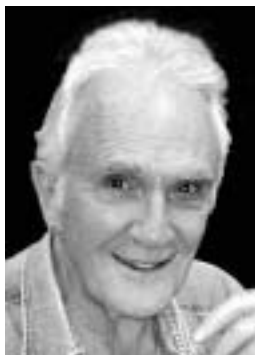


From the President



In the June newsletter I discussed possible alternative or supplementary sources of income for indexers. Heather Ebbs, president of the Indexing Society of Canada, wrote asking whether she might pass these suggestions to members of her society. Of course I agreed, as I would for others who might be interested. And if any of you have other suggestions I would always be glad to hear them.

Another area which Ian Crane mentioned, in his 2007 address to the SI conference, was indexing work with and for groups such as family and local history societies. Although most of these groups are voluntary with limited funds they have members who are interested in writing and publishing family and local histories which need indexing. Sure, the fees which you can charge may be lower than commercial rates but one thing can lead to another, perhaps from unpaid work to lower paid and so to work paid at commercial level.

Apart from my comment about us being the 'experts in the organising of knowledge' I believe our profession has been circumscribed in the minds of others by the image of our apparently simple and easily-prepared end products – back-of-book indexes. We sometimes find it difficult to explain that there is more to our work than meets the eye. If you are feeling bold you might try using the list of things that indexers, as organisers of knowledge, do and, if you're feeling particularly cheeky asking others how many of these tasks they could take on confidently without training. Family and local history indexes are supposed to be easy to write so that they are fields

Membership renewal reminder

Members are reminded that the ANZSI financial year is July–June, so your membership subscriptions are now due.

You will have received an email reminder containing a personalised secure link to the payment facility to enable you to pay via credit card, plus a link to the membership form which you can download if you wish to pay by cheque and post to the Membership Secretary at the address on the form.

Only members without email or those with bounced emails will be posted a renewal form.

Joanna McLachlan, Membership Secretary

for amateurs who frequently compile their own indexes. For several years I was a judge for a family history competition. After I had contributed to the judges' reports for several years, always including indexes in the assessment of entries, the inclusion and standard of indexes improved but very slowly. However I was aware that, other than me, the members of the society involved had never met a professional indexer and didn't know where to find one assuming that I had convinced them of the value of using the services of one.

Promotion

Which brings me to the subject of how to promote better understanding of our profession and, at the same time, find clients. There may be no simple answer to this question. One obvious technique is to expect good indexing to promote itself through word of mouth. I believe this is the main way our small number of full-time book indexers operate; they, as full-timers, are there as stable points-of-contact. If they are successful they may have a surplus of work which they can refer on. If so this suggests there may be value in working in consortia. Part-time indexers may need to use other tactics. I should be interested to hear of what techniques various indexers have found to be effective.

At present the Victorian branch is mounting a programme of promotional activities starting with the distribution of bookmarks through book trade conferences and associations. I hope that the various actions can be assessed so as to discover which are likely to achieve the best results.

John E. Simkin, ANZSI President

WHAT'S INSIDE

Newsletter, Web Manager and Registration details	2
Conference update	2
Annual report workshops	2
The Victorian Indexing Club (The VIC)	3
The VIC – Indexing children's books	3
ANZSI activities	3
From the literature and other thoughts	4
Your photos from Marysville ...	4
Tips and hints – can't meet a deadline?	5
Letter to the Editor	5
Indexing biographies (Part 1 of 3)	6
NSW Branch AGM and elections	7
ANZSI and Branch Committee contacts	8

Deadline for the August issue: 4 August

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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

4 August for the August 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

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

Membership charges

A\$70 per year from 1 Jul 2008.

Institutional membership \$95.

Subscriptions to the Newsletter A\$55 p.a.

The Indexer

(international indexing journal)

Maureen MacGlashan, Executive Editor

<editor@theindexer.org>.

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Indexers Available

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

The Practice of Indexing

Australian and New Zealand Society of Indexers Conference

Sydney, Australia

15-17 October 2009

Conference Update

The conference program has evolved during the last couple of months. It now includes two new sessions:

- Metatopic Menace – to be presented by Kay Schlembach (US)
- The History of Indexing in Iran – to be presented by Dr Roya Baradar and Sepideh Fahimifar from the Department of Library and Information Science, Alzahra University, Iran

We can also now confirm hosts for two roundtables:

- The History and Biography Roundtable will be presented by Dr Caroline Jones
- The Genealogy Roundtable will be presented by Dr Trevor Matthews

There are some changes to the Workshops program on Thursday 15 October. Unfortunately, Workshop 2 on Cookbook Indexing has been cancelled, but the good news is that Sherrey Quinn will host a Roundtable discussion on cookbook indexing on Saturday 17 October from 2.00 to 3.00 pm.

