

# Australian Society of Indexers NEWSLETTER

PO Box R598, Royal Exchange NSW 1225

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### Contact for Membership 1997

\$50 Melb, Syd, ACT; \$40 rest of Australia; \$40 Overseas Phone/Fax: (02) 9560 0102 email: gcousins@onaustralia.com.au WWW: http://www.zeta.org.au/~aussi Webmaster/Editor: aussi@zeta.org.au

## Editorial - Sydney HQ

Greetings! As you may notice the Australian Society of Indexer is now based in Sydney, NOT Melbourne. Please update your address books and send all mail to:

Australian Society of Indexers PO Box R598 Royal Exchange NSW 1225

We have a new secretary, **Lorraine Doyle**. Her phone numbers are: (02) 9936 6229 (w), (02) 9876 4218 (h), fax (02) 9888 2229, email javorsek@ozemail.com.au.

Also all membership now goes through Garry Cousins, the new Membership Secretary. His details: ph/fax (02) 9560 0102, gcousins@onaustralia.com.au.

## Meetings and Training:

### 1 Jul, ACT Region Workshop

Contact Shirley Campbell (06) 234 2225, fax (06) 234 2237, email Shirley.Campbell@Radford.act.edu.au

### Society of Editors (NSW) Inc., Sydney

Tues 1 July Lyn Cullingwood on 'Picture research in the editorial process.'

Meetings are held at the rooftop function centre (4th floor), Australian Museum (enter from William St). Drinks and light food provided. 6.30pm for 7.00pm. Please RSVP the Friday before each meeting on (02) 9552 0039 [voicemail]. \$10 for members, \$12 for non-members.

### 7 Jul, Database Indexing Workshop, Melb

Workshop on Abstracting and indexing for databases Venue: ACER Conference Room, 19 Prospect Hill Road, Camberwell. 9am-4.30pm.

Cost \$105 (\$95 for ASI members) - includes lunch. Contact: Max McMaster, ph/fax (03) 9571 6341 email: mindexer@interconnect.com.au

### 24-26 Jul, Aust Soc of Archivists Conf, Adel

Contact Judith Ellis: (03) 9890 3530, fax (03) 9890 3150 e-mail: acarchive@ozemail.com.au Suite 4, 12 Ellingworth Parade, Box Hill Victoria 3128

There is no CINDEX tip this month but the President Alan Walker has written a letter to members.

Due to tight new deadlines, what was to be this month's will be next month's review: *The Australian Writer's Dictionary* edited by Shirley Purchase.

Inside Kingsley Siebel replies to Juliet Richters letter on Professionalism. I would encourage a few words from you on this important topic. I am sure most of us depend on professionalism more than we realise. Don't just leave it up to the powers that be to decide on the structure of the Society's new educational setup. We're small enough to get a good debate going here.

I received someone's offer of help for the Web Site upgrade. Approach me if you have I year's HTML experience. The team is still being built.

See you next issue. Dwight Walker, Editor/Webmaster

### Curtin University of Technology, Perth 1997 Indexing and Thesauri Courses

Friday 20 June

Controlled indexing and thesaurus construction
This course provides librarians and others with the
basic skills they need to produce a database thesaurus
compatible with international standards for thesaurus
construction

Friday 29 August 1997

Indexing for qualitative researchers

This course explores the issues involved in indexing the mass of research data which typically results when qualitative research methods are used, including interview transcripts, field notes and other documents. It gives practical advice on the organisation and analysis of such data.

All courses are one-day and are to be held at the Department if Information Studies, Curtin University of Technology, PO Box U1987, Perth, 6001. Cost \$120 including lunch, tea and coffee and course materials.

Contact; Dr Maggie Exon at the above address. Tel: (09) 351 2707 (voice mail) Fax: (09) 351 3152 Email: maggie@biblio.curtin.edu.au

### What's Inside

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### Letters to the Editor

### **Professionalism and Fellowships**

I was glad to see Juliet Richters take part in the discussion [in the May 1997 issue] as it is a subject that deserves to be canvassed fully for progress to be made and goals reached. John Simkin, as then President, gave us a lead. In his article in the September 1996 issue, he called for 'consideration and comment'. The new National Executive has received a representation opposing the whole idea. [Can you publish this letter? Ed.] This, along with suggestions brought up at the last AGM, is on the agenda.

