



Newsletter of the Australian and New Zealand Society of Indexers Inc.

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From the Vice-President



This is my first and last 'From the Vice-President'. The first because Glenda Browne has been overseas at the conference of the Society for Editors and Proofreaders/Society of Indexers, in the UK. And the last because my term comes to an end this month, and I will not be nominating for a second term.

Farewell, Glenda

This month also brings to an end Glenda Browne's two terms as President. I record here my admiration and gratitude for her seemingly indefatigable devotion to ANZSI, and the untold hours she has spent on ANZSI business. I have been astonished by her continual stream of ideas and concerns; her assiduousness in the preparation of all the drafts and updated policies and Constitution; and her chairing of long meetings to keep us on course.

Collectively, Council and committee members recognise Glenda as a key driver of the recent major change to ANSZI — the disbanding of branches to make a simpler national structure — and we appreciate that she has always been available for discussion of issues of concern, doing so in a thoughtful and commonsense way.

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Glenda has been a marvellous President, always having the best of intentions, a pragmatic approach, along with positivity and persistence.

‘Thank you’ is inadequate, but there it is from me and on behalf of Council and committee members.

Annual General Meeting reminder

The AGM will be held on 6.30 pm on Tuesday 20 October 2015. Any member can join the meeting via teleconference or Skype. Email Kerry Anderson at <secretary@anzsi.org> for participation details. Nominations have closed; thank you to everyone who has nominated for a Council position.

Groups

In September, ANZSI Council approved the formation of another three groups, so we now have five regional groups and two interest groups. It would be good to see more interest groups developing. Please see <www.anzsi.org/about-us/groups/> for details of groups, their activities and conveners, and regulations for groups. Remember that even if there is not a regional group in your immediate vicinity, you are welcome to join any group.

A reminder: to form a group, **a convener and two other members** should email a proposal to <vicepresident@anzsi.org>. The proposal should state a name for the group, whether it is a regional or an interest group, its aims, and a proposed budget (if any).

There has been some confusion about budgeting so I think it is worthwhile clarifying it here. Under the existing policy, Council has included in its annual budget a sum for the basic running costs of each group. In effect, this means a group can spend and seek reimbursement (from the ANZSI Treasurer) for up to \$200 without prior approval. For expenditure over this, a convener should submit a detailed proposal to the Treasurer. This policy was always meant to be a starting point, to be reviewed after Council could gauge requirements as groups develop. Michael Wyatt has been preparing funding modelling, which he will present at the AGM.

Life Membership Policy

Last month, Council discussed proposed amendments to the policy, and updated the associated procedures. The policy limited the number of Life Memberships in existence at one time to five. In our deliberations, we were mindful that we do not wish to have so many recipients as to reduce the significance of the award and to reduce membership revenue, but we also do not want to exclude those who have made a significant contribution. Proposals included limiting eligibility to those who have held continuous membership for 20 years (not passed by Council), and setting a limit of awarding only one Life Membership per year (passed by Council). If other nominations are received in a financial year, they can be considered the following financial year without resubmission.

Newsletter

Our polymath Newsletter Editor, Denise Sutherland, has indicated she will (understandably) be stepping down from the role by the end of the year. We will, therefore, be seeking someone to take

her place. Denise has taken steps to simplify production: the layout is done in MS Word/PDF using a template, there are no ebook versions, and the MailChimp broadcast email system is not difficult to use. The President and proofreader are also part of the production team, so not all the work is left to one person. [See page 7 for further details.](#)

I think the newsletter is an important record and fundamental benefit of membership; I know that others feel the same, yet our current statistics reveal that only about 50% of recipients open the newsletter. (An advantage of the MailChimp technology is that usage can be monitored.) The Newsletter will be discussed at a future Council meeting. One proposal for discussion is to reduce the frequency to bimonthly and use broadcast email for time-sensitive information. Please email your thoughts on the Newsletter to the Editor at [<editor@anzsi.org>](mailto:editor@anzsi.org) so Council can have an informed discussion.

Lindy Allen, Vice-President

2014–15 President's Report

This is the President's Report for 2014–15; it will be included in the ANZSI Annual Report, which will be presented at the AGM on 20 October 2015.

This year has been significant for ANZSI with the restructure of ANZSI including the dissolution of branches and introduction of a less formal group structure, involving the creation of regional and interest groups. This restructure was made possible by our earlier move to a multi-location Council, which had meant that any ANZSI member was able to join ANZSI Council.

