ANZSI News — August 2013

Update your details

When we sent out the renewal notices several emails bounced back as unknown. If you have updated your email address, postal address or have a new webpage, please take a moment to update your details. It is your entry in the ANZSI database, and it is up to you to maintain it.

Advertising in Indexers Available

We have had a few queries about how to remove yourself from Indexers Available:
1. Go to the Update your Details webpage in the members' area: www.anzsi.org/site/update _ details.asp
2. Make sure there is not a tick in the **Indexers Available** box
3. Scroll to the bottom and save changes
Information and payment details are available at: www.anzsi.org/site/IA _ advert.asp.

Nominations for Council

If you would like to serve on ANZSI Council for 2013-2014 nominations must be received by the Returning Officer by the **28 August.** This is well before the AGM on 2 October, so there is time for members to vote (should there be more than one candidate for one position). Forms are available at www.anzsi.org/site/calendar _ details.asp?id=319.

Society of Indexers Conference

I am just back from the Society of Indexers conference 12–14 July at Wyboston Lakes, England. The title of the conference was 'Revitalize your business; Refresh your skills'. There were over ninety there, with quite a few SI indexing students attending. Wyboston Lakes is a purpose-built conference and accommodation facility a few kilometres out of St Neots, west of Cambridge. It was definitely warm with temperatures around 30ºC.

The conference started late on Friday afternoon with a talk by Nicholas Hiley on the British Cartoon Archives www.cartoons.ac.uk. The main focus of the archives is on political cartoons, as this is how they justified funding from University of Kent to set it up. Nicholas highlighted the difficulties of indexing political cartoons, particularly when a cartoonist uses illusions to depict politicians. They also have the DPP archives of naughty seaside postcards. This includes the card index of postcard prosecutions associated with the Obscene Publications Act www.cartoons.ac.uk/dpps-obscene-postcard-index. The Archives website includes lots of images, and is sure to raise a smile.

The next speaker, Eilidh MacGlone, spoke about cataloguing the Scottish Screen Archive ssa.nls.uk. She highlighted the additional challenges of indexing films over 2D cartoons.

Saturday morning started with an update from the Publishing Technology Group, including details of their website at www.ptg-indexers.org.uk. Well worth examining.

Parallel sessions followed, and I attended the session on indexing personal names lead by Christopher Phipps. Names are always tricky, even English-language names. This session highlighted how to distinguish namesakes, handling pseudonyms, nicknames and serial name-

About the newsletter

The newsletter is published monthly 11 times a year, with combined issues for January and February. Opinions expressed in the newsletter are those of the individual contributors, and do not necessarily reflect the opinions of the society. For details about contributions and editorial matters, refer to the ANZSI website at <www.anzsi.org>.

Advertising rates

Full page: $200.00
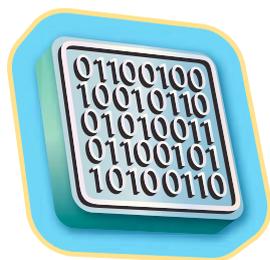Half page $100.00
Quarter page: $50.00.
These are all per issue – the former annual rate has been discontinued.

ANZSI contact information

ANZSI's general email address is:
    <ANZSIinfo@anzsi.org>.
Further contact details in PDF format are available on the ANZSI website at <www.anzsi.org>.

changers, and dealing with all the various English titles and honorifics. For example, we learned when it is 'Spencer, Lady Eliza' (Lady by birth as daughter of an Earl) and when 'Spencer, Edith, Lady'(Lady by marriage).

Publishers and indexers were the focus of the sessions after lunch. Masoud Yazdani spoke on how he, as a publisher, adds value to publications. This was followed by a Publishing Panel of authors and publishers who were asked questions about how they outsourced their indexing, whether the author had a say in the indexing of their books, and their expectations of indexers with technical matters.

The next session I attended was on the history of Cambridge University Press and its archives presented by Ros Grooms. CUP was granted the right to print in 1534, so has a long history and fascinating archives. CUP has established a museum, which includes many oral history archives. They were lacking pictures of CUP indexers, so this gap was fixed during the conference.

Ann Kingdom retired as Chair of the SI Executive Board. At the dinner her contribution to SI was acknowledged by awarding her the Bernard Levin Award www.indexers.org.uk/index.php?id=407.

