

ANZSI Newsletter

 Newsletter of the Australian and New Zealand Society of Indexers Inc.
Volume 9 | number 9 | October 2013

ANZSI News



Annual report

At the Council AGM on 2 October the ANZSI Annual report will be presented. The complete report will be available at <www.anzsi.org/site/annualreports.asp>. Sections of the report will be published in the Newsletter, starting with the work of Council and excerpts from the Membership report.

Over and out

This is my final ANZSI News column. Officially at the AGMs on the 2 October I step down as ANZSI President and from the Victorian Branch Committee. I am taking a break from all ANZSI committees. Note that is 'committees' not indexing.

As I sign off I wish you all good health and lots of enjoyment indexing. I conclude with the final words from *The Sound Of Music – So Long, Farewell (the Children) Lyrics*

I'm glad to go, I cannot tell a lie
I flit, I float, I fleetly flee, I fly
The sun has gone to bed and so must I
So long, farewell, auf wiedersehen, goodbye
Goodbye, goodbye, goodbye
Goodbye

Mary Russell

ANZSI Annual Report 2012–13

President's Introduction

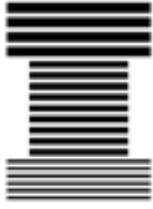
The Council has pleasure in presenting its Annual Report for 2012–13. The report will be presented at the Annual General Meeting in Elsternwick on 2 October 2013. The report is compiled from contributions from all Council members and officials to represent all the work done by ANZSI.

2012–13

This financial year has been significant not only for ANZSI but for indexing in general with the work of the IDPF Indexes Working Group. Here are a few highlights

- The first ANZSI Conference to be held in New Zealand was held in Wellington in March. It was a success and, with content of interest to publishers, provided a wonderful opportunity to promote indexing in New Zealand.
- A comprehensive survey of members provided useful information about members, such as the type of indexing done and what other work they are doing. Back-of-book indexing is the main type of indexing done but, of the respondents indexing books; over half are only doing between one and five indexes a year. Indexing is typically only one way respondents earn an income with most doing other work, such as editing or proof reading. Income earned from indexing is typically less than 25% of total income and for three quarters of respondent it is either nothing or less the \$15,000.
- Training courses have been held around the Society. Introduction courses were run in Adelaide, Melbourne and Sydney. Intermediate or practical courses were run in a couple of different forms by New South Wales and Queensland Branch,

(continued on next page)



**Australian and New Zealand
Society of Indexers Inc.**

ANZSI Newsletter

ISSN 1832-3855

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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>.

(ANZSI Annual Report, continued from previous page)

as well as a Council run peer review on journal indexing. Specialist courses were also run on embedded indexing, indexing annual reports and InDesign indexing.

- To be able to formally recognise the contributions to ANZSI by non-members we established an Outstanding Contribution Award. The first recipient was Sylvia Ramsden.
- Our work on the International Digital Publishing Forum, EPUB Indexers Working Group continued through the work of the ANZSI Representative, Glenda Browne.
- ANZSI highlighted some of the issues relating to indexes in ebooks by sending a response to the 'ALIA Ebook and lending issues paper' and attending an ALIA event.
- Council runs a very tight budget. Its main source of funds is membership dues. It has no funds in reserve to fund any additional projects and is heavily reliant on the good will of Branches to pick up the cost of specific projects. Council continues to examine various options to develop a more sustainable financial situation. Since there was a strong message to Council not to increase fees, they unanimously decided to introduce a small fee to members to advertise in Indexers Available. In June we registered for GST.

2013–14

At this AGM the Victorian based Council is stepping down in at the AGM in October and handing over to a new Council team. We wish them well for the future.

Thank you

Extra big thank you to all the Victorian based members of Council who have worked tirelessly to ensure the smooth running of Council since taking over in January 2007 from the NSW based Council. Thank you to all Council members, officers and committee members, branch officers and committee members, state and territory representatives, members and non-members who volunteer their time to the Society and without whom the Society could not function.

