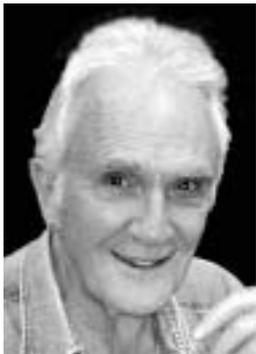## From the President

Mentoring Scheme

Council has decided to temporarily suspend the Mentoring Scheme pending a review of the guidelines and procedure. The experience to date is being treated as a trial period and it is intended that the review should be completed quickly. Mentees who are currently in progress will complete their projects.

Freelancing

My first 'portable' computer weighed about 15 kilograms and cost $10,000; I was using a database program which required me to equip this computer with Xenix at about $1,500. After I had paid for these and for the database program, I compiled a series of bibliographies and some indexes. I just about broke even when I was paid for this work. Eventually I up- or down-graded, whichever way you like to view it, with two laptops (combined cost $3,800) which I was able to carry together as hand luggage on aeroplanes. I was compiling bibliographies and indexes in a garden in Bali with breaks in Malaysia and Singapore. So now, apart from the pleasure, I was actually making a little profit.

Now, I am told that one can get a computer which has plenty of capacity to do anything that an indexer or bibliographer might desire for about US$200 and, of course, free software (OpenOffice, including Base – the database program) which can be downloaded from the Web.

All this makes it much easier for freelancers to equip themselves for work nowadays. Although many indexers seem to be happier with a dedicated indexing package – Macrex, Cindex etc. – they can start without. It takes a bit longer to compile an index as an exercise in word processing but the first jobs could be done this way while saving up for the package. Make some profit and plough some of it back!

This brings me to the question of what is needed to make a success in freelance work.

You need to set the criteria for success. If the income from indexing is to be your main support you will need some form of income while you are building your business; it's the same in any occupation. If you have come from a salaried position and have a golden handshake or superannuation, you will have some backup for the initial period. Don't make the mistake of

thinking that this backup has bought you time so that you don't have to be in a hurry to get started. 'Now that I've 'retired' I'll just take the wife on a round-the-world trip and then get started.' No! Get started straight away; then when you've got the new career (yes, it's a career; you're not a dilettante) under way, you can reward yourself with a holiday.

If the golden handshake or superannuation are such that indexing only needs to be a top-up, still think of it as a career. Decide how much time you intend to give to it and how much you intend to make. After all, you may have areas of voluntary work you want to fit in as well.

The question which crops up time and again: 'How do I get work as a freelancer?'

Well, first convince yourself that it's hard and not only at the beginning. Unless you strike it lucky with a publisher to whom you become the favourite, indexing work will always be intermittent.

Some, but not many of us, are good at self-promotion. Those who have spent many years in a salaried job do not usually have this talent and some of us are decidedly shy and retiring.

That's all for this newsletter. As I mentioned last month, I expect to produce an article on alternative earnings options for indexers which can carry this topic further.

John E. Simkin

Membership Renewal

Members are reminded that the ANZSI financial year is July-June, so your membership subscriptions are now due. You will receive an email reminder directing you to the new website <www.anzsi.org>

You will be able to pay on the secure website via credit card or by downloading the membership form and posting your renewal with cheque or credit card details. You will need to go to the members' area of the website, which requires a password. If you have forgotten your password please contact me at <bandoola1@bigpond.com>. Only members without email or with bounced email addresses will be posted a renewal form.

Please direct any questions regarding renewals to the Membership Secretary, Joanna McLachlan, at <bandoola1@bigpond.com>.

Joanna McLachlan, Membership Secretary

Website payment facilities

Once again the final stages of a project are taking longer than expected. This time I am much more confident that the new website will be available at <www.anzsi.org> by the time you read this Newsletter.

The wait has meant that the financial aspects of the website are available. This means that the 2008–09 renewal notices will be sent out via email and you will be able to pay via credit card using the secure website. You will still be able to pay by downloading the membership form and posting your renewal if you so wish.

Payment facilities have been set up for new members as well as registration. In the future you will also be able to respond and pay for ANZSI courses and events using the website.

As I mentioned in an earlier article, there is a members' area which requires a password. The password you use is the same one you used to update your entry on the old website. If you have forgotten your password please contact Joanna McLachlan (membership Secretary) at <bandoola1@bigpond.com>.