The after-dinner speaker, Dr Joel Greenberg, gave a fascinating history of Bletchley Park, the centre for the code breakers during WWII www.bletchleypark.org.uk. Joel launched a detailed demonstration of the Enigma machine and explained how codes were broken. It was wonderful insight into the workings of Bletchley Park. I am certainly adding it to my list of places to visit when I am next in the UK.

Sunday started with the international session with details about ICRIS and the new webpage at www.theindexer.org/index.php?option=com_content&task=view&id=115&Itemid=69, with news from the various societies with the focus on training. The Association of South African Indexers and Bibliographers have a new website www.asaib.org.za.

The next session I attended was given by Pamela Birch, a conservation archivist, on how books are made, and how to care for books. Pamela had several books on display to highlight how to handle and repair books to ensure they are preserved for the next generation.

SI has also recently revised their publication *Last but not least: a guide for editors commissioning indexes*. It is available at www.indexers.org.uk/index.php?id=136.

If you'd like to look at the papers from the conference, they are available on their website: www.indexers.org.uk/index.php?id=563

Next year's SI conference 'Tesserae to tablets, uncovering the future' will be 5–7 September 2014, at Royal Agricultural University, Cirencester. Why not consider adding it to your trip to the UK next year?

Mary Russell

Annual General Meeting

Preliminary notice is given that the Annual General Meeting of the Australian and New Zealand Society of Indexers Inc. will be held at 7.00 p.m. on **Wednesday 2nd October 2013** at the Elsternwick Club, 19 Sandham Street, Elsternwick Victoria (Melway 67, F2).

Any members wishing to propose a resolution at the meeting must give prior notice of motion. A copy of the resolution to be moved, signed by a proposer and seconder, must be received by the Secretary at the address below no later than **Wednesday 14th August 2013**.

The Council will be proposing amendments to the Constitution, consequential on the passage of the *Associations Incorporation Reform Act 2012* (Vic). These amendments, with commentary, will be posted on the website well before the AGM and there will be a facility for members to comment on the proposals.

Office bearers and council members (other than the ex officio members) will be elected at the meeting. Nominations are therefore called for the positions of President, Vice President, Secretary, Treasurer and five ordinary council members. A nomination form may be downloaded from the ANZSI website: www.anzsi.org/site/calendar _ details.asp?id=319.

Nominations must be mailed to the Returning Officer at PO Box 2059, Wattletree Road LPO, Malvern East, Vic 3145 to arrive no later than **Wednesday 28th August 2013.** (NB: This is two weeks later than the date in the preliminary notice that appeared in the July issue of the newsletter. That date was in error.)

Michael J Ramsden
Secretary

NSW draft vision for multi-location ANZSI Council

There has been a lively discussion (as they say) in the members' area of the ANZSI website about the 'NSW draft vision' proposal outlined in the previous Newsletter. Comments have been encouraging and have also highlighted some misunderstanding about the proposed process. There will be no additional expense for individual Council members. Subscription to any web-based conferencing service will be borne by Council, and any additional equipment (e.g. headphones) will also be covered. If there are technical capability problems, all services offer both VIOP (participation via your home computer's communication system) or via your home telephone linked with screen access. Where this involves long distance or international phoning, all services offer a dedicated phone number as part of the subscription.

Documents can still be downloaded, printed out and perused as per normal, or can be viewed online with comments inserted by individual members. All documents will simply be placed in a 'cloud' deposit site by the Secretary, for Council members to access from wherever they are located. This incurs no additional expense. A suggestion for a private Council blog or private Facebook page has been mooted to also assist with discussion between meetings.

The comments received recognised that this proposal will allow for a much broader discussion of Council issues and participation across our membership, without one Branch having to shoulder all the work. It also means that the Executive members can reside in any state or in New Zealand, and can hold short meetings at any time in-between Council meetings. Any Working Parties or Subcommittees of Council can also take advantage of the service, communicating with each other from their own homes. I anticipate that the Council will still want to meet face-to-face once a year.

I commend the proposal to everyone, and in particular, I urge any member who is thinking of putting themselves forward for an Executive position or a member of Council, to please do so!

Madeleine Davis

IDPF EPUB IWG, and ANZSI Council ideas

The IDPF Indexes Working Group continues to meet most weeks, working step-by-step through feedback received about the draft specification. All feedback has been gathered in a spreadsheet. When changes are made to the specification based on external feedback, issue numbers from the spreadsheet are added to the specification to show which suggestions resulted in which changes.

