



Australian Society of Indexers Newsletter

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Freelance indexing, *by Glenda Browne. Presented at the August Indexer conference, Hobart, 1999.*

Introduction

This paper is a practical approach to starting and developing an indexing career.

There is no direct career path into indexing, and most of us discover it through a chance stroke of luck. Indexing is very often done freelance, and getting started is hard as clients are often reluctant to employ someone with no track record of successful work.

Once the work starts coming, you have to develop skills in satisfying clients, which depends largely on listening to their requirements, and making sure you fulfil them. Promoting your indexing service then ensures that you have an adequate supply of work, and, eventually, that you are able to choose the work you prefer at the rates you deserve.

Another benefit of experience is that you have the chance to try a variety of indexing work, dealing with different subjects, clients, and formats.

Get started

It is crucial that indexers have an aptitude for the work. You will discover this early on as you attempt your first projects. Personal characteristics include a reasonable general knowledge, the ability to learn, curiosity, attention to detail, interest in linguistic issues, and the ability to see things from somebody

else's point of view.

Training

The next step is to get training. The best way to do this is probably through a formal course run by AusSI or one of the other indexing societies, or as part of training in another field such as Librarianship. Failing this there are distance courses available (eg from the Society of Indexers, UK). A number of fine indexers learnt from their parents or spouses. Indexers working in specialised fields (eg law) and formats (eg databases) might learn on the job.

This training should be supplemented with learning from books, online discussion groups, and personal discussions.

Build on strengths

Most people will not choose to employ a novice indexer unless they have another selling point. This is most likely to be your special subject skills, but could also be your availability, software knowledge or some other skill. Your first marketing effort should be done in the area you are most competent in. If you do not

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aliaINDEXERS

aliaINDEXERS is a mailing list for Australians involved in indexing. Subscribe now for immediate access to information about courses and other AusSI activities.

Information about the list is at <http://www.alia.org.au/alianet/listservs>

To join, write to listproc@alia.org.au with the following message:

subscribe aliaINDEXERS Susan Bloggs (but use your own name)

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Noticeboard

New members

Welcome to the following new member:
Ms Emeline Haight, Tas

HTML Indexer course—NSW

Saturday 15 April 2000 – one day workshop (six hours) on website indexing using HTML Indexer. The course will be presented by Glenda Browne and will be held in the Computer Laboratory, Level 8, Law School Building, University of Sydney, 173-175 Philip Street, Sydney (Cnr Philip, King and Elizabeth Streets)

Cost: \$120 (\$95 for AusSI Members)

Contact: Madeleine Davis 02 9514 3176 (w)
02 4787 6277 (h) 0417 040 598 (mob) email
redcliff@hermes.net.au or Glenda Browne on
02 4739 8199 or diagonal@hermes.net.au.

Deadline for registration: Wednesday 12 April.

NSW Society of Editors

Meets monthly (usually first Tuesday of the month) at Judicial Commission Conference Centre, 5th floor Wynyard House (just above Wynyard Station) at 6.30 for 7.00. Cost \$15 including drinks and light eats.

Society for Technical Communication

The Pan-Pacific technical communication conference is being held this year in Hawaii from October 19 to 21.

Their web site (<http://www.pan-pacific.org>) contains preliminary information about the conference.

ASI Conference, Albuquerque

There is an updated program for the ASI conference to be held in Albuquerque from May 10 to 13 at www.asindexing.org/conferences/conf2000/mt2000schedule.htm.

Galley Club Awards

The Galley Club awards are for quality of production and design, pre-press, printing and binding. Entries in mint condition should be sent to Liz Fitzgerald c/o Murdoch Books, Level 5, 45 Jones St Ultimo 2007 by Friday 17th March. The entry fee is \$30 for nonmembers. Enquiries to Liz Fitzgerald on 02 9692 2357.

