

Australian Society of Indexers Newsletter

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Your number is up: ABN, PAYG & the GST

The following article by Delia Browne, Executive Director of the Arts Law Centre of Australia, was originally published in their Art+Law newsletter issue 99.4. The article was revised by the Australia Council in consultation with the Australian Taxation Office for dissemination as Australia Council Tax Bulletin No.6. Arts Law is the national community legal centre for the arts and can be contacted on (02) 9356 2566 or tollfree 1800 221 457, email: artslaw@artslaw.com.au or visit their website www.artslaw.com.au. Reprinted with permission.

With registration forms for the Australian Business Number (ABN) being sent out or being available on request, now is the time for individual creators, arts groups and organisations to stop hoping some miracle will rescue them from dealing with the new tax system.

Having, or not having, an ABN is particularly important because, whilst most people have some idea about the GST, the Trojan horse of the Federal Government's new tax regime is the relatively unannounced 'Pay As You Go' (PAYG) scheme which will make its presence felt from 1 July 2000.

The key word is 'enterprise' and the bottom line is that if you are running a 'business', you need to register for an ABN, regardless of whether or not you have to also register for the GST. This is because if you do not have (or do not provide) an ABN for goods or services you supply after 1 July 2000 payments made to you may be subject to the new Pay As You Go (PAYG) withholding tax of 48.5%.

PAYG will affect all those currently operating as independent contractors such as freelance musicians, artists, designers, composers, film makers, actors, dancers, etc. So the time to get organised is now.

What is the ABN?

One of the key components of the Federal government's new tax system is the introduction of the Australian Business Number (ABN). The ABN is intended to be the Federal government's single business identifier for an enterprise.

Broadly speaking, all business entities—whether freelance contractors (graphic artist), partnerships (band or theatre group), associations or companies—will need to be able to supply an ABN for their business dealings. This makes registration a requirement

for virtually everyone other than wage or salary earners. All entities carrying on an enterprise need to register for an ABN by 31 May 2000.

How do I get an ABN?

An ABN will be issued to entities which satisfy the definition of carrying on an enterprise, which includes any activity done in the form of a business, or venture or concern in the nature of a trade, and the activities of various religious, charitable, or government entities.

Incorporated entities and those satisfying the requirements for GST registration will automatically be entitled to an ABN.

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Noticeboard

New members

Welcome to the following new members:

- Ms Eleanor Whelan, SA
- Ms Catherine Voutier, Vic
- Mr Steven Haby, Vic
- Mrs Shelley Campbell, WA
- Ms Sally Jane Goodenough, ACT
- Mrs Linda McNamara, WA

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.

Coming meeting: Tuesday, 4 July: Training options for editors and wannabe editors

Olympic Games

Daylight Saving hours are being changed for the Olympic Games this year. For more information and to download a patch released by Microsoft Australia go to www.microsoft.com/australia/support/timezone/2000.htm.

Thanks to *Blue Pencil*, who got this info from Cathy Gray who got it from Grapevine website who got it from...(and son on). GB

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.

NSW—Indexing Annual Reports

Saturday 5 August 2000. The NSW Branch will be holding a half day workshop on indexing annual reports. The course will be presented by Michael Harrington who has many years' experience in the area. Michael has also indexed the 4th and 5th edition of the *Style Manual for Authors, Editors and Printers* and is undertaking the current edition as well as revising the chapter on indexing. He is also responsible for indexing previous editions and the current edition of the *Year Book Australia*.

The workshop will be held from 2pm to 5pm. Details of the venue will appear in the next *Newsletter* and at the AusSI website: www.aussi.org.

Cost: \$50.00 (AusSI members) \$60.00 (Non-members)

Contact: Please forward expressions of interest to Madeleine Davis 02 9514 3176 (w/ph) 0417 040598 (mob) or email: redcliff@hermes.net.au

Deadline for registration: Friday 28 July 2000

The Indexer delivery delayed

The Society of Indexers has informed us that copies of *The Indexer* have been despatched incorrectly. Instead of going from the printer to the distributor, who ships them in bulk to the relevant countries and then posts them, they have been put into the mail system in UK, which means that there will be a delayed delivery time, and we are not able to estimate arrival dates.