When the specification has been approved, the next steps will be promotion (to editors, publishers, librarians and others) and skills development. My ideas about the first steps to learning about ebook indexes are in a separate article (below). We also hope there will be changes to indexing software packages and new publisher policies.

As one way of sharing news about the specification, I will be speaking at VALA 2014 (www.vala.org.au/conf2014) on 'The EPUB standard and ebook indexes: better user access to information in ebooks' in a session with the theme 'Collaborate'.

IDPF ideas for ANZSI

IDPF is a member organisation, and works on a totally open basis — all members can join working groups, and the same email list is used for all groups so people can follow all discussions if they wish.

I have been inspired by the positive spirit in the working groups, and the willingness to argue for the best options, but also to compromise when needed. The only way an international group like this can pursue democratic decision-making is through the use of technology. We phone in for meetings, create documents in Google Drive, and use email for general communication. It is all relatively low-tech with a low barrier to entry, and although clunky at times, it does the job.

The communication choices made by IDPF won't necessarily be the ones that the new ANZSI Council will choose to use, but they do show that it is possible for a geographically dispersed group to work electronically. If IDPF can organise meetings with members from Japan, Sweden and the US, we should be able to manage various parts of Australia and New Zealand. The timing might not be ideal for everyone, but I hope a compromise will be found.

ANZSI Council can potentially have nine elected members and five ex officio members. This makes for a large meeting, and some trial and error may be needed to find the best ways of sharing information and meeting effectively.

ANZSI NSW has created a 'Vision' document, with the aim of gathering feedback. A summary incorporating feedback from members is included in this newsletter. Please read it, and share any experiences (good and bad) that you have had so we can learn together.

Glenda Browne

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eBook indexing self-education

Ebook indexes can be created in many ways. Embedded indexes are currently created using XML by technologically savvy publishers with an XML-first policy. Recent improvements to InDesign have ensured that index links will now be maintained in EPUB output — this makes InDesign a viable software option for ebook indexes too.

Until publishers start commissioning more ebook indexes, it will be hard to predict the requests that will be made of indexers, and the skills required. Nonetheless, this is a good time to expand your learning of all aspects of ebook indexing. I have listed websites that will help with self-education in the areas that I think will be important: XML — general knowledge; XML indexing and editing; Ebook indexing, EPUB3 and other ebook formats; and InDesign Creative Cloud (CC).

XML — general knowledge

Codecademy (www.codecademy.com). This website provides free courses in a number of relevant areas (eg, XML, CSS). Many exercises have two panels so you can see the coding on one side and the resulting display on the other.

W3schools (www.w3schools.com) is perhaps better when you know a little already. I took the XML course and mini-quiz, and was told I just passed and would have to try harder next time. This can be a good site for finding answers to questions.

Library Juice (www.libraryjuiceacademy.com) offers online courses covering a range of topics (including indexing). I did an XML course which ran for 4 weeks. Cost was US$175. There were four chat sessions, and a

forum where you could ask questions. There was almost no discussion between students, but the instructor answered queries. You could optionally do four quizzes and receive a certificate. A lot of the learning is self-directed, reading information that is freely available on the web. It was useful to have a pathway through the material, and I found that the quizzes prompted me to put what I was learning into action.

XML indexing and editing

Combs, Michele. March 2012. 'XML indexing'. *The Indexer* v.30 n.1, tinyurl.com/indexermarch2012, now also available free online at `www.ingentaconnect.com`.

Gardiner, David. *Digital publishing with XML: concepts for editors*. Available free in PDF and EPUB formats at `www.xmplar.biz/training.html#digpub`.

Walsh, Norman. December 2012. *DocBook 5.1: the definitive guide*. O'Reilly, `http://docbook.org/tdg51/en/html`.

Publishers' guides will be crucial when you start embedded indexing.

Ebook indexing, EPUB3 and other ebook formats

Garrish, Matt. 2011. *What is EPUB 3? An introduction to the EPUB specification for multimedia publishing,* O'Reilly Media. `http://shop.oreilly.com/product/0636920022442.do`

Browne, Glenda. June 2012. Ebook indexes, EPUB and the International Digital Publishing Forum, *Online Currents,* pp 127-130, `http://webindexing.biz/wordpress/wp-content/uploads/2012/06/OLC-June-2012_Browne-Article-Ebook-EPUB.pdf`

EPUB Indexes 1.0 (draft): Working Group Draft 2012-2013: `http://docs.google.com/document/d/1_-4yyEIJeze8xUCbT7SU1r5Queyd6SZK63bJ540SVJ0/edit?pli=1#`. This will be moved to `idpf.org` at some stage.

