Australian Society of Indexers
NEWSLETTER

Editorial

In this month's issue, the New South Wales Branch notifies readers of the proposed motions it intends to present at the 1995 Annual General Meeting, which will be held during the 'Partners in Publishing' conference at Marysville. We have the first part of a review of the indexing chapter in the Chicago Manual of Style, *some information on indexing fees and the usual conference listing.*

Rebecca Smale

Indian Delegation at Marysville

Mr M. P. Govindaraj, the Chief Librarian of *THE HINDU*, a large national Indian daily newspaper, will be attending the conference at Marysville in March with a colleague, Systems Manager, Mr H. R. Mohan. Mr Govindaraj accepted an inviation extended by Garry Cousins from the New South Wales Branch, who visited the Madras offices of *THE HINDU* last December. *THE HINDU* is printed in English in seven centres across the country and has a circulation of over 500 000.

Mr Govindaraj will be presenting a paper on his experiences in computerising the index to *THE HINDU*. Once entered painstakingly in Dickensian-like ledgers, the index database now contains more than 500 000 records from 1988 to the present and is updated daily. Printed monthly issues of the index are cumulated and published as annuals.

Mr Govindaraj and his colleagues are pioneers in newspaper indexing in India, and the experiences of fellow-indexers in a country most of us know little about should prove most interesting.

NSW Branch Activities
Motions for Annual General Meeting 1995

With a view to improving and formalising communication between Branches, members of the New South Wales Branch Committee intend to move the following motions at the National Annual General Meeting in Marysville.

1. Appointment of a Membership Secretary

That the National Executive appoint a Membership Secretary, with duties including:
(a) maintaining the national register of members
(b) keeping branches up-to-date with full details of Branch membership
(c) montiroing the reasons why members fail to renew their memberships
(d) making recommendations to the National Executive on ways of attracting and retaining members.

2. Branch Presidents to be ex officio members of the National Executive

The the National Executive co-opt the Presidents of Branches as ex officio members of the National Executive, and provide them with copies of agendas, minutes and other papers associated with meetings of the National Executive.

3. National Annual General Meetings

That the National Executive organise the Society's program so that, as far as possible, the Annual General Meeting can be held in conjunction with a national conference, workshop or other event, so as to encourage the attendance of members from all Branches.

Please excuse the spelling errors. My computer temporarily had no spellcheck facility and the printer ran out of paper so I couldn't even proofread a rough copy. Oh well!

4. Decentralisation of National Functions

That, in order to share the administrative burden of the Society, the National Executive consider ways in which some national functions might be undertaken by Branches. Such functions could include, but need not be limited to the following:
(a) compilation and distribution of the AusSI Newsletter
(b) membership records
(c) Board of Examiners and registration
(d) award of the Indexers Medal

5. Reports to Executive Meetings in the Newsletter

That the National Executive publish regular reports in the Newsletter, based on the minutes of their meetings.

6. Certification of Associates and Fellows

That the National Executive investigate ways of moving from the present system of registered indexers to a scheme of certification of Associates and Feelows of the Society.

Annual General Meeting and Conference Reports

Wednesday, 12 April 1995

New South Wales members are especially invited to attend the AGM, which will be followed by a social and convivial time, during which those who attended the Marysville conference will report back to other members. We will also be pleased to extend hospitality at this meeting to overseas visitors who are in Australia for the conference. At this stage, we know of at least two people who will be at Marysville: Elizabeth Moys from the UK and Irene Wormell from Denmark. Members of the Cataloguers Section of the Australian Library and Information Association are also invited. Refreshments will be available.

The meeting will be held on Wednesday, 12 April 1995, at the State Library of New South Wales, Macquarie Street, Sydney, in Seminar Room 1 on the 11th floor, starting at 6.30 p.m. There will be a $5.00 donation from local members to cover expenses; ou-of-state visitors will be our guests.

To help us with catering arrangements, please let us know if you plan to attend this meeting by ringing the New South Wales Branch Secretary, Michael Wyatt, at Keyword Editorial Services, on (02) 281 0460.

Professional Information

The following information about late index jobs was taken from Index-L on the Internet. It was written by Seth Maislin.

Concerning jobs that are late or cancelled, the Freelance Editorial Association has the following 'advice' in its Code of Fair Practice.

Cancellation Fees and Late Fees

Because freelancers reserve time for projects and depend on clients' schedules, it is necessary for contracts to protect the freelancer's working time. The contract between freelancer and client therefore specifies contiguencies that will require a cancellation fee or a late fee.

