

# ANZSI NEWSLETTER

Volume 6, number 11, December 2010

## **ANZSI News – December**

## **ANZSI Newsletter**



elcome to the first December issue of ANZSI Newsletter. This has been a bumper year for the Newsletter with all but the March issue (and this one!) extending to 12 pages and for the first time we have issued 11 Newsletters in a year. I would like to thank Peter Judge, the editor, for all his hard work during the year to help

make this a successful year for the Newsletter.

## **Volunteers**

ANZSI wouldn't operate without dedicated volunteers. I thank all volunteers for their devoted service to ANZSI in 2010. Geraldine Triffitt and Joanna McLaughlan have stepped down during the past months, and I would particularly thank them for their great contributions over many years.

## **Geraldine Triffitt**

As Shirley Campbell mentioned in her report on the ACT Region Branch AGM in the last Newsletter, Geraldine was instrumental in establishing the ACT Region Branch in 1992. ANZSI was established as the Australian Society of Indexers (AusSI) in Melbourne on 27 April 1976. In 1989 the NSW Branch was formed and on 22 October 1992 Geraldine organised the inaugural meeting of the ACT Branch. She was their first president from 1993 to 1998, with a second term as president from 2002 to 2006, and she was on the Committee until she retired at their October AGM. I would like to thank Geraldine for all her many years dedicated to the ACT Region Branch.

## **Membership Secretary**

Joanna McLaughlan has shown that being based outside a capital city doesn't mean you can't assist ANZSI. For the past seven years Joanna has been the ANZSI Membership Secretary. During that time she has seen her work change, particularly with upgrade of the website to include online payment facilities and automated renewal emails. She has taken all these changes in her stride and gladly assists members who have forgotten their password. She has decided to step down and I wish her well for the future. The new Membership Secretary will be Karen Gillen.

# 2011 ANZSI Conference, Indexing see Change 12-14 September, Brighton, Victoria

Planning is well under way for the 2011 ANZSI Conference, to be held at the Brighton Savoy. As the saying goes, a change is as good as a holiday. This conference is providing the change by doing things differently. Conference papers will be spread over the three days. The workshop sessions and the conference dinner will be included in the price. Topics covered will point to changes in indexing, changes in the types of material being indexed and changes in what you might consider to be indexing.

More overleaf, and for the latest information visit <www.anzsi.org/site/2011Conference.asp>

## **Overseas Conferences**

While I'm talking about conferences perhaps you might like to consider attending one of these overseas indexing conferences:

- ASI 28-30 April in Providence, Rhode Island.
- ASAIB 13 May in Johannesburg
- ISC/SCI 27-29 May in Vancouver.
- SI 2-4 September at Keele University, Staffordshire.

## March 2011 Council Meeting

Council is bringing the Branch Presidents to Melbourne for the March 2011 Council meeting. This will be an opportunity for a face-to-face meeting, enabling our ex-officio members to raise and discuss their concerns.

As 2010 concludes I take this opportunity to wish all members and their families a happy, safe and healthy festive season and look forward to 2011.

Mary Russell

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This newsletter is published monthly 11 times per year, with combined issues for January/ February. It is sent 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 embedded in Word files.

#### **Next deadline**

28 January for the February 2011 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\$200; half page A\$100; quarter page A\$50.

## Membership charges

A\$75 per year (NZ members A\$68) from 1 Jul 2010. Institutional membership A\$100. Subscriptions to the Newsletter A\$55 p.a.

## The Indexer

(international indexing journal)
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<editor@theindexer.org>.

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

## Registration

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#### **Indexers Available**

<www.anzsi.org/site/Indexers\_available.asp>



Brighton is a bay side suburb about 13 km from the centre of Melbourne on the Sandringham train line. The conference venue, the Brighton Savoy, is just across the road from the beach and the colourful bathing boxes. Look at that view! A great place to make the change – make sure those dates, 12–14 Sptember, go down in your brand new diary NOW!

## **New Zealand Branch news**

The New Zealand Branch will hold training courses and a meeting with the ANZSI President, Mary Russell, in Wellington on Saturday and Sunday, 26–27 February.

The courses will be conducted by Mary and will cover Database Indexing (10.00 am–1.00 pm Sat), Thesauruses and their construction (2.00–5.00 pm Sat) and Embedded Book Indexing (10.00 am–1.00 pm Sun). Details of course content are on the ANZSI website at < www.anzsi.org/site/calendar\_details.asp?id=169>, <...id+170> and <...id=171>. People interested in the Saturday subjects are advised to attend both sessions, as the topics are closely linked.