Browne, Glenda and Coe, Mary. Ebook Navigation: browse, search and index, *Australian Library Journal* v.61 n.4, November 2012, pp.288-297, `http://webindexing.biz/wp-content/uploads/2012/12/E-Book-Navigation.pdf`

Papers and presentations on EPUB and ebook indexing from the ANZSI 2013 indexing conference in Wellington, New Zealand by Jan Wright, Dave Ream and Glenda Browne are available at `www.anzsi.org/site/2013Confpap.asp`

InDesign Creative Cloud (CC)

InDesign is a large and complex program. To use it for indexing you only use selected features, however you will still need to have a general understanding of the way the software works. The indexing approach used in earlier versions of the program will apparently still apply in InDesign CC. The links below each give some of the information you need; downloading a demo copy and experimenting will be the final training step.

Ewald, Laura A. 2012. *Adobe InDesign CS6* `www.heartlandindexers.org/indesign.html`

Kvern, Olav Martin and Blatner, David. 2009. *Working with Long Documents in Adobe InDesign CS3: Indexes (or Indices)* `www.peachpit.com/articles/article.aspx?p=1324263`

White, Terry. 2013. *Adobe InDesign CC – My Top 5 Favorite Features* `http://tv.adobe.com/watch/adobe-evangelists-terry-white/adobe-indesign-cc-my-top-5-favorite-features`

Indexing is the main feature mentioned in the EPUB output enhancements section starting at about 9.25.

InDesign CC, `www.adobe.com/au/products/indesign.edu.html`

How to create an index in InDesign CS3 `www.adobe.com/designcenter-archive/video_workshop/?id=vid0220`

InDesign CS6 Indexing – Tutorial on how to create an Index for your Book! `www.youtube.com/watch?v=nFnEeKr3xfw`

Episode 36: Long Documents, Part 4 – Indexing (VIDEO), *the indesigner* `www.theindesigner.com/blog/episode-36-long-documents-part-4-indexing-video`

`www.lynda.com` provides videos (mostly for a subscription fee) on a range of technical subjects. Those on InDesign 6 indexing are apparently geared towards concordance making and simple indexes, so while they cover the basics they do not show the creation of more intellectual indexes. Nonetheless, when I have time I am planning to subscribe to Lynda.com and explore a range of topics.

Glenda Brown

The publishing and indexing scene in WA

When asked to write an article for the newsletter on the state of publishing and indexing in Western Australia, Shelley and I (the only two WA members of ANZSI at the time) decided to divide the task between us. Shelley contacted some local publishers and I contacted local information professionals via the WAIN (WA Information Network) discussion list.

This section of our article reports on my approach to WA information professionals.

I asked the following questions:

For those of you who work for organisations that publish material (in hard copy and/or online), can you please provide some information about the indexing of those publications? Specifically:

1. Are your organisation's publications indexed? If not, why not?
2. If indexes are produced, who produces them? (e.g. professional indexer, in-house indexer)
3. If an indexer is used, are they located in WA or elsewhere?
4. Are you or your organisation aware of Indexers Available on the ANZSI website? `www.anzsi.org/site/indexers _ available.asp`

I asked for a brief response to be returned within a week. Unfortunately, I received only two responses:

Supreme Court Library
'We have indexed our unreported judgments from the Supreme Court from about the 1960s to the present day - now of course online, but previously on catalogue cards. The District Court judgments are also indexed in a similar fashion. Annual Indexes of the above judgments are produced online and printed. We have also started doing retrospective, consolidated indexing of judgments from other courts, such as the Town Planning Appeal Tribunal Decisions and the Mining Wardens Decisions.

'The indexing is an in-house project, with an in-house indexer. Yes we are aware of Indexers Available on the ANZSI website.'

WA Government Department
'No the Department … in the past 10 years never used the services of an indexer, can you provide a few points on the benefits of appointing an indexer?'

In response to the query concerning the benefits of appointing an indexer, I provided detailed information

and links to the relevant sections of the ANZSI website. I also referred to the very useful "Why have an index?" page on the UK Society of Indexer's website: `www.indexers.org.uk/index.php?id=132`

While no conclusions can be drawn from such a small response, it does indicate that there's a lot more work to be done in WA to promote the benefits of indexers and indexing (at least in the community of information professionals).

