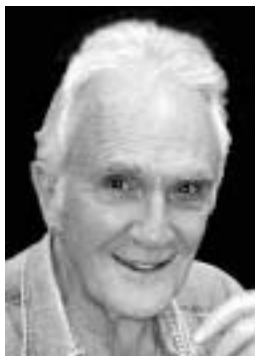


## From the President



### ASAIB Conference, March 2009

I am in the process of booking my flight to Johannesburg for the conference of the Association of Southern African Indexers and Bibliographers and the triennial meeting of representatives of the six indexing societies and the two indexing networks. These meetings are to be held on March 9-10, at Maropeng. This is described as the official visitor

centre for the Cradle of Humankind World Heritage Site, about an hour's drive from Johannesburg.

The triennial meeting is to review the International Agreement of Indexing Societies. This can be viewed at the ANZSI website on the 'About ANZSI' menu. I will need to do my homework on the agreement before the meeting. I urge members to peruse it and send me any ideas which they think might improve it.

The conference is entitled 'Africa Visited and Revisited: the History of Africa Revealed through Indexing and Bibliography' and will be divided into four sessions. The last session will consist of reports from the international representatives. I shall extend an invitation to our Sydney conference as I think we have not previously had any direct contact with southern African indexers. I shall also be interested to discover how bibliography fits in their considerations. Here and elsewhere the two disciplines are usually considered separately although in my own work I have dealt with both.

### Committees

Within the next two months there will be elections for the Council and the committees of the five branches. I have become aware that filling these and other positions, such as web manager, registration and awards committees, from a membership of about 240 spread over two countries may not always be easy. This applies especially in the branches where the members are spread over vast distances, as in Queensland and New Zealand. So the hunt is on for talent, some of which may have been unrecognised so far. We may not have members who are readymade for every particular position but we do have enough experienced members to help those willing to work their way into the roles.

### Mentoring

I shall be circulating a paper on the mentoring scheme to the members of Council. Pending their consideration I have undertaken to see the outstanding mentoring projects through and to oversee those of two other members who are waiting to start. In case there are any members who are concerned that there is a move to do away with the scheme or to alter its intention, they should be reassured that the report is intended to strengthen it and to make it run more smoothly.

### Incorporation

A paper on this subject has been presented to Council. The subject must be considered by the membership at large as, if it is to be implemented, there will need to be constitutional changes requiring a vote of members.

*John Simkin, President*



Coming to the ANZSI AGM? See overleaf. . .

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Deadline for the next issue: 3 October

## 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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This newsletter is published monthly 10 times per year, with combined issues for January/February and November/December. It is 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, .doc files or .rtf, but NOT .html or .pdf. And please, no images or footnotes in Word files.

### Next deadline

3 October for the October 2008 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>

### 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>

All members and friends of the  
**Australian and New Zealand Society of Indexers**  
are cordially invited to the  
**ANZSI 2008 ANNUAL GENERAL MEETING AND DINNER**  
to be held conjointly with the  
**AGM OF THE VICTORIAN BRANCH**

at the Elsternwick Club, 19 Sandham St, Elsternwick  
(Melways Ref. 67, F2)

on Thursday, 23 October 2008, commencing at 6.30 pm

to enjoy dinner and drinks in the company of your  
colleagues, interrupted only by two short business meetings

Cost \$35.00 per head all inclusive

On-site or street parking. Public transport via trams and buses.  
RSVP by 19 October to Jenny Restarick tel/fax 03 9528 2539

Email <cliffres@connexus.net.au>

Cheque or credit card payment options

Special dietary meals can be arranged with prior notice.

## Proposed amendments to the ANZSI constitution

Three proposed constitutional amendments will be voted on at the AGM on 23 October. Members wishing to vote by proxy can access the proxy voting form on the website at <www.anzsi.org/site/calendar\_details.asp?id=49>.

Resolution 1 is being put by the Council; Resolutions 2 and 3 by NSW Branch.

### Resolution 1

That in Section 4. Register of Indexers, the underlined words be inserted.