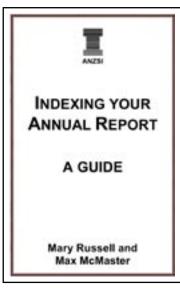
The courses provide a rare opportunity to receive high-level training on these subjects in New Zealand and deserve a 'not to be missed' label. The Branch meeting <...id=172>, beginning at 2.00 pm on the Sunday will be a valuable opportunity to discuss ANZSI's activities and indexing in general with the society's president.

Australian ANZSI members interested in attending would be most welcome. Slightly lower fees are offered to members outside the Wellington area.

Robin Briggs

## **Photographs**

My apologies to some of you who sent photographs and expected to see them in this issue. Unhappily, many pictures were too dark or too contrasty. A photo that appears fine in colour may simply not work at small size in black and white. I do my best to correct exposure and contrast, but this can only go so far. *Ed.* 



his publication has been written for someone indexing their first annual report. They may be an employee of the company or organisation, a consultant employed to prepare the annual report or an indexer.

Since no indexing experience is assumed in this publication, various examples are given to explain how to index and the ways indexing entries could be improved. However, it is assumed the person will have organisational knowledge.

Cost e-book (PDF) A\$25, printed A\$35. Available from

<www.anzsi.org/site/

indexingyourannualreport.asp>.

## Superannuation for independent contractors

recent article in the Australian Financial Review ['Super risk of contractors reinforced', 15 September 2010] flagged the possibility of superannuation payments to independent contractors, who make up one in ten of the workforce, after recent cases in the Administrative Appeals Tribunal and the Federal Court. One book publisher I work for has already begun making super payments, essentially deducting 9 per cent from invoices and making the payments to my super fund. Their Finance Director told me that their legal advisors insist that superannuation is due if the contract is essentially for labour. Some of their freelancers have queried this with the Australian Taxation Office, and the ATO have confirmed the arrangements. Other publishers may decide to follow suit. This has been a grey area for some years but indexers who are contractors may start to see these arrangements come into force.

The arrangements will not apply if you operate as a company, trust or partnership; however, whether or not you have an ABN, or whether or not you charge GST, won't make any difference.

There is a tool at <www.ato.gov.au/businesses/content. asp?doc=/content/00095062.htm> that you can use to calculate whether an employee is a contractor. This tool is

meant for employers but you can fill it in from your own side of the relationship. Note that the closest pre-listed occupations are librarian or journalist.

One Ruling that is relevant is SGR 2005/1 Superannuation guarantee: who is an employee?

The Administrative Appeals Tribunal decision involved the Associated Translators and Linguists Pty Limited (ATL). A commentary on the decision, in favour of the ATO, is available from the website of legal firm, Hayes Knight, at <www.hayesknight.com.au/archives/2111>. The case report is available at <www.austlii.edu.au/au/cases/cth/AATA/2010/260.html>.

In the matter before the Federal Court, the On-Call Interpreters and Translators Agency Pty Ltd (OCITA) are challenging their superannuation obligations on the basis that the interpreters they engage are independent contractors and not common law nor deemed employees under s 12 of the SGAA. OCITA claim they are not liable to pay the superannuation guarantee charge in respect of persons contracted by it to provide interpreting services.

Roy Morgan is currently challenging its superannuation liability for interviewers on similar grounds.

Frances Paterson



At the lunch (left to right): Helen Enright, Mary Coe, Glenda Browne, Sue Flaxman, Jon Jermey, Frances Guiness, Alan Walker, Elizabeth Thomas and Oran.

## **NSW Branch committee**

We held our end-of-year social lunch at my house in Lake Heights, just south of Wollongong. Some came down the scenic south coast line by train and some by car, with new face, Frances Guiness coming all the way from near Bathurst.

The rain held off until Sunday, so we were very comfortable out on the balcony. Our thanks to Oran and Elisabeth for ferrying train travellers to and from Wollongong Station, and to everyone for the delicious food.

Happy Christmas to everyone.

