

____ AUSTRALIAN SOCIETY OF INDEXERS ____
NEWSLETTER

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AUSTRALIAN SOCIETY OF INDEXERS
NEWSLETTER

AUSTRALIAN SOCIETY OF INDEXERS

GPO Box 1251L
Melbourne, Victoria 3001

OFFICE BEARERS FOR 1990

PRESIDENT:	Max McMASTER	Phone 418 7335
VICE PRESIDENT:	Josephine McGOVERN	Phone 596 1555
SECRETARY:	Ian ODGERS	Phone 418 7275
TREASURER:	Joyce KORN	Phone 606 9610
COMMITTEE:	Jennifer PRITCHARD	Phone 818 2089
	George LEVICK	Phone 418 7274
	Rosemary COTTER	Phone 660 2063
	Isabelle MENTHA	Phone 418 7253
	John SIMKIN	Phone 429 8817

Ex Officio: Chairman, Panel of Assessors; Editor, *Newsletter*

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ANNUAL REPORT

Membership increased from 185 at 1 January 1989, to 205 at 31 December 1989, a gain of 20 members.

As in previous years, actual membership showed quite a lot of change. Fifty two members joined but 32 previous members were lost through resignations (9) and non-renewal of subscriptions (23).

Membership at 31 December 1989 is located thus:

ACT	18
NSW	58
NT	1
Qld	7
SA	9
Tas	3
Vic	102
WA	5
NZ	2

The newsletter also has nine Australian and five overseas subscribers and exchange or complimentary copies are sent to eight Australian and seven overseas people or organisations with interests related to our society.

The 1989 Annual General Meeting was held on 22 February at Cafe Tasma in the Victorian headquarters of the National Trust of Australia in East Melbourne. Twenty three members attended. Clause 5e of the constitution was amended to read that members whose subscriptions were more than six months in arrears shall be deemed to have resigned.

The AGM was followed by a delicious meal. Guest speaker, Bruce McBrian then entertained us with reminiscences of growing up in nearby Spring St, his later work at the historic house Ripponlea and his current position as manager of the fine National Trust bookshop where many well-indexed volumes are to be found.

A most significant and pleasing development during 1989 has been the growth in numbers and interest of the NSW members. The Committee in Melbourne has spent some time considering the implications of setting up branches of the Society. As a result, a motion amending the constitution will be put to the AGM this year to facilitate the establishment of branches.

Both Melbourne and Sydney indexers enjoyed the visits in April 1989 of Mrs Ann Hall from Moffatt, Scotland. Ann spoke of her personal experience with the computer indexing package, Macrex. She extended to AusSI members a warm invitation to participate in the Society of Indexers' conference in April 1990 held at Pollock Halls, University of Edinburgh.

Newsletter

The newsletter continued to be an important means of communication for far flung Australian and NZ members. The Editor, Geraldine Suter, did

not receive much copy during 1989, and this added to the problems of producing quarterly issues. The new cover and layout have received favourable comment. We are pleased Geraldine has agreed to continue as editor and trust that the dearth of contributions and correspondence this year was a temporary aberration.

Indexers available

Indexers available has been well-received by publishers and a new edition is in progress for publication early in 1990. Questionnaires were circulated to members late in 1989. The newly Registered Indexers will be noted appropriately in the updated lists. The Society is indebted to CSIRO for assistance in production.

AusSI Medal

The award of the Society's Medal is always a highlight. The presentation dinner took place at Graduate House, University of Melbourne, on 24 October 1989. Once again, a NSW entrant won the honour. Alan Walker's index to *The Penguin new literary history of Australia* impressed the panel which consisted of John Arnold, Margery Ramsay and Jennifer Pritchard. We are most appreciative of the time and effort given by the panel, despite personal and work commitments. They have provided the Society with valuable comments and suggestions. Those present at the dinner enjoyed Allan Walker's lively and perceptive comments on the art of indexing. Runner-up was Michael Harrington for the index to the *Style manual for authors, editors and printers*, 4th edn, published in Canberra by the Australian Government Publishing Service, 1988.

The handsome Publisher's Commendation was accepted by Penguin Books. During 1989, members saw with interest the account of proceedings and photograph of our 1988 medal dinner published in *The Indexer*. We should be grateful for 1989 AusSI Medal nominations from our membership at large.

