Australian and New Zealand Society of Indexers (ANZSI)

ANZSI NEWSLETTER

From the President

As you read this, many of you will be preparing to attend our latest conference in Melbourne on Friday and Saturday, 18 and 19 March. For those of you who are newcomers to the Society or to our conferences, I wish you a warm welcome and hope you enjoy the experience.

This year's conference is entitled **Indexing: Engage, Enlighten, Enrich** and as the name suggests it promises to challenge our views and expand our horizons. The conference organisers have outdone themselves in exploring unusual avenues for using the skills of indexing. Papers will cover such diverse issues as indexing sound; evidence-based indexing; indexing archives; e-materials; online annual reports; and user documentation. Some of the more 'traditional' topics are also covered, with sessional themes devoted to indexing online databases; newspaper and historical indexing; and metadata and thesaurus construction.

A feature of this year's conference is its international flavour. ANZSI conferences have been fortunate to regularly attract a number of our overseas colleagues as participants. This year, not only will we have a number of participants from North America and Europe, our speakers are also drawn from all corners of the world including Dr Mansoure Bagheri on indexing education and thesaurus development in Iran, Anna Cimoli on indexing of contemporary architecture archives in Italy, Geraldine Beare on indexing illustrations in Punch magazine and Pathe newsreels in Britain, Cheryl Hamblyn and Delyth

Sunley on indexing a daily newspaper from two eras in New Zealand and Louise Spiteri on word association testing and thesaurus construction in Canada.

In addition, we will have our usual strong component of local speakers who attest to the depth and breadth of the indexing industry in Australia and New Zealand. These include a number of our members, to name just some of them: Sherrey Quinn on unusual indexing assignments in

> **Whether you join us in person or join us in spirit, I hope you are looking forward to the conference as much as I am.**

Commonwealth agencies; John Simkin on a history of our Society's aspirations and achievements since 1976, Caroline Colton on indexing in the new economy, and Max McMaster and Jane Purton on the mentoring scheme from both sides of the experience. Besides these, colleagues in associated fields will share their knowledge and experience: Nel Fredericks on Indigenous family history and Dianna McClellan on metadata for Indigenous cultural heritage, Susan Keogh from Cambridge University Press on their XML system, Kerylie Davey from EdNA Online and, of course, our keynote speaker Professor Neil Archbold on the user's perspective of indexing.

Sounds too good to be true? But wait—there's more! Although indexing is often a solitary profession, we enjoy our social connections, and this too has been catered for. Conference organisers have arranged an informal dinner for early arrivals on Thursday night as well as the formal Conference

Dinner on Friday, which promises awards presentations, music and 'surprise activities'.

The business of the Society is always a component of our conferences, and at this conference there will be a Special General Meeting to consider proposed amendments to our constitution which could not be dealt with last year. The conference will also provide an opportunity for ANZSI Committee members to meet and discuss future directions of the Society, and for associated training to take place through indexing workshops.

If you have not yet registered to attend this varied and interesting conference, I hope this overview will whet your appetite and convince you to join us. If you are not able to be at the conference, there are a number of avenues for following up on what

WHAT'S INSIDE

GPO Box 2069, Canberra ACT 2601

Coming events

ACT Branch activities

Max McMaster is conducting two back-of-book indexing courses for the Branch, an introductory course on **Monday, 4th April**, and an intermediate course on **Tuesday 5th April**. Details of these, such as venues and costs, are still being finalised, and flyers will be sent to all ACT members as soon as possible.

During our special meeting to revise the ACT Branch constitution (report on page 5) we also discussed ideas for activities that the ACT members would like the Branch to organise for them. One idea is mentoring, which the Victorian Branch is already doing and in which New Zealand is also interested.

Geraldine Triffitt has been negotiating with the ACT Heritage Library to have indexers compile indexes to some of the short runs of early Canberra periodicals and books of Canberra interest. The details of this scheme have not yet been finalised, but if any ACT members are interested in taking part, either as mentors (supervising the work) or mentees (compiling the work) please contact Geraldine at <gtriffitt@netspeed.com.au>.

