Editorial

Greetings! Janet Hine's article on the ethics of index-
ing raises some perplexing questions. Sandra
Henderson's article *Future indexing developments in
WORLD I* describes the progress of the National
Library of Australia's new database indexes and is on
our Web site too. Liz Vincent's genealogy indexing
exploits are good reading. Garry Cousins writes a
CINDEX tip which tied into his CD-ROM indexing.
To end, I wrote a report on the NSW/ASTC joint
meeting on electronic indexing. **NB: Deadline is 20
September.**
That's all for this month. See you next month...
Dwight Walker, Editor and Webmaster ⌨

Meetings and Training:

Friday 4 Sep, 5.30pm, Brisbane
Inaugural meeting, 5.30pm, 6.30pm dinner meeting of
Society of Editors, University of Queensland Staff
Club, Max McMaster after dinner speaker
Contact: Lesley Bryant (07) 3352 6869, fax 3356 7171
Tuesday 17 Sep 1996 at 6.00pm, Canberra
General Meeting at the Friends Room at the National
Library of Australia. Michael Harrington of Australian
Government Publishing Service will speak on "Evalu-
ating an index." Refreshments served. $10. Contact
Shirley Campbell Ph (06)234 2225(W) (06)2851006(H)
Sunday, 29 Sep 1996, Workshop, Adelaide
Contact: Susan Rintoul or Bill Phippard (08) 235 1535
Wednesday 27 Nov 1996 pm, Sydney
Combined Christmas Party / Medal Dinner
Contact: Garry Cousins (02) 9955 1525
Nov 1996, Melbourne, Indexing Course
The Victorian Branch is running a three-day Introduc-
tion to Book Indexing Course, in Melbourne in early
November 1996. The minimum number of ten people
has been reached so the course is on. Contact:
Max McMaster, ph/fax (03) 9571 6341, e-mail:
mindexer@interconnect.com.au
Mid-Nov 1996, Melb, Database Indexing
see opposite

Branch News

South Australian Group starts up
by Susan Rintoul

The South Australian Group last met on Tuesday
August 27 at 7pm, SA Writer's Centre, 187 Rundle St,
Adelaide (upstairs, 2nd floor). We received a grant of
$150 from the Australian Society of Indexers and so
discussions were held on how some these funds would
be spent. The main outlay would be the planned
workshop on indexing on Sunday 29 September.
Members were invited to stay on for the Society of
Editors' Annual General Meeting. There was a guest
speaker as well.
**All members and interested people are welcome to
attend any Group meetings.** Please call Susan Rintoul
or Bill Phippard on (08) 235 1535 if you would like
any further information.
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Victorian Database Indexing Course

Expressions of interest are sought from Victorian
members who would like to attend a one day course on
database indexing in mid-November. Please register
your interest ASAP to Max McMaster: phone/fax (03)
9571 6341 or email mindexer@interconnect.com.au
📖

Ordering Robertson Conference
Proceedings in LASIE

All the papers for the *Indexing in the Electronic Age*
conference will be published in LASIE (Information
Bulletin of the Library Automated Systems Information
Exchange) in September and December. The Septem-
ber issue is 84 pages and has just gone to the printer.
Send orders directly to:
    Jennifer Peasley
    Business Manager
    LASIE
    State Library of New South Wales
    Macquarie St
    Sydney NSW 2000
Price: $12.50 per issue postage/handling paid.
📖

What's Inside

Ethics

[The following abridged article was submitted by Janet Hine and is a reply to the Society's proposed Code of Ethics. Ed.]

Towards a Modest Code of Ethics for Indexers
by Janet D. Hine

The following comments have been occasioned by pages 2 to 4 of the Society's Newsletter of March 1996.

The only ethical problems I've encountered in indexing have to do with authors' unrealistic expectations and mistakes, and the indexer's duty to correct them. Circumstances vary a great deal and probably come under what the documents call creating and maintaining professional rapport with clients or employers and establishing harmonious relations. Sometimes it is clearly understood that the indexer is acting also as a back-up copy-editor but sometimes one has reason to believe the author thinks his every word is sacrosanct and won't appreciate any challenge. Some of the issues are just a question of spelling (maybe American mixed in with Australian), grammar, misuse of words and misleading metaphors. (Do these people know the really distinguishing feature of catalysts, has it ever dawned on them that graffiti are plural?) Indexers should pay proper respect to their authors, and certainly not adopt a carping attitude, but the decision can be between accepting every word as inviolate and doing something about solecisms that could bring our masters into ridicule and contempt.