Genealogy

The 9th Australasian Congress on Genealogy and Heraldry is being held in Perth from 27 September to 1 October 2000 at the University of Western Australia, Stirling Highway, Nedlands.

The convenor is Diane Jarvie who has written for this newsletter on indexing school records, and will speak on that topic at the conference. AusSI member Maggie Exon will speak on 'The long term preservation of family history data'.

Topics include genealogy as an entry point to history, arrival details, the potential of computerisation and remote access, Red Cross records, Scottish Government papers, information for indigenous Australians, conscientious objectors during the Vietnam War, lateral thinking in research, tracing female ancestors, and much more. Many will presumably include discussions of indexes, even though they are not the focus of the talk.

Registration costs \$305 before, and \$350 after, 31 March.

More information is available at http://cleo.murdoch.edu.au/~wags/Perth_Congress_2000, www.ca.com.au/~keynote or (08) 9382 3799.

Southern African indexing

See information about Southern African indexing at Sarah Maddox's website at <http://users.iafrica.com/ma/maddox/>.

Dates for your diary

Soc. Editors (NSW) meeting	1st Tues in month
Victorian AGM	21 Mar
NSW HTML Indexer	15 April



Noticeboard

HealthInsite

The pilot site for HealthInsite can be accessed at <http://pilot.healthinsite.gov.au>. It is a single gateway to credible information on a broad range of health issues. This information will come from leading health information providers, including consumer groups, peak health organisations, government agencies and research and educational institutions.

I invite you to have a look at the pilot site and make any comments via the feedback form. Of particular interest to indexers and cataloguers are the publishing standards at: http://pilot.healthinsite.gov.au/publishing_standards.cfm. These incorporate the metadata standards, on a separate page at: <http://pilot.healthinsite.gov.au/metadata.cfm>. Thirdly, through the power search options you can get to the thesaurus search and navigator at: http://pilot.healthinsite.gov.au/thesaurus_engine_top.cfm.

Subject indexing using the thesaurus is what drives the results sets in the HealthInsite topic pages. You cannot see full metadata records on HealthInsite. However our partner sites are starting to embed HealthInsite metadata records into their own resources. For example, you can look at the source code of some of the fact sheets on the Women's Health Queensland Wide site <http://www.womhealth.org.au/factshtf.htm>, and the publications on the Australian Institute of Health and Welfare site <http://www.aihw.gov.au/publications/health.html>.

We have tried very hard to follow Dublin Core and Australian Government Locator Services standards in the metadata. This has been a little difficult while the standards have been under development and so you will find a few quirks. In particular, the way we use an HTML cover page to record the metadata for a PDF file. More information when the site is launched.

(Index-L announcement from Prue Deacon)

SI Conference

The next SI Conference will be held in Cambridge, England from 14 to 17 July 2000.

Credit card bookings can now be made, and an updated booking form is downloadable from the SI website at www.socind.demon.co.uk or by email from Jill_Halliday@beckvale.globalnet.co.uk

Legal indexer needed at AustLII

There is a vacancy for a legal indexer at AustLII. For more information see <http://www.austlii.edu.au/austlii/employment/20000131.html> or follow links from the front page of AustLII at www.austlii.edu.au. The legal indexer is position number 4 being advertised.

From the editor

I am grateful to Kingsley for a summary of important issues to do with the GST—just something else to take our time from the joyous pursuit of indexing.

Last week I met with friends from 30 years ago, at my primary school reunion. Two of my class became philosophy lecturers!, but there was only one indexer there. One of the philosophers had written a book, published in the US. He said they got a quote for an index but it was too high, so he did the job himself.

Jon indexed a book for another academic who said that the costs of pictures and the index were about the same as the money the author makes from an academic book.

He was willing to pay, however, and made the interesting point that when he looked at the index he noticed topics that even he had not been aware he was emphasising. This is a wonderful acknowledgement of the essence of indexing—bringing together things that are separated in the text, and even in the author's mind..