Because of this, the proposed Roundtable for delegates new to indexing has been changed – to decrease the competition for choice among the Roundtables (!) and increase the options for lunchtime – to two ‘new to indexing’ designated tables at lunchtime to be held on Friday 16 October and again on Saturday 17 October.

This will provide the opportunity for people new to indexing (or first-time attendees at an ANZSI conference) to chat informally with experienced indexers over lunch. It will also make it possible for those interested to attend one of the indexing clinics, that will be held at both lunchtimes.

See you there!

Madeleine Davis

Convenor, ANZSI Conference 2009

Annual report workshops

The Australasian Reporting Award winners were announced early in June – see <www.arawards.com.au/> – revealing a higher proportion of annual reports with indexes than in 2008.

A closer study of the annual reports that won awards showed that a high proportion of the Victorian winning organisations did not have an index, despite it being an Award requirement. Nearly all of the annual reports with an index could have benefited from help from an indexer. The organisations ranged from local councils, hospitals, water authorities, community groups, to large corporations and government departments. Our rural members will be interested to note that nearly half the organisations came from rural areas.

The Vic Branch Committee has written to the Victorian Award winners promoting ANZSI, the importance of indexes and offered them basic training in preparing an index to an annual report.

If you would like to brush up your annual report indexing skills in time for ‘The annual report season’, you are most welcome to attend one of the workshops on 20 July – see <www.anzsi.org/site/calendar_details.asp?id=94>.

Note that since the workshops are targeted at people preparing annual reports, it will not assume any experience in indexing.

Mary Russell

The Victorian Indexing Club (The VIC)

Vic Branch has launched an exciting new venture called **The Victorian Indexing Club**, or **The VIC** for short. We will hold a friendly discussion on indexing on the first Wednesday of each month at the Jubilee Hall, Holy Trinity Anglican Church, Kew. There is no need to book, just turn up on the night.

During the first half hour (6.00 to 6.30 pm) there will be an Indexing Clinic. Perhaps you have an indexing issue you would like some guidance on, or feedback on some tricky point from an experienced indexer? This is your chance to ask the experts on a one-to-one basis. Then, from 6.30 to 7.30 pm there will be a talk and discussion on a particular aspect of indexing. Our first meeting was held on 1 July.

The program to the end of the year is:

- 5 August:** Footnotes, endnotes and cited authors – Mary Russell will discuss when to index footnotes or endnotes and how they can be noted in the index, as well as indexing cited authors.
- 2 September:** Debate on indexing fiction – teams for and against indexing fiction will debate the topic.
- 7 October:** Creating a large index of names – Don and Andrea Jordan describe compiling a large index of names.
- 4 November:** News from the ANZSI conference – reports on the 2009 ANZSI Conference in Sydney.
- 2 December:** Indexing Christmas carols – a fun evening discussing the indexing of Christmas carols and other similar items of music and poetry.

Following the discussion you are welcome to join us for dinner at a local restaurant.

So grab your diaries and mark them up. All members and visitors are most welcome to attend this free event. Full details are available on the website <www.anzsi.org/site/victoria.asp>.

Mary Russell

The VIC's inaugural meeting

The July meeting of the VIC also hosted the inaugural Indexing Clinic, with one of our members discussing the index he had prepared for a recent publication. Then Max McMaster presented a very practical discussion on indexing children's books, from which he has kindly written up his notes.

Indexing children's information books

Max looked at the practicalities of indexing children's information books (non-fiction books), focusing on books written for the lower-middle primary years market.

Audience

As in all indexing, it is important to remember the audience you are indexing for. You are indexing at the same level to which the book is written. If the author talks about the Crown-of-thorns starfish in a book on marine life, do not show your erudite knowledge and index it under *Acanthaster planci* if the term is not used in the text. However, a book on dinosaurs which refers to *Stegosaurus* or *Tyrannosaurus rex* should certainly have the scientific names indexed, as children can be very knowledgeable. Remember, be guided by the text.

Depth of indexing

What depth of indexing is required? For children up to around Grade 4 (age 9 or 10) ideally only one level of heading is required, i.e. use only main headings. For children in Grades 5-6, a two level index is fine, but try and keep the number of subheadings to a minimum.

