience through the requirement that

(concluded on next page)

ACT Branch 'Show and Tell'

Our first meeting of the year brought together twelve Branch members determined to tell all about what they had been doing recently.

First off was Barry Howarth, telling us how an index should not be done. His assignment on the climate change white paper allowed him just four days to index some 800 pages. This was clearly an impossible task, so he just indexed the section headings, not the text. To make matters worse, the text of some chapters was not finalised – some graphs and tables were missing, with just a caption to say where they were to be inserted. When the final text of the chapters in question arrived, he discovered other changes to the text had been made, which meant re-indexing. Fortunately each chapter had separate pagination, so the text as a whole was not affected, only the particular chapter. If other chapters had also been changed in the meantime, that would mean the index was wrong. On the whole, bad project management and no understanding or appreciation of indexing by the Department.

Eleanor Whelan spoke next. She is a data-base indexer, updating the data-base for an agricultural organisation, and finds it very satisfying. She noted that many of us begin indexing in our spare time while still managing to hold down a full time job. This was useful, and reassuring, information for the two new members present, who later asked about how to get into indexing.

Prue Deacon told us about HealthIncite, a gateway index with 16,000 entries and its own thesaurus. The National Health Care Centre is taking over control of this data-base. It will be able to route people to the website, or to the call centre for urgent matters. The staff will be doing the same tasks but the money will come from a different source. Prue and Jill Buckley Smith have just published a paper in the *Australian Library Journal* on the use of this thesaurus.

Joanna McLaughlin described indexing a children's book for the National Library, which she passed around for us to see. Unlike Barry, Joanna had plenty of time, getting a draft before

(Registration, continued from previous page)

Registration must be renewed at set periods (currently every five years). This practice is in line with that of many other professional bodies which insist that members provide evidence of continuing education in order to maintain the currency of their qualifications.

The statement in an earlier *Newsletter* that an indexer 'has completed a sprinkling of indexes in the intervening years to enable her to be fully registered' is misleading. An indexer is either registered or not registered; there is no such thing as 'fully registered' or 'partially registered'. Unfortunately this statement also does not do justice to the importance of the renewal process.

I will be happy to answer any queries members may have about the Registration process.

Shirley Campbell, <shirley.campbell4@bigpond.com >

the final version. She used more double entry and fewer cross-references. She is also indexing a local history of Yass, based on earlier letters and including a little Aboriginal material.

Geraldine Triffitt had been updating a handbook on child care, which had a good index but needed new entries. Redoing an existing index is another aspect of indexing that it was good for our new members to hear about.

Tracy Harwood spoke about indexing the *Canberra Community News* (1925–27). This was a group project undertaken for the ACT Heritage Library. The group set up categories, using names, advertisements, subjects, places. They began by making rules, but found that these had to be changed as they went along, so that they were editing on the run. They were indexing from photocopies, some of which Tracy passed around. The project has turned out to be a lot bigger than anyone initially realised, even though they are using Cindex. Tracy is currently finishing off the names and they hope to be ready to present a paper at the ANZSI conference later in the year. This was an interesting example of the advantages and pitfalls of indexing serials and of indexing being done by a group.

Edyth Binkowski gave another example of an unfortunate index. She was asked to index a book on the role of bicameralism in the checks and balances of houses of parliament. She found that each time she sent a version of the index to the editor, it was returned to her with corrections on every page. This happened three times before the editor was satisfied. This was not because of errors by the indexer but because the index was not done just as the editor would have done it. Such unnecessary interference does not help in producing a good index. Nevertheless, in due course Edyth received an invitation to the book launch, something which very seldom happens to an indexer.

Jean Norman told us that she is indexing an encyclopaedia of religions in Australia, and finds that she needs to index all personal names but had questions about place names: which to include and which to exclude. Again this was useful for our new members to know that different types of publications – monographs, multi-author books, serials, encyclopaedias – need to be indexed differently.