The Society will establish a Register of Indexers recording those who have been assessed by peer review as meeting the Society's registration criteria. The inclusion of a member's name in the Register will entitle that member to be known as a Registered Indexer of the Australian and New Zealand Society of Indexers for a minimum period of five years so long as he/she remains a financial member of the Society. Reassessment of indexing knowledge and competence will be made periodically to ensure standards are maintained.

### Resolution 2

That in Section 4. Register of Indexers, the underlined words be inserted.

The Society will establish a Register of Indexers recording those who have been assessed by peer review as meeting the Society's registration criteria. The inclusion of a member's name in the Register will entitle that member to be known as a Registered Indexer of the

Australian and New Zealand Society of Indexers so long as he/she remains a financial member of the Society. To ensure standards are maintained procedures for renewal of registration will follow the guidelines as set out in Council's document on Policy and Procedures for Registration.

### Resolution 3

That in Section 6. Committee, Subsection (d) , the underlined words be inserted.

Casual vacancies in any of the offices will be filled by invitation of the Executive and the Presidents of the Australian and New Zealand Branches, and the persons filling such vacancies will hold office until the conclusion of the following Annual General Meeting.

### Nominations for Council positions

All Council positions are up for election – please note nominations should be returned by 9 October. The nomination form will be on the ANZSI website at <www.anzsi.org/site/calendar\_details.asp?id=49>.

## Queensland Branch news

### Franz Pinz's 'Document exordium'

The guest speaker at the third general meeting of the Queensland Branch, on 20 August at the Toowong Library, was Branch Treasurer and founding member Franz Pinz (pictured at right).

Franz works for Hatch, a global engineering and construction organisation that manages projects from feasibility studies through design, procurement and construction to final completion. Formerly from Austria, Franz is a geologist, librarian, indexer, editor and document controller. He provided handouts for us on EPCM (Engineering Procurement Construction Management) Services, together with lists of the types of documents he handles. The checks and counter checks in the system in which he functions are mind-blowing. Safety and efficiency are the cornerstone of every engineering project, whether large or small, which is why his job encompasses such an enormous number of checks and procedures. Every member of the project staff has an enormous number of forms to complete at every stage of the job, whether they are electricians,



draftsmen, engineers or suppliers of specialized items. They all have someone checking their work, producing a document which Franz then enters into his database and also files as a hard copy.

Franz controls the resultant documentation, especially the 'deliverables' (contractually required specifications, drawings etc) using a specialised database to manage this huge volume of paperwork. He supplies document numbers to engineering personnel, he manages the transmittal of deliverables, the internal circulation and review processes within the company; he edits version control, electronic storage and also implements the archiving of documents (physical storage with a company such as Brambles).

We were absolutely overwhelmed at the volume and intensity of Franz's workload. It is hardly surprising that he enjoys the comparatively relaxing pastime of back-of-book indexing or journal indexing, having trained