Questions of fact are troublesome too, of course, though they don't usually impact on the index itself (as distinct from the indexer). Indexes can be used to correct mistakes (including misprints) in some situations, specially retrospective indexes to serials, where there's no question of altering the text: an example would be the making of a direct reference from a wrong spelling of a surname to the right one when both are used in the text. However, indexers can't do that sort of thing with regular indexes published with the text, or shouldn't attempt it without consultation; it isn't desirable to use a form not to be found on the page cited. When it's impossible to get the text corrected one can sometimes calm one's conscience by playing round with see also references, e.g. using correct and incorrect forms as headings and linking them. Probably our overriding duty is to accept the author's presentation, right or wrong, once we've undertaken the indexing, but maybe not the printer's mistakes. Might our code of ethics condone such practices by describing them?

There are similar problems with bad (obscure) writing. One can sometimes work out what authors mean by asking them but it really isn't right to be indexing what authors mean rather than what they say. Fortunately indexers name topics/concepts rather than make statements on their own account. Such an entry as:

Life
    meaning 54

commits us to nothing respecting the eternal verities. Our duty ends with directing the user to the place(s) in the text where statements are made about the subject. And this applies even when one knows, privately, that life has no meaning and logically there's not the slightest reason why it should.

It seems to me that material in both the Australian and British proposals should be divided into two very separate parts. The first might have to do with our behaviour as indexers and the second with the policy of our professional society and our duties as members. The thoughts I've put forward above are mainly for the former part, and I suggest that elements like remuneration, rewards and recognition, collusive/competitive tendering, legal aspects, courses of study and 'professional conditions' are relegated to the society side.

Should we accept (or solicit) a free copy of the work indexed when published, accept invitations to launches (if local)? Should we allow our names to be mentioned as indexers if we suspect it's some kind of softening

Ethics

gesture to compensate for unfortunate stipulations as to size, layout, speed, or inadequate fees? If our society really wants us to ask to be named, perhaps it (or the members behind such a move) should keep in mind that some don't, for good reasons.

It might also be said, in connection with payment, that there are circumstances in which a member might accept a commission to make an index for nothing or in return for stationery or for a mere nominal fee or honorarium, e.g. for one's own university or a professional association of which one has long been an appreciative member. I expect many of us belong to other such institutions and voluntary bodies which are often too poor to pay anyone else for the work.

Most of the professional ethics questions we're likely to meet as indexers or members of an indexing society are taken care of by the accepted values of right and wrong we all live and work by. We try to do a conscientious job, keep promises, obey instructions, avoid bias, etc. Maybe there isn't too much else that needs to be spelt out in special documents. The business about acquiring special knowledge in fields in which we have chosen to practise is very dubious advice and perhaps irrelevant: knowing more about the subject of the work than the writer can create horribly embarrassing situations, and I suspect most of us are able to learn enough, as we go along, about the subject of the work we're indexing to cope with it successfully.

To sum up, I believe we should be careful to distinguish between the conduct of indexers as indexers and as members of a professional organisation which considers it must appear hard- headed and self-seeking. And we should take as read, or assume without stating, that indexers need to abide by normal standards applying to all professions; and make our document even shorter by omitting orders/advice embodying views that all indexers do not share. In as much as a code of ethics might become a public credo we should avoid seeming petty or stuffily self-important.
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Society of Indexers (UK) ✍
TRAINING IN INDEXING

Open-learning course for indexing books, periodicals, images and other information media. Write to:

**the Training Administrator,
Society of Indexers, 38 Rochester Road,
London NW1 9JJ, England, UK**

CINDEX Tip № 16
Working with authority lists

Using VIEW/SUMMARY
CINDEX can provide an authority list of main headings with cross-references very easily with the VIEW/SUMMARY command. Record numbers are included and "see from" references are displayed in square brackets after the target entry, although CINDEX does not differentiate between "see from" and "see also from" references:

12	dairy industry [primary industries]
55	dogs [hounds]
56	hounds see dogs
13	primary industries see also dairy industry

To return to the whole index use either VIEW/DRAFT or VIEW/FORMAT.