SI apologises for this, and assure us that they are taking the issue up with the printer.

Dates for your diary

Soc. Editors (NSW) meeting	1st Tues in month
Vic branch—Web indexing	11 July
SI Conference, Cambridge	14 to 17 July
AusSI Newsletter deadline	31 July
NSW Branch—Annual reports	5 Aug



Noticeboard

Victorian Branch workshop

Workshop, Tuesday, 11 July 2000

Gavan McCarthy, Director, Australian Science and Technology Heritage Centre, University of Melbourne, will conduct a one-day workshop for the Society on:

Indexing of Web Resources

When: Tuesday, 11 July 2000, 9.00 am to 4.45 pm

Where: Computer Laboratory, University of Melbourne, Parkville

Cost: \$143 for AusSI members (\$165 for non-members) [including GST]

Prerequisites: Knowledge of, and experience in indexing.

Enquiries: Jenny Restarick via email
jenny.restarick@enquiries.csiro.au
tel: 03 9545 2178 or fax 03 9545 2175 (work hours)
or at home 95282539 fax/phone after hours.

Closing date: 8 July 2000. Mail application form with cheque to: Australian Society of Indexers, GPO Box 1251, Melbourne 3001.

Application form

Indexing of Web Resources - Workshop,
11 July 2000

NAME:

ADDRESS:

TEL:

FAX:

EMAIL:

Knowledge and Experience in Indexing

Queensland AusSI members

Julie Forrest is seeking an enthusiastic person to take over the role of contact person for the Queensland Group.

Current duties include:

- ◆ Arranging indexing training seminars.
- ◆ Forwarding AusSI brochures and membership application forms to people enquiring about AusSI membership.
- ◆ Directing people to the AusSI website for more information on the Society.
- ◆ Directing potential hirers of indexers to the web directory of AusSI indexers.

Future duties:

- ◆ The profile of indexers could be raised higher in editing circles in Queensland.
- ◆ Membership numbers are such that a Branch could be formed and the new incumbent could investigate this.

I would be quite happy to remain an adviser and to play some part in any Branch activities. Please contact me if you are interested.

Julie Forrest, Ph: AH 07 3353 0120
email: j.forrest@mcauley.acu.edu.au

From the editor

One of the demands on indexers is that they be flexible. I am in the middle of indexing a Wine encyclopedia, and find that the two skills I most need are the ability to index names from around the world and to manage a large project. Chapters and sections have been coming to me electronically and on paper, and I have created tables to keep track of the info I have and the info I still need. (Of course the project manager has an even trickier job).

Access to the electronic files has been a boon as I have been able to cut and paste many names, particularly those with exotic accents.

Cheers, Glëndā Bröwñe



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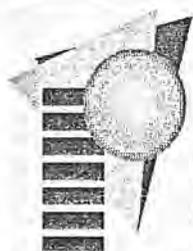
However, non-corporate and non-Government entities have to satisfy the Commissioner of Taxation that they are 'carrying on an enterprise' in order to be entitled to an ABN. An ABN can be withheld if, in the tax office's opinion, you are not carrying on a business or the activity being engaged in is determined to be a 'hobby'.

The ATO definition of 'enterprise' specifically excludes:

- ◆ hobbies and private recreational pursuits; and
- ◆ any activity done by an individual or a partnership without reasonable expectation of profit or gain.

The second exclusion presents a potential problem for the arts as most artists, writers, musicians and actors largely support themselves through other paid work such as waiting tables or teaching rather than their creative work. Most artists record losses for some considerable time before (hopefully) achieving widespread recognition and commercial success. In fact, as the statistics demonstrate, many in the arts never achieve their goal of making a living from their creative work despite years of effort.

At this stage it appears unlikely that the tax office will refuse to issue an ABN (unless it is patently unwarranted). However, in the event that your application is unsuccessful, not having an ABN means that all businesses purchasing your services may be required to deduct 48.5% PAYG withholding tax from their payment.