We had a good mix this year of new and ongoing Council members, and have been well supported by outgoing Council members, ongoing ex officio members, and experienced position holders and committee members.

- All Council meetings since the AGM in October 2014 have been held by teleconference, with members connecting by telephone or Skype.
- ANZSI has been restructured, with the dissolution of branches, and their replacement with less formal regional and interest groups. The changes were passed unanimously at a Special General Meeting on 7 May 2015. A revised Constitution has been submitted to Consumer Affairs Victoria.
- The joint conference with the Canberra Society of Editors, convened by Tracy Harwood and held in the ACT in May 2015, was highly successful. Sponsorship was provided for an ANZSI member to attend the conference. See conference report for details.
- Training courses and events have been held by branches. See branch reports for details.
- Council continues to run a tight budget. Contributions from the NSW Branch for website and meeting expenses were appreciated. The centralisation of funds following the restructure will make it easier for Council to budget and income from sources other than membership fees will continue to be important.

- The *ANZSI Newsletter* has kept members informed about ANZSI and other activities, and about indexing and publishing in general. It is delivered electronically in PDF format. EPUB and Kindle formats have been prepared for most issues, but they are not heavily used.
- The website has been redesigned and restructured. This had to be done quickly after we were informed that our host, Link Digital, would not be continuing service at the end of 2014. The coding of the website allows optimal use on all devices, including PCs, tablets and mobile phones. As well as working on the website structure, the redevelopment team checked and reorganised the content, and hid personal names and addresses.
- Indexers Available was updated at the same time as the website redevelopment project. It is the result of much consultation with indexers, and a survey of editors, and is an important tool for indexers who are seeking work, and clients who are seeking indexers.
- Activities of the Publicity & Promotion committee included promotion of the ANZSI medal, and a stand at the Write Edit Index conference to display the new ANZSI website and Indexers Available. Sales of *Indexing Your Annual Report: a Guide* increased slightly after promotion of annual report indexing, and a book with stories of our 'Quiet Achievers' from the series in the *ANZSI Newsletter* was published.
- A logo has been designed for use by Accredited Indexers.
- The Board of Assessors has been renamed as the Accreditation Committee. It continues to assess book indexes, and is considering expansion of the scheme to include non-book materials that have clear provenance.
- Work on the ANZSI archives has continued, with ANZSI documents being collected at the State Library of Victoria. Early records of accredited indexers have been extracted from records and added to the Register. Work on the International Digital Publishing Forum (IDPF) Indexes Working Group continued. The Indexes specification has been approved by the Board, and is now awaiting final approval by the membership.
- ANZSI members contributed articles for *The Indexer*, and many subscribed at the member rate.
- ANZSI made plans to host the Triennial ICRIS (International Committee of Representatives of Indexing Societies) meeting at the SI conference in York, with Mary Russell as the Chair.
- For the John Simkin Medal awards, no medal was awarded, but two indexes were Commended.
- Joyce McGrath donated a portrait that she had painted of John Simkin to the Victorian branch. The picture was then donated to the State Library of Victoria, which provided a high quality image for ANZSI to use.

Social media use included Facebook, Twitter and blogging, especially during the conference. The brief points above summarise the work of ANZSI over the last year. These achievements are due to the hard work, talent and commitment of a large number of ANZSI volunteers (and sometimes their friends and spouses as well). As there is not space to name everyone here, I decided to rely for individual recognition on reports in the newsletter over the last year, when specific roles have been discussed.

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Thank you to all Council members, officers and committee members, branch officers and committee members, state and territory representatives, regional and interest group conveners, members and non-members who volunteer their time to the Society, and without whom ANZSI could not function.

Glenda Browne, ANZSI President

ICRIS meeting in York, 4 September 2015

The fascinating historical city of York was the venue for the combined Society of Indexers (SI) and Society for Editors and Proofreaders (SfEP) conference, or more accurately — York University. This was their first combined conference and, with about 200 people present, it offered a really diverse range of papers.

As ICRIS International Coordinator, the conference started for me on the Friday, with chairing the International Committee of Representatives of Indexing Societies (ICRIS) Triennial meeting. This is a chance for all indexing societies to come together and update the international agreement and terms of reference, as well as discuss issues of concern to each society and indexing in general.