It has been a challenging week for me. I finished my first paid HTML Indexer index (details when I know where it will be on the web). I learnt of one potential hazard—before you start, make sure that your files are not read-only. If they are you will work away merrily, but be unable to save anything.

I also just did my first complex index straight from the proofs (without highlighting first). It was much more difficult, and not the way I like to work (I enjoy highlighting with my feet up on the sofa), but it did show me that it is possible, especially for jobs with short deadlines or low budgets.

Cheers, Glenda Browne



have any special subject knowledge consider your knowledge of users, contacts you have, or anything else that will make you stand out.

I was fortunate that I got my first job as an 'apprentice'; my second came from personal contacts (from an author who was going to do the index herself, until she tried it); my third came in response to an ad for an indexer with a scientific background. From there, it became much easier (although never straightforward).

Indexing contacts

You need contact with other indexers (at least, I do) to have someone to ask questions of, and to share gripes with. Fellow indexers also refer work when they know you. If you are very lucky you might find a mentor when you are starting out. AusSI branches and groups have regular meetings. If you can't make it to these you can have virtual contact with indexers from around the world through Index-L, the Internet discussion group and aliaINDEXERS.

Client contacts

The more potential clients you meet, the more work you will get, and the more you will understand the environment in which you are working. Try attending meetings of the local Society of Editors, or other groups such as Technical Communicators if they work on documents of interest to you.

Try some courses run by these groups for the same reasons - you meet people for a whole day, and you get to learn about things that are important to them. I have been to meetings and a course run by the NSW Society of Editors. I enjoy them, and better still, I have finally met some of the editors for whom I have worked.

Respond to advertisements, even if they don't specifically request an indexer. For example, if a publisher advertises for freelance editorial staff, let them know that you are available for freelance indexing.

Advertise

Advertise your services in documents read by potential clients. This could include periodicals for authors and editors. We have advertised once in the *Thorpe Weekly Newsletter* (the blue newsletter). An \$18 advertisement brought one new client, for whom we have done 3 jobs. The ad has easily paid for itself. More importantly for me, it has broadened my range of clients to include authors employing me directly.

Join AusSI, become a registered member, and put your name in *Indexers Available*. Many of my new contacts now come from my listing in *Indexers Available*.

Satisfy your clients

Find out what they want

When asked to index a document by a client find out what their requirements are. If you have further queries during the indexing process phone or email them and ask for clarification. Do not assume that there is always a correct answer. Sometimes a decision can be based on a personal preference, and it helps if you know the editor's preferences.

Find out when they need the index. You can also ask for a preferred deadline and an absolute deadline, so you know if there is any leeway (for example if you get sick during the project). Find out if they want you to quote, or if they have a set budget they wish you to fit into.

When you know what they expect, tell it back to them for confirmation. I usually write a letter or email including details of the style and depth of index required, the money agreed to be paid, the number of pages to be indexed, and the deadline.

Tell them if you can't provide it

If you can't do a job within the deadline or budget available, say 'No'. There might be some leeway to give you more time or money. If there isn't, someone else is better off doing the job. If you don't have the skills to do the job, say 'No'. Far better to wait until you can do a good job, and then keep the client.

Keep records of time and cost

Keep lists of all the indexes you have created so you can provide details of successful projects if required. Keep records of the time taken and the money paid so you can compare new projects to previous ones. This can also give a useful comparison of indexing speed if you change your approach in some way.

Explore communication options

Email is a handy way of communicating with clients. We keep an email message open while indexing and type a list of typos and queries as we go. We also send nearly all of our completed indexes by email. If you will be doing this, send a dummy email first to ensure that there are no problems with the transfer.

Warning: Often the bigger the company, the greater the problems.

If you buy a fast printer you will also be able to print page proofs instead of having them couriered to you. I know one indexer who routinely does this. We have been asked once to quote for printing at our site, but perhaps the cost of inkjet printing startled them, as they decided to post us the pages instead.