Edyth Binkowski
ACT Region Branch Secretary

Victorian Branch: button up your overcoat …

Do you have a shoe box full of odd buttons stored in your attic, sewing room, garage or under the bed ? If so, bring them along to an exhibition of buttons collected over a period of 20 years by a retired school teacher and craftsperson which explains her interest in conservation. Such is her passion she goes by the unofficial name of Sally Buttons and her extensive collection includes historic buttons from around the world, representing many eras and fashions. More than being mere clothes fasteners, Sally says they are a link to the past.

But how does she store them, how does she mount and sort them - by colour, or fabric or period, in drawers or boxes or folders ? Sally says that buttons are of social value, with interesting stories behind them, and there's also the craftsman quality - so what are these stories and how does she record or catalogue them? How does she insert newly found treasures into her vast haul? Does she record provenance, ie. details of the giver or the op shop or garage sale or auction where she found them ?

We are delighted that Sally will be showing us some of her haul, especially those with a Melbourne/Australia historical background, and answering the above questions plus any more that you may have. She collects pearl buttons and sends them to the Pearly King and Queen - for the Pearly Society in the UK (a fund raising group). The pearlies cover their outfits in pearl buttons and dedicate their lives to charity. So if you would like to hand over some or all of those matched or loose items you have at home do bring them along, together with any button tins you may have. Apparently button collecting is the second biggest hobby in the USA where they hold national competitions to show and award prizes.

As is our custom, we have asked Sally to join us for dinner at a nearby restaurant and we would love to have your company also. It will be on **Wednesday, 8 June,** at 6.00 for 6.30 pm. The venue is ACER, 19 Prospect Hill Rd, Camberwell. We will ask for a $5 donation in aid of Camberwell North Disabled Scouts Troop. RSVP to:

Jenny Restarick, phone (03) 9528 2539, email <cliffres@connexus.net.au>.

And don't forget our visit to the offices of **Philanthropy Australia** on **Monday, 11 April**, to find out

Where does all the money go?

All details in last month's newsletter, or phone me to confirm.

Jenny Restarick

Proposals to amend the constitution

The following proposals to amend the constitution will be voted on at a Special Meeting of ANZSI to be held at the Melbourne conference in March 2005. Proposed changes and additions appear in italics.

From the Victorian Branch
11bii Branches Operation
Each Branch will:

be provided with a non-refundable establishment grant *and be provided with further annual per capita support.*

Further financial support may be provided at the discretion of the National Committee.

From the New Zealand Branch
6b Committee
At meetings (*face to face or electronic*) of the Committee a quorum will consist of three (including either the President or Vice-President).

11bvi Branches Operation
Each Branch will:

be responsible for maintaining contact with members through Branch meetings (*face to face or electronic*) and/or activities including at least the Branch Annual General Meeting (*face to face or electronic*).

From the ACT Region Branch
7 Election of Office Bearers
7f Voting will be by ballot. *Absentee* votes will reach the *Returning Officer* not later than the day preceding the Annual General Meeting.

7g A Returning Officer will be appointed by the Committee *at least seven days prior to the Annual General Meeting.*

7h In the event of no nominations being submitted, the Returning Officer may call for nominations without notice at the Annual General Meeting.

10. Meetings
10d Proxy voting
Proxy voting at either Annual General Meetings or Special Meetings will be permitted for voting on any issue other than the election of office bearers.

i. Proxies must be members of the Society.

ii. Members can nominate another member or the chairperson of the meeting as proxy.

iii. Notice of intention to vote by proxy and the choice of the nominated proxy must reach the chairperson of the meeting not later than the day preceding the meeting.

iv. *Notice of intention to vote by proxy must be submitted on the prescribed form.*

13b Amendments to the Constitution
Proposals to amend the Constitution will be submitted in writing to the Secretary not later than *twenty-eight* days before the date of the meeting at which they are to be considered.

