



Newsletter of the [Australian and New Zealand Society of Indexers](#) Inc.

Volume 10 | Number 5 | June 2014

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From the President



ANZSI Council met the night before the newsletter deadline, so I am quickly gathering notes of some of our decisions.

We have not yet had any applicants for the *Newsletter* editor position. We have decided to pay an honorarium for this position, and are waiting for feedback from branches before we decide how much we are able to pay. Contact details for expressions of interest are elsewhere in the *Newsletter*.

Council projects

At our May meeting we went through the 'Council Projects' document. This handy document reminds us about regular, ongoing and one-off projects that ANZSI undertakes. We went through this list at the May meeting and have:

- allocated projects and position statements for review
- reviewed the recommended rate (please read Nikki Davis's [report](#) on this elsewhere in the *Newsletter*)
- reviewed the fee for applying for accreditation (to remain at \$75)
- reviewed charges to branches for use of the online payment system (to remain unchanged)

- discussed encouraging involvement of database indexers with ANZSI
- had an update on the writing of the history of ANZSI (Nikki Davis has been exploring notes that John Simkin had made; Michael Ramsden will then write the history from this source information).

We have also received a detailed paper from Mary Russell with statistics regarding the number of accredited indexers in ANZSI over time. The Board of Assessors will be providing a response paper and these will both be sent to branches for review.

ICRIS

I reported last month that the China Society of Indexers (CSI) had changed its name to China Index and Database Society (CIDS). I've since learnt that a more accurate English version is China Society of Indexing and Database Management (CSIDM).

IDPF

ANZSI Council has decided to renew our membership of the International Digital Publishing Forum (IDPF) for another year.

There is more information in my [report on IDPF](#).

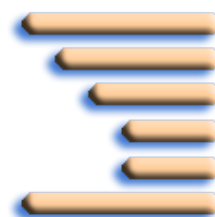
Medal

Council decided at its April meeting that we would name the ANZSI medal after John Simkin. We have now confirmed that the back of the medal will say 'John Simkin medal' with the winner's name and the year of the award. It will be referred to as the 'John Simkin medal, presented by ANZSI'.

We have also decided to award the medal only every second year. This will reduce the workload and ensure more entries each time, thus giving the medal award ceremony more impact. The next award will be presented at the joint conference with editors in the ACT in May next year. This is a wonderful opportunity to showcase quality indexing more broadly. We envisage that the biennial conference will be the venue for presentation of the medal in the future.

Garry Cousins has resigned from the position of Awards Convenor, and for some months we have been looking for a replacement. We thought it would be a good opportunity to broaden participation in ANZSI and to spread the load. We invited every Medal and Highly Commended winner who has not previously taken on the role and is still an ANZSI member, but while all were pleased to be asked, none were able to take it on.

I am very pleased to announce that Max McMaster has accepted an offer to be the Awards Convenor. Max is an experienced indexer and understands the medal from both sides, having been a Convenor in the past and an award winner on a number of occasions. Max will provide updated details about the award and its timing in the next few months.



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Membership grace periods

With the return to a single subscription period (having had two joining periods each year) we have formally returned to provision of a grace period of one month for membership and Indexers Available subscriptions. That is, anyone joining in June will receive membership for June and the 12 months following.

Promotion & Publicity

The P&P committee have been working on a number of projects, including updating papers on advertising and endorsement, branding, and information on the ANZSI website. They are promoting annual report indexing to accountants, working on a logo for accredited members to use, and promoting ANZSI to editors.

Indexers Available

Karen Gillen has presented statistics showing that in most states only about half of the accredited indexers advertise in *Indexers Available*. This is in large part because many indexers are retired or semi-retired, and many experienced indexers have enough work and are not seeking new clients. It suggests that *IA* is of greater value as a source of work to newer indexers than to more experienced indexers.

I find it interesting that some experienced indexers choose not to be in *IA* – they obviously don't suffer from 'FOMO' (Fear of Missing Out) and emptier patches as I do. If I have too much work I say no or pass it on. On the other hand, I can see the sense in 'decluttering' and not getting requests that will rarely be taken up.

Some people tell me that they don't get work through *IA*. Unless I remember to ask, I don't always know where clients come to me from. (I like it when they tell me.) I use *IA* as a source of contact details when I refer jobs on, rather than having to type the details into an email. I also think that by directing someone to *IA* they can search more broadly if the people I suggest are unable to take the work on.

Glenda Browne
President

Seeking a new ANZSI/ Newsletter editor

Are you the one? We are still looking for an ANZSI member to become our new *Newsletter* editor. While we have temporary stand-ins at the moment, ANZSI needs the stability of a dedicated editor for our *Newsletter*.