Richter's comment is on the proposed definition, which does not seem to satisfy her. Definitions cannot always be exhaustive, particularly when it concerns a subject which is expansive and applies to more than one department of learning. However, her comment is confined to the example by which John attempted to illustrate the difference between a 'technician' and a 'professional'. I think indexers are always evaluating existing practice and the recent activity of the NSW publications committee did consider the writing of a style manual. This is now the topic of research by a small group in Canberra. Another group (also in Canberra) is researching education and training. [Both are from the ACT Branch. Ed. The National Executive has made a small grant to each, so we are not standing still.

What is professional indexer

any way?

What

does a

ional

do?

profess-

A 'professional' is primarily a person who is engaged in one of the learned or skilled callings. The term is usually applied to the learned professions of divinity, medicine and the law, but this can be expanded. Indexing may be classed as one of the skilled professions, as the quality of an index is judged by a 'knowledge of the principles' and of the 'subject matter of the document', to use the ISO emphasis. Both knowledge and subject matter come from much learning and prolonged practice, which is the essence of what John is attempting to promote.

A careful reading of John's article will show that he is preparing the ground for the means by which all indexers can achieve the desired goals. He sets out 3 steps: defining; learning; and status, on which we can build. He then proceeds to show how this can be put in motion. He starts, advisedly, from the highest point of a 'professional college' composed of a small group to establish criteria, and from whom a few may be appointed Fellows. He describes this body as being 'recognised professionals of a high standing' who will 'provide the wisdom' to administer rules and establish criteria for Associateship. I cannot see any objection to a proposal of this nature which is promoting advancement rather than stagnation.

My own interest in this matter has always been to increase the awareness of the contribution of indexers in the life of the community, to establish indexing as a profession and to place it in the realm of authorship. Authors have over the years achieved the recognition they deserve in the publishing industry, but indexers have not received the same acknowledgment, even to

the extent of a moral right to their compositions. [which Kingsley has promoted before. Ed.]

If we have the ambition to move forward we can only do so as a united body. This is not something that can be achieved overnight. It has been on the agenda for over 10 years and it is time to move forward. I have no What does a doubt that the new National Executive will be pleased professional to see this subject discussed constructively and to receive as many suggestions as there are members on such an important topic which concerns each one of us as an indexer and the whole Society as a body of skilled learning.

indexer

contribute?

Let's see more contributions to the Newsletter, or discussion papers directed to the Executive. A future AGM may be an opportunity for face to face canvassing of ideas and suggestions for launching out into the new millenium.

Kingsley Siebel, Sydney, NSW June 97

### What are Hart's Rules?

Hart's Rules for Compositors and Readers at the University Press, Oxford, 39th edn (OUP, 1983) is, or was, a standard reference book for OUP style. I believe OUP is working on a new style manual to be published some time next year, which will supersede Hart's Rules.

Simon Cauchi, Hamilton, NZ cauchi@wave.co.nz 6 June 1997



If there are genealogical indexing activities in your branch or organisation, please write to the Editor.

### Genealogy SIG Liaison People

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Assistant Webmaster

Denise Neville (AusSI,GSQ)denise@m130.aone.net.au

### Society of Editors New National Journal

Paul Bennet, editor of Society of Editors (Qld), is the first paid editor. "His vision for the contents includes articles on changing English usage, new words and phrases, Australian editors societies to swap more information, evolution of literary editing, plain English, copyright, editing for electronic media, multimedia production methods, future trends, and overseas trends. There also will be letters to the editor, cartoons, photos, book reviews, trade gossip, interviews with editing personalities, production news, cameos of the state societies, and job ads (if the magazine is topical enough)." Subscription rates as high as \$40.

Contact: Paul Bennett, 15/68 Gladstone Road, Highgate Hill, Qld 4101, ph/fax 07-3255 0559

Reprinted from Blue Pencil, May 1997, Soc Ed NSW

## Indexing Rates (1997 not released yet)

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 free to charge above or below this 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.

## **Indexing Practice**

### Indexing the Records of the South Australian Museum by Susan Rintoul

Early this year a team of us finished the preliminary work on the cumulative index of the Records of the South Australian Museum, soon after celebrating our first anniversary on the project. Three AusSI members, worked on the project, myself (Susan Rintoul), Bill Phippard and Miranda Roccisano.

The Records publishes original papers in all branches of zoology, earth sciences and anthropology. It also encourages papers on museology. It recently celebrated 75 years of publication.

In January 1996 I was approached by the Publications Manager, Jenny Thurmer, to put together the original index, which consisted of drawers full of indexing cards, painstakingly written by Stan Edmonds, an honorary associate who had spent the past two years compiling them on a part-time basis. He had died in his eighties before completing them, and so some work was later done by others at the Museum.