If a project is cancelled before scheduled delivery to the freelancer, at least two weeks' notice allows a reasonable amount of time for the freelancer to obtain other work ... When a project is cancelled in progress, the cancellation fee is added to the freelancer's final invoice, in addition to payment for the time worked.

If a client delivers the material for a project late, then the client compensates the freelancer for the resultant unused reserved time at either: (a) 20 to 50 per cent of the contracted hourly rate; or (b) 20 to 50 per cent of the effective hourly rate, if the contract called for a project fee. If the project is cancelled by default – in other words, is so late that the freelancer must forego it to move on to another scheduled project – then a two week cancellation fee is appropriate ...

The freelancer may also cancel the project if changes in the scope of work required or in the schedule make completing the project impossible for the freelancer ...

Reservation Fees

Another way to deal with the possibility that a project will be delivered late or even cancelled is to negotiate a reservation fee, essentially an advance to reserve the freelancer's time. A freelancer who agrees to set aside a lengthy period for a long-term project or who commits to a project well in

advance may require partial pre-payment. If the client delivers the project materials on time, the freelancer then deducts the reservation fee from the first invoice. If the client delivers the project late, the reservation fee can be applied to a late fee. If the client cancels the project, the reservation fee can be applied to the charge for the time spent working on the project ...

The Code of Fair Practice (in its entirety, of course) is available for purchase from the Freelance Editorial Association. The Association's phone number is (617) 643 8626. There is no email address.

Tips for CINDEX Users

Beginning in the April issue of the AusSI Newsletter will be a column for users of CINDEX called 'CINDEX Nuts and Bolts'. The column will contain tips on how to use basic and advanced features of the program, and users will also be able to write in with problems and comments. The column will be written by Garry Cousins, the Australian and New Zealand agent for CINDEX.

Barry Howarth (right), 1994 Medal winner, with his publisher from Cambridge University Press (left) and George Levick (centre), President of the Australian Society of Indexers. Photograph provided by Joyce McGovern.

Indexes: a chapter from *The Chicago Manual of Style*, 14th edition; a review

This article, edited for the AusSI Newsletter, will appear in two parts. It was published originally in The Indexer, volume 19, number 2, October 1994, and has been reprinted with the kind permission of the editor of that journal.

*The chapter on indexing in The Chicago Manual of Style serves as a standard for index format and as a self-teaching tool for authors and novice indexers. The fourteenth edition, reviewed by **Bella Hass Weinberg**, is found wanting although it contains much useful information on the indexing process and book index format. The author is Past President of the American Society of Indexers and is a Professor in the Division of Library and Information Science, St John's University, Jamaica, New York.*

The chapter on indexes is a self-teaching tool for authors compiling their own indexes as well as for students of indexing and novice indexers. The chapter thus merits evaluation both in terms of its adequacy as a basic text for book indexers and as an authority for the format of indexes.

Sequence of the text

After a brief introduction, the chapter begins with a section entitled 'Definitions', which does more than indicate the meaning of terms. For example, the definition of 'Page References' (17.9) includes rules for locators, e.g., 'Never use the abbreviations *f.*, *ff.*, or *et seq.*'. Only after indexing formats and cross-references have been 'defined' at length is the question of having an author index his or her own book vs. using a professional indexer raised.

The subsequent section, 'The Mechanics of Indexing', begins with a discussion of manual vs. computer-assisted methods, proceeds to treat indexable matter, and then returns to 'Workspace and Equipment'. The rubrics for the steps in the process of indexing are logically sequenced, but all sorts of formatting details are thrown in to this section, which is followed by one entitled 'General Principles of Indexing'. The latter should have come earlier, as it deals largely with indexable concepts.

Rules for formulating headings are in this section as well, but such rules are not really principles.

The majority of rules for headings are in the subsequent section, entitled 'Principles of Alphabetising'. The *Manual* thus confuses cataloguing with filing, i.e. the selection of preferred forms of headings with rules for arrangement.

Editing an index, typographical considerations, and examples of various index formats are the sections that complete the text. There is s single reference to further reading – Nancy Mulvany's *Indexing Books*, issed by the same publisher.

Guidelines and Rules

Guidelines and rules for book indexes are sprinkled throughout the sections entitled 'Definitions and General Principles'. In this part of the review we focus on the specific advice given.