Societies were well represented with members from the American Society for Indexing, Australian and New Zealand Society of Indexers, China Society of Indexers, Indexing Society of Canada, Netherlands Indexing Network and Society of Indexers. News and apologies were also presented from Association of South African Indexers and Bibliographers, and the German Indexing Network (DNI). While the meeting was held in York, it was hosted by ANZSI.

The meeting carefully went through the international agreement and the terms of reference. Only minor changes were made. The revisions now go to all the various Boards/Councils for ratification. The updated versions will be available on the ICRIS webpage at <www.theindexer.org/icris/>

As part of the agreement, societies exchange newsletters, and these are made available in the members' area of their websites. The exceptions are the journals *Key Words* and *The Indexer*. The *Journal of the China Society of Indexers* is available on their website. Other benefits to members of societies include reduced subscription rates to *The Indexer*, and members' rates to publications, webinars and conferences of other societies.

ICRIS keeps a watching brief on ISO999, the international standard on *Information and documentation—Guidelines for the content, organization and presentation of indexes*. Recently, Janet Shuter (SI) was asked to chair a working party to revise the standard. A suggestion was made that the standard should be extended to indexing of other things apart from books, for example, websites or ebooks. Some participants expressed reservations about being involved, as little use was made of the existing ISO999 in training around the world. Glenda Browne mentioned that Michael Wyatt and Max McMaster (both from ANZSI) had been suggested as participants.

Each year members of DNI meet at the Frankfurt Book Fair. It is hoped that there will be a joint DNI/NIN meeting at the Frankfurt Book Fair in October 2016, as the Guests of Honour for the fair will be Netherlands and Flanders.

The Society of Indexers publishes *The Indexer* on behalf of ICRIS. Maureen MacGlashan reported on the history of the relationship with ICRIS, and work on the index to the journal on the website. All

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indexers are encouraged to subscribe to *The Indexer*, and they are looking to increase the number of institutions who are subscribers.

ICRIS became aware that the Association of Freelance Editors, Proofreaders and Indexers (AFEPI), Ireland, were not represented on ICRIS. It was agreed to initiate dialogue with them to consider joining as full members. The issue of whether there was any restriction on having more than one indexing-related Society from a country represented on ICRIS at a future date was raised. The emphatic answer was no.

The Chinese Society of Indexers presented a bid for hosting the next Triennial meeting in 2018. This was approved and CSI were congratulated on the quality of their presentation. The next Triennial will be held in Shanghai in 2018, possibly in October.

I was honoured to be appointed unanimously as International Coordinator for the next three years, until the next Triennial Meeting in 2018.

Further information about ICRIS, together with associated documents and minutes, can be found at <www.theindexer.org/icris/>.

Mary Russell, ICRIS International Coordinator

THE INDEXER

The International Journal of Indexing

September issue now out, with articles including:

- Mary Coe on index users' expectations
- Jenny Wood and Judith Cannon on indexing Australian indigenous collections
- Linda Dunn on name authority control in large projects
- Linda Dunn's resources on name-checking

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www.theindexer.org

Knowledge Organisation survey

Matt Moore and Patrick Lambe (Innovations in Knowledge Organisation conference) are working on a competency framework for knowledge organisations. They have put together a brief anonymous survey that might be of interest to members who work on taxonomies, ontologies, thesauri and suchlike.

Knowledge Organisation Competencies Survey

<https://www.surveymonkey.com/r/kocompetencies>

Background info is here:

Article: http://www.greenchameleon.com/uploads/Matt_Moore_v1.pdf

Slides: http://www.greenchameleon.com/uploads/IKO_Keynote3_Moore_Competencies.pdf

Video: <https://vimeo.com/132165318>

Call for a newsletter editor

Are you the one? We are looking for a new newsletter editor. I will be stepping down as newsletter editor by the end of this year. I'll be remaining on as ANZSI webmaster, Canberra Region Indexers convener, and chair of the Publications & Promotions Committee, but juggling all these roles is proving difficult.

The task isn't too taxing — each issue generally takes 3–4 hours of work all together, spread over a week or so (including emails, layout, editing, and then the mail out).

I have set up a simple template for the newsletter in Microsoft Word, with standard system fonts, which will work on both PCs and Macs.