Shopping list: One fast printer.

Australia Post Express Post gives cheap overnight delivery to major postal centres.

Find out if you supplied them with what they want.

Indexing must be almost unique among the professions (or aspiring professions) as it can be done totally alone. It would be possible to index for a lifetime and never meet a person you have worked for. (This, of course, is one of the benefits, although it also has its downside).

Because we have so little contact with our clients, it is crucial that we establish communication channels to give and get as much feedback as possible. We have started sending a feedback form (half A4 size) with the completed index or invoice, asking clients if they were happy with the time, cost, and quality of indexing.

Most of the feedback has been positive; all of it has been useful. The most significant finding for me is that what I think is important, and what my client thinks is important, is not necessarily the same thing. Some of the feedback was on areas where there was no right answer, but different approaches. It is crucial to confirm that our approach to a text as the indexer (which we might even assume is the only possible approach) is, in fact, the approach the client wants or expects.

I, and I think most indexers, focus on analysis of the text, choice of appropriate indexing terms, and editing the index to show these terms in the best way. While I am sure clients would say these are important, I don't think they assess them much. Editors focus very much on consistency, and this is also something very easy to check in an index. So an easy way to provide a better product is to ensure that the index is as consistent as possible.

Other feedback has discussed the emphasis given to different areas of a book. It is important to clarify this at the beginning of a job. If a textbook on technology contains text and activities, it is important to check whether they should be indexed equally, or if one part is considered more important than the other.

Promote your indexing service

Provide a quality service

The best way to keep getting work is to do good work. Editors might remember your name for years even if they haven't needed an indexer.

Remind people what you do

On the other hand, editors might forget you even if you did a great job for them just last year. Remind past clients that you are still available. (I must admit that I don't do this, but I should. I don't like the idea of losing a good client just because they misplaced my phone number. If I lost them for another reason I would like to hear it).

Keep current clients up-to-date with your availability.

Tell new people what you do

It is amazing how many people write books, or know people who write books. So let your friends and acquaintances know what you do. If you are in a literary or academic environment, this would work even better.

Network with indexers and clients

Network with other indexers as much as you can. Try and pass work on to colleagues if you can't do it. Take your business card to meetings of editors and other potential clients, and gently promote your services.

Provide promotional packages

Brochures, samples, resumes, websites

Create a simple brochure or handout with details of yourself and your indexing service. Photocopy the first page or pages of published indexes so you can provide samples. If required by clients, tailor a resume for indexing work. (However, most clients are more interested in specific indexing experience than a general resume).

Consider setting up a website with information about your indexing service. The advantage of this is that you don't have to print and post details; clients can choose to look at as much or little information as they require; and you might even get extra work from people who find your website by chance.

Suggest indexes for unindexed materials

Don't just look for work that exists: create some opportunities yourself. Two people I know indexed periodicals as exercises when learning indexing, and

then went on to sell them to the magazine publisher.

Identify documents within your field of interest that should have an index. Prepare a proposal with a brief sample index and a rough quote for the job and send it with a covering letter to the publisher of the document. Try not to spend too long, as it is very likely that the project won't go ahead, but make a decent sample and write a convincing letter.

I have tried this with a university newsletter. I thought it had a chance as they were funding projects for a 50th anniversary celebration, but there were far too many applications and my one failed. I am also planning to try it with a journal in my undergraduate specialty.

Vary your work

Vary subjects, formats, clients

While I think an indexer should certainly start with their strengths, I would get bored if I only ever indexed in my specialty. The thing I like best about indexing is the variety. I like to dip into the fields of history, pharmacology, management and gardening. I now go past the Northern Beaches, the flour mill on the Lane Cove River, and the Opera House with a special knowledge I gained from indexing books on

these places.