ANZSI Council Report 2012–13

Council membership

Mary Russell	President
Alan Eddy	Vice President
Michael Ramsden	Secretary
Margaret Findlay	Treasurer (to September 2012)
Max McMaster	Treasurer (from September 2012)
Glenda Browne	(from May 2013)
Dominique (Nikki) Davis	(from November 2012)
Karen Gillen	
Max McMaster	(to September 2012)
Shirley Campbell	President, ACT Region Branch
Frances Paterson	President, NSW Branch
Julie Daymond-King	President, New Zealand Branch
Moira Brown	President, Queensland Branch
Dominique (Nikki) Davis	President, Victorian Branch (until October 2012)
Iris Bergmann	President, Victorian Branch (from November 2012)

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Officers of the Society

Education Coordinator	Max McMaster (from December 2012)
Editor of the Newsletter	Peter Judge
Membership Officer	Karen Gillen
Web Manager	Mary Russell

State and Territory Representatives

Northern Territory	Frieda Evans
North Queensland	Jean Dartnall
South Australia	Jane Oliver
Tasmania	Christopher Brennan
Western Australia	Linda McNamara

Chairs of Boards and Committees

Awards	Alan Walker (to December 2012)
	Garry Cousins (from December 2012)
Board of Assessors	Sherrey Quinn
Conference Committee (2013)	Tordis Flath
Conference Committee (2015)	Tracy Harwood (from March 2013)
Promotions and Publicity	Max McMaster (to December 2012)
	Dominique (Nikki) Davis (from December 2012)

Margaret Findlay

It was with sadness that the Society learned of the death, on 8 September 2012, of Margaret Findlay. Members of the Council and the Committee of the Victorian Branch attended Margaret's funeral service in the Uniting Church in Hawthorn on 13 September. An obituary appeared in the Newsletter (Vol. 8, no. 9, October 2012).

During her professional career Margaret managed the Cunningham Library at ACER in Camberwell. She was a member of AusSI (as it was then) in the early days and was employed as a consultant/organiser for the Society's first conference in Marysville in 1995. Margaret then rejoined the Society in 1996 and continued as a member until her death. Following the success of the Marysville Conference she was heavily involved in organising the Hobart Conference in 1997 and all subsequent conferences held in Victoria. She was successively Treasurer of the Victorian Branch and then, from 2007–12 of ANZSI. She was a model committee member and contributed greatly to the Society. Margaret will be sadly missed.

In memory of Margaret a donation of \$200 was made to the Australian Cancer Research Fund

Meetings

Council met nine times during the year. As in the two immediately previous years a full meeting of the Council, including the ex officio members, was held at the Great Western Airport Motel and Conference Centre in Atwood, close to Melbourne Airport. Because of the conference in Wellington in March the meeting this year was held in May.

Associations Incorporation Reform Act 2012 (Vic)

This Act supersedes the *Associations Incorporation Act 1981* (Vic) under which the society was incorporated in October 2010. The Act came into force on 26th November 2012 and organisations using their own rules were allowed a twelve month period of grace to bring their rules into line with the new Model Rules. Council undertook a review of the Constitution and a revised Constitution was approved and will be put to the members at the Annual General Meeting on October 2013.

Survey of Members

The quinquennial survey of members was carried out, returns being due by June 2012. The results were analysed and presented to Council in September 2012 and were referred to branches for comment. A majority of members expressed a preference for the terms "Accreditation" and "Accredited Indexer" rather than "Registration" and "Registered Indexer". and Council approved the use of the new terminology at its meeting in July 2012. Another interesting finding was that 76% of members earn less than \$15,000 p.a from indexing and 55% less than \$5,000. A summary of the results was printed in the Newsletter in (Vol. 8 No. 9, October 2012) and the full results are on the website with the Council papers for September 2012 (<http://www.anzsi.org/UserFiles/file/36-129%20Survey%20results.pdf>).

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Renewal of Accreditation

Consideration of this item occupied some six months. Council realised in December that there was an anomaly in the Constitution in that the policy of a five yearly renewal of accreditation ran counter to the provision that “The inclusion of a member’s name in the Register will entitle a member to be known as a Registered Indexer of the Australian and New Zealand Society of Indexers so long as he or she remains a financial member of the Society.” On the recommendation of the ACT Region branch a motion to correct this anomaly had been put to the annual general meeting in 2007 but it was defeated. A similar motion in 2008 was also defeated.

Renewal of Accreditation was scheduled to take place in 2012, five years after the first renewal exercise. At its meeting in December 2012 Council agreed that the Society needed to decide whether or not it wished to continue with the policy and that, if so, the anomaly needed to be resolved. Accordingly the scheduled renewal exercise did not take place. Two simple alternatives for criteria and procedures were suggested by the Chair of the Board of Assessors but were not accepted by the Council. Following consultation with the Board of Assessors the issue was referred to the meeting of the full Council in May. At that meeting the Council decided to discontinue the policy.