*(continued on page 5)*

## Activities

<i>Date &amp; time</i>	<i>Organiser</i>	<i>Name of activity</i>	<i>Venue</i>	<i>Contact details</i>
Wed 17 Sept	Queensland Branch	General meeting 'An indexer's tale'	Toowong Library, 9 Sherwood Road, Toowong, Brisbane	Moira Brown <brown5moira@yahoo.com.au> Ph +61 7 3893 1252 or 0416 097 629 More details above.
Sat 20 Sept 9.15 – 4.30	ACT Region Branch	Thesaurus development workshop	Meeting Room 10, New Griffin Centre, Canberra	Lynn Farkas Ph. +61 2 6286 4818 or email <lfarkas@webone.com.au> More details at <www.anzsi.org/site/calendar_details.asp?id=43>.
Sat 27 Sept 10.00 – 5.00	NSW Branch	Legal Indexing workshop	NSW Writers Centre	Madeleine Davis <madeleinedav@gmail.com> Details on p.3 of July newsletter.
Wed 8 Oct	ANZSI	Basic Book Indexing part 1	Immanuel College, Novar Gardens, SA	Max McMaster <max.mcmaster@masterindexing.com> Ph +61 3 9500 8715 More details on p. 5.
Thur 9 Oct	ANZSI	Basic Book Indexing part 2	Immanuel College, Novar Gardens, SA	Max McMaster <max.mcmaster@masterindexing.com> Ph +61 3 9500 8715 More details on p. 5.
Fri 10 Oct	ANZSI	Website Indexing	Immanuel College, Novar Gardens, SA	Max McMaster <max.mcmaster@masterindexing.com> Ph +61 3 9500 8715 More details on p. 5.
Tues 21 Oct 6.00 for 6.30 pm	ACT Region Branch	AGM and dinner	Austrian Club Mawson ACT	<eleanor.whelan@bigpond.com> Details on page 5.
Thurs 23 Oct 6.30 pm	ANZSI hosted by Victorian Branch	AGM and dinner	Elsternwick Club 9 Sandham Street Elsternwick	Council nominations to be returned by 9 Oct RSVP by 19 October to Jenny Restarick Ph/fax +61 3 9528 2539 <cliffres@connexus.net.au> More details on p. 2.
Thurs 23 Oct 6.30 pm	Victorian Branch	AGM and dinner	Elsternwick Club 9 Sandham Street Elsternwick	Committee nominations to be returned by 9 Oct RSVP by 19 October to Jenny Restarick Ph/fax +61 3 9528 2539 <cliffres@connexus.net.au> More details on p. 2.
Tues 11 Nov 6.00 for 6.30 pm	Victorian Branch	Gary Presland Indexed datasets	Kew Library Civic Drive, Kew	Jenny Restarick Ph/fax +61 3 9528 2539; <cliffres@connexus.net.au> More details at <www.anzsi.org/site/calendar_details.asp?id=54>.

# From the literature and other thoughts



## Indexing standards

*The Indexer* (June 2008, p.96) notes that an informal revision process of BS ISO 999 (the British indexing standard) has begun with the object of having a draft ready for the next ISO and BSI evaluation rounds. The Australian and New Zealand indexing standard is a copy of the international standard, which is a copy of the British standard, so revisions of the British standard may well make their way, eventually, into our own standard.

Informal international comments/suggestions are welcome, and should be sent to Janet Shuter <[shuter@cix.co.uk](mailto:jshuter@cix.co.uk)>.

## Open Publish

Last month I attended my third Open Publish conference – an interesting, enjoyable experience. As always there were content management system specialists, software developers, document producers, web designers, a handful of librarians, and one indexer.

## Enterprise wikis

The ‘new big thing’ at the conference this year was enterprise wikis as tools for collaboration – interesting, because wikis are hardly new technology, having been on the web since 1995. I wrote about them for *Online Currents* in 2002 <<http://tinyurl.com/576p78>>, and Jon Jermy has been running the Golden Age of Detective Fiction Wiki <<http://gadetection.pbwiki.com>> since December 2005.

One useful way for ANZSI members to get involved in wikis would be making edits to existing pages on Wikipedia (the best-known wiki), or creating new topics. The topic ‘Index (Publishing)’ has had some recent changes, but could be fleshed out further. One advantage of Wikipedia is that you can edit as much or as little as you like at any time.

The *Australian Law Librarian* (15, 4, 2007) contains a report on a presentation by Martin Farley on ‘Law wikis in practice’. Farley explained that wikis were relatively slow to take off in the legal sector, partly due to continuing questions about their reliability and authority, but that recently many have been developed. He noted that by opening themselves up to constant scrutiny and editing, wikis can become as reliable as static texts.

Another useful tool for collaborating on document preparation is Drupal Books – open source software that allows people to edit their own chapter of a book while also being able to see the development of others. Drupal itself is a Content Management System with a strong taxonomy structure.

## Have you blogged yet?

If you haven’t blogged yet, it’s too late to start! The trend now is micro-blogging, in which people send out constant short messages about their state of mind or activity. Many are as dull as chatting via SMS, but it was suggested that short messages could be used to quickly send information about current

events of interest to people. For example, a museum worker who encountered an interesting fish in the daily catch could Flickr a photo and then Twitter the news to the world. (Twitter.com is a social networking and microblogging service that uses instant messaging, SMS or a web interface). Not my cup of tea, but one person in the audience was twittering as the talk progressed, and there are software service companies that monitor the micro-blogsphere for frustrated comments from users of their software! (When I was a uni student and the mainframe computers were acting incomprehensibly, I’d type my frustration into the system – I guess Twitter means I could do this now and have an audience and, perhaps, even a solution!)