Number of locators before subdivision

How many undifferentiated locators will a child search through before they give up? For adults we suggest making subheadings when the number of locators gets to between 6 and 8. However, for children the limit is somewhere around

(continued on page 7)

ANZSI activities

<i>Date & time</i>	<i>Organiser</i>	<i>Name of activity</i>	<i>Venue</i>	<i>Contact details</i>
Thurs 16 July 6.45 pm	Vic Branch	Visit to the Johnston Collection	Hilton Hotel	details on < www.anzsi.org/site/calendar_details.asp?id=91 >
Mon 20 July am/pm	Vic Branch	Annual report workshops	State Library of Victoria	details on page 2 and < www.anzsi.org/site/calendar_details.asp?id=94 >
Wed 29 July 6.00 pm	NSW Branch	Visit to State Library of NSW	State Library of NSW, Macquarie Street, Sydney	Caroline Jones < carolinevjones@gmail.com >
Wed 5 Aug 6.00 pm	Vic Branch	The VIC: Footnotes, endnotes & cited authors	Holy Trinity Ang. Church, Kew	details on page 3 and < www.anzsi.org/site/calendar_details.asp?id=96 >
Thurs 6 Aug 1.15-2.15 pm	Vic Branch	Family Hist.ory Week: Indexing family history	State Library of Victoria	details on < www.anzsi.org/site/calendar_details.asp?id=90 >
Wed 23 Sept 6.00 pm	NSW Branch	AGM	To be confirmed shortly	Nominations called for – see page 7
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

From the literature and other thoughts

Teleconferencing in Canada



Heather Ebbs, President of the Indexing Society of Canada, wrote in *Key Words* (Vol. 17 No. 2, p. 65): ‘... we held our recent executive meeting by teleconference, which made us a bit greener, saved money and put all exec members from all regions on an equal footing ... generally, those who call in can rarely hear everything that is said and it is harder for them to participate fully in discussions and decisions ... we expect to try it more often.’

Audioconferencing in NSW

Audioconferencing is a modern marvel. I have used it when working on projects for Austrade, where decision groups might include participants from the US, Hong Kong, Singapore and Australia. Time differences are a bigger problem than technology these days.

ANZSI NSW has met by audioconferencing for over a year. It provides huge time savings for our widely separated committee members (it saves me 4 hours travel), it makes it more likely that everyone can participate, and it is a greener and cheaper option. We have been fortunate to have use of the Thomson Reuters audioconferencing facility; however, there are commercial options available that do the same job, and these appear to be relatively cheap and flexible.

For example, with Budget Conferencing it is possible to run calls at any time and to pay as you go (8c per call local, 12c per call national – <www.budgetconferencing.com.au>). Optus and Telstra also have audioconferencing services available.

Another option is Skype, a free service over the Internet; however we had a few problems with this crashing, possibly caused by less robust Blue Mountains phone connections.

Professional indemnity insurance, and liability

The Victorian Society of Editors’ *Newsletter* (June 2009) announced that their society has negotiated a group rate for professional indemnity insurance and public liability insurance for its full members through broker Aon. Details are at <www.socedvic.org/freelance/insurance.html>. The cost is much less than I was quoted for professional indemnity insurance a number of years ago, so this is an excellent service.

After the web indexing course in Brisbane I met up with some friends, one of whom is a civil engineer. He says that his company NEVER signs a contract with unlimited liability – they simply cross out the clause. If the client insists, they will take on a specific level of liability which they are able to insure (and I expect they then simply pass on the cost of insurance to the client).

So if you are ever told ‘This is the standard industry contract’, be aware that the standard contract that is presented for signing is not always the contract that is eventually agreed to. If multinational engineering companies are unwilling to take on unlimited liability, why should freelance indexers?

Travel for an index

Anna Drummond wrote in the *Sydney Morning Herald* Traveller section (13–14 June 2009) about her trip to Vatican City to use a rare art-history index that has not yet been digitised. Not the usual reason for travel, although the usual clichés emerged (gathering dust in the bowels of this building ... the librarians are fierce ... a librarian scolds me.) Entry to the Vatican Library is restricted to postgraduate students, teachers and researchers (www.vaticanlibrary.va).

Nearby are the Vatican Secret Archives, with even more stringent entry requirements. The ‘Secret’, however, is a carryover from the 16th century when it meant Private.