Frances Paterson

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## **Branch events**

Date and time	Organiser	Name of activity	Venue	Contact details
Wed 2 Feb 6.00 pm	Vic Branch	The VIC	Kew Holy Trinity Anglican Church	Details to follow Contact Nikki Davis on 0414 758 712
Sat 26 Feb 10.00–1.00 pm	NZ Branch	Database Indexing course	See website	Details at <www.anzsi.org calendar_details.asp?id="169" site=""></www.anzsi.org>
Sat 26 Feb 2.00–5.00 pm	NZ Branch	Thesauruses construction course	See website	Details at <www.anzsi.org calendar_details.asp?id="170" site=""></www.anzsi.org>
Sun 27 Feb 10.00–1.00 pm	NZ Branch	Embedded Book Indexing course	See website	Details at <www.anzsi.org calendar_details.asp?id="171" site=""></www.anzsi.org>
Sun 27 Feb 2.00 pm	NZ Branch	Branch meeting with ANZSI President	See website	Details at <www.anzsi.org calendar_details.asp?id="172" site=""></www.anzsi.org>
Wed 2 March	Vic Branch	The VIC : Visit to 3MBS radio station	1 St Helier St Abbotsford	Details to follow Contact Nikki Davis on 0414 758 712

## **Jottings from SI 2010 Conference in Middelburg**

## Wednesday 29 September - Friday 1 October

in Zeeland in the south of the Netherlands, about one and a half hours via train from Amsterdam. An introductory meeting of International delegates brought together representatives from UK, USA, Canada, South Africa, Italy, Netherlands, Germany and Australia, giving us an inkling of just how international this conference was going to be. Of the 75 delegates, less than half came from the UK, the rest from the other countries mentioned and also France. The venue was distractingly beautiful, as the photos demonstrate – the Roosevelt Academy, which was actually the old 16th century town hall, in the town's main square. Although the building was destroyed during WWII, it had been lovingly restored. All the art and tapestries around the rooms were original, and we were urged to take care.



The International meeting is a chance to consider indexing on a world scale. One item that will be investigated further is the possibility for all members of ANZSI to have access to each of the other Society's newsletters via the secure area of the website.

The conference was opened by John Sutherland, SI Honorary President, talking on 'The invisible indexer'. A regular contributor to *The Guardian*, John lamented at how difficult it is to have something published on indexing. Indexes are often rendered invisible by what he called 'typographical abuse' – the use of small typefaces.

Professor Michaël Steehouder is a professor of Technical Communication from University of Twente in Enschede, the Netherlands, and also Vice President of IEEE Professional Communications Society. He spoke on 'What does research tell us about the way people search for information?' Michaël described seven steps of information seeking: problem awareness, problem definition or formulation, choice of medium/source/message, locating the relevant information, understanding the information, inferring a solution and evaluating the solution. The origins of information needs are impasse, surprise, uncertainty, confusion, and curiosity.

He reminded us that in formulating a question we frequently tell a story and do not actually ask a question. To illustrate with my own example 'I went to use the machine and it took my card. I was unable to get it back'. Instead of 'How do I get my card back?'

He pointed out that we are looking up problems not solutions. Think of a user manual, you are looking for answers to problem you are having, such as flashing red lights. You look in the index for flashing red lights, not knowing it indicates the cartridge is empty and needs replacing. It is therefore important to index the symptoms of a problem as well as the cause and solution. So for this example you need to index the three things, flashing red lights, empty cartridges and replacing cartridges.

After dinner speaker was Femke Ijsseldijk. She spoke on 'How to be a green indexer'. She challenged us to think about what would be more sustainable. As an example, she encouraged us to use **Ecofont**, a font with holes in it that saves on ink or toner (but you can see the holes only under really high magnification, as in the sample below).

# Ecofont

The market comes to Middelburg on Thursdays. Sophisticated trucks arrive and let down their sides to reveal a wide range of deli type stalls. The market also has the usual assortment of fruit, vegetables, plant, haberdasheries, and hardware stalls.

The next day started with Harry Bego demonstrating the software Textract. This produces a type of concordance which can then be modified to produce the index.

Paper by Rudy Hirschmann described the Einstein Papers Project being done by the Californian Institute of Technology. This is one of those projects with will take a lifetime, as they collect and index all of Einstein's papers.



(continued on next page)

## (Middleburg, continued from previous page)

I attended the workshop session on indexing modern Islamic/Middle Eastern materials run by Joed Elich from publisher Brill and Caroline Diepeveen. This is an area I know very little about and I found it very useful to learn some of traps involved in indexing in this area, where to go for assistance, as well as what font works best for Islamic characters.