Seminars

In Melbourne, the Society ran two successful Saturday seminars in 1989 - an introductory indexing course on 1 July, and an advanced indexing course on 19 August at Royal Melbourne Institute of Technology function room. Over 30 persons participated in each seminar and very useful feedback was obtained from the post-seminar questionnaires, most completed at the close of proceedings. There is a great demand for more information on and practical experience in using computers for indexing.

The first seminar considered the characteristics of a good index and provided plenty of practical work on the preparation of book indexes.

cont. p.5

STATEMENT OF INCOME AND EXPENDITURE JANUARY - DECEMBER 1989

Expenditure	\$	Income	
Membership -		Memberships	3,940.00
National Book Council	45.00	Newsletter subscriptions	300.00
Newsletter expenses	2,044.85	<i>The indexer</i>	2,340.00
<i>The indexer</i> subscriptions	2,055.40	Registration fees	210.00
Registration certificates	42.90	<i>Indexers available</i>	62.50
Stationery	44.10	Annual General Meeting dinner	630.00
Publications	45.50	Seminar fees	5,235.00
Annual General Meeting dinner	930.00	Medal dinner	459.00
Seminar expenses	2,507.66	Interest - bank account	24.60
Medal dinner	1,010.92	RESI (Bank of Melbourne)	
Hon. Secretary's expenses	63.44	- at call	15.20
Hon. Treasurer's expenses	45.41	- fixed term (1)	80.21
President's expenses	6.00	- fixed term (2)	249.70
Bank and government charges	131.43	Capital Building Society	
GPO box rental and phone listing	175.20	- fixed	243.33
Meeting expenses	134.72		
Refunded subscription	38.00		
	-----		-----
	\$9,320.53		\$13,789.54
	-----		-----

Balance Sheet	\$	Assets at 31 December 1989	
Cash in Bank 1 January 1989	662.37	Cash in bank	1,542.94
RESI - on call	253.58	RESI at call	268.78
Capital Building Society - fixed	1,682.42	- fixed term (1)	1,080.21
		- fixed term (2)	2,249.70
		Capital Building Society - fixed	1,925.75
	-----		-----
Assets as at 1 January 1989	2,598.37		\$7,067.38
Plus income	13,789.54		-----

	16,387.91	Operating surplus for 1989	\$4,469.01
Less expenditure	9,320.53		-----

	\$7,067.38		

An introduction to computer packages was provided and the opportunities for going freelance were discussed.

The second seminar covered practical problems in indexing different categories of material and the business side of indexing. In the afternoon, several computer indexing packages were demonstrated. The Committee has considered using another venue for future seminars because, although central in location, there were certain drawbacks. Catering for the day was most favourably received.

All the Committee members were involved with the seminars and a great many hours of preparation took place. Max McMaster, Rosemary Cotter, John Simkin, Isabelle Mentha, Jennifer Pritchard and Joyce Korn deserve special thanks.

The Committee noted with pleasure that Rosemary Cotter was asked to conduct a workshop in indexing at the National Reference Librarians' Conference at Queen's College, University of Melbourne, on 20 November 1989.

Our last general meeting for the year was held in November and took the form of a round table discussion on indexing problems. This seems to have become a hardy annual, due to popular demand.

The Society has again been greatly assisted with backup from CSIRO and the Australian Society of Accountants.

There were problems during the year with the assessment of indexes for registration. We sorely missed the wisdom and work of our former Chairman of the Panel of Assessors, George Levick. We regret that members waited so long for the result of their applications. Some very good indexes were received and a large range of topics and formats required assessment.

In thanking all the members of the Committee and our Editor, I specially thank the Secretary, Max McMaster and the Treasurer Joyce Korn, who have guaranteed the continuity of our work as the Australian Society of Indexers. With the development of the Society in NSW, we look forward to a new era in 1990, with exciting growth and further recognition of Australian indexers.

Josephine McGovern
President

Privacy Respected

Privacy Respected

STOP PRESS

A workshop on database indexing in Melbourne is being organised, anticipated date September 6-7. Details will be mailed to members shortly.