Lynn Farkas is developing a taxonomy of occupations for 'Training.gov.au', a government training website. From August to November 2008, her team of ten people identified over 3000 occupations in more than 300 industry sectors, to match 900 national qualifications in the TAFE sector. Lynn described the team's methodology and passed around examples of their work. The final version will be checked by industry experts.

The session ended with general questions. The two new members wanted to know primarily how to get started in indexing. They also asked questions about some of the issues raised in the various talks given by the other members. We were able to give helpful general advice and suggest some books, including Mulvaney, *Indexing Books*, and Browne and Jermy, *The Indexing Companion*.

Edyth Binkowski

Victorian Branch follow-up/refresher indexing workshop, 11 May

ANZSI Victorian Branch will conduct a half-day follow-up/refresher indexing workshop for those of you who have completed the Basic Book Indexing Part II course or an equivalent level of training, but feel you require some additional indexing training before branching out on your own.

You will receive a copy of a 125 page non-fiction book, *Let's Haggle: The Fun Guide to Garage Sales, Op Shops & Markets*, by Dianne Duncan about 3 weeks before the course. You will need to index this book and bring your completed index to the workshop to discuss how you indexed, the approaches and assumptions you made, and any difficulties you encountered.

A question and answer session will aim to resolve any of your indexing problems. The final session will look at setting up and running your indexing business.

The workshop will be held in the Holmesglen TAFE, Chadstone, on Monday 11 May, from 9.00 am to 1.00 pm. The cost to ANZSI members is \$125 (GST inclusive), and to nonmembers \$150, covering the book, course notes and morning tea. The presenter and contact is Max McMaster <max.mcmaster@masterindexing.com>.

Further details and secure online payment facilities are available at <www.anzsi.org/site/calendar_details.asp?id=75>.

NSW Branch March book indexing course

ANZSI NSW Branch completed its annual 2-day book indexing course last month, with 12 participants. Three of them took advantage of our 'long-distance traveller' discount, coming from Canberra and country NSW. The idea for this discount came from the NSW Society of Editors, and it has been an effective way of sharing events between branches, and assisting members who do not live in major population centres.

Once again we are very grateful to Thomson Reuters for letting us use their facilities, to Lorraine Doyle, librarian at Thomson Reuters, for graciously hosting the event, and to Sue Flaxman for efficiently managing the bookings.

We had a varied group of participants, including editors, proofreaders and librarians. A few had some experience indexing journals and books, and this added value to the discussions, as well as making the content more meaningful, as it often answered long-standing questions.

One practical challenge for the course is fitting everything into the two days. We do the filing exercise before the first class, partly to see what a 'naïve' filer would do. We also do some exercises between the classes, but this can make the 'rest' week in between a bit busy.

Another interesting thing that crops up – as it often does in indexing discussions – is the conflict between standard indexing rules and what we think 'our' users need. This is particularly so with names, where there is usually considered to be a 'correct' approach, although it is not always easy to decide what that is.

This is the case with foreign names, where the rule says we should file them as they would be filed in the country of origin of the person, thus putting Vincent van Gogh at G, and Kiri Te Kanawa at K (for Kanawa, 'Te' being Maori for 'The'). But ask the average Australian, and they will file van Gogh at 'v' and Te Kanawa at 'T'.

If we have consulted representative users, is it OK to file for 'our' users, whom we have just surveyed, and leave it at that, or should we also cater for the small number of people who know the 'correct' place to look? In a multicultural country such as Australia, or in a book for an international audience, I think we need to file entries in both places. As with so much indexing, multiple entry points (whether double entries or *See* references) are crucial.

Variation in approach to indexes is interesting, with some people instinctively inverting entries, ignoring bits in filing and so on, and others taking the opposite approach. One student gave the example of the army's love of inversion – they don't catalogue 'slouch hats', but instead, 'Hats, Khaki, Fur Felt'. This is standard, and the official abbreviation is therefore 'Hats KFF' (*see* <www.diggerhistory.info/pages-uniforms/slouch_hat.htm>). It would be a brave indexer who didn't invert this!

