# Proposed indexing guidelines for indexers and authors

*Jon Jermey*

Here is a set of guidelines I prepared for a publisher to replace their existing Guidelines for Indexers. I don't know if they have chosen to include any or all of these suggestions, and I appreciate that there are substantial differences of opinion on some of these points. Nonetheless, I think this is a fairly good overview of the book indexing process and its desired outcomes. Feel free to adopt and modify this document as you like. Electronic copies are available by email from jonjermey@optusnet.com.au

*Do not capitalise index entries unless they are proper nouns.*

## Proposed indexing guidelines for indexers

1 The editor will let you know the budget and space available for the index.
2 In general there should be only one index to a work, an index by subject. The editor will let you know if separate indexes for names, etc. are required.
3 Use word-by-word alphabetical order. Names starting with Mac, Mc, St, etc should be sorted as they are spelt, e.g.:
machinery
Mactavish, Ian
M'buto, Ngwinwe
McAllister, Jane
memory cards
sackcloth
Saint Joan
semolina
St. Louis
4 Do not capitalise index entries unless they are proper nouns.
5 Where the same entry refers to two different entities, add distinguishing information after the name in parentheses: e.g. St. Louis (city); St. Louis (king); Butler, Samuel (1612–80); Butler, Samuel (1835–1902)
6 Use a comma after each entry and between page numbers. No punctuation is used after the last page number of an entry. Use an en rule in page ranges.
7 Where there are several consecutive pages or page ranges that *mention* a topic, join the page numbers into a range: e.g. 3–8, not 3–5, 6, 7–8.
8 Do not use f. ff. *passim* or et seq.
9 Use 'n' after a page number to indicate a footnote: e.g. 23, 32n
10 Avoid prepositions in sub-entries where possible, but where they are included, use them in sorting, e.g.:
kangaroos
    at home
    Australian
    in zoos
    jumping speed
    zebras related to
11 Omit leading 'The' and 'A' in displaying and sorting names: e.g. *Australian*, *Times*, Ombudsman, except in place names, e.g. The Hague.
12 Abbreviate the second number in page runs as much as possible, except for page numbers ending in '10' to '19', e.g. 22–3, 85–7, 111–15, 228–31. (This is 'Aggressive 2' style in SKY Index.)
13 Cross-references should appear at the end of the main entry line, following any page numbers. They are indicated by the words *see* or *see also* in italic: e.g.
cars, *see* automobiles
trolley buses, 34, 57, *see also* trams
14 Indent main entry turnover lines by 1.2 cm. Indent subentries by 1 cm. Indent subentry turnover lines by 1.4 cm.

## What's inside

**GPO Box 2069, Canberra ACT 2601**

# Notice

## AusSI International Conference
Indexing the World of Information, 12–13 September. See page 56–57.

## AusSI Victorian Branch
Reports: see pages 52–54.

## ACT Region Branch
Saturday 28 June 1 p.m. to 4.30 p.m.
Workshop on indexing government annual reports conducted by Michael Harrington. National Archives Building, East Block, Parkes, ACT. Here is a chance for librarians to learn a lucrative new skill. Cost $80 for members of AusSI and $100 for non-members. For further information contact Edyth Binkowski at geoffb@webone.com.au Flyers will be sent out to ACT members.

## New members
AusSI warmly welcomes the following new members:
❑ Mrs Ann Morey, Bulleen, Vic. Ann is a library technician currently working at RMIT and an aspiring indexer, looking at the fields of craft, children's non-fiction and school textbooks.
❑ Dr Alison Basden, Winston Hills, NSW. Alison's background is in science (biology and earth sciences). She is presently working on a 3-year research project at Macquarie University looking at the potential effect of climate change on the cool temperate rainforest at Barrington Tops. She is enrolled in the 4-day indexing course at UNSW.

## UNSW Continuing Professional Development Courses

### Computer-aided Indexing
### 13 June 2003
This is a one-day workshop on computer-aided indexing, The introductory session is an overview of indexing theory and what kinds of indexing computers can and cannot do. Subsequent sessions concentrate on a variety of microcomputer proprietary software packages used for preparing indexes. The functionalities, capabilities and constraints of these packages will be discussed and demonstrated and there will be hands-on tutorials and practice sessions.

The software packages to be discussed and demonstrated are word processor and desktop publishing generated indexes, full text indexes, and indexing software—CINDEX, SKY Index and Macrex.