The August Indexer Proceedings

Proceedings from *The August Indexer* (Second International Conference, August 27 to August 29, 1999, Hobart, Tasmania) are

now available for \$48.00.

Discount price for members of societies of indexers \$38.00. Postage and handling for orders outside Australia AU\$10.00. Make cheques payable to Australian Society of Indexers - Victorian Branch.

Orders and enquiries to:

Australian Society of Indexers
GPO Box 1251, Melbourne,
Victoria 3001, Australia
Tel/Fax: 03 9818 1760
email: findlay@acer.edu.au

What is Pay As You Go (PAYG)?

PAYG (Pay As You Go) will operate from 1 July 2000. It replaces the current provisional tax system. PAYG is essentially a withholding tax system that applies to payments made on or after 1 July 2000. Where services are provided to an entity which has not supplied an ABN, the payer is obliged to deduct 48.5% and pay it to the tax office.

PAYG is the tax office's attempt to address the increasingly blurred distinction between employee and independent contractor. PAYG means that unless the person supplying a service can provide an ABN then PAYG will apply. Or they have to be engaged as an employee, complete an Employment Declaration form and be subject to PAYE tax provisions.

Despite practices to the contrary, most freelance contractors operating in the arts are actually legally regarded as employees for PAYE purposes. If you work at an agreed hourly rate, at the employer's premises or location, on days and times determined by the employer and you cannot delegate your work to another, you are legally classed as an employee.

PAYG will apply to:

- ◆ payment for work and services;
- ◆ retirement amounts and annuities;
- ◆ a payment arising from an investment where the payee/recipient does not quote a TFN or an ABN; and
- ◆ payment of royalties.

But what does PAYG mean for the arts?

The following examples demonstrate the serious impact of the new PAYG regime impact on art practitioners who go from job to job and do not have an ABN:

- ◆ you are a writer or composer who has entered into a publishing agreement where you are entitled to \$100 royalties. If you do not supply an ABN the publisher will be required to deduct \$48.50 from the payment.
- ◆ you are multimedia artist who has succeeded in obtaining government funding of \$100,000 for a project. Without an ABN, the funder is required to deduct 48.5% withholding tax of \$48,500.

When and how do you Pay As You Go?

Under the PAYG system artists in business will be required to lodge quarterly Business Activity Statements (BAS) specifying the gross income for the previous quarter and the income tax payable. The tax payable

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is calculated on the tax rate applicable on the previous tax return.

Maybe I should register for GST too...

It's probably not a bad idea. Some federal and state funding agencies are making it mandatory for grant recipients to be GST registered. And it is very likely that many companies will prefer to engage the services of someone that has an ABN and is registered for GST rather than have both the administrative hassle of deducting PAYG and also not being able to claim GST input credits for the services. If you are not registered, the company is not entitled to a 10% input tax credit on your supply, which means your fee or price is effectively 10% higher than your GST registered competitor. [See comment at end of article].

If your art business is likely to incur costs that include significant GST, such as those incurred in purchasing materials or hiring equipment, the only way you can recoup those additional costs is through GST registration.

You, the GST and contracts

If you do decide to register for GST it is important to set up a procedure or checklist for getting GST clearances in all future contracts including the following steps:

- ◆ identify all the supplies of goods and services that will be made under the contract
- ◆ identify when those supplies will be made
- ◆ will those supplies give rise to a GST liability or input tax credit?
- ◆ when does that supply or credit arise? Is the timing good for your cashflow management?
- ◆ can you vary your invoice terms to improve your cashflow management?
- ◆ does the contract include a GST gross up clause?
- ◆ does the contract cover your compliance obligations?

And finally

Make sure all your stationery, invoices and accounting systems include your ABN. Create or update standard invoices so that they comply with the tax invoice requirements. Perhaps you need to buy new accounting software to ensure that you are GST compliant? All these costs will be tax deductible.