This is a volunteer position but ANZSI Council is discussing payment of an honorarium for the position. Check the details in the May 2014 *Newsletter*, and think whether you might have the skills and interest to take this on.

If you have any questions about the role, and to express interest, email Denise Sutherland <denise@sutherland-studios.com.au> or Glenda Browne <glendabrowne@gmail.com> and we will let you know when details about the honorarium are confirmed.

Renewal of annual membership subscriptions

All ANZSI membership subscriptions are due for renewal on 1 July 2014.

Subscription rates

There has been no increase in subscription rates this year. Therefore current subscription rates are as follows:

Australian memberships

- Personal: AU\$88 (incl. AU\$8 GST)
- Institutional: AU\$110 (incl. AU\$10 GST)

New Zealand memberships

- Personal: AU\$70 online payment / NZ\$80 EFT or cheque to NZ Branch Account
- Institutional: AU\$90 online payment / NZ\$100 EFT or cheque to NZ Branch Account

Online renewal

All members will receive an email in mid-June which will include an individualised link for making a secure online payment.

To ensure that you receive your personalised email, please check that the email address you have recorded on the ANZSI website is correct. If you need to update your email address, please login to the member's area of the ANZSI website and select 'Update Your Details'. If you make any changes to your details, please don't forget to scroll to the bottom of the page and click on the 'Save Changes' button.

Postal renewal

If you prefer not to make an online payment, a subscription renewal form may be downloaded from the ANZSI Website at <www.anzsi.org/site/join.asp>. Forms for either Australian or New Zealand members can be found under the heading 'Membership Renewals'.

Please contact me if you have any queries, or if you do not receive an email requesting payment.

Karen Gillen
Membership Secretary
<kamgillen@gmail.com>

Recommended Rate for Indexing 2014

The Recommended Rate for Indexing is reviewed every two years. The 2014 rate for Australia has been set after considering the following factors:

rates currently charged in the related field of editing

movements in the Consumer Price Index

feedback from members about their rates as supplied in the 2012 ANZSI Survey.

New Zealand Branch assessed local conditions and made a recommendation for a New Zealand rate which has been accepted by Council.

The Recommended Rate for Australia remains unchanged at A\$65 per hour. For New Zealand the Recommended Rate has been reset at NZ\$55 per hour.

Nikki Davis

International Digital Publishing Forum

Indexes specification

As I write, the 'Indexes' specification is being voted on by the IDPF Board; when it is passed by the Board it will be put to a vote by the membership as the last formal step.

Passing of the specification is, however, just the beginning, as it takes some time for publishers and reading device developers to adopt a new specification. (As they say with writing a book — the writing is the easy part, promotion is the bigger challenge).

There is good news about the adoption of EPUB 3 in general. Adobe has announced that it is launching EPUB 3-based readers this (northern) autumn and Wiley has made EPUB 3 its standard for e-books in reflowable format. It is interesting that even technology publishers find upgrades challenging (see, for example Sanders Kleinfeld's paper 'O'Reilly's journey to EPUB 3: Upgrading to EPUB 3 is not a trivial undertaking' at toc.oreilly.com/2013/02/oreillys-journey-to-epub-3.html).

Dictionaries and Glossaries specification

Members of IDPF have access to the EPUB mailing list and receive emails from all of the EPUB working groups, not only those they may be specifically involved with. All emails are sent with a tag in the subject line indicating the group, so people can easily filter them to a separate email folder if they don't want to read them all.

The Dictionaries and Glossaries specification was recently up for review. It is the 'sibling' specification of the Indexes one. Our first meeting was a joint one; some members are involved with both of these groups, and we have had some discussion about common issues. I therefore was interested to read the specification, and I made a number of comments. These were from the point of view of a semi-novice, and I was pleased to find that most were useful.

About half of my suggestions were added to the specification by the editors, and most of the remainder were added as comments to get feedback from the whole group. All changes to draft specifications are transparent and negotiable as the specification is developed.

Only one of my comments related specifically to indexing. Section 2.4.4.2 originally said 'encapsulates all the indexing information related to a single entry' and I asked 'given that there is also a specification relating to manual indexing, is it possible to clarify this phrase by adding an adjective in front of "indexing"?' Their solution was to change 'indexing information' to mapping information'.

Glenda Browne
ANZSI IDPF Representative

Quiet achiever — Kath Harper

Who has been the greatest influence on your career?