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Privacy Respected

PUBLISHERS, EDITORS & INDEXERS: THE VIEW FROM THE BACK OF THE BOOK

Alan Walker was awarded the Australian Society of Indexers Medal for 1989 for his index to The Penguin new literary history of Australia. In this article he expands on his acceptance speech at the presentation dinner on 24 October 1989.

It is a great honour to receive this medal, which to me represents recognition by one's peers for a job well done. Recognition of any sort is most gratifying to any book indexer, since indexing is usually a lonely business. Some years ago, Jeremy Fisher, the recipient of the first AusSI medal, published an article in the *Sydney morning herald* under the heading 'Surprise an Indexer - notice him'. (I take it that the headline was written by a *Herald* sub-editor, not by Jeremy, who would not be so sexist nor so inaccurate in referring to what is still numerically a strongly female profession.) Nevertheless, the headline does make it clear that book indexing is lonely in the sense that it is usually done single-handed, with a minimum of help, and often very little in the way of encouragement, thanks or feedback of any kind.

The indexing of the book for which this medal has been awarded - *The Penguin new literary history of Australia* - was in fact not so lonely a task as some, and there are three people whom I must thank for their contribution to my work on the index, and particularly for their help and encouragement.

First, Peter Pierce, one of the editors appointed by the Association for the Study of Australian Literature, who happens to be an old friend of mine, was the person who first suggested to the publishers that I should index the book.

Second, Garry Cousins, a colleague who has worked with me on a number of indexing projects, did much of the preliminary work in identifying the proper names to be indexed; in a work on literature these make up a large proportion of the headings, so he must have worn out a couple of highlighters doing it.

Third, I was lucky to have a very congenial copy editor in Nicky Klempfner, and all my dealings with the publisher, Penguin Books, were through her. Our correspondence was unusually extensive and detailed, because of various production problems with the book, and because (given its size, and the Bicentennial deadline) it was decided to start the indexing before final proof corrections had been made. Through all of this I found Nicky most assiduous, sympathetic and effective, and it has been a particular pleasure to meet her tonight for the first time, after so much communication by phone and fax and letter (she working in Melbourne and I in Sydney).

As well as being lonely, indexing can be dangerous. The page proofs provided for this book were heavy and aggressive, and, as I was flicking through them at a crucial stage, one jumped up and hit me in the eye, cutting the cornea and causing me to lose a couple of days' work. It is especially satisfying that the medal has been awarded for my work on this vicious book, so that now I can at least feel that my suffering was not in vain.

The view from the back of the book

The Australian Society of Indexers Medal is not given simply as a matter of personal recognition. The existence of the award emphasises the important part indexing plays in the publishing business, something which indexers often feel that publishers do not adequately recognise. My privilege in receiving this award may, I hope, be stretched to allow me the privilege to make a few rather random observations about publishing, as seen from the back of the book.

I hope that my making the following remarks, which are generally critical, is not seen as biting the hand that feeds me. If so, I would have to say that it doesn't feed me very well, and that if I had relied solely on book indexing for my income since I became a freelance indexer in 1982 I would be very poor indeed.

In the past seven years I have indexed over 70 books, with varied subject coverage, but with an emphasis, in form, on scholarly books, textbooks, practical books and reference books of various types. I have also worked for a great many different Australian and overseas publishers, both good and bad. The following remarks apply mainly to bad publishers, but unfortunately even good publishers can on occasions act badly.

Observation 1: A system in which over 90% of all books are behind schedule by the time they reach the indexer must be a system which has something wrong with its scheduling.

Chronic lateness and uncertainty about dates of supply is something which indexers just have to live with, though it makes work planning very difficult. It also squeezes the indexer and very often the editor, affecting the overall quality of the book. The effect which particularly hurts is

when the indexer, as usual, pulls out all stops to complete the index in an unrealistically short time, but is still implicated in, or even blamed for the lateness of publication.

Sometimes indexers really do cause delays in publication by noticing errors and infelicities which no one else has, causing a flurry of last minute editing and adjustment - even on occasions requiring a further version of page proof to be produced, which in turn requires adjustment to the indexing already completed. Such contributions to quality control are not always entirely welcome, though I have received one very nice letter from a scholarly publisher thanking me for saving them from embarrassment.