I could begin by quibbling about the introductory statement, 'A good index records every pertinent statement ...' (17.1) I tend to recall the digressions in a book and would like indexes to help me return to them too.

Pertinence is thus not as good a criterion for indexability as is *information*: an index entry should lead to information on the topic represented by a heading ... A concordance lists all occurrences of words whereas an index should omit words about which no information is given.

Indexable parts of a book are discussed in sections 17.27–17.30. The theme of indexable concepts in narrative text is developed in sections 17.73–17.74, and is illustrated in the context of a walk through the indexing process in section 17.39. Rereading page proofs to ensure that concepts initially considered peripheral have not been developed later is duscussed in section 17.44. While the advice given on all these facets of the basic question 'What to index?' is reasonable, the scatter of these related passages is unfortunate. These sections are linked neither by internal cross-references nor through the index.

The first paragraph under the rubric Definitions, entitled 'Kinds of Indexes',

suggests frequently that multiple indexes are desirable, e.g., 'if the material is complex and there is a large cast of characters, two indexes are prepared' (17.2). Three indexes are suggested for poetry anthologies, although a subsequent section of the *Manual* states that a combined index is 'probably easiest of all on the reader' (17.148) ...

I endorse the guideline that some index headings should be inverted in order to bring to the fore 'the word a reader is most likely to look under' (17.5). The example provided is 'theology, Navaho' for a book on American Indians. The latest draft of the American National Standard for indexes, however, calls for uninverted headings in all types of indexes.[1]

I do not disagree with the guideline that sometimes 'it is more appropriate to use subheadings that are subdivisions ... within a larger category' (17.7), but it would have been helpful to exaplin the conditions under which alphabetico-classed entries such as 'Native American peoples: Aztecs ... Zapotecs' etc. are appropriate. The locators in the example are non-consecutive, and this is one argument for this type of classification in book indexes: it collocates information that is scattered in the text ...

The second example in section 17.7, 'Loans: collateral; default; interest rates ...' is of a very different kind index structure: analysis of a topic treated in a consecutive group of pages. The subheadings are *aspects* of the heading, not more specific topics. Analysis of index headings and the relationship of an index to the classified arrangement of a text are the areas of indexing on which novices request the most guidance,[2] and so it is unfortunate that these topics are treated in an undifferentiated manner in a single paragraph of the *Manual*.

The section on cross-rererences is introduced with the guideline that 'they should never be employed unless they actually lead to *additional* information' (17.11, emphasis in original). I do not disagree with this, but the guideline does not apply to *see* references, only to *see also* references. Moreover, this advice (which is repeated in section 17.13 in the context of *see also* references) belongs under the rubric 'editing an index'. One establishes

term relationships in the process of developing a book index. When the draft index is complete, the indexer reviews the *see also* references to make sure they lead to entries with additional locators.

A subsequent section on editing (17.48) suggests that cross-references are provided mainly at this stage. That point is made explicitly in section 17.60. Section 17.49 suggests that decisions on synonyms are not made until the editing stage: if so, that stage is likely to be extremely time-consuming. As noted in the preceding paragraph, an indexer should create *see* references when s/he encounters synonymy in a text, and *see also* references when semantic overlap is evident. In reading through a draft index, additional references may come to mind, but if term relationships are not established in the course of indexing, the syndetic structure of a book index is sure to be incomplete.

The rules for cross-references in section 17.12 repeatedly confuse cataloguing and filing: e.g., rule 4 says that a *see* reference shopuld be used 'When a personal name has been *alphabetised* under the real surname rather than a pseudonym ...' The term italicised by this reviewer should be *entered*; one has to alphabetise both the preferred name heading and the cross-reference.

Chicago permits the use of *see under* to refer to heading-subheading combinations. The term is used inconsistenly, however, in the section on generic references (17.19) – e.g., 'sacred writings. *See under* specific titles'– the word 'under' is not necessary here, as the user is not being instructed to see the subheading 'sacred writings' under specific titles, but rather the title as main headings directly.

The most serious problem is that the section on cross-references does not discuss the need to maintain a record of all cross-references made to a given heading, in case the heading is changed or deleted. This is a crucial control device in indexing.

Except for this omission, the description of the indexing process in the *Manual* is good.