It's hard to pinpoint a specific personal influence, but I've certainly been inspired by some of the people I've met through ANZSI, and others that I read about regularly in the newsletter. Max McMaster, Mary Russell and Nikki Davis, among others, are always willing to discuss indexing issues and offer advice based on their vast collective experience. The indexing wisdom distilled by Glenda Browne and Jon Jermey in *The Indexing Companion* can be mined endlessly and fruitfully. And the networking opportunities and informal discussion sessions provided by the Victorian branch are encouraging, enlightening — and fun!

How did you come to an indexing career?

In the late 1980s I was working as an editor with Night Owl Publishing, a small independent publisher that produced *Grass Roots* magazine and occasional self-help and alternative lifestyle books. They needed someone to compile an annual index for the magazine, and I was it. It was a case of learn fast and save often, because the computer system was inclined to be unstable — we were housed in a converted army hut in the middle of a chook farm, and subject to invasion by dust, feathers, stray possums and, once, a



very large tree limb that demolished my computer and just missed me! It only took one system crash when I'd forgotten to save my precious index for an hour before I learned that lesson. I followed up with indexes for *Growing Nuts in Australia* and a book of home-made skin care and beauty products called *Country Scents*. I was accepted for registration on the basis of those early indexes, so they can't have been too awful.

What do you see as your greatest achievement?

An index that I look back on with a sense of achievement is the one I created for an issue of the *Victorian Law Handbook*, a massive compendium of all the law affecting people in Victoria. The *Handbook* is updated annually by around 70 legal contributors, and the brief for the editor and indexer (I was both, at that point) is to express the law in language that is consistent and also accessible to everyday users, particularly those who cannot afford to pay for legal advice and assistance. The challenge is to keep it simple and straightforward without oversimplifying, and to provide as many access points as possible to assist people who are unfamiliar with the law to find the information they need — often in situations of great personal stress. And to do all that without making the index so large and unwieldy that it's intimidating for a first-time user.

What has been your biggest challenge?

A few years ago I indexed a revised edition of a major work on women's health and wellbeing by a leading alternative health practitioner. The book was written from the perspective of both conventional medical practice and alternative therapies, and had a number of contributors apart from the main author. The book was being self-published by the author and timelines were incredibly tight because of looming conference presentations that required copies of the book to be available. Editing and rewriting were still happening as I began the indexing, and at one point a chapter had to be completely redone because of serious copyright issues. I had to juggle complex medical terminology and the common and botanical names of herbs, many of which had alternative names that were used interchangeably. The author was concerned that I would not be able to grasp the nuances of some of the concepts used in traditional Chinese medicine, so these terms were indexed separately by the author and the publisher and then had to be integrated into the main index. Eventually the index was completed, the book was printed just in time for the conference, and we all survived, somewhat battle weary but with no lasting damage. In time, you look back on it as just another job.

How do you try to achieve work-life balance?

That can be tricky when you work from home as a freelancer, because the work is always there. I find I have to be firm both about starting the day's work and about stopping, otherwise it tends to take over all my leisure time. My dog was a great help with this: if I got to the stage of thumping the desk or shouting at the computer for not cooperating, she would quietly get up and walk out of the room. Then I knew it was time to down tools, have a coffee break or take her for a walk along the creek. My other antidote has been to become involved with the local community theatre company, first as a very average actor, then as a producer and backstage helper and eventually as a playwright. For a solitary, sedentary worker, stepping out on stage for the first time was pretty challenging but enormous fun. I've played a variety of roles (often male, but hey, that's community theatre!), been stabbed in the arras, run a dating service in my living room, verbally lambasted my errant husband in victim mediation and been disinherited by a murdering Scottish chieftain in my so far undistinguished acting career. I found I also love writing plays, and get a huge thrill out of hearing my words spoken from the stage. I may never feature at the Melbourne Theatre Company, but I can still enjoy my fame as a minor local celebrity.

What do you like most about your work? What do you like least?

I like the feeling of anticipation when I begin an index, the sense of setting out on an exploration of the text, and an uncertainty about the shape that the index will take. I find the shaping happens as I progress through the text and get a clearer understanding of how it all fits together and what the key concepts are.

Then there's a sense of accomplishment when I finish an index, the feeling that I've created something new, something that will add to the effectiveness of the text and help the reader to find ways into it and through it.

I really dislike working away on an index and then finding out that the text isn't finalised. You've indexed to the end of Chapter 7 and the author suddenly decides new text has to be added in Chapter 5, or the illustrations all need to be on right-hand pages. Grit your teeth, go back and adjust the locators, and vow never to work with this author (or possibly this publisher) again. I also hate the fact that the index is so often an afterthought, so little or no money has been allowed for it, there's no time in the schedule and they expect you to squeeze the index for a 600-page book into two pages.

What advice would you offer to indexers just starting out?