Be wary of last minute changes

Cut Jon’s hair with a number 2 ... changed to the razor to tidy the back ... noticed some bits I’d missed ... lunged for a quick swipe ... Oops, razor, not number 2 was on! (Solution: number 1 all over).

The moral is: last-minute changes often allow errors to creep in. You may have checked that all your cross-references have an appropriate target, but if you delete a few entries at the end, you may well forget to check that they have no incoming references. You may leave your double entry to the last minute, but then suddenly find you have to add entries for an appendix – and you forget what you had previously doubled.

The only solution is to take extreme care when you are to the end of a job, and to repeat your last-minute checks even after small changes.

Dictionary of Sydney

The Australian Financial Review (21 April 2009, pp. 32-33) noted that the first phase of the Dictionary of Sydney project will soon be launched.

The project manager, Stewart Wallace, commented: ‘How information should be organised has been a major consideration as the project progressed.’ Although there will be basic search functionality, Wallace and his team have created a multidimensional graph model that enables users to get into the material and ‘bounce around within it’.

‘We are encoding everything in time and space wherever possible and will be showing whatever we can on a map,’ he says. ‘We’ve identified people, places, events – it’s a vast task but it gives you a model where things can be tied together.’

Despite efforts to create a coherent set of topics, this proved to be an impossible task as entries kept pouring in on all manner of subjects. This forced Wallace to embrace the random nature of the project and he now thinks this diversity will be one of the dictionary’s key attractions.

Glenda Browne

Your photos from Marysville ...

Remember? We asked in May if you had any photos of Marysville from the ANZSI 1995 Conference. Two members replied and Geraldine Triffitt supplied a number of photos, which have been greatly appreciated. It’s still not too late – if you have some photos you would like to offer, please contact Margaret Findlay at <mafind@bigpond.net.au>.

Tips and hints

Can't meet a deadline, what do you do?

Indexing is by its nature a deadline-oriented occupation. When negotiating the turnaround time on a job, it's worth remembering that your work could be interrupted by something not planned for, such as a day when you are unwell. Having an extra day or two as a buffer will help to take the pressure off in a situation like this.

If you find yourself in circumstances that prevent you from working and you know that you will be unable to meet the deadline, you should contact the publisher immediately. In many instances, you will be able to agree on a new date.

However, there may be a time when you are unable to complete the job yourself and you can assist the publisher by enlisting the help of another indexer. Apart from the obvious social benefits of getting to know other ANZSI members, it's useful to know who else you can contact if you need to. You can put another indexer in direct contact with the publisher, or else you can subcontract the job to them to complete for you.

Nikki Davis

Letter to the Editor

Dear Editor,

Whilst I acknowledge and respect Max McMaster's extensive indexing experience and, indeed, his contribution to indexing in Australia, I cannot leave unchallenged his comments on registration, made in the May issue of the newsletter.

First of all, registration is *not* a professional qualification. I don't wish to be purely pedantic but the term 'professional' is far too loosely utilised today and, however necessary and important we may think it is, indexing can hardly claim to be a profession. Neither do I believe that there *is* great difference in the purpose of registration from ten years ago. In the early days of AuSSI the registration requirements, if anything, were more rigorous than they are at present. In my opinion, the main purpose of registration has never been either training or professional standing but rather a de facto endorsement of competence from which publishers and others might obtain some expectation of satisfactory results when seeking an indexer.

It is a poor argument that the provision of detailed commentary accompanying an assessment is inappropriate, on the basis that it doesn't accompany the results of a driving-test or many examinations. In fact, certainly in some jurisdictions, feedback does accompany driving test results and is, quite validly, used to assist the candidate to understand in what ways they are below standard. Similarly, it is sound educational practice to provide feedback whenever a candidate fails to reach a required standard.

Leaving aside the formative aspect of feedback, there are other reasons why feedback is not only important but, in my view, essential. As noted above, registration does afford a degree of advantage to those seeking indexing work and there needs to be both transparency and consistency in the way that it is granted. At present, there are no clear and objective standards for registration assessment and the applicant is not even aware of who is likely to undertake the assessment. These factors leave the registration process open to abuse and therefore to question. Of course, I do not suggest or imply for one moment that there has been abuse or that any assessors have in any way acted incorrectly – the point is that neither I nor anyone else has any way of knowing. The only safeguard

that exists currently is any detailed commentary provided as explanation for whatever decision is reached.