Observation 2: Someone, somewhere, some time, has taught some publishers that the formula for calculating the length of an index is:

$$i = 16n - (t + p + a)$$

where i is the number of pages available for the index,
 t is the number of pages of text
 p is the number of pages of preliminary matter,
 a is the number of pages of appendixes and other end matter
and n is the smallest integer possible for i to be positive.

That is, the number of pages available for an index is always between 1 and 16, and is the number of pages left in the last gathering after everything else has been accommodated. This is absurd.

Indexers of course have their own rules of thumb about the necessary size of indexes, along the lines of 5% of the total number of pages. This figure and higher ones are often found in indexing standards, guides and textbooks; I have yet to meet a publisher or editor who is familiar with them.

Nor do publishers seem aware of the factors which affect the length of an index - notably the number of proper names in the text - so that books which are packed with names, such as books on literature (which mention many authors and titles and critics), or political history (with names of people and places), or gardening (with common and scientific names of plants and diseases and pesticides) are going to need longer indexes than books on, say, education or medicine or law.

Estimates can and should be, but seldom are made on the basis of the number of names, the discipline of the book and its formal style and arrangement (e.g. textbook, reference book, directory). Indexers have been slow to develop and agree on such rules of thumb and must take a good share of the blame for publishers' and editors' ignorance of such rules and guidelines which affect the planning, production and effectiveness of indexes.

I point out, in passing, that the index to *The Penguin new literary history of Australia* is longer than any other single contribution to the book. This

is entirely appropriate for a book of its type: an anthology of literary history and criticism.

Observation 3: While an indexer may deal with the same author a number of times over a period of years, it is extremely rare to deal with the same editor twice, including those working for major publishers.

This seems to indicate that editors have a great deal of mobility, which may or may not be good for their individual careers, but does not help in maintaining and developing relationships between indexers and publishers, a proper and natural function of the editor.

Observation 4: Publishers' faith in automation is greater than the urge for quality control.

There used to be a stately progression, in book production, from manuscripts through fair copies and galleys and page proofs to printed books, with well-known and carefully monitored functions performed at each stage. The application of automation to book production should be welcomed whole-heartedly and can assist enormously with the performance of the more routine functions, but it is too often allowed to dictate the whole process, and to encourage corner-cutting and the elimination of important functions simply because they cannot be or are not yet automated. For example, automatic spelling checkers are not a substitute for human proofreaders with 'eyes out on stalks' (to use Prof. Wilma Radford's expressive phrase), but merely a tool to assist them.

The application of automated methods in book production has been curiously piecemeal in my experience over the last seven years. I am still surprised, for instance, at the large (though decreasing) number of typesetters who prefer to re-key an index rather than receive it on floppy disc. This cannot be cost-effective.

But alas, too often, when an index on disc is converted for direct typesetting, blind faith in the integrity of automated text leads to cursory proofing and skimpy editing, which can mar an otherwise good index. Editors do not always thoroughly check the indentation of lines which turn over. This is an extremely common source of errors in indexes (especially when the subheadings are set out rather than run on), which must be because the rules for hanging indentation are not well handled by most automated systems and so, like proofreading, still require intelligent human oversight. In two previous years I have been deterred from submitting for the AusSI Medal indexes with which I was otherwise pleased but which were marred at the final stage of production by indentation and layout errors.

Editorial intervention is needed to ensure the quality of the index in some matters which cannot be conveyed simply by the transfer of the text of an index on floppy disc. Editors seldom insert 'continued' headings when a column or page break interrupts an entry, and far too often allow indexes

to be set justified, which is inappropriate for narrow column settings.

Two other experiences of poor quality control (which have nothing to do with indexing) have deepened my impression that quality is not receiving proper attention. I recently sent back to a large and successful Australian publisher two books which I had bought for recreational reading. One was a book of short stories in which I marked seventy-odd corrections - literals which should have been picked up in proofreading, and other errors (like confusion in continuity and in characters' names) which an editor should have noticed. It was by no means the first printing of this book. The other book was a thriller which was missing pages 33-4 and 63-4, so I had to stop reading just as it was getting interesting. (This was a production error, of course.)