For further information check out the ATO's websites at www.taxreform.ato.gov.au or call the Tax Reform Hotline on 13 2478.

Editor's comment:

I am grateful to Delia Browne for permission to re-print this article.

My own conclusions regarding the cost to a client of GST-registered and non-registered indexers follows.

My understanding is that if you charge the same base rate, a non-GST-registered indexer charging \$40 per hour and a GST-registered indexer charging \$40 per hour plus 10% GST (\$4 ph) should cost the same to a client who can claim the \$4 ph GST as an input tax credit.

If they both work for a client who is unable to claim input tax credits for the GST then the non-GST-registered one should be cheaper, as the client does not have to pay \$4 ph GST.

This does not take into account the fact that if you are not registered you cannot claim input tax credits on your own purchases (eg on stationery) and the extra accounting costs if you are registered.

As with all major financial decisions, you should seek professional advice about your own situation. GB

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:

Dept AS, Society of Indexers
Globe Centre, Penistone Road
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>

Marking up—looseleaf indexing technique. *Graham Clayton from CCH Australia sent this note about marking up for looseleaf indexing to aliaINDEXERS mailing list last year. It is reproduced here (edited slightly) with permission.*

In the August 1997 edition of the newsletter of the Australian Society of Indexers, Glenda Browne discusses the practice of 'marking up' work, before the actual process of adding the new entries. Do any of you have your own techniques as to how work is marked up?

I index materials that use paragraph numbers as well as page numbers. As well as subject indexes, I also index case citations, as well references to section numbers of legislation. I use different coloured highlighters to show the various entries, eg:

- pink - for subject entries
- green - case citations
- blue - section finding lists.

As the paragraph number is mentioned only at the start of the paragraph, I mark on the hard copy on subsequent pages the number, so that I don't lose my track of which paragraph I am indexing. As well as the paragraph heading at the spot where the paragraph starts, I might also highlight in pink within a paragraph any specific instances that might need their own main

entry. Some of the paragraphs that I work with run over several pages, and can cover several different concepts.

I also index from text on screen. A paragraph will be shown on screen, with different colouring and shading showing which text has been removed or added. These are called 'red-lined' files.

When the file is called up, the paragraph number is shown in the 'toolbar' file on top of the screen. I call up my index file, and toggle between the two, adding or changing entries.

A written record of all files changed is given to me by the book editor, so that I have a complete list of all files changed. Some of the changes might involve only punctuation or the changing of a couple of words.

I usually call up all the files, and scroll down the screen to see if there are any changes. The files that will cause index changes I highlight on my written sheet, with the type of index that needs to be changed, eg Index, Case Table or Finding List.

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AusSI Medal 1999—Judge's Report

The judging panel for the 1999 Medal consisted of:

- ◆ Anne Bentley, Reference Librarian at Moonee Valley Regional Library
- ◆ Pam Jonas, writer, editor and publisher
- ◆ John Simkin, indexer, bibliographer, long-standing committee member and former President of the Australian Society of Indexers
- ◆ Geraldine Suter, indexer for the *Argus* Indexing Project.

We would like to thank Michael Ramsden and Cheryl Schauder for their contributions. Both Mike and Cheryl reluctantly withdrew from the panel prior to commencement of the judging process due to unforeseeable circumstances.

Criteria for evaluating the indexes were based on Wheatley criteria and the Australian Society of Indexers general guidelines.

Six indexes were submitted as candidates for the 1999 Medal. The number of entries was disappointingly low, given the three-year eligibility period and compared with 28 entries received for the 1995 Medal.