As for the time taken – yes, I agree with Max that it is likely that applicants would welcome both a shorter and a defined timeline for completion of the process. And this highlights what is the real issue here – that the process is far too ill-defined to stand up well against any current acceptable standards of practice.

There is a real need to set out clear criteria as to what constitute the nature of the competencies required in producing an index of an 'acceptable' standard and at what level the indexer needs to be able to perform these competencies. These competencies and achievement standards need to be made freely available and subject to the scrutiny and comment of the indexing community (including publishers and others) and need to include not only the attributes involved in analysing and interpreting content, selecting headings and so on, but also aspects of negotiation and consultation that are essential in bringing about a satisfactory relationship with the publisher and definition of parameters that allow a 'good' index to be produced.

The face of the Society today, largely due to advances in technology, is much brighter and more attractive than that of the past and it seems to be throwing off its somewhat amateurish cloak of the past – and I think that it is this that prompts Max's reference to 'professional'. However, it is important that the changes occur not only in the shop window – if indexing is to be promoted as a professional endeavour then the practices of the Society must be professional, too. At present, the registration process cannot honestly stand up as a credible system for professional recognition.

Roger Hawcroft, Toowoomba, Qld

Max replies: 'I welcome Roger's views on my letter. It is only through healthy discussion of professional issues such as registration that we as a Society can move forward. Let's hope more members of the Society are prepared to share their views on this and other topics.'

Indexing biographies – Part 1 of 3

In May this year, ANZSI Victoria invited me (Madeleine Davis), together with Max McMaster, to give a presentation on indexing biographies. I wanted my presentation to be practical rather than theoretical, so at the meeting I gave out a list (by no means exhaustive) of possible statements and queries concerning biography indexing gleaned from conferences I have attended, books I have read, Index-L discussions and my own experience. Not all the questions were specific to biography indexing, many were also relevant to indexing historical texts, but they represented some of the more frequent decisions to be made when indexing this type of material. I have been asked to present my talk again in written format, as perhaps being of wider interest. I brought many of the books I had indexed to the meeting, hence the references in the text below. I would be happy to discuss anything arising from my talk or any other related topics – perhaps in the form of ‘Letters to the Editor’ and responses in future issues.

1. How to start?

Read the proof pages thoroughly? Mark up the pages first? Or start at page one and index as you go?

Time is important and I have almost never had the luxury of reading an entire tome before beginning the index, but I always at least try to mark up one chapter at a time. And I mean mark up! I use a system of vertical and horizontal sticky tags on the proof pages. Vertical tags mean general queries, spelling/typos to clarify with the editor; horizontal tags mean topics or themes to cover, notes or ideas scribbled in the margin of the text to revisit. I also highlight the text using different colours and circle and slash through each entry as I add it to the index. (NB: at the presentation I mentioned that Richard Shrouf from the US will be speaking on this very topic of marking up versus non-marking up at the ANZSI conference in October and I will be very interested to see and hear about other techniques).

I always ask the editor to forward any contents pages, glossaries, end notes, introductions/prefaces (if not included for indexing) and any other relevant material, with the page proofs. In particular I ask if the editor used or compiled a list of names with preferred spelling, particularly for foreign names.

Golden Rule – I always ask if there is a family tree (or trees) to be included in the book. This is absolutely essential. If the editor/author does not have this then draw one up yourself. I use A3 paper and add to it every time I index a family member, including all their nicknames, abbreviated names, second names, marriages, children etc. It will be invaluable in recognising a person mentioned on p. 2 and then by his/her married or nickname on p. 452! When I indexed *Stella Miles Franklin* (Jill Roe) there were two sets of families involved, with numerous mothers, fathers, aunts, uncles, brothers and sisters, nephews and nieces and it was a nightmare sorting them all out. Luckily the author sent me the two family trees involved.

As with any indexing project, I don't start making judgments about the structure of the index until I have decided what the book is about and who is the user – e.g. *The Floor of Heaven* (Richard Wherrett) turned out to be less about Richard Wherrett and much more about theatre in Australia. In the end the index contained a relatively short entry on Wherrett himself and many other entries on plays, playwrights

and theatres. The index I developed for *Frank Lowy: pushing the limits* (Jill Margo) had lengthy entries on his life but also a large entry on his company Westfield and its evolution in the Australian and overseas business world.

Cindex, the indexing software that I use, has a facility for labelling entries (i.e. they appear in red on the screen) which you can then Edit>>Find and print out for further thought. This is an invaluable tool for noting ideas about the structure of the index, possible subheadings, entries to check with the editor etc.