Interdependence: publishers, editors and indexes

Publishers, editors and indexers are in the same business, and are interdependent. We can help and learn from each other.

I started by saying that indexers get very little feedback, or reaction to their work. While we get little from editors and publishers, what is potentially more important, but difficult to arrange, is that we get scarcely any feedback from readers, who are the people we really index for.

This was brought home to me at the launch of the book for which I have just received this award. The distinguished person who was launching it referred to the index in his speech, and after pointing out that the index provides an interactions measure of the current reputation of Australian literary figures - showing, for instance, that Henry Lawson and Patrick White receive by far the most entries - he went on to make some other observations, including the evidence in the index for the pre-eminence of Henrietta Drake-Brockam amongst women writers, with mentions on some 80 pages of the anthology. This came as a surprise to the editors, the authors and the literary audience, but particularly to me, the indexer, since I knew it was not true, and suspected some ghastly typesetting error. The error, however, turned out to be on the part of the reader, who had conflated the page locators under the next heading, 'drama', with those under 'Drake-Brockman'. The error was soon publicly corrected. But it was caused partly by an indexer's decision on style: not to capitalise the initial letters of headings unless they were proper names. I still think this is generally a good rule, since it helps the reader distinguish headings of different types, where name headings predominate, it is more helpful for the reader to capitalise them all, so that the occasional subject heading is not mistaken, as in this case, for a subheading.

This is an example of how an indexer can learn from feedback, and it also bolsters my case for closer

operational collaboration between indexers and editors, and through the editors with designers and others in the publishing industry. Indexers and editors do already have some contact, which is growing - at least in NSW, which I know best - but much of this is at the level of participation in each others' professional associations and training programs. While this contact is vitally important, a closer integration of the indexer's work in the editing and production process would be beneficial for all parties. For instance, as long as proofing and layout errors remain so common, I would argue for the indexer to be involved in proofreading the index; this opportunity is seldom offered or if considered is rejected because of the stingencies of an already impossible deadline.

NEW MEMBERS

The Society welcomes the following new members:

Mrs M. Buchanan	3 Simon Crescent Rosanna Vic. 3084
Ms D. Chai	5/43 Lingwell Road Hawthorn East Vic 3123
Ms D. Erlich	10/685 Old South Head Road Vaucluse NSW 2030
Mr A. Fleisher	PO Box 177 Redfern NSW 2016
Mrs M. Flood	3 CovenTry Crescent North Epping NSW 2121
Mr R. Hawcroft	31 David Street Kadina SA 5554
Ms R. Heal	PO Box 1227 North Sydney NSW 2059
Ms A. Radziwon	11/18 Lucy Court Ashfield NSW 2131
Ms K. Smith	91 St Georges Crescent Faulconbridge NSW 2776
Ms J. Sorby	12 Paul Street Balmain East NSW 2041
Mr R. Williams	Bonemill Road RSD Allansford Vic 3277

REGISTERED INDEXERS

The Society congratulates the following members, who recently qualified as Registered Indexers:

Jacqueline Belisle
Glenda Browne
Gary Cousins
Hazel Dittebrandt
Pierre Gorman
Patricia Holt
Diane Lowther
Max McMaster
Ray Price
Margaret Varghese

INDEX4 ON PUBLIC DOMAIN

The publishers and copyright owners of the computer program Index4 are placing the program on the public domain. Individuals or organisations with a registered copy may copy the program and pass it on to any member of the Society who would like to use it, free of charge. Placing the program on the public domain precludes the program being sold by any party.

The program will run on an IBM compatible PC with 640k RAM, preferably with a hard disk. The publishers have stated that they are no longer providing technical support for the program, nor are they planning any future upgrades.

Members interested in obtaining a copy of the program should write to Australian Society of Indexers, GPO Box 1251L, Melbourne Vic. 3001.

AUSTRALIAN SOCIETY OF INDEXERS SYDNEY MEETING

The Sydney group held a meeting on Wednesday 22 November 1989 at the State Library of New South Wales.

The Chairman read out and explained the results of a questionnaire sent to NSW members.

The Chairman reported that the Society is considering an amendment to the constitution to allow the formation of branches. The Sydney group will forward comments to the Executive.