## ‘Alas, poor Yorick’

The ASAIB 2009 Conference and International Triennial Meeting “Africa Visited and Revisited: the History of Africa Revealed through Indexing and Bibliography” will be held on 9 and 10 March 2009 at Maropeng (Official Visitor Centre for the Cradle of Humankind World Heritage Site) near Magaliesburg. The Maropeng Visitor Centre looks like a wonderful piece of architecture, with a futuristic back view, and a front view resembling an ancient burial mound. Nearby are the Sterkfontein Caves, where Dr Robert Broom discovered “Mrs Ples” (a 2.1-million-year-old *Australopithecus* skull) in 1947. I visited the caves in 1978, and my only memory is the sculpture of Broom <[www.maropeng.co.za/images/uploads/statue\\_of\\_Robert\\_Broom\\_small.jpg](http://www.maropeng.co.za/images/uploads/statue_of_Robert_Broom_small.jpg)> gazing at a skull into which someone had slipped a piece of paper saying ‘Alas, poor Yorick...’

The caves are near Magaliesburg, where I spent the first years of my life. I once used birthplace as a password-reminder prompt, and when I needed to use it, couldn’t for the life of me think how to spell ‘Magaliesburg’. I finally discovered my password when I tried Krugersdorp, the nearby town at which the hospital in which I was born was located. The moral (now so obvious) is: don’t use password-reminder questions that won’t leap out at you or that you can’t spell! (Neither Magaliesburg nor Krugersdorp is any longer, of course, the password for anything I do.)

## ASTC

The next ASTC (technical communicators) conference will be held at Citigate Hotel, Haymarket (same venue as the last and the next ANZSI conferences in NSW) on 31 October and 1 November <[www.astcnsw.org.au/conference/conference.asp?item=>](http://www.astcnsw.org.au/conference/conference.asp?item=>). Sessions of potential interest to indexers include: Writing ‘The don’t panic guide to annual report production’; Structure mapping for longer documents; How to assess the quality of technical writing; and Techniques for reviewing a user interface.

Glenda Browne

## ACT Region Branch visit to the Parliamentary Library

Thirteen members gathered in the foyer of Parliament House on 29 July and were guided into an area which is normally not accessible to the public. We were first shown the ground floor library which contains a variety of general material, including travel information, journals and a range of newspapers, both Australian and overseas. It is open at all times, a tradition dating back to earlier times when MPs might arrive in Canberra at all hours and have nowhere else to go, except perhaps a hotel. We were then taken to the second floor library which is built around the sides of a courtyard. The research branch deals with reference enquiries, there is a parliamentary authors' collection, and an information branch which is responsible for acquisition, cataloguing and indexing.

Roxanne Missingham, the Parliamentary Librarian, welcomed us and told us the history of the library, which has had several homes and has now been in its present location for 20 years. There are 140 staff and the collection holds 115,000 print items as well as electronic resources, press releases and transcripts. Roxanne stressed the importance of indexing, particularly in making Hansard accessible.

We then heard from Janet Wilson, head of the Hansard indexing team. There have been three phases in the indexing of Hansard. The index was prepared manually up to 1991. This was a private project involving a small team of indexers who took about 13 weeks to index one sitting of parliament. The frequency of the indexes varied and initially subject access was by portfolio names. Maiden (first) speeches were indexed, together with appropriation bills and rights of reply. The subject access was excellent. The index was very detailed but the time and effort to produce it were intensive. The second phase covered the years 1992–2004, during which entries were drawn only from the titles of speeches.

In 2004 it was decided not to produce a printed index. Fortunately this decision was reversed and indexing recommenced late in the term of the 40th parliament and so began the third phase in the indexing of Hansard. The gap created was filled by the production of annual indexes. As the previous software had been decommissioned there was then the problem of how to produce an index. However this situation provided the opportunity to improve the quality. The index now produced is governed by the title of each speech and question and as it is automatically generated depends on the quality of the title.

Judy Hutchinson spoke about creating thesaurus terms for use by cataloguers and indexers. Weekday newspapers are indexed on the day of issue and staff work on Saturdays in order to have the indexing of the weekend papers available on Mondays.