Linda McNamara
(full-time law librarian and very part-time freelance indexer, ANZSI WA Contact)

In order to get a feel for the publishing and indexing scene in WA, I sent out a quick email survey to seven local (WA) publishers. I explained that I am a freelance indexer and had been asked to write a brief article for the newsletter of our professional association regarding our local publishing / indexing scene. I asked the publishers the following questions:

1. Who is responsible for the index (assuming it has an index) — the author or the publisher?
2. If the publisher is responsible for the index, is a professional indexer used?
3. If a professional indexer is used, are they located in WA or elsewhere?
4. Are there non-fiction books that end up without an index because you (or the author) are not able to find an indexer?
5. Are you aware of the list of Indexers Available on the ANZSI website? `http://www.anzsi.org/site/about.asp`

I asked for a brief response by return email within a week. Six of the seven publishers responded, and their responses are summarised in the table following. Additional comments from Publisher A were as follows:

'However, we have been working on a master index to most of our books, being that they are on WA history. Our policy is for three indexes in a book. People, places, and general, and sometimes, depending on the content, lists of ships as well separate from the main general index. It is ridiculous to combine all items in one.'

I have replied to this publisher, letting them know that a professional indexer would provide an index to their specifications, and if they required separate indexes this would be done.

I followed up with a thank you email to all those who had replied. Some of them replied, saying they would keep me in mind when they required an indexer. If it achieves nothing else, these publishers are now aware that there are professional indexers in WA, and those not previously aware of Indexers Available now are aware.

Of the indexes I have produced in the last three years, about 70% have been for locally-produced books and journals. All of the locally-produced books have been self-published, so it will be interesting to see if I now pick up any work from these publishers.

Shelley Campbell
Freelance Indexer (and one third of WA ANZSI's membership)

	Publisher A	Publisher B	Publisher C	Publisher D	Publisher E	Publisher F
Type of books published	Historical WA material	e-publications	Material on their local area	Academic and general	General and self-publishing	Indigenous material
Author or publisher responsible for index?	Both	Both. If the author provides an index I use it, if he/she doesn't provide one but subsequently requests one, I provide it.	Publisher	The author to cover costs, but we always discuss the issue and contract the indexer on behalf of the author	Varies from title to title	Publisher
Do you use a professional indexer?	No	No. I usually use the indexing function in Word 2010/13 or InDesign to create the index.	Professional indexer	Always, no matter who is responsible	If there is sufficient budget	Absolutely
If indexer used, are they located in WA or elsewhere?	n/a	n/a	Elsewhere — the one I have used lives in Victoria	Usually elsewhere. We don't have any current indexers based in WA	We wouldn't choose based on location	Both, depends on deadlines and the indexer's availability and cost
Are there non-fiction books that end up without an index because not able to find an indexer?	Yes. Some older authors refuse to index and I do not have the time, or the $, or sales, to justify expenditure	No	Not so far	No	No	No. Editorial make a decision on whether an index is required based on the type of publication and work this cost into our budget
Aware of Indexers Available on ANZSI website?	Irrelevant to me	Wasn't but I am now.	No, but am now. Thank you.	Yes	Yes, thanks.	Yes

Easy grammar tip – If you can insert "by zombies" after the verb, you have the passive voice. "The book was indexed by zombies" for example!

Etcetera

Welcome to the newest column on the block, *Etcetera*, which has taken over from Nikki Davis' *Indaba* column. Thank you to Nikki for doing such a sterling job for so long! We will be alternating with Terri Mackenzie's *Zazuki* column.

First of all, we should introduce ourselves. We are Denise Sutherland and Jane Douglas. Denise (*at left, above*) is an indexer in Canberra (and guest editor of this issue), and a member of the ACT Region Branch committee. Jane (*on the right*) is a new indexer and Queensland Branch committee member, who is also completing her Bachelor of Arts (Professional Writing and Publishing). Now, on with the show!

The Association of Southern African Indexers and Bibliographers (ASAIB) has recently launched its new website. The site provides easy access to their publications, papers from past conferences, and photos of society events. Members are able to update their own entries in the 'Find an Indexer' directory:

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www.asaib.org.za
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An interesting blog post about indexes in eBooks can be found on Peter Meyer's *A New Kind of Book* blog:

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http://newkindofbook.com/2011/09/missing-
entry-whither-the-ebook-index/
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Indexing a couple of years of the AusSI newsletter from the early 80s was a fascinating experience. In 1981 it seems members were just coming to terms with the possibility of personal computers becoming sufficiently affordable to be used by freelance indexers. In a talk at the November 1981 AusSi meeting, Stephen Lansdown suggested two possible computer systems for members' consideration.