**A discount is available for participants enrolling in this course and Book Indexing.**

## Web Documents and Intranet Indexing
### 20 June 2003
This one-day workshop has been radically updated from last year's workshop 'Indexing Web Pages and Documents'. Indexing is all about access and Web sites and intranets are not useful unless they are easily accessible. This workshop explores the skills of subject analysis, evaluation and annotation and their application to Web documents and Web sites. The concepts of metadata, including XML, and subject gateways are explored. The workshop will include such topics as:
❑ indexing individual electronic documents for Web delivery
❑ indexing Web sites with both internal and external links, including the use of site maps
❑ the issue of moving content online and the demands of moving print to web
❑ creating subject gateways
❑ the use of existing classification schemes, thesaurus & data dictionary terms as access points
❑ the use of metadata (Dublin Core, AGLS, XML etc.)
❑ the use of automated indexing tools and metadata creation tools
❑ optimising Web documents for search engine retrieval
Registration fee $245 which includes lunch and morning and afternoon teas.

*Maureen Henninger*
*Coordinator of Continuing Professional Development*
*University of New South Wales*
*tel. (61 2) 9385-7128*
*fax: (61 2) 9662-4061*
*mhenninger@unsw.edu.au .*

## Technical Communicators Association of New Zealand
Focus On Users. The New Zealand Conference for Technical Communicators

4–5 September 2003 Centra Auckland Airport Hotel, Auckland, New Zealand

Contact Margery Watson president@tcanz. org.nz

# board

**Beyond Gutenberg and Gates … Gazing into the e-Future**
**National Editors' Conference 2003**
18–20 July, Bardon Centre, Brisbane, presented by the Council of Australian Societies of Editors (CASE), hosted by the Society of Editors (Queensland) Inc.

A diverse and interesting program is developing for this conference, including topics such as, intriguingly, the long-term future of the book, new tools for old editors, and the new grammar. There will also be several workshops, including one on editing for the Web and electronic publications, which is sure to be a hit. For more details email `conference@editors qld.com`

## ASI conference
'Northern Entries' is the title of the 35th Annual Conference of the American Society of Indexers, and it is going to be an exciting and informative event. The conference is scheduled for 19–21 June 2003, at the Hyatt Regency Hotel, Vancouver, BC. That's right, British Columbia. For only the second time in history, ASI has partnered with the Indexing and Abstracting Society of Canada/Société canadienne pour l'analyse de documents (IASC/SCAD) for a joint international conference.

Visit `www.asindexing.org/site/conferences/ conf2003/index.shtml` and read up on the conference details. Then, you can register online, or download a form to print out and mail or fax.

*Michael P. Thompson, Director of Communications*
*American Society of Indexers*
*mthompson@resourcenter.com*

## SI Conference 2003: 'A Scots Quair'
27–29 June 2003 at Strathclyde University, Glasgow. The booking form and further details are now available on the SI website `www.indexers.org.uk` or from Paul Nash `paulnash@zetnet.co.uk`, Alison Brown `alison.brown10@virgin.net` or Phyllis Van Reenen `pvr@indexology.fsnet.co.uk`

Gather with us in Scotland's friendly city — Glasgow. Make and renew friendships. Learn about the latest indexing techniques. Find out what our customers (authors and editors) think about us as indexers. As well as workshops for beginners and specialists, we will be looking at the ways indexing is changing, and how we could react.

## Australian Committee on Cataloguing : Aiming for Access Seminar
Registrations are now open for the Aiming for Access Seminar to be held on 25 July 2003 at the Wesley Centre, Sydney. The seminar is being organised by the Australian Committee on Cataloguing and will be the premier professional development event for Australian cataloguers and metadata creators in 2003. Registration fees are only $130.00 (ALIA members) and $165.00 (non-members). Full details of the seminar including the program and a registration form are available at `www.nla.gov.au/lis/ stndrds/grps/acoc/acocseminar2003.html`

The seminar will focus on how the use of thesauri and classification can enhance access to information and increase the value of metadata. It will feature a keynote address by Joan Mitchell, Editor-in-Chief, Dewey Decimal Classification. Judith Pearce from the National Library of Australia will discuss the "One Search" interface that enables users to search the Library's catalogue, Web site and other key resource discovery services with a single search. The afternoon will feature a panel session focusing on why it is necessary for libraries to develop existing standards further, or create new ones to provide good subject access to resources.