Authority lists with subheadings
If you want to compile an authority list which includes subheadings as well as main headings and cross-references, you can simply make a copy of your index and delete the page numbers in the copy. However, if you just delete everything in the page field you will also delete any cross-references which have been entered in that field. The following procedure deletes page fields but leaves "see" and "see also" cross-references intact:

- First, find records which do not contain the word "see" in their page fields with:
  FIND/FIELD=p/TEXT !!see
  Press **A** to form a group of all the matching records, i.e. all records except those with "see" in their page field.
- Then remove the contents of the page fields of this group with:
  SUBSTITUTE/FIELD=p/PATTERN ?*
  When asked for replacement text just press <Enter>.

If you have a tip for other CINDEX users, or a problem, write to the Newsletter or contact Garry Cousins Phone/fax (02) 9955 1525

Genealogy indexing contact:
Ms Liz Vincent, PO Box 111, Picton 2571, tel/fax (046) 772044 📖

New Members
Mrs K. Long, Holland Park, Qld
Mrs P. Waters, East Lindfield, NSW

Indexing in the Electronic Age Papers

Future indexing developments in WORLD 1

by Sandra Henderson
Manager, National Bibliographic Publications
National Library of Australia
shenders@nla.gov.au

Available on the Web:
http://www.zeta.org.au/~aussi/hendersons.htm

What is WORLD 1?

WORLD 1 is the Australian business name for a new system being developed by the national libraries of Australia and New Zealand, to replace the existing ABN, Ozline, NZBN and Kiwinet services. The development project is known by the name NDIS (National Document and Information System). The National Library of New Zealand is expected to announce in the near future the name under which the service will operate in New Zealand. The project is based in Canberra, with computer company CSC undertaking the development.

WORLD 1 will provide access to information both within and external to the national databases, and to documents of all kinds, not just cataloguing and indexing records. In some cases full text documents and images of documents will be included in WORLD 1, and gateways provided to other services.

Features of WORLD 1

Unlike the current **ABN** and **Ozline** services, which offer only single-database searching, WORLD 1 will offer users a choice of single database or cross-database searching, including combinations of cataloguing and indexing records in a single logical view of the database. It will be possible, for example, to search an education topic in APAIS, in APAIS plus the Australian Education Index, or in a "database" consisting of the relevant index databases as well as cataloguing records in that subject area. A single result set will be provided, containing records from all sources searched.

Gateways will be provided to other information sources, allowing users to access overseas databases and retrieve records and information. In addition, it is planned to mount some large overseas databases in the WORLD 1 system during phase two of the project.

Searching in WORLD 1

The search facilities of WORLD 1 will offer powerful and friendly searching, with a single search system for all users. The users will be able to choose a search level appropriate to their level of expertise, or opt for command language searching. Much attention is being given to the development of appropriate online assistance.

The index databases

At the National Library of Australia we produce two index databases. In each case the process of preparing the indexes includes selection of articles from journals, newspapers and monographs, analysis of content, assignment of subject headings from appropriate thesauri, and the assignment of other access points (such as name headings or additional subject terms). In one case the indexer is also required to write an abstract for the item if there is no abstract in the original item.

APAIS (Australian Public Affairs Information Service) is one of Australia's oldest indexing services, having been in operation since 1945. Items for indexing cover the broad areas of social sciences and humanities, and a total of 11,500 items per annum are indexed. The Library maintains the APAIS Thesaurus, for use with this index. APAIS appears in print (monthly issues January-November, and an annual cumulation), online (the online database covers 1978 to present) and as one of the databases on the CD-ROM AUSTROM, published by RMIT in cooperation with the Library.

AMI (Australasian Medical Index) was started in 1985 and indexes the Australian journal and conference literature in health and medicine. Approximately 5,000 items per year are indexed, and appear in the online database and on the CD-ROM HealthROM, from the Commonwealth Department of Health and Family Services. The Medical Subject Headings (MeSH) thesaurus from the US National Library of Medicine is used as the thesaurus for this product.

At the present time both indexes are prepared using very old systems, without the capacity to load data other than via direct online entry. In the case of APAIS, there is no capacity for data validation or data correction after loading.

Indexing in WORLD 1

Although work has yet to begin on development of phase two of NDIS, which incorporates indexing, planning is well advanced, and the required functions were specified in the original Request for Tender. WORLD 1 will allow indexers to either work online to add new records immediately to the database, or

Indexing in the Electronic Age Papers

offline, with upline loading or submission of files of record on disk. For those choosing to work online, as we will at the National Library, there will be workforms with Windows features, pull down menus and pick lists, the ability to cut and paste, and the setting up of links between indexing records and between index and catalogue records. Global changes of data, and online validation of records will be available to aid in rapid loading and maintenance of data.