Max McMaster presented a session on how to handle illustrative material. As is often the case with Max's presentations, it was followed by an animated discussion which helped to underline the key points.

After dinner the Wheatley Medal was awarded to Jan Ross for her index to A J. Zuckerman et al. (eds), *Principles and Practice of Clinical Virology* (6th edn, Wiley-Blackwell, 2009). Unfortunately there wasn't a copy of the book available to examine the index.

The presentation was followed by a talk by Harry van Waveren, member of the daily board of Zeeland Province on Zeeland–UK relations over the centuries. It provided a useful historical background to the location and relations with the UK.

Stephanie Manfroid, archivist at the Mundaneum in Mons, Belgium, spoke on the Mundaneum and the work of Paul Otlet, described as the man who wanted to classify the world. I was familiar with Paul Otlet when I was a librarian using his Universal Decimal Classification scheme in a specialist library. UDC has been modified from Dewey.

The final session was the International session, with the theme of marketing indexing. Representatives from each of the Societies spoke for a couple of minutes on how they market indexing. Some useful tips were shared.

The conference concluded with optional excursions. I chose to visit Neeltje Jans, an artificial island constructed to facilitate the construction of the Oosterscheldedam, the largest of the 13 ambitious Delta works series of dams designed to protect the Netherlands from flooding. This really brought home just how much protection was needed if you choose to live below sea level.

Mary Russell

## The Victorian Indexing Club (The VIC)



uring November, Vic Branch members visited the Melbourne Cricket Club Library at Melbourne's MCG. This is undoubtedly one of the world's leading sports libraries with a collection of 40,000 monographs, periodicals, newspapers, programs and

ephemera, as well as microfilms, videotapes and CD-ROMs. Strengths of the collection lie in cricket, Australian Rules football, Olympic Games, tennis, golf and 19th and early 20th century Melbourne newspapers including the *Australasian*, *Melbourne Punch* and *Melbourne Leader*. Trevor Ruddell, the Assistant Librarian, is seen in the photo with a bound newspaper volume. The cricket collection focuses mainly on biographies, histories of clubs and competitions, and statistical material. There is also a large rare book collection dating from the 1600s.

The sporting enthusiasm of the library's five staff and fifteen volunteers is very evident. In addition to assisting researchers, some staff and volunteers research and produce articles on their special areas of interest. The efforts of this research can be seen in the library's quarterly journal, *The Yorker.* MCC archivist, Trish, is just as passionate about the social history of the club. Members were most interested in her collection of letterbooks, large volumes into which letters were pasted, each with a note added to an index at the front.

Mention has to be made of the library's beautiful setting, perched above the trees with sweeping views from its large picture windows across the Melbourne skyline. Librarian David Studham noted that it can be a tad unnerving on big sporting days. It seems that each of these special occasions begins with the sight of a jumbo jet flying straight towards you before making its flyover, seemingly to announce the start of the game.

Nikki Davis

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## Indexing degustation



his month's degustation concerns authors and their disconcerting lack of awareness about indexers and their craft. Kathleen Fitzpatrick is a great advocate for our profession after indexing her own book, while indexer Andrea McKay proposes

an awareness campaign to educate authors about indexing after discovering that writers are generally blissfully ignorant about our skills and services.

#### Author!

In an article entitled *How to Index Your Book (And Why I'll Never Do It Again)*, author Kathleen Fitzpatrick relates the horrors of indexing her own book, an experience which she remembers vividly even five years later. Colleagues advised her to hire an indexer but, being 'possessive' about her first book and curious about the process, she chose to do it herself.

Kathleen Fitzpatrick has a fine appreciation of the value of a good index. She is aware that although books are becoming increasingly searchable in electronic formats, the metadata that is provided by a good index has a major influence on the usability of the book. As she says, good indexing is more than an alphabetical list of terms, it is the way of thinking about the terms that adds value for reader.