This was a most interesting visit, providing an insight into the development and workings of the Parliamentary Library.

*Edyth Binkowski*

## ACT Region Branch AGM and dinner

**ACT Region Branch** is holding its AGM on Tuesday, 21 October at 6.30 pm at the Austrian Club Restaurant, Mawson, followed by dinner with colleagues and a presentation by our guest speaker, Ian Warden, well known Canberra-based writer, book reviewer and social commentator. Further details: <[eleanor.whelan@bigpond.com](mailto:eleanor.whelan@bigpond.com)>.

*(Queensland news, continued from page 3)*

under Max McMaster and now having considerable database experience.

We were joined at the new meeting venue at Toowong Library by an editor from John Wiley Publishing, Ms Sharee Burger. Sharee's experience and participation on the night was an added bonus to Franz Pinz's extraordinary discussion on paper trails in the world of engineering.

Queensland Branch meetings are informal gatherings. A Branch member, Ms Alice Stephens, has kindly agreed to be our next guest speaker for the September meeting with 'An Indexer's Tale'. So we hope to see you all on Wednesday, 17 September at 7.00 pm in the Toowong Library meeting room, Toowong Village Shopping Centre, 9 Sherwood Road, Toowong, Brisbane. Entry to the Queensland Branch meeting is free. Parking is free in the shopping complex. Supper will be provided for a \$2 tax deductible donation. Come to chat and network with fellow Indexers and industry friends. We have our own Branch now. Keep in touch.

*Beryl Macdonald and Moira Brown*

## Indexing training courses – Adelaide

ANZSI will be conducting both basic book indexing and website indexing courses in Adelaide from 8-10 October.

Basic book indexing part 1 – Wednesday, 8 October

Basic book indexing part 2 – Thursday, 9 October

Website indexing – Friday, 10 October

Glenda Browne will be conducting the website indexing course, and Max McMaster will conduct the basic book indexing courses.

All courses are being held at:

Immanuel College,  
32 Morphett Road, Novar Gardens, SA.

Further details about the courses are available on the ANZSI website at

<[www.anzsi.org/site/calendar\\_details.asp?id=50](http://www.anzsi.org/site/calendar_details.asp?id=50)>.

## Victorian Branch seminar with Professor Pam Peters

We spent a most informative afternoon in early August with Professor Pam Peters (pictured below), discussing the changes going on in British and American English 'style'.

The relevance of the topic was brought home by the fact that one of the questions put to Pam noted that the majority of indexers are over 50 years of age and their individual interpretation of language style is far more structured. Modern classrooms place a different emphasis on language, and hence many an indexer may be torn as to how to index.

Pam was able to present statistics on the incidence of spelling variations such as use of '-ise' and '-ize' in Britain, America and the world in general. They showed the global trend towards '-ize'. However the conclusion was that the indexer can be guided by their country of residence; or if the publication is for universal distribution, more notice should be taken of the general trends worldwide. Some professions, e.g. science, have their own preferred spelling, '-ize' in that case. Since 1966 the Australian Government *Style Manual* has served as a national reference, recommending '-ise'. However Fowler's *Modern English Usage* (1926) and the Oxford University Press style guide both recommend '-ize'. Either of these general recommendations rationalises the formerly very problematic practice of trying to use '-ise' for words derived from Latin and French, and '-ize' for those derived from Greek.

Spelling alternatives such as *cheque* (British) and *check* (American) have evolved from a desire to distinguish what were originally two senses of the same word. In this process, spellings may be introduced that have an 'elite' quality, especially if they are from French. Some of these 'elite' spellings are more French than the French: no French person would spell 'boulevard' or 'chaperone' with an '-e' at the end. Even the word 'omelet' has moved back to 'omelette' (in British English), to restore the original French spelling.

The use of '-our' spellings is another example of British English preferring the French-style spelling, though in present-day French they are all '-eur'. The '-or' spellings from Latin were however also used in England and Australia in the 19th century. Interestingly 'Harbour', as in Sydney, maintains its spelling as 'color' and 'colour' bob up and down, (no pun intended!) However, if you visit Victor Harbor in South Australia, you have a local tradition to contend with!