Authority control will be enhanced, with both MeSH and the APAIS Thesaurus online to be used in data validation and selection of terms. Other authority files, such as lists of journals and names, will also be available for online use. In time it is hoped thesauri for other Ozline databases could also be made available online, as an aid to both indexing and searching.

Data links

It will be possible to set up a number of links between records. It is advantageous to link journal article records to the national bibliographic database serial records to allow users to locate holdings of desired items. Links to authority records will make it possible to use the various authority files to enhance search retrieval and allow for automatic updating of records as thesaurus terms are updated or amended over time.

Since the start of 1995, most articles indexed for APAIS have been captured as images, and these will be made available online, linked to the corresponding citation. Negotiations with the Copyright Agency Limited have been underway for some time to resolve issues of copyright fees and payment of royalties. An independent company, SilverStream, is making those images available as a set on CD-ROM. A similar project has commenced to image articles indexed for the Australasian Medical Index.

WORLD 1 will also provide for the first time an ability to make modifications to the publication process, to improve the appearance of the printed publication, and offer users a facility for on-demand tailored bibliographic products. Users may wish to opt to produce their own regular bibliographies using a variety of indexing and cataloguing records in a format and output medium which is suited to their requirements.

When will WORLD 1 be available?

At the time of writing the implementation of Phase 1 had been delayed by some difficulties with a third-party software component. Work on other functionality within WORLD 1 has continued, and the system is expected to be launched in early 1997. Phase 2, with indexing and cataloguing functions, is to be available in late 1997.

Further information on WORLD 1

There is an internet WORLD 1 discussion list, which is open to any interested persons. To join the list, send a message to
    listproc@nla.gov.au
with no subject line and
    'subscribe world-l firstname lastname' (without the
        quote marks)
in the body of the message.

A newsletter, **WORLD 1 Connections**, is available on application to The Editor, WORLD 1 connections, Services to Libraries Division (Box 9), National Library of Australia, Canberra ACT 2600.

Enquiries about WORLD 1 can be directed to the Help Desk at the National Library (toll free 1800 026 155) or email **market@nla.gov.au**

Web Bibliography

ABN (Australian Bibliographic Network), http://www.nla.gov.au/2/abn/abnhome.html
AMI (Australasian Medical Index), http://www.nla.gov.au/2/ozline/ami.html
APAIS (Australian Public Affairs Information Service), http://www.nla.gov.au/2/ozline/apais.html
Ozline (Australian Information Online), http://www.nla.gov.au/2/ozline/ozlinehome.html
Searching in WORLD 1, http://www.nla.gov.au/2/NDIS/search.html
What is WORLD 1?, http://www.nla.gov.au/2/NDIS/
When will WORLD 1 be available?, http://www.nla.gov.au/2/NDIS/progress.html
WORLD 1 Connections (newsletter), http://www.nla.gov.au/2/pubs/world1.html

Indexing Research Grants

The Society is interested to foster research into indexing. Whilst it cannot match the grant of $47,000 by the British Library Research and Development Department to John Moore's University in Liverpool for a project on the indexing of children's books, to be conducted jointly with the Society of Indexers (*The Indexer*, vol. 20, no. 1 (April 1996), p.37), it is wishes to make available small grants to assist in the running costs of suitable projects including cooperative projects and research by students in schools of librarianship and information studies. A formal invitation to apply for grants will be included in a later Newsletter. In the meantime any comments or suggestions for suitable topics, would be most welcome and should be forwarded to the Society by the end of 16th November 1996.
Contact: Ian Odgers, Secretary (p.8)

INDEXERS MEDAL 1996

The Australian Society of Indexers is again offering its annual Medal for the most outstanding index to a book or periodical compiled in Australia or New Zealand. The Medal will be presented to the indexer responsible for the best index submitted, if it is of sufficient quality, and the publisher of the winning index will be presented with a certificate.

To be eligible for the award, the index must be in print and must have been first published after 1993. It must have been compiled in Australia or New Zealand even though the text to which it refers may have originated elsewhere.