'Low cost personal system: Exidy Micro-computer, 56k, dual floppy disks, 64 x 30 line screen, three month warranty. Not expandable to multi-user. ITOH 8510 [dot-matrix] printer. Price: $4,939 plus tax.

'Medium cost business system: IMS 8000 microcomputer, 64k, dual floppy disks, 80 x 24 line screen, two year warranty. Multi-user expandable. ITOH 8510 [dot-matrix] Processing speed twice that of the Exidy. Price: $7,920 plus tax.'

In today's terms, the medium-cost system would now sell for $27,733 (RBA), and that for a system with far less capacity than a contemporary mobile phone.

In the September 1982 edition of the AusSi Newsletter the following charming excerpt from a 1896 ladies' journal appeared.

'Indexing, in an age when time is valuable, is the rising profession that promises to give much employment to women. It is a sedentary occupation, requiring method and a knack of choosing comprehensive headings under which to range the various subjects and allusions found in the work. A lady has been entrusted the indexing of Hansard's parliamentary debates; and this lady takes pupils and gives out work. A well-known editor employs women to index his journal. We hope to enter later more largely upon this field of activity, to which many women may look for employment. Meanwhile, we would suggest the indexing that women of Society might do better than any other — the cataloguing of the pictures, the china, the books and MSS, in country houses — the sorting and arranging of old family letters and archives lying in hopeless confusion in muniment chests. It would be easy to select and adopt a simple plan of cataloguing.

'A lady I know earns £400 a year by indexing the autograph letters of a millionaire collector. Her plan is to summarise the contents of the letter; to give a short account of the writer; of the circumstances attending the writing of the letter; and explanations of the allusions therein. This involves much study at the British Museum, as the collection she is indexing is unique.' (Wimble)

And a final silly note: the comic *Zits* from 13 July 2013 mentions indexing; Pierce shows true dedication to the management of his tattoo collection!

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http://zitscomics.com/comics/july-13-
2013/
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Jane Douglas
Denise Sutherland

Queensland Branch Meeting

Tuesday 27th August 2013 at 6.00pm for a 7.00pm start

The Ward Office, 2/63 Annerley Road (corner of Crown Street), Wooloongabba, Brisbane

Guest Speaker: Greg Parker — the author and publisher of the *Puzzle Wizard* crossword magazines

RSVP by Mon 26th August 2013 for catering to: Moira Brown: brown5moira@yahoo.com.au phone 0416 097 629

Editing skills for ebooks

Dr Agata Mrva-Montoya presented 'Editing skills in the era of digital (r)evolution' at the Society of Editors NSW meeting in Sydney on Tuesday 4 June 2013. Agata has worked at Sydney University Press since 2008, in a role combining editing, project management and social media. She is interested in the impact of new technologies on scholarly publishing, editing and books in general. She delivered her presentation on editing skills at the IPEd conference in Perth in April 2013, and she was a panellist at the joint ANZSI NSW–ACT regional conference on ebooks in July 2012.

Agata started with a brief history of ebooks and an overview of ebook formats and digital workflows. She divided ebook formats into three categories by file type and features, ranging from basic files focused on presenting a linear story with limited interactivity (EPUB MOBI, HTML) to enhanced files with multimedia and hyperlinks (EPUB3, iBooks) to ebook apps that can be used on iOS and Android devices to present content in a non-linear way. She described three types of digital workflows based on various tools and markup languages: print-first, XML, XHMTL. She then explained that she had chosen an XHTML-based workflow for Sydney University Press because it was most versatile for producing both print books and ebooks. She noted that all three workflows could begin with use of word processing software, such as Microsoft Word.

Agata than discussed the role of the editor in digital publishing. She noted that technology cannot do everything and that human beings, such as editors, will continue to be a part of quality book production. Editors should consider content, readers' expectations, and technological enhancements when working with ebooks. They should consider how digital publishing will affect the way that people read and how content will be contained and presented. She recommended that editors develop proficiency in Microsoft Word as a basis, and that they learn basic technical skills in markup languages, such as XHTML, CSS, and Javascript. She predicted that editing, proofreading, and indexing will continue to be outsourced.