Society of Indexers Annual Conference 2005
Connections: *Working in the Present—Learning from the Past*

Friday to Sunday, 8–10 July 2005, at the University of Exeter England.

The ANZSI Committee is calling for expressions of interest from any ANZSI member who will be attending this conference and who would be prepared to be the ANZSI official delegate. Financial assistance towards the conference registration fee is available. Please contact the Secretary at <secretary@aussi.org> to register your interest.

Indexing and Abstracting Society of Canada Conference 2005
Conference and General Meeting, Ottawa, June 8–9, (preceded by Cindex and Macrex workshops in Ottawa). Free registration is offered to a member of ANZSI who is prepared to be the official ANZSI delegate. Please contact the Secretary at <secretary@aussi.org> to register your interest.

The details for the IASC conference are now under development. So far, the program includes a panel on scholarly editing and presentations on evaluating indexes and on indexing in multicultural and multilingual environments. For further information, please contact Elizabeth Macfie <macfie@editors.ca> or check <www.indexingsociety.ca/conferences.html>.

From the President (continued from page 1)

happened. Papers from the conference will be available through Conference Proceedings. Some branches hold post-conference meetings where members who attended 'brief' those who were not able to participate. The ACT Region Branch, which is my 'home' branch, has conducted such meetings and all of us have found the discussions valuable. And, of course, our newsletter and website are great means of sharing impressions and information about the event.

So whether you join us in person or join us in spirit, I hope you are looking forward to the conference as much as I am. I can assure you there will be something which will 'engage, enlighten and enrich' every one of us.

Lynn Farkas, President

From the literature and other thoughts

Basic textbooks

Booth, Pat. *Indexing: the manual of good practice.* Munchen: Saur, 2001. I have finally read Pat Booth's book on indexing. It is a thorough, clear work, and makes a trio of standard texts with Wellisch and Mulvany.

Fetters, Linda K. *Handbook of indexing techniques: a guide for beginning indexers.* Rev. ed. Port Aransas, Tx.:FimCo Books, 1996. 72 p. ISBN 0-929599-03-9. By chance I also came across a copy of Linda Fetters' introductory book, which I think deserves to be better known. It provides a good introduction to indexing, and would be handy for a beginner or (heaven forbid!) a novice author who wanted to do their own indexing. From a search on the Amazon website it appears that there is also a third edition of this book (128 p.) published by Fetters Infomanagement Co in 2001.

International Good Practice Website

The proposal for the International Good Practice website is at <www.aboutindexing.info>.

Design for non-designers

I attended a one-day training session on ***Design for non-designers*** run by the Society of Editors (NSW). I was interested for two reasons—firstly, because I think the design of our indexes is important to their usability (a fact that is perhaps not given sufficient weight) and secondly, because I would like to adhere to good design principles in the written products I produce. An unexpected benefit was meeting an editor I have worked for.

The course presenter was **David Whitbread**, who was part of the Snooks & Co team that revised the *Style manual* for its sixth edition and has written his own book, *The design manual.* This book was provided as part of the course fee and was consulted throughout. David usually skimmed to find the pages he wanted—I commented on this, and he said that he had found the index very satisfactory when he used it.

IASC/SCAD Bulletin v.27 n.2 Summer 2004

This issue reports on the Calgary conference which started with a one-day session on Intermediate/Advanced Indexing by Kari Kells, and was followed by talks from Nancy Mulvany ('Book indexing is alive and well'), Gale Roades ('Microsoft Word for Indexers') and Fred Brown ('Web indexes and other navigation aids'). Kari's session was based on indexes to a 30-page document done by attendees before the session. These, and her handouts, are available at <www.indexw.com/IASC>.

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'Congratulations to Dr Jeremy Fisher [an early AusSI medal winner] who has just been appointed the new Executive Director of the Australian Society of Authors.' Jeremy won the inaugural AusSI medal in 1985 for his index to the Australian Encyclopaedia, 4th ed., 1983, Grolier Society of Australia.