Following this decision it was ascertained that, as a result of the first round of renewals in 2007, eleven members had not been granted renewal. Of these six did not wish to seek renewal, four had not responded, and one application for renewal was unsuccessful. Of the eleven two have since died and seven others are no longer members. The two remaining members were re-instated as accredited indexers as required by the Constitution.

Education Coordinator

Council created the position of Education Coordinator and appointed Max McMaster to the position. A position description was approved at the full meeting of the Council in May 2013.

Draft Curriculum

A draft curriculum for the Society’s basic course in indexing was prepared by Glenda Browne for the former Education Committee. The document was approved in principle in 2011–12. Following consultation with the branches it was formally approved by the Council meeting in May 2013 and has been posted on the website. (<http://www.anzsi.org/UserFiles/file/Curriculum%20May%202013.pdf>). The draft curriculum is designed to set out the content of a course, or suite of courses, covering basic indexing principles and practical indexing

Council Training

Adelaide courses

Council ran two separate courses back-to-back in Adelaide over three days, August, 6-8, 2012. Basic Book Indexing Parts 1 and 2 were conducted by Max McMaster (6-7 August), and a Web Indexing and Metadata course was conducted by Glenda Browne (8 August). The courses were organised by Jane Oliver (South Australian Group representative) and Janet Wilkinson-Smith. We are grateful to both organisers for their assistance in initiating and managing the courses. Twelve participants attended each day, which was the maximum the venue (DOME) could hold. Feedback following the courses indicated that all participants had gained enormously from the experience. Profit from the courses was \$4,760, which was a very successful outcome for Council.

AusSI/ANZSI Newsletter Peer Review

The indexing of 37 years of the AusSI/ANZSI Newsletter involved 32 participants. Although the majority of the volunteers were from within the Society’s ranks, assistance was provided by some knowledgeable Australian non-Society members, as well as some overseas indexers. Eight of the volunteers requested their indexing be peer reviewed to ensure their journal indexing skills were up to the mark, and this was capably done by Mary Russell.

IDPF Indexes Working Group

Glenda Browne agreed to continue in her role on this Group. A statement on the work of the group appears elsewhere in this report. Council is grateful to the ACT Region Branch for covering the cost of the honorarium.

Librarians, as purchasers and lenders of books, are an important group in the ebook community. ANZSI Council sent a response to the ‘ALIA Ebooks and lending issues paper’, describing the work of IDPF and the IWG, and two ANZSI NSW members attended the associated meeting, and raised the question of ebook indexes.

Review of ANZSI policies

Council undertook a review of ANZSI policies. The following policies were reviewed and, following consultation with the branches, revisions were approved and have been posted on the website: Branding, Life Membership, Payments to Members, Proxy Voting and Recommended Rate for Indexing.

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Membership and Subscriptions

Subscriptions

Council decided to hold the subscription at AUD80 plus GST for Australian members (an increase of 10% owing to the introduction of GST) and NZD80 for New Zealand members. It was also agreed that New Zealand members should have the option to pay their subscriptions into the New Zealand Branch's bank account with the New Zealand branch Treasurer transferring the resulting income to the Council's account in bulk, thus minimising bank transfer fees.

Over the past year the Society continued the trial of two subscription options: (a) Calendar-year Subscription (1 January to 31 December); and (b) Financial-year Subscription (1 July to 30 June). After consideration in early 2013, it was resolved to discontinue dual membership renewal periods in favour of a single renewal date of 1st July, and that the Constitution be amended accordingly. It was later resolved that members due for renewal in January 2014 pay a pro rata subscription to bring them into line with those whose membership runs for the financial year. The amendment to the Constitution will be put to the members at the AGM in October 2013.

Membership

For some time, the Society has offered a 'Student' category of membership. In recent years, however, the number of members selecting this option has varied between one and two. In view of the small number and the relatively small concession it was resolved to discontinue this category of membership and to amend the Constitution accordingly. This amendment will be put to the members at the AGM in October 2013..

Substitute members at Council meetings

The President of the New South Wales Branch was unable to attend the meeting of full Council in May and sought to nominate her Vice-President as a proxy. This, however, is not at present permitted by the Constitution, which makes no provision for proxies at council meetings. At the suggestion of the Secretary of the NSW branch a solution was found whereby the NSW Vice President was elected by the Council to fill one of the vacancies for councillors-at-large'. The revised Constitution, to be put to the AGM in October 2013, includes a provision for presidents of branches, if unable to attend, to nominate a proxy.