My indexing career started entirely with books, usually for commercial publishers. I now have a much broader client base including authors, universities, government departments, corporations, and still (fondly), commercial publishers. I have also, after ten years, had opportunities to index books, databases, periodicals, and websites.

Keep open to new opportunities

I have found that the opportunity for variety in indexing comes with time. There are not a lot of database or pictorial indexing jobs around (in NSW, in my experience), so you just have to wait for the opportunities to arise. Similarly with web indexing. I'm sure it will increase, but it needs vigilance to identify and catch the jobs which are available.

When you sniff a new opportunity check whether you have the basic skills and then grab the opportunity and give it all you've got. Remember that in a new field such as website indexing you might not have a lot of experience, but then, neither does anyone else.

Indexers might also branch out into editing, bibliography, and thesaurus construction, just as editors and technical writers branch out into indexing.

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Create new opportunities.

Occasionally indexers create 'after-the-fact' indexes to published works and try to sell them.

One innovative indexer created an index to an inadequate computer book, unfortunately just before a new version of the computer was brought out.

People on Index-L thought that there would be potential to sell an index to a work of cult fiction such as a book by Ayn Rand or Ann Rice, but that there would be problems caused by different issues having different pagination. As more texts move into electronic formats this problem may disappear.

In genealogy there are opportunities for innovative indexing projects, although many of these are done on a voluntary basis.

Develop your career

Increasing experience enables you to command better rates for indexing, to choose varied and interesting jobs, to create new opportunities where you see a need, and to expand the definition of indexing beyond traditional boundaries. Good luck!

Want to learn more about indexing?

If you're serious about indexing, train with the Society of Indexers. Our training course gives a comprehensive introduction to indexing principles and practice. It comes as five open learning units so you can progress at your own pace.

For more information about the course, and our other services to indexers, editors, authors and publishers, contact:

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Sheffield S6 3AE, UK

Tel: +44 114 281 3060

Fax: +44 114 281 3061

Email: admin@socind.demon.co.uk

Visit our website at
<http://www.socind.demon.co.uk>

From the Webmaster

I plan to do some revision of the Website soon to take advantage of the new features of FrontPage 2000, our design program, and the abilities that we now have for data storage and retrieval. Amongst other things we may be adding the ability to join and renew memberships by credit card.



Inevitably there will be some indexers using older Web browsers that have problems with newer sites. If you do have problems with the AusSI site, let me know the details and the software you are using and I will try and adjust things to accommodate you.

I try to keep the 'Dates for your Diary' section on the home page up-to-date but I'm not telepathic or clairvoyant; I can't put notification of an event up on the Web unless I know that it's about to take place. Please keep me informed of forthcoming events and other matters of interest like job vacancies by dropping me a line at webmaster@aussi.org.

Web Indexing Award

Because we have received only three entries, there will be no Web Indexing award this year. All the entrants will receive a year's subscription to the AusSI Newsletter, and I hope to do a review of the three indexes next month. In the meantime you can see the sites at:

<http://www.acxiom.com/caseinpoint/cip-ix-home.asp>

<http://www.bowneinternet.com/en/expubic/id.asp>

http://www.engl.duq.edu/servus/PR_Critic/Reviews.html

Rough rates

Quoting for indexing work is difficult—you have to work out what is needed, and how long it will take you to do. Even when I do samples I seem to have problems with underquoting. For any unusual job I think 10% should be added for contingencies. (You can always give it back if everything goes smoothly).

My rough guide is that indexing costs from \$2 to \$10 per page of text (250-300 words per page). Two dollars would cover a cookbook, or other work in which not much analysis is needed (this is not to dismiss the talent needed to create a good cookbook, but to indicate the time taken). Ten dollars covers a detailed index to a complex, multi-author medical book. An average undergraduate textbook would cost \$4 to \$5.50 per page. How does this compare with your experience? GB

GST for Indexers, by Kingsley Siebel

The following basic points (gleaned from official publications) may be useful:

ABN – Catch 20

Indexers fall into the category of 'an entity carrying on an enterprise in Australia.' As such you will be entitled to register for an Australian Business Number. This is optional, but if you do you will be able to claim a refund of GST on purchases for your business. A precaution is that in order to be able to claim a refund your purchases must be through the holder of an ABN.