For registration and sponsorship inquiries please email Daniella Kiley at ALIA: `conferences@alia.org.au` For inquiries regarding the seminar program please email Rob Walls at the National Library: `rwalls@nla.gov.au.`

## APA Bookfair
19–20 June, Darling Harbour, Sydney.

## New FrameMaker indexing plugin
emDEX is a new FrameMaker™ Plug-In, adding a real-time visual means of watching your index grow right before your eyes to help you track and modify your index entries on the fly. No more need to tag-and-generate again and again.

A demo version is available from the website at `www.emdex.ca`

# Dates *for your* Diary

**Jun 19–20**
APA Bookfair, Darling Harbour

**Jun 19–21**
ASI conference, Vancouver, Canada—see Noticeboard

**Jun 20**   Web Documents & Intranet Indexing, UNSW—see Noticeboard

**Jun 27–29**
SI conference 'A Scots Quair', Strathclyde University, Glasgow, Scotland

**Jun 28**   Indexing annual reports, AusSI ACT—see Noticeboard

**July 18–20**
National Editors' Conference 2003 Brisbane `conference@editorsqld.com`

**July 25**   Australian Committee on Cataloguing Seminar — see Noticeboard

**Sep 4–5**   Technical Communicators Association of New Zealand—see Noticeboard

**Sep 12–13**
AusSI International Conference 'Indexing the World of Information', Sydney—see pp. 56–57

15 Check with your editor regarding the inclusion of tables and figures and the use of bold or italic page numbers in the index to indicate these.

# Proposed indexing guidelines for authors

Index preparation is a skilled job. If you do not feel capable of producing a suitable index to your work, contact the Australian Society of Indexers (`www.aussi.org`) for details of indexing professionals who will be able to undertake the task. Many books on indexing are also available: see your local or University library for details. Definitive works are *Indexing from A to Z* by Hans Wellisch; *Indexing Books* by Nancy Mulvany; and more recently, *Indexing: The Manual of Good Practice* by Pat Booth.

You may use an index to a previous edition as a guide, but reworking an earlier index is difficult and tedious unless the changes to the text are very slight. You will probably find it quicker to prepare a new index from scratch. Before starting, examine some books you use regularly to form an idea of how their indexes are structured.

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*Reworking an earlier index is difficult and tedious unless the changes to the text are very slight.*

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## Step 1: Markup

Most indexers begin by marking up the text: going through the page proofs and highlighting important concepts. These may appear in major and minor headings as well as in the text. Where a discussion of a concept extends across several pages, write the number of the finishing page on the start page: this will speed up entry later. Do not over-highlight; a typical index will have between two and five references per page. Do not highlight text in exercises, examples, problems etc., preliminary pages, references or bibliographies. Do not index mentions: e.g. 'among those present were Harry Hall, Bill Brewer, Peter Davy, Peter Gurney and Uncle Tom Cobley'.

## Step 2: Type up

There are several dedicated indexing programs available which will handle the routine work of sorting entries, and you should use one of these if it is available. Otherwise if you have access to a database system or spreadsheet, use this; if not use a word processor.

After marking up, go through the text and type into a computer the entries appearing on each page, and the corresponding page numbers. With a spreadsheet or word processor, put the entry in column 1 and the page number in column 3. Don't capitalise entries other than proper nouns. Entries should be plural except where the singular has a distinct meaning; e.g. **building** (the activity) is different to **buildings** (the structures)

When choosing an entry, start with the wording of the text, but also try and think of the terms a user would expect to find this material under: for instance, a discussion of kangaroos might appear under **kangaroos, red kangaroos, macropods** and **marsupials. Wellesley, Arthur**, might also appear as **Wellington, Duke of** and **Iron Duke**. Don't worry about having too many entries; it is always easier to remove or combine entries later than to try and add missing ones in.

Where the book contains several separate discussions of topics that fall under a general heading, add the general heading with the specific entry as a subentry, like this:

    habitats, 24
    marsupials: habitats, 24
    macropods: habitats, 24

If you are using a database or spreadsheet program, put the subheading in column 2.

## Step 3: Clean up

After typing up the index, sort it into alphabetical order. You will now need to edit it. Bring the index into a word processing program and add a header with your name and a footer with the date and the page number. Read the Indexing Guidelines for Indexers (attached) to understand the requirements for the final index.

You will need to go through the index from start to finish at least twice to ensure that:

☐ All entries remaining in the index are important and useful to the reader; all trivial or misleading entries have been removed.

☐ Page numbers are combined and displayed in numerical order: e.g. kangaroos, 12, 24, 36–42.