When you first login you will be asked to update your details. Please take time to make sure all the information is correct. The ANZSI Inclusions section of the form has a part where you can indicate if you want to receive the *ANZSI Newsletter* via email (to start soon), or to be included in Indexers Available.

I welcome any suggestions or feedback.

Mary Russell

The Indexing Life: Proceedings of the ANZSI Conference
15-17 March 2007, Melbourne on CD ROM

Price A$15.00 (includes GST and postage within Australia or overseas).
Please supply ..... CD ROM copies of *Indexing Life* at A$15.00 each.

Name: ....

Address: ....

Email: ....

Send order form and payment either by cheque or money order payable to ANZSI Victorian Branch, or by VISA / Mastercard (circle which)

Card No: .... Expiry Date: ...... / ......

Name of Cardholder: ....Signature:....................................
Send to: ANZSI Vic Branch, PO Box 1006, Caulfield North VIC 3161 Australia
Inquiries: Max McMaster, phone +61 3 9500 8715, <max.mcmaster@masterindexing.com>

First catch your hare ... or rabbit or lapin

What would the perfect cookbook index look like ?

ANZSI Vic Branch is hoping you can answer that question, so we know how to fashion a back-of-the-cookery-book index to suit your needs, and you can learn how other recipe collectors organise their files.

Date: Wednesday 18th June from 5.30 pm. Free admission.

Venue: Holy Trinity Anglican Church Hall, Kew. Premises at corner of High Street and Pakington Street, Melway 45, D6. Main gateway in High Street. Walk west from the front of the church along the covered walkway past the Op Shop to the glass doors of Jubilee Hall.

Car parking: In Pakington and other streets as signed, and there is some off-street parking in Peel Street, behind the parish halls.

BYO examples of good and rotten indexes together with the cook books, folders, clippings files etc, especially the ones handed down in your family. We will also have some examples for you to edit to your preferred style.

All cooks, chefs, authors, publishers, editors, book club members, indexers and most of all, you, the cookbook fanatics, are very welcome to attend.

A sample of delicious 1960s-era nibbles (sorry, canapés) will be served for your pleasure before the start of the meeting. After the evening's presentation we invite you to join us at Café La Q, 223 High Street, Kew for a pasta or pizza dinner. Fully licensed, BYO wine.

RSVP: by June 13th (for catering purposes) to:
Jenny Restarick
Ph/fax +61 3 9528 2539
Email: <cliffres@connexus.net.au>

Jenny Restarick

(Image from <www.nataliedee.com/010203/cooking.jpg>)

ASI call for articles

Indexing Specialties: Culinary and Cookbooks

A few (many?) years back, several people in the American Society for Indexing started gathering articles for a proposed book on indexing in the area of culinary arts and cookbooks, but for one reason or another, the project never really came together. I'm the latest volunteer to attempt to shepherd it to a conclusion. And true to form, I'm actually a year behind on it. However, the project is now on track to be published and available for next year's ASI conference in Portland, OR.

Might anyone out there be interested in submitting an article? At the moment, I have 10 articles for the book, ranging in size from 1,078 words to 4,876 words. I'm looking for another 4 to 6 articles.

The articles already submitted cover the following topics: indexing of ethnic cookbooks, Culinary Publications, Recipes Online, Recipe Titles, history/cookbooks; British equivalents of American culinary terms; case study for portal development (WineDiva.com); analysis of favorite cookbook indexes; classic cookbook indexes.

The deadline for submission of articles is 1 August. Authors will not be paid for their work, but will have the pleasure of having a published article (looks good on a resume) and will receive a complimentary copy of the book.

If anyone has idea for an article, please contact me directly at <tahudoba@comcast.net>. Or, if someone wants to submit an article but is short on ideas, I have a few suggestions that I would be happy to pass along.

Many thanks!

Terri (Teresa A. Hudoba)
Co-editor, Indexing Specialties: Culinary and Cookbooks
<tahudoba@comcast.net>

Tips and hints – annual journal indexes

In the 2007 ANZSI survey suggestions were sought for the ANZSI Newsletter. Most of you wanted practical tips and hints. So here is the first of a new regular column.

What to index

Faced with a pile of journal issues, decisions need to be made about what to index. It is often the smaller parts of the journal that require firm decisions. For example, do you index product reviews, letters to the editor or advertisements? Answers to these questions will be influenced by the audience of the journal and the index. For example, indexing advertisements may be a definite no, but if you are indexing a historical run of a journal you may consider indexing them.