Agata noted that hyperlinked indexes are being produced by the XHTML-based system used by Sydney University Press and provided a demonstration. Her advice for editors may well apply to indexers as well — develop basic technical skills and continue to think about new ways that people are reading and how content can be presented. Indexers who are knowledgeable about the ebook production process and able to discuss workflow with editors and to collaborate on ebook enhancements will be in demand.

Mary Coe

Learning by indexing: the UC Berkeley Extension course

Early last year, I felt a need to consolidate my indexing knowledge and fill in a few gaps. I completed the ANZSI Basic Indexing course quite a few years ago and, since then, have learnt 'on the job' with each index I've done, and through the wonderful, informal mentoring support of Max McMaster (and occasionally Mary Russell). I was also fortunate enough to be granted an ANZSI scholarship to the 2009 Conference in Sydney, which was a very valuable learning experience. For me, living in Perth and not having spare funds to travel to the eastern states means that the opportunity to participate in professional development courses in person is virtually non-existent. As there are very few indexers (or people interested in becoming indexers) resident in WA, it is probably not financially viable for ANZSI trainers to come to Perth to run a course for a handful of participants. To try and compensate for this, I have participated in at least three ANZSI Peer Review indexing opportunities over the past few years, and have found them to be excellent in developing my skills and confidence, particularly in unfamiliar areas like annual reports. Despite this, I still felt I needed more training.

Over the course of a few weeks, I investigated the online/ distance courses accessible to ANZSI members. Most of them were too expensive or took too long to complete, or I was concerned that there was no consideration of Australian indexing practices contained in the courses. Time was an important factor for me, as I needed to balance the course workload with my family responsibilities, part-time work, and any indexing work I picked up during the time I was doing the course. So I didn't want to commit to a course that would take a year or more to complete.

After reading the detailed online information on the Berkeley course, I spoke to Max McMaster at length about what I wanted to achieve, and about the Berkeley course in detail. (Max is one of four instructors on the Berkeley course). In October, I decided to sign up for the course. The cost was US$650 (about the same in $A at that time), and I had six months to complete the coursework. I purchased the two textbooks (Mulvany's *Indexing Books,* 2nd ed., and the 'Indexing' chapter from the *Chicago Manual of Style*, 16th ed.) and got to work as soon as I received my online access, which was the day after enrolling.

You start the course by downloading student editions of each of the three major indexing software packages (MACREX, CINDEX and SKY Index), as you have to use all three to do the first few assignments. This is a steep learning curve for all participants, but a valuable one.

Once you get to the major assignments towards the end of the coursework, you can choose which package you want to use to produce your indexes.

Each of the 10 modules has online course notes, reading lists from the texts and activities to be completed (usually a mix of online research, short exercises, major assignments, and emails to share with other course participants on your experience with the assignments). Overall I found the course notes to be quite clear. Clarification was always available from the instructors, either by email or during the weekly online chat session, and extra notes on indexing practices in both Australia and Canada were included throughout the course notes to cater for international students. Sometimes the assignments were also modified depending on which country the student was based in.

The assignments usually entailed making an index of some sort, and started off quite small and relatively easy, to get you used to the different software packages. The tasks varied from things I found quite simple to things that really stretched my abilities. The philosophy of the Berkeley instructors seems to be that it is more important for you to learn the correct practice and produce a good index, than to get it perfect the first time you attempt it. To this end, if they are not convinced you have understood the process and produced a good index, you will be asked to re-submit it after they have explained in more detail the process you have yet to master. Re-submission does entail losing a few marks, but it is more important that you firmly grasp the concepts. (I will admit that I did have to re-submit a few of mine, but I was happy that I ended up with good indexes, because for me that was the aim of doing the course).

I think this is one of the strengths of the course, because not only do you come out at the end being able to produce good indexes, you also gain the understanding and knowledge of what makes a good index. Having said that, I wondered how the novice indexers on the course with me would find the process, but most of those I chatted to online seemed to be doing okay, although we were all at different stages of the course. I think you would realise fairly quickly if indexing was for you or not. I was probably in a better position than most of them, having done indexing for a few years on and off, but there were still things that caught me out.

The three major assignments were reasonably substantial indexes: the first, a short text on a medical subject; the second, in the social sciences area; and the last, a lengthy

journal article in the legal area. These were all areas unfamiliar to me in an indexing sense, yet I ended up producing three good indexes. This experience has given me the confidence to index material out of my immediate comfort zone.