It was an interesting project, and a huge one. The largest task was to key the original entries in and then to check them letter by letter. This was done volume by volume, into separate files. The Latin names were long, difficult to pronounce and often differed by only one letter. There were early misspellings by the scientists themselves, and these were retained. Once the painstaking checking was done, the files were carefully merged, and cross-references were entered. The final draft was completed.

The first proofreading of the merged document by the curators has now been completed, and, after further indexing work, it is planned to publish the index towards the end of this year or early next year.

Seaview Press P.O. Box 234 Henley Beach S A 5022 08-82351535; fax 08-82359144

## DID YOU RECEIVE YOUR MAY NEWSLETTER?

We believe a handful of members may not have received their May newsletter due to the use of some defective labels. If you are one of these people contact Garry Cousins (phone/fax (02) 9560 0102 or email gcousins@onaustralia.com.au) and we will send you a copy.

If the
OffPress
is any
indication
the
Editors
are in for
a treat
with Paul
as editor!

### President's Letter

Dear Member,

The national executive, now based in Sydney after twenty years in Melbourne, has met twice, and the office-bearers are beginning to pick up the strands of the many activities which have developed over the years. It is marvellous, in looking back over those twenty years, to realise how much has been achieved: the establishment of a Society with over 200 members in all States and New Zealand, with Branches or groups meeting in five regions, a program of conferences and courses, the regular publication of this newsletter and "Indexers Available", a system of professional registration, the annual Medal award, and a host of other professional activities. We should all be grateful to the stalwarts in Melbourne who initiated and carried the burden of developing and maintaining these activities for so long, and so well.

Here is an update on a few of the issues on the agenda of the national executive:

- Membership: Garry Cousins has been designated Membership Secretary, with responsibility for maintaining our membership records, which (as you may know) are rather volatile; while the general trend is upward, we lose as well as gain a considerable number of members each year. One of the committee's concerns is to develop activities which will both attract and maintain the interest of our members.
- Research grants: One of the final initiatives of last year's executive was to call for applications for research funding. Two projects have been approved, both from the ACT Region Branch. They are: a survey and evaluation of existing opportunities for education and training for indexing in Australia; and the compilation of a guide which defines the scope and nature of tasks involved in the various types of indexing. Both of these projects have considerable importance for the development of the profession of indexing in Australia, and we look forward to the publication of the results.
- AusSI (not ASI): We would like to remind members that the accepted abbreviation for the name of our Society is "AusSI" (not ASI, which denotes the American Society of Indexers).
- The Futureproof Indexer: Very soon [if not already, Ed.] you will receive a brochure with details of our conference "The Futureproof Indexer", to be held in Katoomba on the weekend of 27–28 September 1997. The program includes sessions on issues of current and emerging concern for indexers, including two workshops led by overseas experts (Lori

Lathrop from the US on indexing technical publications, and Reg Readings from the UK on newspaper indexing). I urge you to join us in the comfortable, chintzy rooms of the Mountain Heritage Country House Retreat, and to enjoy the Blue Mountains in Spring. I look forward to seeing you there.

Alan Walker President 31 May 1997

### **INDEXERS MEDAL 1997**

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. The presentations will take place at the Society's conference, *The Futureproof Indexer*, at Katoomba, on 27 September 1997.

To be eligible for the award, the index must be in print and must have been first published after 1994. 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, PO Box R598, Royal Exchange, Sydney, NSW 1225

as soon as possible, but no later than Thursday 31 July, 1997.

For further information, please contact Alan Walker, telephone: 02 9368 0174, fax: 02 9358 5593, email: alan.walker@syd054.aone.net.au

## Where was Tom See Poy?

Extract from Beverley Kingston's review (*The Australian Weekend Review* 9-10 November 1996) of "Citizens: continuing the epic story of China's centuries-old relationship with Australia" by Eric Rolls (University of Queensland Press):

"I have vivid childhood memories of the Chinese people of Innisfail in north Queensland in the 1940s and 50s.

"There was an old Chinatown with a temple in the care of some incredibly fragile-looking old men who lived behind it, though the Chinese were by then just part of daily life.

"Many of the shops had Chinese names but See Poys Department Store was the place to go. (Not only for us. I was delighted to read later of Zara and Harold Holt shopping at See Poys for their holiday house at Bingil Bay.)