Style of the index

Having decided what to index the next step is to decide on the style of the index. Will you have an author index? Will titles be listed by the author's name? What style will you use for authors? For example will you index the author as Blogg, Mary C; Blogg, Mary C.; Blogg, M.C. or Blogg, MC? How will you handle multiple authored articles? How will you indicate editorials, letters to the editors and responses to letters? How will you index book reviews? Is there a regular column that requires different handling? How will you note issue numbers?

Style sheets

Producing several annual indexes each year, I have developed a style sheet for each journal. This reminds me of the particular journal's index style, for example main headings in bold or issue numbers in brackets, and if they have alphabet separators, just a blank line or none at all. I include decisions made about particular sections of the journal, for example, do not index 'Resource Reviews' as these are basically advertisements, how to index book reviews and the use of square brackets to indicate editorials. I also have a list of subject heading, so I can easily remember them from one year to the next.

Producing a style sheet is a useful way of determining the decisions made if you are asked to produce an annual index for a journal that has previously been indexed by someone else.

Creating author and subject indexes

I compile author and subject indexes for most of the journals I index. Rather than creating separate files for authors and subjects in SKY Index, and shifting back and forth, I give all authors the main heading Z. This places all the authors as subheadings under Z and enables me to create author and subject headings entries as I work through each issue. When I have finished the index I move the file into MS Word and cut and paste all the Z entries into a new 'author index' file. After removing the initial Z main heading and reformatting, I now have separate subject and author index files.

Further tips and hints

For further tips and hints see the indexing resources on journal indexing under types of indexes on the ANZSI website at <www.anzsi.org/bib_types.asp>.

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, such as 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, <peter.judge@bigpond.com>.

Mary Russell

Branch activities

Date & time	Organiser	Name of activity	Venue	Contact details
Wed 18 June 5.30 pm	Vic Branch	Cookery book indexing	Holy Trinity Church Hall, Kew	All details on page 3
Wed 18 June 7.00 pm	Qld Branch	First Branch meeting – celebration!	The Salisbury Hotel, 668 Toohey Rd, Salisbury, Brisbane	Moira Brown <brown5moira@yahoo.com.au> or Sandy Liddle <sandlid@bigpond.net.au>
Sat 21 June Sun 22 June	ACT Region and NSW Branches	Joint get-together: Evaluating indexes forum	Craigieburn Resort, Bowral NSW	See details above. Contact Sue Flaxman <sueflaxman@optushome.com.au>
Sat 28 June 1.00 pm	Vic Branch	Get-together lunch at Yarragon	Yarragon Pub, opposite the station	Alan Eddy <aeddy@surf.net.au>
Mon 7 July	Vic Branch	Basic indexing Pt 1	Holmesglen	Max McMaster <max.mcmaster@masterindexing.com.au>
Tues 8 July	Vic Branch	Basic indexing Pt 2	Holmesglen	Max McMaster <max.mcmaster@masterindexing.com.au>
Sat 26 July	NZ Branch	Basic indexing Pt 1	Christchurch, NZ	Carol Dawber <carol.dawber@xtra.co.nz> Max McMaster will be the trainer
Sun 27 July	NZ Branch	Basic indexing Pt 2	Christchurch, NZ	Carol Dawber <carol.dawber@xtra.co.nz> Max McMaster will be the trainer
Sat 2 Aug	Vic Branch	Seminar	Amora Riverwalk	All details on page 5

VIC Branch seminar: Saturday, 2 August

International and regional English style – divergences in British and American English styles, and how to capitalise on the points on which they overlap.

The Victorian Branch will sponsor an afternoon seminar on this theme on Saturday, 2 August, commencing at 2.00 pm, at the Amora Hotel Riverwalk, Richmond.

The address will be given by Professor Pam Peters. From the afternoon tea break until 5.00 pm there will be a Q and A seminar on debatable points of usage. It would be good if participants could submit their questions in advance, so that we can cluster them as far as possible by topic. The main thrust of the lecture is to discuss points of spelling, capitalisation and word forms which affect indexing, not least in web-indexing if you aim to satisfy international readerships.