100 favourite books

Australian and British viewers were asked by the ABC and BBC for their favourite books. The lists are at abc.net.au/myfavouritebook/top10/100.htm and <www.bbc.co.uk/arts/bigread/top100.shtml>. The Australian Top 100 actually lists 103 books, as books that tied for places were both included without skipping the next number. (The compilers were, perhaps, more literate than numerate.) Third in the British list was the *His Dark Materials trilogy* by Philip Pullman—one of my favourites, but nowhere on the Australian list.

Offpress: Newsletter of the Society of Editors Queensland July 2004

Those considering different career paths would be interested in the report of an editors' meeting with Patsy Rowe (p.7). After writing and promoting a book, she found that distribution problems meant it was often not available when people wanted to buy it, so she took over the distribution herself. After comparing the financial rewards from writing with those from distributing, she decided to promote other books, and within four months was employing three staff. She also appeared in an ANZ Bank commercial featuring a house from her book—this apparently paid even better than distribution!

Glenda Browne

New South Wales Branch news

The NSW Branch had a special meeting at the Malabar restaurant in Crows Nest on 2 March, to discuss the website redesign project and the new constitution. It was also a happy social get-together to kick off the new year.

Last year the committee had focused on producing the information architecture (IA) for the new ANZSI website. This process is now complete and has been signed off by the committee. The response to the IA by our members at the dinner was very positive and reflects the effective consultation undertaken throughout by the web project team. This has included useability sessions with indexers, a survey to members and a useability session conducted in November with editors, librarians and publishers. This has ensured that they, as well as our members, are able to find information easily on the site. As is the nature of websites, there is much to do and no doubt the IA will continue to evolve as the site is graphically designed and coded.

The discussion on the constitution has not yet concluded. NSW will look at both the National Constitution and the constitution developed by the ACT Branch as possible models. Discussion will continue at the forthcoming conference.

The main activity being planned for 2005 is a workshop on quoting and negotiating. Details will be announced later in the year.

Caroline Colton
President, NSW Branch

New Zealand Branch news

In February we organised an indexing training course in Nelson. Max McMaster came over and taught *Introduction to Indexing* and *Intermediate Indexing* to 21 participants from Nelson, Lincoln, Hokitika, Wellington and Auckland. There was a good cross-section of would-be indexers, editors, publishers and librarians. Certificates were awarded for both courses and 18 participants went on to complete the second day. Interest in further courses was high especially for more indexing software training and web indexing.

Three people joined the Society before the course, to be eligible for member discounts, and six people also expressed interest in joining after the course. The three new members are all from Nelson, as well as four of the prospects, and this week we are having another meeting of the Nelson Group. This is primarily to discuss indexing *The Nelson Mail*, the local newspaper. There are currently five financial members in Nelson and we expect a good group to meet in future.

A Writer's Forum was also run in Nelson which was attended by the President and our new ANZSI flyer and mentoring scheme guidelines forms were made available. There is a lot of self-publishing going on, especially amongst family historians. A large majority of these do not contain indexes and the benefits of having one were discussed.

The first of a series of Speaker's Meetings is happening in Auckland this week with discussion on the commissioning and production of back-of-book indexes. Sarah Ell, Managing Editor, Random House New Zealand, will speak from the viewpoint of a large publishing company. Brian O'Flaherty, co-owner of Punaromia Publications, freelance editor and writer, will look at some of the other people who commission indexes.

The branch has almost completed setting up our mentoring scheme—forms are being finalised and soon the first mentees can apply. We currently have only two mentors available.

We are officially launching our branch on March 17th with a lunchtime reception in Wellington to which the publishing industry, media and interested parties are being invited. Also being prepared, hopefully in time for the launch, is a Freelance Register to be sent to all New Zealand publishers.

The NZ Branch has been very busy and continues to promote indexing in New Zealand.

Tordis Flath

ACT Region Branch news
Special meeting, Tuesday, 22nd February 2005

This special meeting was convened to discuss and approve the ACT Region Branch Constitution and any amendments made. Thirteen people attended, and for this purpose a quorum of ten was required.