Registration for GST

In April 2011 Council considered a paper canvassing the option of registering for GST. The paper was referred to branches. Comments in support of the proposal were received from the ACT Region Branch and the New Zealand Branch and at its meeting in June 2011 Council formally resolved to take the steps necessary to register for GST. However, owing to the illness of the Treasurer the process of registration was not completed. Council took up this matter again in preparing the budget for 2013–14 and applied for registration. The process proved to be more complicated than anticipated as it was discovered that, when the Society changed its name to the current form in 2004 the change of name was not registered with the Australian Taxation Office as required under the rules for ABNs. Before the Society could register for GST it was first necessary to resolve this matter. An application is currently before the ATO to register for GST with effect from Monday 17 June 2013.

Indexers Available

The full Council meeting in May decided to charge a fee for an entry in *Indexers Available* of AUD38.50 (incl. GST) for members resident in Australia and NZD35 for members resident in New Zealand. This decision was taken in the context of a situation in which ANZSI faced a probable deficit in 2013–14. The alternative was to increase the subscription to AUD110 (incl. GST) for members resident in Australia and NZD100 for members resident in New Zealand. A brief explanation of the budget decision, and of this decision, appeared in the June issue of the Newsletter. A longer explanation appeared in the September 2013 issue.

Prior to the introduction of the fee, members elected whether to include their details on *Indexers Available*, and it was their responsibility to manage their entries (i.e. to include accurate and up-to-date information about their qualifications, expertise and experience). While many members elected to include their details on *Indexers Available*, some have neglected to update their details on a regular basis. There have also been a number of other concerns related to the list, such as: members being included although they were no longer actually available to take on any indexing work; members indicating they had expertise in numerous areas but failing to provide any details of their qualifications, or publications indexed, to support their claims; and members listing their contact details but not including any qualifications and/or indicating any areas of expertise. As a result, much of the information available to potential clients has been inaccurate or at best uneven. It is hoped that, with the introduction of a fee for advertising in the forthcoming financial year, members will be encouraged to keep their entries accurate and up-to-date. *Indexers Available* will then be a far more useful product for both clients and indexers.

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Risk Assessment

The *Associations Incorporation Reform Act 2012* (Vic) requires incorporated associations to indemnify office holders against “any liability incurred in good faith by the office holder in the course of performing his or her duties as an office holder”. The term “office holder” is defined to include all members of the governing committee. The limit of indemnity is \$20,000. The choice for the Society is to carry this risk itself or to insure against it. The Secretary and Treasurer carried out a review of the Society’s insurance needs and presented a paper to the full meeting of the Council in May. Council decided that, in general, the Society’s existing policy is adequate for our needs. On the question of the indemnity Council decided that the cost of insuring was out of all proportion to the risk.

Communication within ANZSI

Glenda Browne presented a paper which was considered at the full meeting of the Council in May. Arising from the paper Council resolved to ask the NSW Branch to investigate the feasibility of the use of communications technology for meetings of the Council.

Outstanding Contribution Award

At the Annual General Meeting in October 2012 an Outstanding Contribution Award was presented to Sylvia Ramsden. The award was reported in the Newsletter for November 2012.

At the full meeting of the Council in May a recommendation for a further award was approved. The award will be presented on a suitable occasion.

Archives

At its meeting in June 2013 Council considered the need to formulate an archives policy. As an initial step it was agreed to conduct an audit of the Society’s archives as part of the process of handing over to a new Council.

Council 2013–14

At the full Council meeting in May members were informed that neither the current Executive, nor the two elected members of Council, would seek re-election when nominations were called for the election of officers and council members for 2013–14.

Membership Report

This is a selection of the major elements of the Membership Report section of the Annual Report. Table numbers are as they appeared in the Annual Report.

Subscription periods

The Society continued the trial of two subscription options: (a) Calendar-year Subscription (1 January to 31 December); and (b) Financial-year Subscription (1 July to 30 June) though this is likely to change.

Total Membership at 30 June 2013 (AR Table 1)

At 30 June 2013 ANZSI had a total of 198 members, of whom 29 are currently subscribing to a calendar-year membership subscription.

Membership Figures at 30 June 2012 and 30 June 2013 (AR Table 2)

The table below compares the total membership figures at 30 June 2012 with those at 30 June 2013. Gains and losses were calculated on the basis of the difference in overall total of branch memberships at the end of each financial year.