Pam Peters is Emeritus Professor in Linguistics and Director of the Dictionary Research Centre at Macquarie University. She researched and wrote the *Cambridge Guide to Australian English Usage* (CUP 2007) and its international counterpart the *Cambridge Guide to English Usage* (CUP 2004). As Director of the Post-Graduate Program in Editing and Publishing at Macquarie University, she has worked with trainee editors and convened the regular Style Council conferences for language-using professionals in Australia. She contributed six chapters to the 6th edition of the Australian

Professor Pam Peters

Government *Style Manual* (John Wiley, 2002) and is a member of the ABC's Standing Committee on Spoken English.

At the ANZSI International Conference in Melbourne held in March 2007, Pam gave one of the keynote addresses entitled 'Language on the move'. Following up on the high level of interest displayed after that talk, we have invited Pam to return to Melbourne to stimulate and enlighten us further.

Reservations essential.

Cost: Free to ANZSI Members. Visitors: $40.00.
Location: Hawthorn Room, Amora Hotel Riverwalk, 649 Bridge Rd., Richmond. Melway 44, J10 2H G7.
Parking underneath building for seminar attendees is $3.00 per car.
Public transport – Trams 48 and 75 from Flinders St., Melbourne to Stop 22.
Richmond Railway Station can be accessed by both trams.
Lunch is available at own cost.
RSVP: Jenny Restarick
Ph/fax +61 3 9528 2539
Email : <cliffres@connexus.net.au>

Jenny Restarick

NSW book indexing course

Six people attended a two-day book indexing course presented by Glenda Browne. Many thanks to Lorraine Doyle for graciously hosting the event, and to Thomson Reuters for allowing us to use their facilities again.

Two of the attendees were from Wollongong, one from Mudgee, and the rest from Sydney. They were librarians (two legal), library technicians, teacher/editors and data analysts, with a view to becoming indexers in the short or long term, and all brought valuable knowledge and experience to the course.

Attendees were interested in further courses on website indexing, indexing software and thesaurus construction, and in practical topics for ANZSI meetings, including getting work, networking, pricing and legal indexing (the last one is a good choice, as that is the NSW branch's next planned meeting after our evaluating indexes forum), along with informal pub/café meetings for discussions.

Glenda Browne

Different indexes or indexing tasks

Shirley Campbell's report on the ACT Region Branch meeting 'Show and tell', in the April issue of the *ANZSI Newsletter*, showed us just how interesting it is to learn what other members are doing. So in this issue we start a column designed to encourage all of you to share your different indexing experiences. To begin, one of mine ...

Index as a map

Flipping the pages of *Australian Traveller* in a doctor's waiting room the other day, I suddenly realised I was studying the last page, with an unusual index. Covering the entire page was a map of Australia. Red dots, together with titles and page numbers, showed where the articles in the issue were located

geographically. It worked well – you could quickly see if the issue contained any articles on places in far north Queensland, for example.

Mary Russell

Future columns

Have you come across a different kind of index or, better still, have you had to create one? Do you do other indexing work? Perhaps you have completed a different indexing task and would like to share it with members.

Contributions can be sent to the Editor at <peter.judge@bigpond.com>.

From the literature and other thoughts

Consistency in indexing

Consistency in indexing is important, but the rules an indexer may be following consistently are not always apparent, and I think that sometimes editors may be aware of apparent external inconsistencies, without knowing why the index has been prepared as it has been.

For example, the following indexing approaches all result in indexing that is inconsistent in some way:

- Use a *See* reference from an acronym to the spelled out form (or vice versa), unless the reference would take more space than duplicating the page numbers, in which case you should make a double entry.
- If you have more than about 5 locators, create subheadings to distinguish between them (even if you wouldn't have found those subheadings necessary if you had less than 5 locators).
- Use titles in index entries if the person is commonly associated with that title, e.g. use 'Sutherland, Dame Joan' (filing on Joan, not Dame) but use 'McCartney, Paul'. [My personal preference is to omit all titles if possible, but this is often presented as a guideline. Another option is to put Dame after Joan, which would make the filing order explicit.]
- Use qualifiers after an entry when users may be uncertain what is being referred to, but not otherwise, e.g. use 'Holiday (cigarette)' but 'Benson & Hedges'.

I wonder how important it is to follow the approaches above (which generally aim for maximum communication in minimum space) rather than aiming for external consistency within an index.

From A to Zafran

Enid Zafran's column in *Key Words*, 'From A to Zafran', it is now available on her website: <www.indexingpartners.com>. There are currently 10 of the columns up as PDFs.

To certain numbers

On Index-L, Ed Rush passed on a message from a friend regarding the index at the back of the manual for his cell phone, which had an entry in the T's:

"To certain numbers, limiting calls.....p. 14."