For the award, indexes are judged at the level of outstanding professional achievement, thus sufficient material is required, both in quality and quantity, for appraisal. The index should be substantial in size, the subject matter should be complex, and the language, form and structure of the index should demonstrate the indexer's expertise, as well as serving the needs of the text and the reader.

Publishers, indexers and all interested persons are invited to nominate indexes which meet the above criteria, and which they regard as worthy of consideration. Indexers are encouraged to nominate their own works.

Please send recommendations, with bibliographic details, and if possible together with a copy of the book (which will be returned), to:

> The Secretary,
> Australian Society of Indexers (NSW Branch),
> PO Box R598,
> Royal Exchange,
> Sydney NSW 2000

as soon as possible,
but no later than Monday 30 September, 1996.
For further information, please contact Alan Walker, telephone (02) 368 0174, fax (02) 358 5593.
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National Place Names Project

Bill Noble, the coordinator, is collecting information to obtain funding for a national place names dictionary. It will cover 3 to 4 million place names including 300 aboriginal languages. It will cover the language, history and origin of the words giving their meaning and etymology. If you are interested in assisting in or obtaining information about this project contact:

> Bill Noble,
> Coordinator
> National Place Names Project
> 2/1 Aaron Place,
> Wahroonga 2076
> (02) 94873909 (h)

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Who's Who in Indexing

INDEXES SELL by Liz Vincent

Have you ever thought that an index can sell in book form on its own? Well it does and I do.

I started into indexing by way of researching my family history and the natural progression to an interest in local history. I found many local history books were un-indexed. This meant that a great deal of our history was difficult to access and slowed down the research process. One book in particular, *The Town of Camden*, was a most useful resource in that in the first 35 pages over 800 local families were mentioned - **but no index**.

I set to and indexed it for the benefit of future researchers. Little did I know then that this act was going to change my life. I became hooked on indexing. Ten years later, this index of history publications contains nearly 400 books, cemetery transcripts, electoral rolls, post office directories etc.

Called a Specialist Index it relates to particular records, here the early settlers living in the areas of Picton, Camden and Campbelltown.

Originally my entries were made on cards. To save money, up to 20 entries for a particular person were placed on the one card. There are now 12 drawers of cards. Five years ago I started entering them on the computer, the database growing to 50,000 entries and is ongoing. Now using Microsoft Works database software and eventually all the cards will be entered on the computer.

Researchers pay a $10 fee and a list of all references to the family they are researching is given. Copies of the original item are then available. The time saved for a researcher is enormous!

Other large groups of archival records followed. I indexed the Picton Bench Books, the court cases from 1829 to 1883. The original records are held in the NSW State Archives and are contained on 7 films. Having my own microfilm reader was essential. This work took two years part time. It was only available by mail access originally but now with my self-publishing programme well in place, this specialist index has been published in 8 books and is available for purchase. Researchers look up the index and on finding a reference of interest can then go to the film containing the court case in full either at the NSW State Archives or at Campbelltown Library. I donated the films that I had purchased from the Archives to Campbelltown Library.
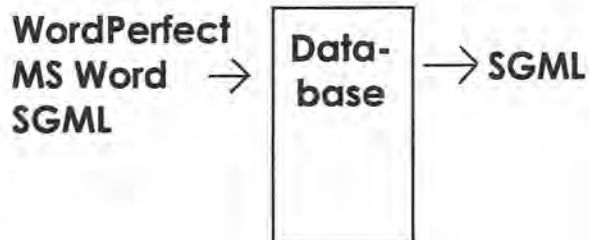
Working completely on my own with no tie to any group, I receive a great deal of support from historical and family history societies and in particular The Archives Authority of NSW.
Contact:
Mrs Liz Vincent, PO Box 111, Picton NSW 2571, Phone/Fax (046) 772044 📖

Internet/Database Indexing

NSW Branch and Australian Society of Tech Communication Meeting
by Dwight Walker

A large crowd of over 40 attended a very interesting 2 hour session at UTS on 14 August. Alan Walker chaired the meeting.

WordPerfect
MS Word → | Data-base | → **SGML**
SGML

Shirley Keating , Director of Turn-Key Systems Pty Ltd, began the session with a talk on what constituted an electronic publishing system. The figure above describes the process of obtaining data in various formats, converting it into a central text 'database' which could be output in SGML (Simple General Markup Language).