"Anyone who had grown up in Innisfail – like my mother and my aunts – had been at school with the See Poy boys, named, as I recall, Johnstone, Gilbert and Herbert after three of the rivers of north Queensland. Visits to the store always involved exchanges of family news and other small courtesies.

"So I turned first to the index to see what part Innisfail played in Rolls's larger story. I found three small references, all to the early days when Chinese bananagrowers farmed the banks of the Johnstone River (and my grandfather worked as a tally clerk on the wharf where the bananas were loaded for shipment).

"In the text I found other references that had missed the index, including a description of the temple and its current status. (Indeed, I began to feel quite indignant on its behalf. Temples at Alexandria, Atherton, Brisbane, Darwin, Glebe, Launceston, South Melbourne, Tingha and Weldborough are all indexed. Why not Innisfail?

"A separate entry for Tom See Poy guided me to his story as he'd written it in an exquisite little book, all green and gold printed in English on one half of the page and Chinese on the other."

### Articles and Fillers Drying Up

Unless you noticed, there has been a real lack of articles coming in since the last issue. Please write an article about your indexing projects, the history of the Society, a trip to an overseas conference, a software or book review or send in snippets from the paper. I need material coming in all the time. Are there any indexing publishers we could get review copies from? Thanks.

### Will we be indexing 20 years on?

Computerisation does not override intellect, editorial input and comprehension, nor indeed indexing....

Aust. Law Librarian Vol. 5 No. 1 (March) 1977 p.1

## Did the author really say that? Check the index

Here is an extraordinary example of the far-reaching effects on scholarly controversy of a simple failure to use an index:

"The debate about [T.S.] Eliot's alleged anti-Semitism has been recently reopened by Anthony Julius's "T.S. Eliot, Anti-Semitism and Literary Form". In England the poets Tom Paulin and James Fenton lent their authority to Julius's cause, summarising and supplementing his arguments for a wider audience. In the United States, Louis Menand further supplemented Julius's study in *The New York Review of Books*.

"One interesting shared feature of all these attacks was the centrality given to an unsigned review in Eliot's magazine, *The Criterion*, of "The Yellow Spot" (1936), the first documentary account of the mistreatment of German Jews. It seemed odd to grant so much significance to something anonymous. But all four critics were convinced that the piece was by Eliot. And all four were sure that it was anti-Semitic...

"...the review [was not] written by Eliot, despite the scholarly consensus. Having examined the financial records of the magazine, Valerie Eliot recently identified the author as Montgomery Belgion. Julius wrote that if he was wrong he would have done Eliot an "injustice". His subsequent letter to The Times Literary Supplement conceded nothing in the way of apology, but complained that scholars were at the mercy of the poet's widow. Why, he wanted to know, hadn't this fact been disclosed before? Alas for Julius, a letter in the London Review of Books pointed out that Valerie Eliot's research was not strictly necessary. All the scholars had to do was consult the index of The Criterion. None of them had done so. Instead, they had used against Eliot an unsigned review for which there was no evidence of Eliot's authorship."

(Quotations are from a review by Craig Raine, originally published in *The Observer*, and reprinted in *The Australian's Review of Books*, November 1996, p.10)

## The Indexer Education and Standards Themes

Are there any Australians or New Zealanders educating indexers or thesauri builders? Please write a half page about the courses your centre does and send them to

Dwight Walker,

Corresponding Editor, *The Indexer* 6/333 Old South Head Rd, Bondi 2026 or email to aussi@zeta.org.au.

This issue will be dedicated to education and standards. Topics of interest include the use of new technologies in education such as the World Wide Web and research into indexing (or related) education or standards.

Due date: mid September 1997.

### Standards and Education

## **Indexing Standards:** ISO vs BS

Drusilla Calvert comprehensively examined (1) ISO999, in draft form, in relation to BS3700:1988. I supplement her contribution and comment on some comparative clauses in the published ISO999:1996 (which contains differences from the draft) and BS.

A broad general observation is that ISO is a little more comprehensive. For example, there is some addition (in 4(e) of ISO) to Functions of an index (BS3), so that "terms used are appropriate to users". Types and features of an index has 6 more paras. than BS4.1 - on subject, author, name, geographic, title, number and code indexes. Quality (ISO6) is in a separate segment on its own generally equating with BS4.2-4.6, except that ISO places more emphasis on the indexer's "knowledge of the principles of indexing", whereas BS emphasises the indexer's "knowledge of the subject matter and language of the document". The term thesaurus in BS gives way to authority files in ISO, and the latter also takes on collection indexing.