It was gratifying to see membership numbers stabilising after the trend of diminishing subscriptions in the previous two financial years (losses of 21.3% in 2010–11 and 15% in 2011–12). Whereas losses were distributed evenly across the branches in 2011–12, this financial year NSW was the only branch to register a reduction in overall membership with a loss of close to 25%. Victorian membership was static with losses balanced out by gains in membership. The loss of NSW members was balanced by gains in the ACT Region, New Zealand and Queensland branches, with the greatest increase in membership being in the New Zealand Branch.

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Branch	Members at 30 June 2012	Members at 30 June 2013	Overall Gains	Overall Losses
ACT and Region	32	35	3	0
New South Wales	41	31	0	10
New Zealand	25	30	5	0
Queensland	29	30	1	0
Victoria	64	64	0	0
No branch affiliation	6	8	2	0
Total membership	197	198	11	10

Table 2. Membership figures at 30 June 2012 compared to 30 June 2013

Accredited Indexers (AR Table 4)

The Table 4 below shows the number of accredited indexers by branch, in whole numbers and as a percentage of Life + Personal members.

Branch	Personal+Student+Life	Accredited Indexers	Percentage
	Members		Accredited Indexers
ACT Region	33	7	21
NSW	31	13	42
NZ	29	3	10
QLD	30	2	7
VIC	62	15	24
No Branch	8	0	0
TOTALS	193	40	21

Table 4. Accredited Members at 30 June 2013

Indexers Available (AR Table 5)

From 1 July 2013, a fee will be introduced for advertising in *Indexers Available*, and the Membership Secretary has been allocated the role of maintaining a register of subscribers. The statistics for those listed in *Indexers Available* at 30 June 2013 are presented in Table 5 which follows. Corporate members are not included as they do not advertise freelance indexing services.

Branch	Personal+Student+Life	Members Listed on Indexers Available	Percentage
	Members		Personal+Student+Life Members Listed in Indexers Available
ACT Region	33	15	45
NSW	31	22	71
NZ	29	15	52
QLD	30	11	37
VIC	62	31	50
None	8	5	63
TOTALS	193	99	51

Table 5. Members listed on *Indexers Available* at 30 June 2013

Etcetera



Eat Your Books

Eat Your Books (EYB) is a great concept — an online index to your own cookbooks. It is an ‘e-book’ way to search all the recipes in your personal ‘p-book’ cookbook collection, quickly, elegantly, and easily.

To use EYB, you sign up at their website <www.eatyourbooks.com>. You can choose from a free membership which allows a maximum of five cookbooks from your collection — or choose a monthly (US\$2.50) or annual (US\$25.00) membership, to be able to add unlimited numbers of recipe sources. A lifetime membership is only US\$50.

You then create your own Bookshelf, selecting the cookbooks and cooking magazines you own. You can search on title, author, or ISBN. They have a massive collection, including many Australian titles such as *Food Safari* by Maeve O’Meara and Stephanie Alexander’s *Cook’s Companion*. They list over 400 cookbooks in the *Australian Women’s Weekly* series, but many of these have not been indexed (*yet, maybe ANZSI members can improve on this!*).

Then you can search for any recipe name, ingredient, recipe type, ethnicity, cooking method ... whatever you like! The search engine displays a list of all matching recipes from the books and magazines in your own collection. They can be displayed in a list, or in a beautiful ‘Pinterest’ style with photos of recipes where available.

The EYB website does not present you with the actual recipe — you then need to go to the cookbooks or other recipe sources to get the recipe. But it helps searching for ‘That great curry we made last winter, which cookbook was it in again?’ Or if you want to find every recipe that contains poppy seeds in your cookbooks — it takes three seconds, and two of those are for typing in ‘poppy seeds’.

Search results also provide category information and a full list of main ingredients (quantities and ‘pantry’ staples like salt and oil are not included); you can use this to create shopping lists within EYB.

You can also use EYB to catalogue and organise your cookbook collection, and add personal recipes, like Nanna Jean’s Pumpkin Scone recipe, and individual recipes from a selection of food blogs and websites. You can use electronic bookmarks to ‘mark’ recipes, add tags to your favourite recipes, create menus for special events, and so on. The EYB mobile website works well on mobile phones (so you need to use a web browser on your phone to access the site — they don’t currently have an app), so you can search your cookbooks while you’re at the grocery store, choose a dish, and get an ingredients list on the fly!

The team of women who run EYB are not professional indexers; they include enthusiastic home cooks, a professional chef, a few editors and food writers, and information technology specialist Deborah Sauvé, who has ‘supervising indexers’ listed under her work experience.