One of the worst product catalogues I ever used SHOULD have inverted. It had paper clips under 'S' for 'slide-on paper clips' (as opposed to bulldog clips, I guess).

I was looking for examples of place names (towns etc, rather than mountains) that started with 'Mt' as opposed to 'Mount', but didn't find any. A student gave the interesting example of 'Mt Hope Road', which she strictly spells 'Mt'!

I also find that while we teach the options for indexes, including use of initial lower case letters, compression of page ranges (eg, 155-156 vs 155-56 vs 155-6) and so on, the fact is that very often indexers have no choice in these matters, and simply follow the style provided by the publisher. Nonetheless, it is important to understand the options, and the implications of choices that are made, no matter who makes them.

Thanks to all the participants for contributing to an interesting and productive two days.

Glenda Browne



Participants in the ANZSI NSW Basic Book Indexing course held at Thomson Reuters in March 2009. Trainer Glenda Browne is standing, and host Lorraine Doyle is sitting in front of Glenda. Photo by Leila Jabbour.

Tips and hints – *The Indexer*

Have you spent any time exploring the international journal *The Indexer*? I have found browsing back issues an enjoyable way of exploring a particular aspect of indexing. The articles are often in depth and provide detailed examples of particular indexing projects.

Of course there is an index to *The Indexer*. From volume 20 (1996) to the present is on the website, but I find the most interesting part is the 'Contents by Category'. Here you can browse articles on 'Types of indexes' or 'Subject specialisms' or perhaps the list on the 'Practice of Indexing' for articles on aboutness, alphabetization, bias, humour, indexer-author-publisher relationships, or users. Armed with the volume and page numbers for the article you can then see if the article is available on the website.

In the July 2008 issue of *ANZSI Newsletter*, I gave some instructions about accessing *The Indexer* articles not available on the website. Maureen MacGlashan, the editor, pointed out to me that:

'As far as *Indexer* articles are concerned, I'm not sure that it's as difficult as you suggest. We now have the full run of *Indexers* digitised, going back to 1958. The only articles for which we don't offer online access are those for which we haven't as yet


been able to secure author permission (usually because the author has died and we don't have details of who now holds copyright). We will gradually be moving towards the position in which we say (where this is true) that we have made all reasonable effort. In the meantime, for anyone who wants a copy of such an article, the easiest route is to apply to me at <editor@theindexer.org>.'

If you have enjoyed browsing, consider subscribing to *The Indexer* – after all, we don't have many work-related publications. A subscription to *The Indexer* will give you online access to the contents for the last three years and, more importantly, access to the contents of the latest issue about a month before the printed version reaches your post box.

To access the latest issues you need to go to *The Indexer* Online Content page and enter your name and email. You will then be given the login and password for Ingenta. Once logged into Ingenta it is quicker to search for *The Indexer* using the Journal or book title button.

So spend some time exploring <www.theindexer.org>.

Mary Russell

<h1>CINDEX™</h1>		for Windows and Macintosh	
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Available for Windows (including Vista) and for Macintosh (OS X 10.3 and higher) Student and Publishers' Editions are also available. Contact us to find out how these might best suit your needs.		Indexing Research www.indexres.com 620 Park Avenue #183 Rochester, NY 14607 tel: +1-585-413-1819 email: info@indexres.com	CINDEX™ ...Simplify index preparation with the software that does everything you need to produce quality indexes.