2. Resources

I always index a biography or historical text with Google open on a browser window for quick checks of words, places, towns, monuments etc. My favourite sites are the Dictionary of Biography online, Wikipedia, the Library of Congress (invaluable for checking inversion of names) and the National Library site.

However, I do not neglect hard copy resources – I have five shelves! I am a passionate dictionary collector – I must have at least 30 to 40 different types of them – dictionaries of biography, music, art, architecture, films, famous women, opera, the occult, Greek heroes etc. I usually buy them at cheap book sales, Trash and Treasure stalls and local markets. And, sooner or later, they come in handy! I also always have an atlas nearby and more recently use Google Earth.

When I was undertaking the index for *The Heart Garden* (Janine Burke), the story of Sunday and John Reed and their relationships with Sidney Nolan and other Australian painters, I visited Heide, the art gallery that was the Reed's home outside Melbourne, and the grounds, to get a feel for the place and the times.

3. What to index?

People, places and events? Themes?

Golden rule – at the start, index it all, become selective later when you have a grasp on where the emphasis in the text lies. Most common mistake – tell yourself you will add this entry later if you come across more useful references – inevitably there will be, and you will have forgotten where the first reference was! See also my comments at #15.

4. Run-on style versus indented style Which is best for biography indexing?

I prefer telling a story about a person or an event in run-on style and in chronological order, not alphabetical order. This prevents odd entries popping up in the index i.e. life matters being mixed up with other general entries in an indented style. However, run-on style can be ruined by bad layout by the editor. The index to *Chifley* (David Day) was laid out in three columns and as so many sub-entries were rounded down to the next line due to the narrow column space, the index was ruined visually and made little sense (to me!). The same happened to my index for *Sir Frank Packer: the young master* (Bridget Griffen-Foley). To my eyes, the index was basically rendered unreadable in 3-column layout.

Madeleine Davis

(to be continued in August)

(Indexing children's books, continued from page 3)

4 entries before you need to use subheadings. Unfortunately, trying to marry the principles of depth of indexing and number of locators before subdivision can be difficult, which sometimes means you have to compromise.

Precision in language

Index entries should match the precise words on the text page as much as possible. Adults interpret what is on a page, e.g. an index might use the heading 'weddings' and indicate the information about weddings is on page 50. However on page 50 of the text, the topic under discussion may talk about marriage and the word weddings may not be used. The adult interprets marriage as synonymous with weddings. Children, particularly at the more junior level, are far more literal, so if you index the word weddings, the word weddings must appear on the page.

Precision in numbering

If you are going to show a page span be sure to use all digits rather than the more compressed form, e.g. 26-27 rather than 26-7, as the latter looks like a subtraction sum to a child. Alternatively, do not use page spans at all and index as 26, 27.

Avoid classifying information

If a book on music talks about a number of musical instruments, index them separately under their individual names rather than classifying them under the main heading 'instruments', and having sub-headings for each instrument

thereafter. Just keep the heading 'instruments' for discussion about instruments in general. Following this approach, it may be desirable to use a *see also* reference of the form: instruments *see also* specific types of instruments, eg. violins.

Index all important information

This may seem blatantly obvious, but quite often with children's books useful information is left out of the index.

Consistency in style

If you are using direct entry, maintain the one style and do not include inverted headings for variety.

Cross-references

Try and avoid *see* cross-references as much as possible. Use double or even triple posting when necessary. *See also* cross-references can be used, but with discretion.

Illustrations

As most children's information books contain large numbers of photos and the text to which they refer is usually on the same page, there is no need to index the photos separately.

The principles of indexing children's information books are essentially the same as indexing non-fiction books for adults. The major difference is that you are dealing with a younger and less linguistically sophisticated audience, and as such you need to take this into consideration.

Max McMaster

NSW Branch AGM and elections

NSW Branch will hold its 2009 Annual General Meeting at 6.00 pm on Wednesday 23 September, at a venue to be confirmed shortly

Nominations for officers are invited, using the form below:

We, the undersigned members of ANZSI NSW Branch, nominate the person named for the office indicated for the year following the Annual General Meeting for 2009.

Name of person nominated:

Office (please circle):

President Vice-President Secretary Treasurer Committee Member

Signature of nominator:

Signature of seconder:

Signature of nominee:

Nominations must reach the following address **by 10 September 2009:**

Returning Officer, ANZSI NSW Branch, The Basement, 10 Rockwell Crescent, Potts Point NSW 2011

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