She described a CD-ROM encyclopedia like Microsoft Encarta but said its main shortcoming was that there was no index to guide the reader to what they were trying to find. There was endless material but the reader ended up meandering all over the place. The index can be at the front of the document leading people in rather than at the back of the document. She saw the need for imbedding index terms into the documents as they were produced using a DTD (Document Type Description). A DTD basically defined say a header being followed by a body - rules to govern the structure of the document. Index terms would be at the beginning of each paragraph.

Glenda Browne gave a talk on automatic indexing and abstracting similar to her talk at Robertson. Her description of different forms on automatic indexing tied in nicely with Shirley and later Garry's talks on embedded indexing. She gave an example of the software package Indexicon indexing an article on digital photography which got side-tracked and indexed very specific but spurious information in the text like silver halide. She compared the group's assigned terms with Indexicon's to illustrate the point that human indexing uses concepts which machine-based indexing is poor at. The artificial intelligence of these systems is still very basic.

Garry Cousins gave a short talk on his CDROM indexing project on Manning Clark's *A History of Australia*. This was based on his Robertson paper too. He gave illustrations on the overhead projector of how he edited the text on-screen using CINDEX to maintain a thesaurus (see CINDEX Tip 16, p. 3) and Microsoft Word to insert pseudo SGML codes - indexing terms - at the start of each paragraph. There was a deal of interest in how the online document was designed - some paragraphs went over several screenfuls instead of one paragraph per screen - and the linking of the search engine to the terms Garry was generating. There was a question about using the old indexes and linking the references to the pages on disk. Garry said there were too many inconsistencies to merge the different indexes into a new one.

Finally, Mary Montague gave a talk on designing documents to best deliver information. She gave illustrations such as State Rail manuals which were condensed and given a face-lift with more attractive layout and cues to aid information retrieval.

A classic was her redesign of legislation. It was so easy to read and move around that the client said it still had to *look* like legislation!

One example was of an SGIO form in two different formats:
1) a matrix with methods of payment across the top
2) methods of payment listed in a column
When they were tested, everyone liked (1) but in practice they confused the actions. Instead of choosing a *single* option in the matrix, people would read *all* the information in a column even though they did not apply to one another. (Easier to see than write about!)

Overall Mary's insightful approach to information management was very interesting.
It was a very productive night - more joint meetings!

✍ Writing to the Editor ✍

COPY DEADLINE: Friday 20 September 1996

post: 2/1 Nelson St, Randwick 2031
tel: 02-93986726(h), 02-94393750(w)
fax: 02-94383729(w), 02-93986726(h)
email: dwight@zip.com.au

If greater than 1 A4 page, please provide articles on a disk in one or two of Rich Text Format, WordPerfect 5.1, Word for Windows 6.0 or plain text (ASCII).
Please provide _images_ such as adverts in TIFF, WMF, CorelDraw or EPS format. Photographs/camera-ready can be scanned.

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Full page:	$80	Full page:	£120
Half page:	$40	Half page:	£80
Quarter page:	$20	Quarter page:	£55
		Eighth page:	£35

There is a special order form to be completed when lodging advertisements in *The Indexer*. For order form and copy deadlines, please contact:
Janet Shuter, Hon. Editor, The Old Chapel, Kings Rd, Bembridge, Isle of Wight, UK. PO35 5NB
email: Shuter@cix.compulink.co.uk

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   Australian Society of Indexers
   GPO Box 1251
   Melbourne Vic Australia 3001

RECRUITMENT FORM

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Melbourne Vic. 3001
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Email: mindexer@interconnect.com.au

World Wide Web URL:
http://www.zeta.org.au/~aussi
Webmaster Email: aussi@zeta.org.au

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   C. Jones, A. Walker, D. Walker, M. Wyatt

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Committee Members: R. Hyslop, J. Jensen, L. Farkas,
   S. MacDougall, R. Withycombe

QUEENSLAND GROUP with Soc. of Editors (Qld)
Contact: Lesley Bryant (07) 3352 6869
   fax (07) 3356 7171

SOUTH AUSTRALIAN GROUP with Soc. Ed. (SA)
Contact: Susan Rintoul (08) 235 1535

Indexing Rates

The 1996 recommended rate for freelance *back-of-book* indexers has been kept at **$35.00 per hour** in line with rates for freelance editors. Although the Society recommends this rate, individual indexers are at liberty to charge above or below this rate as they deem appropriate.
Database indexing rates are more variable, and are usually charged on a per record basis, so rates will vary depending on the complexity of the indexing required.