ANZSI and Branch Committee contacts

ANZSI Council 2008-09

ABN 38 610 719 006
PO Box 5062, Glenferrie South VIC 3122
<ANZSIinfo@anzsi.org>

President: John Simkin

Ph +61 3 9752 6972
<simmo27au@yahoo.com.au>

Vice-President: Mary Russell

Ph: 0408 952 710
<russellmf025@ozemail.com.au>

Secretary: Alan Eddy

Ph: +61 3 9853 0991
<aeddy@surf.net.au>

Treasurer: Margaret Findlay

Ph: +61 3 9818 1760
<mafind@bigpond.net.au>

Council members: Anne Dowsley, Michael Ramsden

Branch Presidents (ex officio): Moira Brown, Madeleine Davis, Robin Briggs, Barry Howarth, Beverley Mills

ANZSI officials

Registration Committee:

Contact: Shirley Campbell
<shirley.campbell4@bigpond.com>

Awards Committee

Contact: Alan Eddy
<aeddy@surf.net.au>

Webmanager: Mary Russell

<russellmf025@ozemail.com.au>

Newsletter Editor: Peter Judge

Ph +61 2 6296 6211
<peter.judge@bigpond.com>

Membership Secretary: Joanna McLachlan

<bandoola1@bigpond.com>

NT contact

Contact: Frieda Evans

Phone: +61 8 8999 6585 (w)
<FriedaEvans@nt.gov.au>

ACT Region Branch

GPO Box 2069, Canberra ACT 2601

President: Barry Howarth

Ph +61 2 6292 4473
<blh@cyberone.com.au>

Secretary: Eleanor Whelan

Ph +61 2 6257 7749
<eleanor.whelan@bigpond.com>

Treasurer: Sherrey Quinn

ph +61 2 6257 9177
<sherrey.quinn@alianet.alia.org.au>

Committee members: Edyth Binkowski, Shirley Campbell, Sandra Henderson, Geraldine Triffitt

New South Wales Branch

President: Madeleine Davis

Ph +61 2 4787 5583
<madeleinedav@gmail.com>

Vice-President: Glenda Browne

Ph +61 2 4739 8199
<webindexing@optusnet.com.au>

Secretary: Mary Coe

Ph +61 2 9452 5174
<mary.coe@potomacindexing.com>

Treasurer: Sue Flaxman

Ph/fax +61 2 4861 3589
sueflaxman@optushome.com.au

Committee members: Lorraine Doyle, Caroline Jones

SA Group with SocEd (SA)

Contact: Jane Oliver

Phone; +61 8 8356 1807
<janeoliver@ozemail.com.au>

WA contact

Contact: Alex George

Ph +61 8 9337 1655; fax +61 8 9337 9404
<a.george@murdoch.edu.au>

Tasmanian contact

Contact: Clodagh Jones

Ph +61 3 6225 3848; <Jonec@netspace.net.au>

Victorian Branch

ABN 58 867 106 986
PO Box 1006, Caulfield North, VIC 3161

President: Beverley Mills

Mob: 0412 517 785
<beverley.mills@optusnet.com.au>

Vice President: vacant

Secretary: Mary Russell

Mob: 0408 952 710
<russellmf025@ozemail.com.au>

Treasurer: Max McMaster

Ph +61 3 9500 8715
<max.mcmaster@masterindexing.com>

Committee members: Teresa Burnett, Nikki Davis, Margaret Findlay, Jane Purton

Queensland Branch

President: Moira Brown

Ph/fax +61 7 3893 1252
<brown5moira@yahoo.com.au>

Vice President: Rachael Harrison

Ph +61 7 3832 1664;
<legoullon1@bigpond.com>

Secretary: Jacinda Wilson

Ph +61 7 3138 6111
<jacinda.wilson@hotmail.com>

Treasurer: Franz Pinz

Ph +61 7 3848 3698; <franzpinz@yahoo.com>
Committee Members: Mei Yen Chua, Beryl Macdonald

New Zealand Branch

President: Robin Briggs

<rm.briggs@farmside.co.nz>

Vice-President: Susan Brookes

<s.brookes@auckland.ac.nz>

Secretary: Jill Mellanby

<jillianmellanby@gmail.com>

Treasurer: Jill Gallop

<jmgallop@ihug.co.nz>

Committee members: Julie Daymond-King, Tordis Flath

Australian and New Zealand
Society of Indexers
PO Box 5062 Glenferrie South
VIC 3122 Australia

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