Panel discussion

A panel discussion was held on the use of computers in book indexing.

Alan Walker described how he uses a word processor, Wordstar. He begins by writing chapter and section headings on cards and after alphabetising, transfers these to a word processor. He obtains a printout and annotates this with new headings and page references; when it becomes unwieldy he enters the new information into the computer and creates a new printout. The average book requires about four printouts. Output for publishers is either printout or diskette. Alan outlined what he saw as the benefits and drawbacks of using a word processor. He also described briefly how the indexing facilities of some word processors can be used.

Michael Wyatt began using a word processor and then transferred to using Index4, a stand alone index program. He found that the major benefits were the increased job satisfaction (since the computer carries out the boring tasks like alphabetising and repeating headings, subheadings, and page numbers), increased accuracy (since the computer can automatically repeat subheadings, and page numbers), and increased throughput resulting in an increased hourly income. He described briefly the chief features of Index4 (an Australian product no

longer available), Macrex (a British product), and Cindex (a US product).

Jill Matthews, a legal indexer who has always indexed on computer, described how she works on an Apple Macintosh SE. Not knowing of existing indexing systems, she designed her own using a database management system, FileMaker, which allows instant recall of existing headings and automatically alphabetises. Her clients range from a publisher who takes her database on 3.5 inch disk to one who resets from her printout in hot metal! Having been impressed by a demonstration of Macrex, Jill urges Macintosh users to contact its designers to persuade them to produce a Macintosh version.

Other speakers described how they index using a computer, including one who types directly into Ventura! Several of the attendees had to leave the meeting, but those who remained continued to discuss the use and availability of indexing software. It is clear that what is needed are agents to educate indexers and market indexing software in Australia, or some group that can evaluate all available software and make the information available to potential users.

Michael Wyatt

NEW SOUTH WALES BRANCH QUESTIONNAIRE ON MEETINGS

A questionnaire was sent to NSW members attached to the AusSI Newsletter of June/September 1989, to ascertain what sort of meetings members would attend. From the 60-odd NSW members, 18 replies were received, a return of 30 per cent.

Topics

Please list any topics you would like covered in meetings

A list of examples was provided. Predictably, most replies simply ticked topics in the list. In order of popularity these were:

- | | |
|---------------------------------------------|----|
| . Costing and charging | 10 |
| . Dealing with publishers | 8 |
| . Indexing for databases | 8 |
| . Editors' and publishers' view of indexers | 6 |
| . Indexing special subjects | 6 |
| . Indexing periodicals | 6 |
| . Methods of indexing | 6 |
| . Getting started as an indexer | 4 |
| . Selection of terms | 4 |
| . Knowing your rights | 4 |
| . Abstracting | 3 |

No topic was left unticked.

Other suggestions for topics were:

- . Any of the above (3)
- . Comparison of computer programs, and how to get them (2)
- . Prepositions
- . Cross-references
- . Punctuation
- . Genealogical indexing
- . Keeping the index to specifications
- . Indexing local government documents
- . Standardisation of indexing terminology
- . Criteria for assessing indexes
- . Preparing a PC disk for typesetting
- . Financial aspects of freelancing
- . Indexing objects and artworks
- . Becoming registered
- . Geographical names
- . Book production
- . Indexing newspapers

Speakers

Can you suggest any speakers you would like to hear?

There were only five suggestions.

Type of Meeting

Would you like a...

- . Talk 17
- . Panel discussion 16
- . Workshop 15

Time of Meetings

Please indicate the time at which you would prefer meetings to start

- . 5.30 3
- . 6.00 10
- . 6.30 7
- . 7.00 4
- . 7.30 4

What times are impossible for you?

- . 5.30 7
- . 6.00 1
- . 6.30 0
- . 7.00 2
- . 7.30 3

It seems pretty clear that 6.00 is the best time, with 6.30 a second choice.

Days

Please indicate which days you would prefer

- . Monday 6
- . Tuesday 6

- . Wednesday 9
- . Thursday 9
- . Friday 4

What days can't you come?

- . Monday 6
- . Tuesday 7
- . Wednesday 3
- . Thursday 2
- . Friday 6

Thursday is the best day, with Wednesday the second choice.