The first motion presented was to extend the tenure of officials, which currently runs out on 23 March, a year since the last Annual General Meeting. Since we have changed from a calendar year to a fiscal one, we will not he holding another AGM until October 2005, so we need to extend the tenure until then. The motion, moved by Prue Deacon, seconded by Pat Stone, was carried unanimously.

The next motion concerned Section 8(d) of the ACT constitution on proxy voting, as we must have a way of allowing people to vote in elections if they are not physically present. Wording was changed in Section 8(d)ii to read 'Members can nominate another ACT Region Branch member or the Chairperson of the meeting as proxy.'

Wording in Section 8(d)iii was changed to read 'Notice of intention to vote by proxy and the choice of the nominated proxy must reach the Chairperson of the meeting not later than the day preceding the meeting.' Section 8(d) iv was added to read 'Notice of intention to vote by proxy must be submitted on the prescribed form'. The motion on these amendments, moved by Shirley Campbell, seconded by Lynn Farkas, was carried unanimously.

Some changes were made to the layout of Section 9, and the motion on accepting the ACT constitution and its amendments, moved by Edyth Binkowski, seconded by Rae Lorenz, was carried unanimously.

The ACT Region Branch agreed to send copies of the amended constitution to other branches to be used as a model, if desired.

Edyth Binkowski.
ACT Region Branch Secretary.

Champion of Champions!

Indexers are not confined to the back of the book! Our ACT colleague Prue Deacon has proved that, by being named Champion of Champions last month in *The Canberra Times* Craft Expo at the Royal Canberra Show. She received this honour for her canvas stitching 'Wild Flowers the Year after the Bushfires', a panel of nine embroidered squares.

Prue based her designs on photographs taken on walks last year through the Brindabellas near Mount Ginini, looking at the process of recovery after the disastrous January 2003 bushfires. She translated these pictures into the subjects of her embroideries in glorious natural colours, arranging the canvas squares in three rows of three, attractively framed.

We admire her artistic vision and her skilful execution of the project, and congratulate her on this splendid recognition of her work at the Craft Expo.

Changes in *The Health and Ageing Thesaurus* and reindexing in Health*Insite*

Prue Deacon, Health*Insite* Editorial Team, Australian Government Department of Health and Ageing, Canberra.
This is an abridged version of a paper presented by Prue at Indexing the World of Information: International Conference of the Australian Society of Indexers*, Sydney, 12–13 September 2003. The paper looked at the practical issues of aligning a database to updates of a thesaurus, with particular reference to the Health*Insite *database and the 6th edition of* The Health and Ageing Thesaurus.

Introduction—thesaurus updating and relationship to databases

To remain useful, a thesaurus must evolve with the terminology of its discipline. When a thesaurus changes, database managers must decide whether to reindex the affected older records in the database or rely on searchers adjusting their searches to match the terminology of the period they are searching.

In the case of *The Health and Ageing Thesaurus*[1], a very significant change occurred with the 6th edition. The scope of the term 'prevention and control' was narrowed to public health aspects only. Three new terms were introduced ('living with disease', 'primary prevention' and 'prophylaxis') and the scope of the term 'disease management' was widened to cover some areas where 'prevention and control' might have been used in the past.

While Health*Insite*[2] staff wanted the change, the effect was that over 20% of the records in the database had to be reviewed.

Relationship between Health*Insite* and the Health and Ageing Thesaurus

Health*Insite* is a gateway website managed by the Australian Government Department of Health and Ageing. It links to over 10,000 Australian health resources with a metadata record for each one. The most important metadata element is the subject element which utilises *The Health and Ageing Thesaurus.*

This thesaurus is managed by the Library of the Department of Health and Ageing. It is based on MeSH[3], with a similar hierarchical structure but far fewer preferred terms. The Thesaurus does not include history notes, although lists of new, changed and deleted terms appear in the introduction to each edition.