The same sort of advice that was given when I was starting out. Just do it! Look at as many indexes as you can. Do some practice indexes for publications that don't have one – books, periodicals, online materials. Join the society and come along to as many meetings and events as possible so you can get ideas, feedback, encouragement, contacts. Do workshops and training courses in aspects of indexing that particularly interest you. Talk to people.

If you could dine with a famous historical figure, who would it be?

It would have to be two people who are inseparable in my mind: Samuel Johnson and James Boswell — Dr Johnson for his comprehensive and entertaining *Dictionary of the English Language*, and Boswell for fleshing out the social, literary and geographical exploits of his longtime companion. The dictionary is an amazing achievement, interspersed with little gems of definitions such as: 'lexicographer — a writer of dictionaries, a harmless drudge'; 'patron — commonly a wretch who supports with insolence and is paid with flattery'. Surely he must have been an inspiration for Ambrose Bierce in compiling his satirical *Devil's Dictionary*! And Boswell, apart from his biographical masterwork, was an inveterate and often indiscreet chronicler of life and the subject and possibly the creator of some very idiosyncratic indexes, in which a series of entries tell a story in their own right. For example, the sixth volume of his *Life of Samuel Johnson* has an extensive index entry under the main heading of BOSWELL, JAMES, including:

Wine, bruised and robbed when drunk, i. 13, n. 3; 'intoxicated, but not drunk,' ii. 436, n. 1; intoxicated at Bishop Shipley's, iv. 88, n. 1; at Miss Monckton's, 109; in Sky on punch, v. 258; penitent, v. 259; thinks it good for health, v. 260; Johnson advises him to drink less, ii. 377, n. 1; iv. 266; 274; to drink water, iii. 169; life shortened by his indulgence, iii. 170, n. 1; lover of it, a, iii. 243, n. 4; v. 156; nerves affected by port, i. 434, iii. 381; vow of sobriety under the venerable yew, ii. 381, n. 1, 436, n. 1 ...

Their companionship at dinner would make for a very entertaining (and probably inebriated) evening.

If you were a letter of the alphabet, which letter would you be and why?

I think I would be a lower case 'm' – unobtrusive, keeping a low profile, just humming along in the background and getting the job done, but nonetheless quite versatile in the ways it can be employed. It can be a small appreciative 'mmm', or a considering 'hmmm'. It works well with others to add variety, but rarely stands alone (except in very small quantities). It keeps its feet on the ground and its nose to the grindstone, but doesn't get flattened.

Zakuski



Welcome to another nibble.

Tips and hints

I am a member of a couple of book clubs. Occasionally we happen to read some non-fiction books which contain an index. Some of these indexes happen to be done too by some of our members, and those are usually fine!

I always make a comment about the index, whether it was good or bad, or had too many locators. Sometimes, I explain the style of indexing — whether it is run-on or indented, but I try not to be too technical. All I am really doing is putting my indexing hat on for a few brief moments and

enlightening the group. I also mention that I know the person who did the index, if it is acknowledged in the book. So please if you are in a book group mention the index.

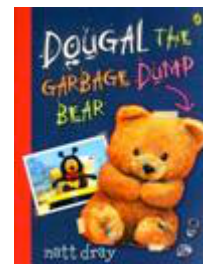
Pop-up library

We have heard of heard of pop-up restaurants and shops; now we have libraries. A new library has sprung up in Docklands in Melbourne. This library is unique in the way its collection is directed to the needs of the community. The books are arranged in a similar way to a bookshop, as opposed to the traditional Dewey system, the latter being so common in many public libraries. Subject areas include Business and IT, Arts, Culture and Travel. The children's library encourages discovery through books as well as interactive technology. There is also a recording studio, creative editing suite, community spaces and a performance venue. Anyway, an interesting concept. More at

<www.melbourne.vic.gov.au>

Bad Ted — A beary sad tale

As some of you know, I am a collector of teddy bears. There is a very cute book called *Dougal the Garbage Dump Bear*, written by Matt Dray. This is a story about a bear who was picked up from a tip and given a good home. In one of his adventures he meets a bee and they drink far too much ginger beer. This book has been put on a website called <www.awfullibrarybooks.net> and is banned by some people in America because of the fact that these two characters got intoxicated. Beary disgraceful!



Terri Mackenzie

Advanced Indexing Workshop

I was one of the three who attended Max McMasters Advanced Indexing Workshop one wet April morning this year. We were diverse in background, being a research historian, a librarian and a former psychologist, but less so in experience or interest in indexing as a profession. As only the historian in our group had indexed before, we were unable to take up Max's offer to bring our projects along, and Max adopted a free-style approach that allowed us to explore many basic questions as well as the information he had prepared for the day.