To date EYB have indexed over 800,000 recipes from over 4,500 popular cookbooks, magazines, food blogs, and websites. But there are thousands of cookbooks listed on their database which are waiting to be indexed.

Paid-up members can index their own cookbooks (one at a time), adding them to the EYB database for all to use. You can ‘Request to Index’ and they will send you highly detailed indexing information on how to enter the cookbook within their system. The indexing/ categorisation is carried out using the EYB web interface.

There are shortcut codes (ct=canned tomatoes, ps = parsley, and oo=olive oil, for example), standard lists of recipe categories, and a fair list of strict rules to make entering data quicker and consistent. The work is more database entry and categorisation, than ‘indexing from scratch’, but still interesting.

We recommend checking out their Support page for more in-depth information, especially if you’re interested in indexing your own cookbooks in their system.

There is also the possibility of approaching the EYB team directly, as a professional indexer, and being added to their list of indexers. This means you would be paid for indexing books in their system; but the rate of pay is very low, one ANZSI member was paid about 5¢ per database entry, which came to about \$30 for a cookbook. But it would certainly offset your annual EYB membership fee.

EYB can also be found online here:

Facebook: <www.facebook.com/eatyourbooks>

Pintrest: <www.pinterest.com/eatyourbooks/>

Twitter <[@EatYourBooks](https://twitter.com/EatYourBooks)>

Revenge by Index

In July this year, American satirist Matt Seidel wrote this fabulously ridiculous piece, *Détente by Index*. This article discusses the fictional ‘legendary indexer’ Earl Sprague’s memoir, *Invitation to a Subheading*, and how it has been indexed, after Sprague’s demise, by his arch-rival Thor Henderson.

The index is printed in full, and makes truly hilarious reading. The whole bitter story of Sprague and Henderson’s rivalry is revealed within the index entries.

A small segment to whet your appetite:

Amateurs: perils of hiring, 6; inability to distinguish his work from, 37-9

Art: indexing as, 92; of self-promotion, 1–250

(continued on next page)

(Etcetera, continued from previous page)

Hendarson: see Henderson

Henderson: my surname, 8; passive-aggressive misspelling of, 17

Librarians: torrid affairs with, 17, 64, 108

Wife: see Adultery, Rival, Ennui, Thor, Children, and Disaster

I contacted Matt to tell him how much professional indexers were loving this piece, and how spot on he was

with (breaking!) many of the conventions. He wrote back that 'having clumsily tried my hand at constructing a real index years ago, I can definitely say that it's an art.'

It is published on *The Millions* website. The URL is rather unwieldy, so just search on 'Détente by Index' and you will find it.

Denise Sutherland and Jane Douglas

News from Queensland

Last month Queensland Branch members and industry colleagues enjoyed an informative and entertaining presentation from Judy Frederiksen: editor, writer, proofreader and Honorary Liaison Officer between the Society of Editors (Qld) and the Queensland Writers Centre.

Judy had a long and very successful earlier career in banking, both in Australia and internationally, reaching Branch Manager. Her talk focused on how she moved into editing. She gave a lively description of her previous career and the many skills she developed, and how these have stood her in good stead as she moved to her new career. It was particularly interesting to hear of her willingness to have a go and say yes to the opportunities that came her way. Judy is clearly making a success, having worked on a wide range of projects in the last four years.

Part of her strategy for the move was completing a Post Graduate Certificate in Editing and Publishing at the University of Southern Queensland, which led to many useful connections with publishers and other colleagues. We heard of the importance of networking, through contacts in Rotary and writers' groups for example, and of being in the right place at the right time. But most impressive was her energy and enthusiasm for creating her own opportunities.



At the meeting were: (front row) Guest Speaker Judy Frederiksen, David Crosswell; (back row) Brian Clarke, Graham Potts, David Muller, Jeni Lewington. Photo Moira Brown.

Judy's interest in writing has found application here, initially in writing and researching the memoir of the late Bill Wallace when a friend of Bill's had sought her help. Judy's first 'memoir' project sparked an intriguing discussion among the audience, because Bill had inhabited an island in North Queensland long before it became the tourist mecca that it is today. Another lively discussion arose on publishing contracts, and in particular on one dubious contract that Judy has been offered for this memoir.

Judy's motto would have to be 'have a go'. As someone starting out in a new field, she has accepted that there will be a certain amount of pro bono work. But this has gained her references for her CV, helping her build her portfolio and leading to further work.