The thesaurus term 'prevention and control'

When indexing a resource about a disease, indexers routinely consider a set of possible 'subheading' terms from the thesaurus (such as 'causes', 'symptoms', 'therapy', 'prevention and control'). Most of these terms were adopted from the MeSH list of subheadings. In Health*Insite* they are used as free floating terms rather than being designated as subheadings. The MeSH definition of 'prevention and control' is:

> Used with disease headings for increasing human or animal resistance against disease (e.g., immunization), for control of transmission agents, for prevention and control of environmental hazards, or for prevention and control of social factors leading to disease. It includes preventive measures in individual cases.

In practice, it was a very easy term to use in Health*Insite*—and to overuse. We used it for how an individual could avoid a disease as well as the public health procedures in controlling a disease. We also used it for the individual control of a disease in the sense of preventing complications or preventing flare-ups of a chronic disease.

This broad use had been of concern for some time because of recall/precision problems with some searches. Our indexing did not enable us to separate resources about primary prevention (likely to be of particular interest to consumers) from those about public health measures. Since consumers are a key target for Health*Insite*, we recommended some thesaurus changes which were adopted.

The Health*Insite* database is relatively small and our usual practice has been to reindex the database to match thesaurus changes. One reason for doing this in a web gateway is that the resources themselves are being frequently updated and metadata upgrading needs to be part of resource maintenance. In addition there are usability and software reasons to justify reindexing. The downside of reindexing is the time required.

Reindexing process and discussion

The review was done over a period of 10 weeks. Guidelines for reindexing were prepared and the reindexing was done by two members of the Health*Insite* Editorial Team, consulting with the rest of the team as needed.

For example, we sometimes needed to discuss the effects of reindexing on search strategies. We found that the resource had to be checked again as well as the metadata record in about half the cases. Often it was necessary to check all the indexing terms, not just 'prevention and control'.

Reindexing decision for the term 'prevention and control	No. of records
No change (ie, met new definition of P&C)	433
Changed to *Primary Prevention*	643
Changed to *Prophylaxis*	160
Changed to *Disease Management, Living with Disease* or another therapy term	177
Changed to another term not listed above	39
Deleted	661
Total	**2113**

We estimated the total time taken to be around 100–150 hours. In all, 2113 records were reviewed and reindexed if required.

It was good to see high numbers of records for both 'prevention and control' with its new definition and 'primary prevention'—this indicated that it was worthwhile to make the distinction. It was also useful to have a clear distinction between prevention and therapy terms.

The biggest surprise was the percentage of records where 'prevention and control' was simply deleted. The main reason was the evolution of the indexing guidelines, particularly regarding depth of indexing, over the life of the HealthInsite project.

Conclusion

This project showed that the thesaurus changes in the 'prevention' terms enabled a useful partitioning of the Health*Insite* database where the term 'prevention and control' had previously been overused and sometimes incorrectly used.

What are the implications for other database indexers and managers?

Firstly, it is important to keep a whole system perspective. Indexers should never regard themselves as 'merely the indexer'—their alerts that particular concepts are hard to index with the thesaurus, or that thesaurus terms are not well defined, are vital for both database managers and thesaurus developers.

Secondly, database maintenance to match thesaurus changes can be expensive. Database managers need to weigh the costs against the benefits of having consistent indexing.

Prue Deacon

References

1. *The Health and Ageing Thesaurus*, Commonwealth Department of Health and Ageing, <www.health.gov.au/thesaurus.htm>.

2. Health*Insite*. <www.healthinsite.gov.au>.

3. MeSH, Medical Subject Headings, US National Library of Medicine, <www.nlm.nih.gov/mesh>.

Future deadlines

Subject to last minute crises or *Stop Presses*, we anticipate:

1 April for the April issue

29 April for the May issue

27 May for the June issue

24 June for the July issue

22 July for the August issue

26 August for the September issue

23 September for the October issue

11 November for the November/December issue

In most cases this is the latest Friday in the month that enables us to mail out near the beginning of the following month. Lynx-eyed indexers will note that the April and May deadlines are later than originally announced, to make up for the time lost when ALIAnet was down, blocking your contributions.

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