The continuing focus of the day was of course *audience*: which headings would make most sense to the intended reader, which keywords the reader was most likely to search for. Max had brought many examples along for discussion and gave us concrete examples demonstrating why consistency in indexing from both project to project and person to person can be so hard to achieve. One text on mining history in rural Australia in particular elicited a surprising difference in approach, given we were such a small group who all came from essentially information-humanities backgrounds. One can only wonder at how

someone from an IT or business background would deal with the same subject matter. I came face-to-face with my own biases when I experienced a moment of abject horror at the thought of indexing figures and tables by page number and letter rather than as per psychology publication criteria. I found the best example of how a good index can sell books was in the discussion on cookery books, as those listing main ingredients and cooking method are far more user-friendly and likely to entice those who prefer particular foods. That what constitutes a main ingredient in any publication can vary with text density and degree of specialisation was not something I had given enough thought to.

There were many invaluable tips and cautions passed to us throughout the day. We learnt not just about the ANZSI indexing guidelines, but what makes an index appropriate and how to work with publishers to ensure their satisfaction within the space allowed. Ways of soliciting work, quoting guidelines and indexing density issues, how to avoid last-minute renegotiation or rework an index, when to refuse work and so on were discussed in detail. Of keen interest to us all was the comparative background on the indexing programs available. By understanding the limits of the software and publication issues faced by editors, I finally found a rational explanation for the appalling index in the last National Gallery publication I purchased, although I still wonder at why they bothered.

Thanks to Max's experienced and balanced approach, the group training gave me the opportunity to explore topics from different perspectives and listen to answers to questions I would not have thought to ask. I left at the end of the day feeling the workshop paid for itself, as through the well-led thought-provoking discussion I developed a clear idea of how to produce quality work in a timely and efficient manner. My only regret is that the Newsletter Indexing workshop scheduled for the following day was cancelled due to insufficient numbers. Perhaps the next time group training is offered I will meet you there.

Gitte Christiansen

Indexers' meeting in Hobart

An autumnal weekend escape to Hobart never needs an excuse, but Melbourne-based Victorian Branch members thought that meeting up with Tasmanian colleagues would be the perfect one. In May Max McMaster, Terri Mackenzie and I crossed Bass Strait to have a get-together with Chris Brennan, Mei Yen Chua, Clodagh Jones, Stella Reuter and Meryl Potter. Joining us too were Stella's husband Ian and Max's wife Julie and sister-in-law Anita.

We enjoyed a 90-minute tour of the historic Cascade Brewery, which opened in 1832 and is Australia's oldest continually operating brewery. Something you might not know about Cascade is that the yeast by-



product of the brewing process is put to very good use in the manufacture of Vegemite. It is also a mere 20 years since the practice of beer breaks for workers was declared illegal. There were four of these, each of 10 minutes' duration. Apparently not much talking went on and I'm still having trouble believing that workers experienced little difficulty in consuming an average of eight beers in of previous years when

Members and friends in anti-clockwise direction: Ian, Stella, Meryl, Nikki, Terri, Chris, Clodagh, Julie, Anita and Max. (Photo: Mei Yen Chua)

All this fascinating information whetted our appetites for the beer tasting that followed the tour, after which we settled down to a lazy lunch at the brewery's restaurant with views onto its spectacular gardens. We also welcomed new member Stella to her first ANZSI meeting, and enjoyed crossing paths with colleagues whose names we knew well but were yet to meet.

Thank you to the Tasmanians for their hospitable welcome. We especially appreciated Chris's wonderful planning of the event at Cascade and Clodagh's generous assistance with airport transfers. Mei Yen made our farewell particularly memorable by producing gifts of delicious home-grown apples. We thoroughly enjoyed it and will be back!

Nikki Davis

ANZSI Newsletter

Published by the Australian and New Zealand Society of Indexers Inc.

PO Box 43, Lawson NSW 2783, Australia

ISSN 1832-3855 © Australian and New Zealand Society of Indexers Inc.

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About the Newsletter

The Newsletter is published monthly 11 times a year, with combined issues for January and February. Opinions and statements expressed in the Newsletter are those of the individual contributors, and do not necessarily reflect the opinions of the society.

Newsletter schedule

The next Newsletter will appear in July 2014. The contribution deadline is Friday, 27 June. Please send contributions by email to the editor at <anzsi.editor@gmail.com>

Advertising rates

For current advertising rates, please [visit our website](#).

ANZSI contact information

ANZSI's general email address is: <ANZSIinfo@anzsi.org>

Further contact details in PDF format are available on the [ANZSI website](#).

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