ISO6 expands BS4.5 Relations between indexer and publisher. As to "length and detail" ISO6.2 says "If the indexer's professional judgment of the detail of an index required leads to the creation of a longer index than the publisher considers economic, changes in presentation or typography are preferable to reducing the number of entries." This sounds eminently more professional than any attempt to set down length of an index by some percentage of pages in the document. ISO's philosophy is typified in its 14-page index to a document of 32 pages.

ISO prefers the term 'Heading' to Main Heading, which I think is appropriate, as subheading is then selfexplained.

Where a defined term was used in the ISO index, it was followed by an asterisk to illustrate the definition. It may have been useful to adopt this style in the document itself.

ISO7.3.2 Names of corporate bodies is the same as BS5.3.2, and both say they should be indexed "without transposition" but then both go on to suggest that names "may be transposed if it is considered that this could help the user". I disagree strongly with the modification of the substantive rule, as names of corporate bodies are sanctioned by law, and transposition will call for a needless cross-reference.

The term location reference (BS5.4) is properly replaced in ISO by the modern term locator. However, ISO 7.4.2.2.1 says that when documents "are numbered by a sequence of pages", the page numbers "should

[compulsive] be used for locators"; but, "when documents have numbered paras, the indexer can [permissive] use the numbers as locators." I am an avowed supporter of paragraphed documents, as index locators to paras, give more direct access to concepts than do page references. The rule must be that the indexer is compelled to follow usage in the document.

ISO8.6 says "prepositions and conjunctions which begin subheadings are disregarded in filing". I think we have progressed to the point of acceptance that they should be duly regarded.

The text of ISO is broken up into shorter paragraphs Layout for better understanding. It is more illustrative than prescriptive, and there is some logical repositioning of material. Most of the principles (with more detail), and examples (many identical, but without acknowledgment) follow BS.

Paragraphed headings in ISO go down to five levels but, sadly, the type face and size of them all is identical. This is very inelegant typography to say the least. A user has to depend on the para, numbering to differentiate between principal and subordinate headings. I am prejudiced against this system of numbering paragraphs (which is American I think), as it is carried too far and is unnecessarily complicated for the user: see 7.4.2.2.1 above as an example. This also shows that a 5-digit paragraph calls for a 9-digit locator. This is ridiculous. Two such references were not in the index, which strengthens my aversion. A researcher would have found the Bibliography in Annex A useful, but this was not indexed. According to ISO7.1.1 (BS5.1.1.1) it should have been.

In our present stage of technology ISO should have gone beyond printed material, but the only attempt to do so is 7.4.2.3 on "locators for non-print material like films, videos, sound recordings" etc. I expected to see something more in a 1996 International document. Perhaps indexing WWW was hardly contemplated in the early part of 1996, and the term metadata had not been coined?

Kingsley Siebel

(1) Deconstructing Indexing Standards. The Indexer 20(2), October 1996, 74-77.





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

Training Administrator, Society of Indexers, Mermaid House, 1 Mermaid Court, London SE1 1HR, UK

### **Indexing Courses in Perth?**

I am the coordinator of the Library Technology programmes at Edith Cowan.

We don't run any indexing courses as such, but backof-book indexing and thesaurus construction are topics
included in one of the core units of the Bachelor of
Science (Library Technology) and the about-to-besuperseded Associate Diploma (Library Technology).
The unit was included in the course on the advice of
some of the local special librarians to counterbalance
the standard AACR2, Library of Congress Subject
Headings and Dewey mindset.

I haven't previously considered offering a short course in back-of-book indexing, but would be happy to be a contact for anyone who is interested. Is AusSI's own course available by correspondence? Would AusSI consider running a course in Perth if there was enough interest? [Any replies from the Executive? Ed.]

Congratulations on the work you are doing as Webmaster for AusSI. I lurk on the Index-L [electronic mailing list] and check out AusSI's pages quite often, particularly when you announce another paper. I know that some of my students also use the conference papers for assignment work.

With best wishes

Judy Clayden
Department of Library and Information Science,
Edith Cowan University,
2 Bradford Street
Mount Lawley
WA 6050, Australia
j.clayden@cowan.edu.au
1 April 1997

### Updating the Educational Listing

The AusSI Web Site has a large listing of Australian Universities and Colleges holding indexing courses of various forms:

http://www.zeta.org.au/~aussi/idxcrsct.htm

Please write to the Webmaster Dwight Walker at aussi@zeta.org.au or 6/333 Old South Head Rd, Bondi 2026 with any updates.