After consulting a fellow author who had indexed her first book, Kathleen developed the following method: (and I quote)

- Read line by line through the manuscript until you come to a proper name or key term that needs indexing.
- Type that name/term in the proper alphabetical spot in the text file that contains your list, and add the page number.
- Search the PDF for all instances of that name/term.
- Check to make sure that all the instances that come up really refer to the right name/term. If so, add the page numbers to the entry.
- Attempt to think of other ways that the person/concept referred to by that name/term might be phrased.
- Search for those variants and add them to the entry.
- Repeat, ad nauseam.
- Realize about a third of the way through that there's a key concept that needs indexing that you've overlooked. Go back to the beginning.
- Realize about halfway through that there's another key concept that you've missed because it doesn't really have a term that can be searched for, per se, but is more amorphous than that, and yet is super important and is the kind of thing people will be looking for. Go back to the beginning.
- And so on. (close quote)

After a month of exhausting and frustrating work the index was completed. So many decisions to be made; how to describe abstract concepts, trying to imagine what the reader really wanted to find, was it under or over indexed, and how to tell the difference.

Of course, these are matters of concern to professional indexers too, though experience blunts the raw edges of anguish. Kathleen was happy to have been through the experience but has decided that once is enough. She will hire an indexer for her next book. Some of her colleagues have indexed their own books because they could not afford an indexer. Others believed that the indexer's fee would eat into the royalties, a view that Kathleen thought ridiculous when a frustrating 'month's worth of working time' was taken into account.

Kathleen is a great advocate for the indexing profession, for, as she says, professional indexers are professionals for a reason. They have the skills to find the relevant concepts and their relationships quickly and the experience to know what a reader would search for. The indexing fee, she believes, is 'an investment in the book's future usability (not to mention preserving my own sanity)' and well worth it.

Read Kathleen's article and the responses to her question 'Do you have an indexing system you'd stand by? Or an argument for using professional indexers?' at <a href="http://chronicle.com/blogs/profhacker/how-to-index-your-book-and-why-ill-never-do-it-again/28697?sid=wc&utm\_">http://chronicle.com/blogs/profhacker/how-to-index-your-book-and-why-ill-never-do-it-again/28697?sid=wc&utm\_</a>

## **Author! Author!**

source=wc&utm medium=en>.

Canadian indexer Andrea McKay is mounting a campaign to promote indexing awareness among authors. Indexing is a skilled service that adds value to an information resource, a value that is largely unknown or ignored within client communities. Marketing is required to promote awareness of indexes, their value and the effort and skill involved in their creation. As it is impractical for individuals to promote the profession, Andrea would like to put forward a proposal that the ISC could work as a representative voice in a nationwide campaign. The Internet could be used to relay information to targeted client groups, such as publishers and author organisations for little cost.

Andrea attended a non-fiction authors' group in Ottawa and asked about the process of having a book indexed. Some authors had published many books or worked with publishers, but only one person knew that skilled indexers existed. Reasons for not including an index included cost and faith in a good table of contents. The Canadian Authors Association made no mention of indexing on their web site.

Andrea has drafted a Green Paper for submission to the ISC executive on the development of an indexing awareness campaign targeting independent authors. If the plan is successful, the campaign could be extended to broader client communities.

Read the full article, Proposal to Promote Indexing Awareness Among Authors, at

<www.indexers.ca/BULLETIN\_Summer\_2010.pdf>.

Merry Christmas and a happy new year to you all.

Jane Purton



Will Raymont, seen here with Branch President Shirley Campbell, was the guest speaker at the ACT Branch AGM.

## Letter to the Editor

Although I had attended the Annual General Meeting of the ACT Region Branch, I wanted to read in the Newsletter the excellent report by Shirley Campbell, the Branch President. This speech contained historical information about the Society and pertinent reflections on issues of interest to branches.

I was disappointed to see that the speech had been abridged in the Newsletter and I hope that the speech in its entirety will be available on the website for all members to read.

Geraldine Triffitt

[The full report is indeed now on the ACT Region Branch page on the ANZSI website. Ed]

# Jeremy Fisher to be a Director of enhanced CAL Cultural Fund

Copyright Australia Limited members voted at their AGM to increase allocations to the Cultural Fund. Also announced was the appointment of Dr Jeremy Fisher as a Director (taken from the emailed December edition of *aliaNEWS*).

More at <www.copyright.com.au>. The detail is at <www.copyright.com.au/Latest\_News/CAL\_increases\_Cultural\_Fund\_allocation\_and\_appoint.aspx>.

Jeremy Fisher was the first winner of the ANZSI Medal, and has been on recent medal panels.

Glenda Browne

## To be continued in our next issue ...

The second part of Bernadette Vaughan's article on 'Getting into taxonomy'

has been unavoidably held over until the February issue.

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