Five of the six indexes were submitted by publishers and one by the author/indexer. Entries comprised: one biography; one botanical reference work; two political/historical books for the general reader; and two scholarly social sciences and humanities books - an Aboriginal anthropological study and an anthology on cyberfeminism

Generally, the panel noted that:

- ◆ three indexes included introductory notes
- ◆ no indexer was acknowledged by name
- ◆ several indexes included indexing and typographical errors
- ◆ several indexes included entries with large number of undifferentiated references
- ◆ several indexes were brief relative to the text (7 page index to 367 pages of text; 7:431; and 8:403)

While two indexes were judged to be of a high

standard, the panel was unanimous in deciding that no index reached the level of outstanding professional expertise required for the Medal. We also decided, unanimously, to award one of these two indexes a highly commended certificate. This was Max McMaster's index to:

Flora of Victoria. vol. 4. Dicotyledons
Cornaceae to Asteraceae. Eds N. G. Walsh and
T. J. Entwisle, National Herbarium of Victoria.
Inkata Press, Melbourne, 1993-1999.

The second quality index was Elizabeth Wood-Ellem's index to her book:

*Queen Salote of Tonga: the story of an era
1900-1965*, Auckland University Press,
Auckland, 1999.

Elizabeth's 19 page index provides comprehensive coverage of the text and demonstrates particular skills in the construction of subheadings and in the complexities of the indexing of Tongan names. It also includes some nice touches of humour. All of the judges commented on the quality of the book itself, from the photos and genealogical charts to the typography and binding. While the index reflects the author's indexing expertise and subject knowledge, the panel felt that the structure and arrangement of the entry for Queen Salote might have been more streamlined.

6. *Flora of Victoria* is a major botanical reference work, likely to remain the standard source on Victorian flora for the next 50 years. The work comprises 4 volumes, published progressively from 1993. Volumes 1-3 were published by Inkata Press and volume 4 by Butterworths, which incorporated Inkata into their stable in 1998.

The indexes to all four volumes were compiled by Max McMaster. The index published in volume 4 represents a substantial 2-part indexing achievement, involving both the original indexing of volume 4, and the consolidation of the indexes to volumes 2-4.

The indexing of volume 4, the second volume on dicotyledons, covers 1000 indexable pages. While index design and structure had been established in earlier volumes, the task involved a high level of indexing and subject expertise.

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AusSI Medal 1999—Judge's Report, cont. from p 47

For example, suspect and synonymous Latin names required identification and verification against established sources, with subspecies and hybrids increasing the difficulty of this task.

The consolidation of the indexes to vols 2-4 involved regenerating and integrating the indexes to volumes 2-3 and cumulating these with the index to volume 4, a major indexing challenge. The project management aspects of producing this index must have been immense. Patricia Sellar, Max's editor at Inkata Press, who sadly died in 1998, played a key role in this process.

The 53-page consolidated index provides users with access to some 3000 pages of text. It includes a clear explanatory introduction and is quite easy to consult, despite the rather formidable four columns and small typesize. A high level of accuracy has been achieved, including coverage of 17 pages of name changes and corrections. Complexities of alphabetisation, filling of hyphenated names and the complex typographical conventions and layout and have been followed consistently throughout.

The panel found this index difficult to evaluate fully without further information. We were unsure, for example, whether the index had been computer-generated, whether the indexer to volume 4 had also compiled the indexes to volumes 2-3, whether the indexer to volume 4 had also done the consolidation. We decided to ask Max to complete a background report on the compilation of the index, which gave us the perspective we needed to make an informed decision. As well, we obtained an evaluation of the index from Herbarium staff who would be using the index constantly.

This index demonstrates the indexer's botanical and indexing expertise and serves the needs of both the text and the users admirably. The panel was unanimous in deciding to award Max with a Highly Commended certificate for this achievement, complementing the two Australian Society of Indexers Medals Max was awarded in 1992 and 1993, and congratulates him on his fine index.

**Geraldine Suter,
Chairperson of Judging Panel.**

INDEXERS MEDAL 2000

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 a Society dinner.

To be eligible for the award, the index must be in print and must have been first published after 1997. 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/periodical (which will be returned), to:

The Secretary,
Australian Society of Indexers,
PO Box 1251
Melbourne Vic 3001
Australia

as soon as possible, but no later than Friday,
10 December 2000.