Non-embedded indexing

Jan Wright wrote to Index-L: I wish I could post pictures to the list so that you all could see this. My husband just sent me a screenshot from the index of 'Ghost Railroads of Colorado' by Robert Ormes, 1976. A note appears in the index:

INDEX
Boldfaced Numbers Refer to Maps

NOTICE
Owing to the Addition of 12 Unnumbered Pages Indexing is Incorrect. To Locate References, Please Subtract 12 From Each Page Number.

The title of the thread – 'non-embedded indexing' – came from Jan's husband. She says 'He doesn't really know what it is or why I do it [ie, why she does embedded indexing], he's just humoring me. :–).'

Carolyn Weaver responded: 'Note that the book (and presumably the index) was published in 1976 – before dedicated indexing software. My guess is that the note was an alternative to manually going through the index and manually changing every locator. As one who did her first index using index cards and a shoebox (typing the index on a manual typewriter), I can sympathise!'

I'm using a cataloguing manual at the moment that has the same problem, although the pages are just two or three numbers out. It was correctly indexed, but the images were too small to read, and when they were enlarged, and the book reprinted, the index pagination went awry.

Web Indexing SIG Award

Jessica McCurdy Crooks, manager of the Web Indexing SIG, announced the winning websites for the inaugural Web Indexing SIG Award:

First place went to Rebecca Linford's web site index of the English Department of the University of Dundee in Scotland at <www.dundee.ac.uk/english/atoz.htm>.

Second place went to Michael Unwalla's web site index of the TechScribe technical writing services at <www.techscribe.co.uk>.

Scripture indexes

Someone asked on Index-L about making scripture indexes, and Jack Lyon replied that his software, ScrIndex, will automatically extract scripture references if the text is in electronic form, with page breaks. There's a free 45-day trial period with no limitations on the program's functionality <www.editorium.com/scrindex.htm>.

Ambient findability

Ambient Findability, by Peter Morville (published by O'Reilly) is an exploration of access to information on the web, and the philosophies behind it. I enjoyed this book – which includes some beautiful writing – but don't know that I learnt that much from it. This dichotomy is echoed in the feedback at Amazon.com, which ranges from 1 out of 5 for 'sophomoric rambling' to a number of 5 out of 5s. You can search inside the book, including the index, at <www.amazon.com/gp/reader/0596007655/ref=sib_dp_pt#reader-link>. Kudos to O'Reilly for including a note in the index requesting feedback.

Index, Washington and Index, NC

Martha Osgood wrote to Index-L that over 95 acres of timber were to be harvested by clearcutting from the ridge of Index – a small town in a beautiful setting in Washington State (see more at <www.heybrookridge.org/news/?page_id=7>). The land owners have put the logging on hold while friends of

Index try to raise money to purchase the land. The suggestion was made that indexers could contribute to the fund. As Jan Wright said: 'We need to save indexes wherever they are.'

I've written before about my difficulty searching the web for information on Index, North Carolina. I found one old hikers' map, and not much else. My sister patiently accompanied me through the back roads of North Carolina on my quest to find Index. We asked at a gas station about 5 miles away from where it should have been, but the owner had never heard of the town (this place had one of the saddest signs I've ever seen – 'Please spit IN the bin, not ON the bin'). We got to what should have been the crossroad, but there was no indicator to Index. We asked at that gas station, and were told that this was, indeed, Index, although there was nothing much there. The town used to be situated up the road a bit, and even had a post office, but its fortunes had declined since its hey day. We took photos, but a photo of a crossroad that says nothing doesn't show much.

Glenda Browne

The Indexer
Contents of the June 2008 issue

1. Comparative evaluation of thesaurus creation software
2. The medium is not the message: topic maps and the separation of presentation and content in indexes
3. Sword swallower meets *The Indexer*
4. A Joycean usability experiment
5. The indexer facing the cryptic text: a folly index as inspired by Jorge Luis Borges, presented as a cautionary example of over-indexing
6. The usability of academic library website indexes: an investigation
7. Libraries, librarians, indexes and indexing: should we care?
8. The legal indexing SIG
  Centrepiece. Japanese names

Please also note that *The Indexer* is now taking the rolling subscription system, which allows the annual subscription at any time of the year for the subsequent four issues. Members who place an order at the first two months of the publishing quarter can have the current issue where the stock permits. (How to subscribe – see page 2.)

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