1 National Information Standards Organisation, *Proposed American National Standard Guidelines for Indexes and Related Information Retrieval Devices*, Oxon Hill, MD: NISO Press, 1993, sect. 6.3.8 (DL: 306; NISO Z39.4–199x).
2 Weinberg, Bella Hass, Indexing Workshop: Content Analysis – Part Two. *American Society of Indexers Newsletter* 108 Jan./Feb. 1992, 20–21.

to be continued next month

The Wonderful World of Indexing

Conferences
If you would like to notify AusSI members of any events, send information (including dates, venue, cost, theme and contact) to the Editor.

24 March–27 March 1995
The Word Festival Canberra
THEME: Exploring 'Dialogues'
VENUE: Canberra, ACT
CONTACT: The Word Festival Canberra, PO Box 150, Lyneham ACT 2602, Tel. (06) 249 7068, Fax (06) 257 4038

28 March–1 June 1995
Asia Pacific Library Conference
VENUE: Brisbane Exhibition and Convention Centre, Brisbane, Qld
CONTACT: Ivan Catlin, Tel. (07) 840 7874; Michael Hallam, Tel. (07) 840 7863

31 March–2 April 1995
Indexers – Partners in Publishing: First International Conference
VENUE: Marysville, Vic
CONTACT: Margaret Findlay, Conference Organiser, 3a Goodall St, Hawthorn Vic 3122, Tel./Fax (03) 818 1760

2 July 1995–7 July 1995
1995 Association for the Study of Australian Literature (ASAL) Conference
THEME: Spatiality and Cultural Studies
VENUE: Institute Building, North Terrace, Adelaide, SA
CONTACT: Phil Butterss, Department of English, University of Adelaide, Adelaide SA 5005, Tel. (08) 303 4562, Fax (08) 303 4341, email pbutters@adam. adelaide.edu.au; Amanda Nettelbeck, School of Humanities, Flinders University, GPO Box 2001, Adelaide SA 5001, Tel. (08) 210 2104, Fax (08) 08 201 2556, email enaen@cc.flinders.edu.au

5 July–7 July 1995
Australian and New Zealand Communication Association National Conference
THEME: Framing Communication – Exclusions, edges and Cores
VENUE: Edith Cowan University, Perth, WA
CONTACT: David McKie, 1995 ANZCA Conference Convenor, Department of Media Studies, Edith Cowan University, 2 Bradford St, Mt Lawley WA 6050, Tel (09) 370 6218, Fax (09) 370 6668, email D.Mckie@cowan.edu.au

14 August–18 August 1995
Association for Commonwealth Literature and Language Studies (ACLALS) Tenth Triennial Conference
THEME: Islands and Continents
CONTACT: Prof. Goonetilleke, Chair, ACLALS, c/- Department of English, University of Kelaniya, Sri Lanka, Fax (00941) 521 485

New Members
The Society welcomes the following new member:

Mr T. Vadil, Templestowe, Vic.
Ms N. Schulz, Holland Park, Qld
Mr J Giddings, Thornbury, Vic.

AUSTRALIAN SOCIETY OF INDEXERS:
GPO Box 1251
Melbourne VIC 3001

President:	George Levick (03) 534 4843
Vice Pres:	Mary Long (03) 286 9125
Secretary:	Ian Odgers (03) 418 7275
Treasurer:	Joyce Gillespie (03) 654 8527
or	(03) 710 1270
Editor: c/-	Rebecca Smale (03) 646 4200
Fax: c/-	(03) 646 3251
e-mail:	c/- AusSI@isb.csiro.au

Committee Members:
Max McMaster: (03) 571 6341
Heather Hillman: (055) 62 5084
Rosemary Bunnage: (03) 565 2605
John Simkin: (03) 429 8817
Josephine McGovern: (03) 596 1555

NSW BRANCH
PO Box R598
Royal Exchange SYDNEY, 2000

President:	Alan Walker (02) 380 5875
Fax:	(02) 361 0651
Secretary:	Michael Wyatt (02) 281 0460
Treasurer:	Kingsley Siebel (02) 477 3149

Committee: Garry Cousins, Mary Turner, Lorraine Doyle, Christine Winning Dwight Walker

ACT REGION BRANCH
GPO Box 2069
Canberra ACT 2601

President:	Geraldine Triffitt (06) 246 1177
Fax:	(06) 249 7310
Secretary:	Jenni Cole (06) 243 4211
Treasurer:	Susan MacDougall (06) 201 2645
Committee:	Olga Howell Laurel Tunks Robert Hyslop Barbara Dickens