For further information, please contact Jenny Restarick: telephone/fax: 03 95282539,
email: jenny.restarick@enquiries.csiro.au

Strings in indexes to biographies: An open letter to the Panel judging the Wheatley Award by Hazel Bell

The latest LA Reference Awards form still includes in the criteria for the Wheatley Medal 'for an outstanding printed index' the stipulation, 'Indexes will be judged on ... avoidance of strings of undifferentiated page references'.

In April 1991 I wrote in *The Indexer* pleading the necessity for such strings in indexes to biographies. After all references worthy of the distinction and space of subheadings have received them, in works concerned with people's lives there are likely to remain many page references to minor mentions, too trivial to be allotted subheadings, but too many to be omitted altogether. People who reappear through the book as minor background figures on several occasions do merit inclusion in the index, and undifferentiated strings for these are the optimal option.

Picking out some references to receive unmerited distinction and prominence by subheading them would result in an unbalanced index, falsely suggesting that important passages may be found by turning to those references; subheadings should be accorded on the basis of the intrinsic importance of entries, not merely to distinguish one unimportant reference from others for purposes of subtraction. Nor is it correct to avoid strings by converting an accurate 8, 9, 10, 11, 12, 13, 14 to an apparently more acceptable 8-14: neater, but inaccurate, suggesting a lengthier, more sustained treatment of the topic in the text than is to be found there. A string of undifferentiated entries should bear its own, honest message: 'These are twenty minor references to this person, none of which is worth emphasizing with a subheading'. Prefacing strings with the word *mentioned* or *passim* seems pompous and overloading. We must recognize that a grade of references exists between deserving omission and a subheading, and it causes necessary strings.

Distinguished precursors in the Society of Indexers have argued this case in *The Indexer*. Vice-President James Thornton wrote in 1965 of his indexing of the letters of Charles Dickens:

The index sins again and again against the rule that there should be no more than four or five undifferentiated references. To have introduced a great deal more descriptive matter simply out of regard for this rule would often have given a significance which was not borne out by the text nor justified by anticipation of the interests of future readers. It would also frequently have meant that readers would find little

more in the text than they already knew from the index ... [and] would have made the index unbearably long and confusing, with sub-classification carried to the third or fourth degree.

John Shaftesley, then SI Chairman, reviewing R. F. Hunnisett's *Indexing for editors* in 1972, declared:

Dr Hunnisett is on the side of those many indexers who believe it to be bad practice to have solid blocks of page numbers, unbroken by modifications, following particular entries. At the risk of a charge of philistinism, I do not wholeheartedly concur in this. If it is a question merely of aesthetics ... I believe aesthetics are really not the criterion in the appearance of an index. If it is a question of adequacy, one must remind indexers that very often stern economics—not necessarily publishers' parsimony—may dictate the amount and cost of space to be devoted to it. Nor can every person, place, or subject, however numerous the page numbers their mention may demand, be supplied with enough important subheadings to justify separate treatment, yet the researcher needs every relevant page number that can be discovered. ... An index entry is 'not a potted biography', and page numbers, when all is said and done, are its *raison d'être*.

Strings are inevitable in indexes to biographies; the prohibition of 'strings' for the Wheatley Award virtually disqualifies the genre. Indeed, since 1967 only two have been awarded the Medal: a ten-volume edition of Pepys' diary, and a 13-volume edition of the diaries of Gladstone, indexed by a team of six on a specially devised database, 'outstanding' indeed in mass. No single-volume biography has been awarded a Wheatley Medal for more than thirty years. Could the embargo on strings be the reason?

Hazel Bell, March 2000.
email HKBELL@dial.pipex.com



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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.

If greater than one A4 page, please send files on a disk or via email in Rich Text Format, Word for Windows, or plain text (ASCII).

Graphics

Please send image files in Windows Metafile (WMF), JPEG, or PCX format. Photographs and camera-ready copy can be scanned by the editor.

Advertisement charges

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\$52 per year
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Christine Shuttleworth, Exec. Editor
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 London W12 8JB
 email: cshuttle@dircon.co.uk

Corresponding Editor Aust/NZ:
 Glenda Browne, details above.
 Cost: \$28 for AusSI members.

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