Judy presented a virtual master class in how to make a career change, use contacts and networking and be willing to seize every opportunity that comes your way. It was inspiring to hear how much industry experience and what a reputation for hard work you can gain if you are willing to put yourself out there and have a go when starting a new venture.

David Muller (Editor, Musician)

And see page 12 for upcoming Branch events in October and November...

China Society of Indexers conference

If you have been thinking of going to the China Society of Indexers conference in Shanghai, 2–4 November, and you would like to be the ANZSI representative, please contact the incoming ANZSI Secretary, Mei Yen Chua <meiyen@swallowbooks.com.au>. Details are at <www.cnindex.fudan.edu.cn/news/2013/news_1306_01.htm> (the page is in Chinese – use a site such as <<http://translate.google.com/>> to translate it).

Glenda Browne

Tips and hints – using your unique *Indexers Available* link

If you are listed in *Indexers Available* you have a unique link for your name. For example, mine is <www.anzsi.org/site/indexers_available.asp?indexer=196>. Find your unique link by searching *Indexers Available* and clicking to view full details. Why not use this to promote your skills and experience?

One way to do this is to include the link as a signature to your email. Most email packages allow you to create a Signature for your emails. Here is how to do it in a couple of packages.

Creating a signature in Microsoft Outlook:

1. Open a new email
2. Click on the Signature button on the top line and select Signature
3. In the E-mail Signature tab click new.
4. Type a name for this new signature.
5. Type the contact details you want.
6. Add the text you want to cover the link to *Indexers Available*. For example you might type 'Link to my indexing specialities and experience'.
7. Highlight the text.
8. Click on the Insert Hyperlink button (looks like blue dot with chain under it).
9. The text you typed should appear on the top line.
10. In the Address field near the bottom paste your unique *Indexers Available* link.
11. Click Save at bottom of small box (not OK at bottom right).

Creating a signature in Gmail:

1. Sign into Gmail.
2. Click on the gear icon on the top right-hand side of the screen.
3. When the drop down menu appears, click on 'Settings'.
4. Scroll down to find the 'Signature' setting. Paste your unique *Indexers Available* link into the Signature field along with any other contact information you wish to provide.
5. Scroll down to the bottom of the page and click on 'Save changes'.

Creating a signature in Mail, on a Mac:

1. Open Mail (in this case Version 5.3 Apple Inc.)
 2. Select Mail Preferences and click the Signatures button.
 3. Enter what you want in panel in box
- Next time you send a professional email you can add your new signature to your email.

Mary Russell

(with thanks to Gmail and Mail)

News from New Zealand

The NZ Branch AGM passed off in useful style with lunch in Auckland on Sunday 22 September for six people and apologies from more than twice that.

Most reports had been circulated in advance, so we were able to approve these, including amendments to our constitution, and revised position descriptions quite readily. The new committee for 2013–14 was elected: Julie Daymond-King (President), Jill Gallop (Treasurer), Rae Foster (Secretary), Tordis Flath (Vice-President), Susan Brookes (Mentoring Coordinator), Geoff Kelly (Training/Events Coordinator – Wellington), Judy Graham (Librarian), Nelly Bess, Robin Briggs and Daphne Lawless.

In addition, Lai Lam will be coordinating an Auckland region social group, meeting probably every second month to show-and-tell, chat, explore any interesting issues etc. Our first event is likely to be in late November in Helensville (a once-a-year venue, being 50k from Auckland central, but still officially part of the supercity.)

We wish the new Council a productive and harmonious term of office.

Julie Daymond-King, NZ Branch President

Letter to the Editor

In accordance with the preferences of some Council members, I have made several posts on the Discussion page of the ANZSI website, rather than sending them to the Newsletter.

They cover the *Indexers Available* charge, communications within ANZSI, meeting procedures and minutes, and the circumstances surrounding the resignation of Iris Bergman.

I am very concerned that the Council appears to have placed the Society and the Council members in an invidious position with respect to Consumer Affairs Victoria, and have perhaps laid ANZSI and themselves open to legal challenges. I also believe that the Council is not legally entitled to charge for members for a presence on *Indexers Available*.

I invite all members to read these posts and reflect on them prior to the AGM next month.

Don Jordan, Antipodes Indexing

Members should note that the ANZSI Constitution was approved by Consumer Affairs Victoria at incorporation in 2010, and Section J (Finance) covers Don's concerns by giving the Council power to levy the charge in question.