I am particularly interested in places like New Zealand, Darwin, Hobart, Perth, Adelaide, Brisbane and Townsville – areas which are not serviced by the Sydney-Melbourne-Canberra triumvirate. This could lead to correspondence courses or special indexing courses being developed by AusSI.

Start digging around in your area.

## Letters to the Webmaster

### Massachusetts Chapter, ASI Web Site

Thank you for your comments about our new Mass. ASI website.

http://www.marisol.com/maasi/maasi.htm

I think you may have followed some of our links more scrupulously than anyone else so far; yours is the first word we've gotten about the giant pumpkins, and frankly, I was expecting a barrage of fan mail about that one. Were you able to catch any of the sound links? My favorite is the mooing cow.

I did send your comments on to Maria Coughlin, since her name was mentioned. I'm sure she'll appreciate that her cat is receiving international notice through a link from our page.

We are still learning this complicated business of website building, step by step, so it is good to receive detailed comments such as yours. We continue to edit, distill, and redesign the page as we go along. We do hope to have an "index," as you suggest, in the near future.

Also, your suggestion about adding the Sydney link [http://www.sydney.com.au]

for our conference travel directions is well taken. (Thanks for the good URL. I checked it out immediately.) Does this mean you'll be able to make the trip? It would be very nice to meet you in a less virtual state. Are you the person who makes a graphic appearance on your page? [The bearded one!]

Well, stay tuned as we continue to experiment at this site. A new interactive essay is underway, sans pumpkins, but with some other surprises.

Thanks again for your kind attention, and your presence.

X Bonnie Woods xwoods@tiac.net 23 Sep 1996

Unfortunately this page is no longer available but this letter gives some ideas on making a really useful and fun site. Are there any volunteers to create something as equally enthralling for the AusSI Web site? Email the files. WM.

### Quick Guide 13: Indexing Your Book by John Vickers The Society of Authors (UK), 1996

Send a cheque/money order (no credit cards) for \$6 made out to "D Walker" for "John Vicker's indexing booklet" to:

AusSI Editor, 6/333 Old South Hd Rd, Bondi 2026



### Writing to the Editor



COPY DEADLINE: 30 June 1997

post: 6/333 Old South Hd Rd, Bondi 2026 🧟

tel: 02-91304206(h), 02-94393750(w)

fax: 02-94383729 (w) email: aussi@zeta.org.au

If greater than 1 A4 page, please send files on a disk or via email in one or two of Rich Text Format,

WordPerfect 5.1, Word for Windows 6-7, Mac Word 6-7 or plain text (ASCII), Ring about unusual formats.

Advertisements and Photographs

Please send image files in Windows TIFF, JPEG, CorelDraw or EPS with embedded fonts format. Send camera-ready or good quality hardcopy with EPS in case the fonts won't transfer across. Photographs / camera-ready can be scanned at high resolution by the printer. **Quark Xpress**: Mac users need to send the Quark Xpress file and the fonts by Mac disk or use the Extensis QX-Tools add-on which will embed the fonts. PageMaker produces EPS with embedded fonts already.



Full page: \$80, Half page: \$40, Quarter page: \$20

### The Indexer (UK)

Janet Shuter, Hon. Editor, The Old Chapel, Kings Rd, Bembridge, Isle of Wight, PO35 5NB, UK tel +44-1983-874514, fax +44-1983-874656 Shuter@cix.compulink.co.uk

Corres. Ed Aust/NZ: Dwight Walker, \$28+membership

## **CINDEX**

## THE ULTIMATE SOFTWARE FOR PROFESSIONAL INDEXERS

Now available for PC and Macintosh

CINDEX is the program with unsurpassed performance in the indexing of books, periodicals, and journals. It handles all the time-consuming operations (for example: sorting, formatting, and checking cross-references) freeing you to concentrate on identifying the facts and ideas developed in the text. Indexing Research now brings to the Macintosh all the capabilities previously acclaimed in Cindex of DOS, and much more. In addition to the ease-of-use you expect from Macintosh, Cindex for Macintosh provides powerful new features designed especially for professional indexers:

- · Complete Macintosh application
- · Apple Guide help system
- Fully compatible with other Macintosh applications
   Supports all Macintosh printers
- Automatic punctuation of cross-references (can treat 'See and 'See also' differently)
- Generates automatic crossreferences from authority list
- Check spelling in several languages
- Full WYSIWYG view of index as you work
- Produces camera-ready copy directly
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