Registration

If you have not already received an 'Application to Register' for an ABN from the ATO you may apply for one on Infoline 13 2478 or through the Business Entry Point www.business.gov.au. You will need to register before 31 May 2000. On registration you will receive a *Guide to GST for Business* and a record keeping guide.

If you choose not to register you can carry on your business as before, and will pay GST on purchases, but will not be entitled to claim a refund.

Tax credits can be claimed monthly or quarterly, on a Business Activity Statement (BAS).

Indexer as a 'supplier'

As an indexer if you provide 'supplies for consumption in Australia' (ie indexes to a publisher or author in Australia), you must add a GST of 10% to your charge. If you index for an overseas client you do not charge GST, because the supply is not 'consumed in Australia'.

Invoices

All invoices must be headed TAX INVOICE and the amount to be charged is the cost of the job (ie a taxable supply) plus GST (10%). If your charge for the index is less than \$1000 the invoice must include certain details, and GST is included in the total.

If you charge \$1000 or more certain additional details must be included and GST is to be shown as a separate item.

Accounting basis

If you use a cash basis of accounting as most of us do, you account for GST payable to the ATO when you receive payment for your index. You can then claim input tax credits on payment for acquisitions for your business.

P.S. If your annual turnover exceeds \$1million you must use a non-cash basis of accounting, and I'd like to make your acquaintance!

GST, ABN, ATO, BAS, PAYG—No more acronyms please!

For me ABN will always be the Australian Bibliographic Network, the closest thing we have to a national library catalogue, but over the next few months I am going to have to get more familiar with its other meaning (Australian Business Number) and all the other acronyms encroaching on my life.

Pay As You Go (PAYG)

Another issue that will affect us is the introduction of the PAYG system.

PAYG will replace provisional tax (here many self-employed people heave a sigh of relief).

You will have to pay tax quarterly unless:

- ◆ You are not registered for GST or required to be registered (all businesses with a turnover of \$50,000 or more must register)
- ◆ You are not a partner in a partnership that registers, or is required to register for, GST
- ◆ Your notional tax is less than \$8,000.

The first quarterly payment will be due on 21 October 2000. If you do not have to pay quarterly instalments you can choose between quarterly and annual payments.

People required to make quarterly payments will receive an instalment rate from the Tax Office, but can also choose their own instalment rate (although there are penalties for getting it wrong).

If you are eligible to make annual payments, the Tax Office will send you an annual payment election form which must be returned by the time the first instalment is due (April 2001).

This information was taken from an article by Annette Sampson in the *Sydney Morning Herald* on Saturday 12 February 2000.

For more information try a search on the Business Entry Point website (mentioned in Kingsley's article) at www.business.gov.au. This lead me to www.tbc.gov.au/documents/dir76/doc505876.htm and to an ATO Fact Sheet at www.taxreform.ato.gov.au/factsh/1999/nat3058/index.htm.

GB

From the literature:

IASC/SCAD Bulletin (Indexing and Abstracting Society of Canada) (Vol 21 (3-4), Sept-Dec 1999) has an article by Lee Brentlinger on social views of information access; specifically the battles of the British Columbia Archives Action Group to maintain access to information for the people of BC.

Sidelights Winter 1999/2000 (British Society of Indexers) contains a copy of a letter from Elizabeth Wallis to a publisher regarding the 'inappropriate' use of the phrase 'well-indexed' in marketing a guide to education in Britain.

Her well-founded complaint is based on the fact that the review of the previous edition said it was 'well-indexed', but the current edition has no index at all!