Venue

Are you happy with the CBD?

- . Yes 17
- . No 1

Workshop

Would you attend a full-day workshop during the weekend?

- . Yes 10
- . No 3
- . Maybe 2

Indexing work

What proportion of your present work do you spend as an indexer?

- . 0-25% 9
- . 26-50% 3
- . 51-75% 1
- . 76-99% 1
- . 100% 4

Subject specialities

Please indicate your subject specialities

Every possible subject was listed as a speciality. No one subject was covered by a significantly greater number of respondents. Sydney publishers and index consumers are well served.

Indexing method

What method of indexing do you use?

- . Manual 4
- . Computer 14

Please describe your method of working

This question was badly worded; we received answers ranging from a single word to detailed essays.

Type of software

- . Word-processor 10 Wordperfect, MS Word, Wordstar, Multimate, Zardax

- . Database manager 2 dBase III, FileMaker
- . Indexing system 4 Index4, Mimitis, Macrex, Custom designed

Type of computer

- . IBM PC, XT, AT 11
- . Apple 2 Apple II, Macintosh
- . Mainframe 1

Speaking

Would you be willing to speak at a future meeting?

- . Yes 7
- . No 5
- . As part of a group 2

On what topics?

- . Anything
- . How I do it
- . Becoming a freelance
- . Getting started
- . Author bias, point of view, politics, untrue statements
- . Basic indexing
- . How I use a computer
- . Legal indexing

The committee is most grateful to all the respondents, in particular for suggesting topics for meetings and for being willing to speak.

These results will be invaluable in planning the NSW meetings for the next year.

Michael Wyatt

NEW SOUTH WALES MEMBERS MEETING

A meeting of New South Wales members will be held at 6.00 for 6.30 pm Wednesday 8 August at the State Library of New South Wales, Seminar Room 1, Level 11.

There will be a panel discussion 'Dealing with publishers and editors'. The panel will include an editor from a publishing house, a freelance indexer who works with publishers, and an in-house indexer. A report will also be given on The Society of Indexers' Edinburgh Conference.

The meeting will also discuss the changes made to the Constitution allowing the formation of branches and will vote on whether to form a New South Wales branch. If the meeting decides to form a branch, officers will be elected. The constitution requires the agreement of at least 20 members to form a branch, so if you believe a branch should be formed it is important that you attend this meeting. If you are unable to attend, please

complete and forward the proxy vote enclosed in the newsletter.

The advantages of forming a NSW branch include:

- . access to central funds
- . a formal channel for information between NSW members and the executive
- . coordination of membership matters, registration, enquiries etc.
- . representation of NSW indexers to local publishers, teaching institutions, standards setting organisations etc.

If you intend to come along, please telephone Michael Wyatt on (02) 699 9491 or (02) 332 1414.

A small donation will be requested to cover costs.

INDEXERS CONFERENCE, YUGOSLAVIA 1991

A conference is planned for Hvar (near Split) Yugoslavia, 22-29 September 1991. Papers are invited. Accommodation is being arranged as a package ex-London by Yugotours, London. Further information from:

Dr John Gibson
Venn Lane
Wichenford
Worcester WR66XY
England

A glowing account of the 1989 Hvar conference appears in *The Indexer* vol.16, October 1989, p.274. This conference attracted presentations from several well-known indexers and the extra-curricular activities in this delightful and historic Adriatic resort added another pleasant dimension.

BOOKS FOR INDEXERS AND BOOK EDITORS

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Anderson, M.D. *Book indexing*. One of the Cambridge University Press 'Authors' and Publishers' Guides' series. Pb \$13.50. The briefest single book I know specialising on indexing. Gets to the heart of the matter with advice on preparing an index of average complexity. Far more detail than the 'Indexing' chapter in the AGPS. *Style manual*.

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Knight, G. Norman, *Indexing, the art of - a guide to the indexing of books and periodicals*, 1979, George Allan & Unwin, hb \$59.95. The most comprehensive and modern text on compiling 'back-of-the-book' indexes. Essential for serious indexers. Recommended by the Australian Society of Indexers.

NEWSLETTER - NEXT ISSUE

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