The process involves contacting regular contributors/group conveners for contributions, then placing these contributions into the template. The layout is straightforward.

You may need to process photos on occasion (generally cropping, resizing, and adjusting brightness levels — I can advise on very inexpensive Photoshop-like image editing software if you need this). Some judicious editing, and then off to proofreading. Final edits, and then preparation of the final PDF edition, and alerting members of the new issue via MailChimp.

I can provide training in all of this, as well as backup for you over several issues while you learn the ropes. See the Vice-President's report on page 2 for further discussion about the Newsletter.

Hoping very much to hear from you! You can contact me here: editor@anzsi.org.

Denise Sutherland, Newsletter Editor

New groups

Aotearoa/New Zealand Indexers

Convener: Daphne Lawless <daphne@metatext.co.nz>

Aotearoa/New Zealand Indexers is a regional group of ANZSI formed following the disbandment of branches. The group aims to improve the quality of indexing and promote indexing in New Zealand, as well as being a voice for New Zealand indexers.

The benefits to members are:

- Networking opportunities via email lists and through local meetings, where possible every three months, and annual national meetings.
- Access to the New Zealand library collection of indexing books and journals (postage within NZ only).

- The opportunity to register in the New Zealand Freelance Directory, which is sent to over 60 New Zealand publishers.
- Access to the New Zealand Mentoring Scheme, subject to the availability of a suitable mentor.
- Representation to Council regarding matters pertaining to indexing in New Zealand.
- Professional development and training opportunities.

To join, please email Dr Daphne Lawless: daphne@metatext.co.nz

Canberra Region Indexers

Convener: Denise Sutherland <denise@sutherland-studios.com.au>

The Canberra Region Indexers is a group for indexers living in and near the ACT. We have a good bunch of locals, as well as a handful of nearby NSW members. We will be holding a variety of events, including roundtable discussions, field trips, training, and social events. All ANZSI members are welcome to join us!

NSW Indexers Group

Convener: Glenda Browne <glendabrowne@gmail.com>

At the final ANZSI NSW AGM, the seven of us signed a proposal for a NSW Indexers group, with Glenda Browne as convener. This group has now been approved by Council, and we invite applications for membership. Please send your name and email address to <glendabrowne@gmail.com> if you would like to join this group.

We envisage communication through a Google Groups mailing list, and will plan face-to-face meetings from time to time. Please email us with your ideas and interests.

We look forward to hearing from all NSW-based ANZSI members, and any others who are interested in NSW activities.

ANZSI events

Meetings

Wednesday, 7 October

Melbourne Indexers: Corporate bodies

6–7:30 pm, The Old Op Shop, Holy Trinity Anglican Church, Kew

Company names, organisations and even military groups can pose a challenge to indexers. Michael Ramsden will lead a discussion on how to index the different types of corporate bodies.

All indexers and friends from Melbourne and beyond are welcome to attend.

Sunday, 11 October**Canberra Region Indexers: Planning meeting**

2–4 pm, Denise Sutherland's home (**contact Denise** for address details)

An informal get-together and planning meeting. We'll be discussing possible activities our new group can run, and ideas for field trips, social events, and so on. Come along and have your voice heard!

All participants are asked to bring a plate to share for afternoon tea.

Tuesday, 13 October**National: Council meeting**

6:30–8:30 pm

Held via teleconference.

Tuesday, 20 October**National: ANZSI Annual General Meeting**

6:30–8:00 pm

Held via teleconference — all members are welcome to attend. See the website for more details.



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Contact information

ANZSI's general email: ANZSIinfo@anzsi.org

ANZSI Council

President: **Glenda Browne**

Vice-President: **Lindy Allen**

Secretary: **Kerry Anderson**

Treasurer: **Michael Wyatt**

Council members: **Judy Richter**, **Terri Mackenzie**, **Elisabeth Thomas** and **Mei Yen Chua**

Branch and regional contacts

Please consult the [ANZSI website](#) for details of new regional and interest groups.

Newsletter

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Editor: Denise Sutherland editor@anzsi.org

About the Newsletter

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Opinions and statements expressed in the Newsletter are those of the individual contributors, and do not necessarily reflect the opinions of the society.

Schedule

The next Newsletter will appear in November 2015. The contribution deadline is **Friday 30 October**.

Please send contributions by email to the editor, Denise Sutherland, at editor@anzsi.org

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