The spelling of words ending in '-l(l)' has been variable ever since Samuel Johnson's dictionary of 1755. He used a mix of spellings for similar words, notably 'downhill' but later on 'uphill!' If you thought 'swingers' had other connotations, consider 'install' and 'enthrall': 'swingers:' of the English language! It seems that if the second syllable can stand alone, then the spelling is likely to be 'll'.

Folk etymology is another element of changing English style, which endeavours to make sense of words. In this process 'chaise longue' (French for 'long chair' has become 'chaise lounge' – a chair for lounging in). The French word

'restaurateur' is sometimes spelled 'restauranteur', to make it clear to English-users that it relates to a restaurant-owner. With both spellings around there's the interesting possibility of differentiating the manager of a McDonalds (as a 'restauranteur') from the owner of a gourmet restaurant, using the more elite 'restaurateur'.

Words introduced from Arabic into English such as: *burka*, *sheik*, *Koran* can also be spelt in different ways. Pam also pointed out that the introduction of new Arabic dishes into Australian gastronomy has created a wealth of different spellings because while the consonants are marked in Arabic, the vowels are not, and vary with the dialect. Hence we have 'felafel' and 'falafel'; 'hummus', 'hommos' and 'hoummos'. In Australia words such as 'tabouleh' and 'yoghurt' float between many different spellings.

In the open discussion that followed Pam's talk, the variety of words used for the same item in different Australian states was mentioned: e.g. 'cossies' and 'bathers'. The best option for indexers is to use words that are used throughout Australia if possible.

The discussion moved to the New Zealand accent, which under the 'great vowel shift' uses the next vowel up the chain, moving from 'a/e/i' to 'e/i/u'. Hence: 'I am going to take the luft on the lift' makes perfect sense!

Differences and changes in verb forms were discussed: 'sawn off' shotguns are 'sawed off' in American English, which demonstrates their preference for the regular patterns of the language. Pam also commented how we now use 'flung' and 'have flung', but no longer 'flang', though the 'ang' makes the past tense of other verbs, e.g. 'ring'. Irregular forms of verbs may be regularised if they are not used often: thus 'beseeched' is used now rather than 'besought', and 'leapt' gives way to 'leaped'. Younger people tend to prefer the 't' ending, which perhaps represents the sound of the word for them.

Changes in the pronoun system came up, e.g. using 'my wife and me' as the subject of the verb, which seems to be the norm in private conversation. The converse, using 'you and I' as the object of the verb or preposition, is also increasingly common.

Pam concluded a most interesting talk by discussing the plural 'possessive' apostrophe, which does not appear to be taught in schools. The consensus is that there are instances where it is not needed because it's not in fact possessive, and the plural word says it all as a descriptor, as in *Girls High School*. Apparently there are two girls schools in Canberra which beg to differ on that point! Pam's advice was to refrain from the overuse of apostrophes with plurals: they are often unnecessary.

Many thanks to Pam for a very pleasant afternoon, and to Jenny for her organisation of the event! Working with a living language creates many challenges for the indexer!

Bev Mills



## Tips and hints – extra time within tight deadlines

### Delivery of page proofs

**A**re you available for an urgent index?’ asks the editor. It’s Thursday, and you can take it on. ‘Since there are lots of illustrations we will have to post the page proofs,’ they add. The postie has been when you realise that the large parcel will be delivered separately. You are always late on the parcel post round and it is 5.00 pm before you receive the proofs! Or worse, you are out when the parcel is delivered and they decide to leave a card, and you have to wait until Monday to pick it up at the Post Office. By this time you have lost potentially three days work!

How do you avoid this? Get a Post Office Box. While they cost about \$70 per year I have found it is money well spent. You know the parcel will be waiting for you to collect Friday morning and can start the index straight away. Another tip is to select a post office agency in a newsagency or chemist as they are not as busy and are often open on Saturday.

### Extend the deadline

How often do you get asked by an editor to have an index ready by Friday afternoon? I ask if it would be OK to have the index to them first thing Monday morning. They are often a bit surprised by this request, as it implies you are working over the weekend! I find it usually makes no difference to them, but it gives me a couple of extra days to finalise the index without that mad Friday afternoon pressure.