Sidelights Winter 1999/2000 (British Society of Indexers) contains a summary by Christine Headley of discussions on Index-L for those unfortunate souls who missed things first time round.

She mentions an early Portuguese index compiled in order of Christian name rather than surname. This interested me because in one group index I work with someone had indexed a list of names in natural order, ie, given name first. And why not? In everything else we insist on direct order. Are names really all that different? [In editing the shared index I followed my universal indexing policy—if in doubt, double it, so the names are now accessible by surname as well.]

...the word: newsletter of the Society of Editors (SA) reports on a meeting with Robyn Archer, director of the Adelaide Festival, as speaker. She mentioned her role as 'Keeper of the Apostrophe' at the Australia Council, and discussed the use of language in different activities of the festival.

Robyn judged the T-shirt slogan entries, choosing two:

1. Guardian's of the apostrophe.
2. A large graphic 'delete' symbol.

The new website address for the SA editors is www.editors-sa.org.au. Information can be requested by emailing info@editors-sa.org.au.

Inspec Matters (Dec 1999) announces a new book: *Knowledge discovery and data mining*, ed by MA Bramer. 327 p, ISBN 0852967675, 1999, 48 pounds.

Knowledge discovery is the extraction of implicit, useful information from existing data. Coverage includes searching for plausible hypotheses, information analysis interpretation, knowledge from low-quality databases, and data mining with neural networks.

More information at www.iee.org.uk/publish/books/

From the literature:

Cataloguing Australia (Vol 24 (3-4), Sep-Dec 1998) contains an article on the 4th edition of *SCIS Subject Headings* (Schools Catalogue Information Service). More information at www.curriculum.edu.au/scis/index.htm.

Chris Todd discussed the development of a national thesaurus to encompass Maori concepts. Three core values were identified: The land or physical world (whenua), the people (tangata) and the spiritual world (wairua).

The word 'waka', meaning 'canoe', is used for works on canoes as a form of transport and the ancestral canoes. 'Waka moana' is a narrower term limited to the transport aspects.

The Working Party recommends that a work receive Maori Subject Headings if it is written in Maori, if the word Maori appears in an LCSH heading for the work (eg, Art, Maori) or if at least 20% of the content is for or about Maori.

A student paper by Kylie Lavars gives a thorough introduction to metadata, and John Maguire reports on a seminar on metadata convened by the Federal Libraries Information Network in 1998.

Cataloguing Australia (Vol 25 (1-4), Mar-Dec 1999) has just published its last issue. Reasons are lack of copy, and restructuring of ALIA which will affect all sections. Options for the future include publication of a new journal which incorporates the interests of cataloguers as one of its concerns; perhaps electronically through ALIANet.

Volume 25 contains papers from the 13th National Cataloguing Conference, and indicates the changing roles of cataloguers. Many of the talks focussed on metadata and access to electronic resources. It is possible that a new journal, if published, would address issues of importance to indexers as well.

Keywords (Vol 7(6) Nov/Dec 1999) contains an article by Gale Rhoades on Electronic File Transmission. It gives helpful advice to avoid problems due to incompatibility with the client you are sending the document to. Useful advice is to send a test transmission before the due date, and to compress files if appropriate.

Lori Lathrop's FWIW column lists some new jargon:
Internesia: forgetting exactly where you saw something on the Internet
Lunatic fringe: people who buy version 1 of software
Mouse potato: someone who spends much of their time on a computer. GB

Newsletter and Webmaster contacts

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This newsletter is sent free to all members of the Australian Society of Indexers. It is published 11 times a year, with a combined issue for Jan/Feb. Opinions expressed in the newsletter are those of the individual contributors, and do not necessarily reflect the opinions of the Society.

Copy should be sent to the editor by the last day of each month for publication in the middle of the next month. I am delighted to receive contributions, both large and small, from members. Please contact me if you have any questions about suitable items for publication. The editor reserves the right to cut and edit material.

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