Having successfully completed the course at the end of April this year, I now have more confidence that what I am doing is right, and feel I have the knowledge to make decisions based on what I have learnt. Completing the course has filled a few gaps in my knowledge and consolidated my understanding of indexing skills and practices, so I have achieved what I wanted from the course.

My one gripe is that having completed the course, you don't even receive a certificate of completion for all your hard work. The only recognition is a printout indicating completion of three units of a journalism course (yes a journalism course!). But for me, the advantages far outweigh this small disadvantage!

I would recommend the Berkeley course to anyone wanting to extend their knowledge of indexing. I can't comment on whether or not it would fully equip a novice to be an indexer, as this is not the situation I was in, but I think it would be worthwhile, particularly for those of us in 'remote' locations who don't get the opportunity to attend face to face courses.

Shelley Campbell
Freelance Indexer

Students at the NSW indexing course, Sydney 11–12 July 2013

Back row, L to R:
Mel Keenan, John Archer, Mary Coe (host), Anna Farncomb, Jo Jarrah, Avril Vorsay
Front row, L to R:
Meredith Stokdijk, Maureen Butler, Celia Lindsay

Photo by: Glenda Browne

Introductory book indexing

Held 11–12 July 2013 in Sydney

ANZI NSW's strategy of offering a generous discount to those willing to travel for a course seemed to be effective: four of the eight participants at the July introductory course were from outside NSW, coming from Queensland, Tasmania, the ACT, and New Zealand.

Everyone had their own story about what had brought them to the course. Several of the students were editors looking to expand their skills into indexing. One participant is studying writing and editing at post-graduate level, but her course did not cover indexing, so she had come to ANZSI for training. Another, in the tax field, wanted to overhaul the apparently unhelpful index in a major reference work she uses very often. More than a few of the participants had seen indexes so awful that they felt that they could — with professional training — do better themselves!

John Archer, from Tasmania, clearly demonstrated that lifelong learning can be a reality. A retired dairy farmer, now in his seventies, he had transcribed over 400 family letters as a retirement project, using voice-recognition software for the first time. He then published them with his own index, which he created using a multi-purpose, inexpensive software package. He is now writing a local history book and was looking to acquire more formal indexing skills, and to learn about the dedicated indexing software options.

The students greatly appreciated the willingness of teacher Glenda Browne to share her practical tips as well as her detailed theoretical knowledge of indexing, both as a profession and as a small business venture. Glenda and Mary Coe also kindly brought in a range of general and specialist indexing publications which were available for students to peruse, and to purchase if they wished to acquire resources to supplement the course notes.

Two solid days on such a specialist topic may not be everyone's choice of pastime, but all the participants seemed just as keen, if not more so, at the conclusion of the course, to join the indexing fellowship. Many thanks to ANZSI, and Glenda, for making this valuable training available.

Celia Lindsay
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Branch events

Date and time	Organiser	Name of activity	Venue	Contact details
Wed 7 August 6.00 pm	Vic Branch	Indexing numbers & branch library launch	Old Op Shop, Holy Trinity Anglican Church, Kew	Details at www.anzsi.org/site/calendar _ details. asp?id=320
Tues 27 August 6:00 pm	Qld Branch	Meet the Puzzle Wizard	The Ward Office, 2 / 63 Annerley Road, Wooloongabba	Details at www.anzsi.org/site/calendar _ details. asp?id=332
Tues 3 Sept 6.00 for 7.30 pm	NSW Branch	AGM	Golden Cinnamon Restaurant	Details at www.anzsi.org/site/calendar _ details. asp?id=329
Wed 4 Sept 6:00 pm	Vic Branch	The Business of Indexing	Old Op Shop, Holy Trinity Anglican Church, Kew	Details at www.anzsi.org/site/calendar _ details. asp?id=321
Wed 2 Oct 7:00 pm	Vic Branch	ANZSI Council AGM & Dinner	Elsternwick Club	Details at www.anzsi.org/site/calendar _ details. asp?id=319

ANZSI Newsletter

Opinions and statements expressed in the *Newsletter* are those of the respective authors.

Newsletter schedule

The next *Newsletter* will appear in September 2013.
The contribution deadline is Friday, 30 August.
The editor welcomes your contributions submitted by email to <peter.judge@bigpond.com>

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