### Future columns

Have you got any tips and hints you can share? Perhaps you regularly index material on a particular subject and can offer tips to a novice in that area. Do you regularly index a particular type of item, for example children’s books, art catalogues, music scores, pictures, maps, websites, annual reports, letters or biographies and have tips and hints to share?

Send your suggestions or submissions to the Editor at <peter.judge@bigpond.com>.

*Mary Russell*

## The ANZSI website – exploring the members’ area

### Discussion area

**I**n the August *Newsletter*, Glenda Browne suggested a ‘wiki or some other group forum for documenting these opinions’, to capture comments from members on such things as passing mentions and undifferentiated locators.

The discussion area of the ANZSI website was set up with this in mind. Feel free to start a discussion on an indexing-related topic, to add to a discussion or create a new topic for discussion. Any inappropriate language will be removed!

If the discussions need to be more ‘public’, links or content can be added to an existing web page.

### Indexers Available

There have been teething issues with Indexers Available, such as spelling mistakes, fields not displaying and fields that were too short. These have been fixed. So I urge members to log in and update their record.

The 2007 survey of members showed that 67% of those with a listing in Indexers Available found it provided work. It is free and easy to set up, so why not give it a go. To update your details, tick the ‘List in Indexers Available’ box and fill in the lower sections of the form.

I will be looking at Indexers Available during the coming months – your suggestions for modifications will be welcome.

### Directory of members

This lists ALL members with their phone number and email address. If you would prefer not to have your details displayed, just tick the ‘Show name only on ANZSI website Members Directory’ box.

### Newsletter via email

By the way, while you are updating your record, consider receiving the Newsletter via email and tick the ‘Newsletter via email’ box.

*Mary Russell, ANZSI Web Manager*

## Those horrid red dots ● ● ● ● ●

**I**s there a **RED DOT** beside your address? If so, you have not yet paid your ANZSI 2008–09 subscription and this is the last newsletter you will receive until we hear that you have renewed. If you wish to continue your membership, please pay your dues as soon as possible.

You can pay on the secure website via credit card by following the link in your email renewal reminder. Or you can download the membership form and post your renewal if paying by cheque or money order. You will need to go to the member’s area of the website which requires a password. If you have forgotten your password please contact Membership Secretary Joanna McLachlan at <bandoola1@bigpond.com>.

# ANZSI and Branch Committee contacts

## ANZSI Council 2007-08

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: Anne Dowsley

<ad4ind@yahoo.com.au>

### Treasurer: Margaret Findlay

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

**Council members:** Alan Eddy, Max McMaster

**Branch Presidents** (ex officio): Moira Brown, Madeleine Davis, Jill Gallop, Barry Howarth, Jane Purton

## 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)  
<Frieda.Evans@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: Sandra Henderson

Ph +61 2 6231 0303 (h)  
<shirmax@actewagl.net.au>

**Committee members:** E Binkowski, S Campbell, L Farkas, S Quinn, A Sloper, G 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 8012 0693  
<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 9338 9404  
<a.george@murdoch.edu.au>

## Victorian Branch

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

### President: Jane Purton

Ph: +61 3 5122 6483  
<jane.purton@lib.monash.edu.au>

### Vice President: Alan Eddy

Ph: +613 9853 0991  
<aeddy@surf.net.au>

### 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:** M Findlay, S Hacker, B Mills, J Restarick, L Tomazic, C Tully

## Queensland Branch

### President: Moira Brown

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

### Vice President: Beryl Macdonald

Ph +61 7 3821 6276  
<bayorst@bigpond.net.au>

### Secretary: Jacinda Wilson

Ph +61 7 3138 6111  
<jacinda.wilson@qut.edu.au>

### Treasurer: Franz Pinz

Ph +61 7 3848 3698  
<franzpinz@yahoo.com>

**Committee Member:** Mei Yen Chua

## New Zealand Branch

### Acting President: Jill Gallop

Phone: +64 4 384 8282 (w)  
<jmgallop@ihug.co.nz>

### A/Vice-President: Susan Brookes

<s.brookes@auckland.ac.nz>

**Committee member:** Julie Daymond-King

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the ANZSI AGM?  
See page 2.

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

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