Clause J8 reads: "The funds of the Society shall be derived from subscription fees, fees for attendance at training courses, sale of publications, fees for attendance at conferences, and *such other sources as the Council may from time to time determine.*" (my italics)

Mary Russell

ACT Region Branch AGM and 21st Anniversary

Tuesday 22 October, Brassey Hotel, Barton
AGM at 6.30 pm, followed by
dinner at 7.15pm

Enjoy a convivial evening, with the new President of ANZSI presenting special awards.

The menu offers two main courses, two desserts, and tea or coffee for \$52.50 per person. Drinks are your own responsibility. Bring along your friends and partners – a great venue and great company!

RSVP to Shirley Campbell by Tuesday 15 October, tel: 6285 1006 or at <shirley.campbell7@bigpond.com> if you will be attending, advising any special dietary requirements.

Payment may be made by:

- cheque or money order to ANZSI – ACT Region Branch, GPO Box 2069, Canberra ACT 2001, or
- direct deposit to the CBA, BSB 062 907, ANZSI ACT Region account, Account number 10029711. If paying by direct deposit please quote your name in your payment.

ANZSI ACT Region Branch is not registered for GST, and therefore does not issue tax invoices.

Write, Edit, Index: a national conference for editors, indexers, and publishing professionals ...

... is the title of the 2015 conference to be held in Canberra, 6–9 May 2015, jointly hosted by the ACT Region Branch of ANZSI and the Canberra Society of Editors on behalf of ANZSI and the Institute of Professional Editors (IPEd). An organising committee, with a mix of editors and indexers, has been set up and is gently advancing plans.

Rydges Lakeside has been selected to host our conference, and a deposit paid to confirm our booking. The four-star hotel has recently been refurbished and is looking pretty flash. With the trendy New Acton precinct continuing to grow, we think Rydges Lakeside will be an excellent venue.

The committee has contacted two keynote speakers, who have both expressed interest, but have yet to be confirmed.

We are going to set up a website using WordPress, and have a placeholder <writeeditindex.net.au> – graphic design and content to come!

And now the conference committee is beginning to think about the most important element – the conference program. In these early stages, all ideas or suggestions for speakers or subjects are very welcome, so please send them our way: <writeeditindex@gmail.com>. (And if you have any brilliant ideas to attract sponsorship, let us know about them too.)

Tracy Harwood, Conference Convenor

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ANZSI and Branch events

Date and time	Organiser	Name of activity	Venue	Contact details
Tues 22 Oct 6.15 for 6.30 pm	ACT Region	AGM and dinner	The Brassey, Barton	Details at < www.anzsi.org/site/calendar_details.asp?id=334 >
Tues 29 Oct 6.00 pm	Qld Branch	Susan Prior – award winning editor	Wooloongabba, Brisbane	Details at < www.anzsi.org/site/calendar_details.asp?id=336 >
Wed 6 Nov 6.00 pm	Vic Branch	The VIC: Newsletter indexing	Old Op Shop, Holy Trinity Anglican Church, Kew	Details at < www.anzsi.org/site/calendar_details.asp?id=322 >
4 Nov to 2 Dec	NSW Branch	Intermediate/ practical indexing course online	–	Contact < glendabrowne@gmail.com > Details at < www.anzsi.org/site/calendar_details.asp?id=333 >
Sat 30 Nov 12.00 pm	Qld Branch	Xmas party lunch	The Norman Hotel, Wooloongabba, Brisbane	Details at < www.anzsi.org/site/calendar_details.asp?id=337 >

ON OTHER PAGES

ANZSI News	1
ANZSI Annual Report 2012–13, President's Introduction	1
<i>ANZSI Newsletter</i>	2
ANZSI Annual Report 2012–13, Council Report	2
ANZSI Annual Report 2012–13, Membership Report	5
Etcetera	8
News from Queensland	9
China Society of Indexers conference	9
Tips and Hints – using your <i>Indexers Available</i> link	10
News from New Zealand	10
Letter to the Editor	10
ACT Region Branch AGM and 21st Anniversary dinner	11
Write, Edit, Index: the 2015 conference	11

ANZSI Newsletter

Published by the
Australian and New Zealand Society of Indexers Inc.
PO Box 2059, Wattletree Road LPO, Malvern East,
VIC 3145, Australia
© Australian and New Zealand Society of Indexers Inc.
ISSN 1832-3855

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

Newsletter schedule

The next *Newsletter* will appear in November 2013.

The contribution deadline is **Friday, 1 November**.

Please send contributions by email to the Editor

Peter Judge <peter.judge@bigpond.com>.



**Australian and New Zealand
Society of Indexers Inc.**

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