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*Ask a friend or colleague to read the index over before sending it off.*

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☐ Subheadings are listed under the main headings, indented and sorted alphabetically: e.g.
    macropods
        gestation, 44–68, 341–2
        habitat, 24
        X chromosomes, 66

☐ Cross-references are given between synonymous or related terms: e.g.
    **wallaroos,** *see* **wallabies**
    **Rottnest Island, 35** *see also* **quokkas.**

☐ Closely related terms are grouped together: e.g.
    Australia, seagoing vessels 432
    Australian boats at sea 55
    Australian camaraderie 34
    Australian mateship 45
    Australian ships 21
    could become
    Australia
        mateship in 34, 45
        seagoing vessels 21, 55, 432

## Step 4: Finish up

Check your index against the standards in the Indexing Guidelines for Indexers. Check your spelling. Print a hard copy and go through it for errors and typos. Ask a friend or colleague to read it over before sending it off.

Before sending the index you may want to convert it to a standard file format such as .RTF to ensure that the recipient's software can read it.

*As Jon points out, indexers vary in their practices. Their first guide will be the publisher's house style, and they also need to be familiar with the Australian Standard — Ed.*

# Indexing as a business

## Report on panel session held 22 May 2003

*Kerry Biram*

New or inexperienced indexers had a valuable opportunity to learn about the business aspects of indexing at a panel session conducted by the Victorian Branch of the Australian Society of Indexers on Thursday 22 May 2003. Many thanks to the Australian Council for Educational Research (via Margaret Findlay) for providing the venue for the evening's program. The session was attended by about twenty people; several new members were welcomed, and the group included indexers with varying levels of experience, as well as most of the members of the committee of the Australian Society of Indexers, Victoria.

A panel of experienced indexers (Ann Philpott and Max McMaster), and an experienced managing editor (Pam Jonas) led the discussion and offered advice about such matters as: how to go about getting your first indexing job; how to quote; staying in business; what do editors really want from an indexer? do editors shop around for the cheapest index? do editors have a price in mind before they ask you to quote?

Ann Philpott, the recently-elected President of the Victorian Branch of AusSI, welcomed the gathering, and provided some information about the forthcoming 'Indexing the World of Information' International Conference on 12–13 September in Sydney.

Jenny Restarick (Vice-President) introduced each of the speakers, and emphasised that for us to conduct a successful indexing business, it needs to be both enjoyable and remunerative.

## Ann Philpott

Ann has run a freelance indexing and editing business for over eight years, working for educational, trade, corporate and government clients, with diverse experience prior to that in areas such as editing, project management, journalism, and teaching, among others.

**Shaping your career:**

Identify if you want indexing to be a hobby or a business. If it's a hobby for you, you can take it at a more relaxed pace, follow your own interests, and the money you make will be more of an incidental factor.

❑ If you want it to become a business, you need to be motivated to earn a real income.

❑ There are not many full-time jobs as indexers.

❑ You must be committed to maintaining your accounts, paperwork and filing.

❑ Keep your financial ambitions realistic.

❑ Freelance indexing can mean you work at inconvenient hours, but this is OK if you're prepared for that.

❑ You will be likely to need to work in areas that are not your main areas of interest, but take care not to work beyond your area or level of ability.

❑ Keep learning—go to conferences, seminars, workshops to expand your professional skills.

❑ Maintain and expand your professional reference collection. Good starting points are
  ○ *Style Manual for authors, editors and printers*, 6th edn, John Wiley & Sons, 2002, Chapter 15
  ○ Hans H Wellisch, *Indexing from A to Z*, 2nd edn, H.W. Wilson, New York, 1996
  ○ Nancy C Mulvany, *Indexing Books*, University of Chicago Press, Chicago, 1994.
  ○ Pat Booth, *Indexing: The Manual of Good Practice*, K G Saur, München, 2003.

❑ Determine your preferred direction or field in indexing as a priority; visit a large bookshop and identify books that deal with your preferred subject area/s for indexing and approach these publishers.

❑ Advertise, for example, in D.W. Thorpe's *Weekly Book Newsletter* —not expensive.

### Preparing for your first job

❑ Do an introductory course, such as the one run by Max McMaster.

❑ It can be a big jump from this to getting your first paid job.

❑ Use this time to study published indexes in your area/s of interest, and evaluate them.

❑ As an exercise, select a book without an index in your preferred indexing area, such as a biography, and create an index for it.

❑ Time yourself—*all* the *actual* time you spend working. Keep time records to help you with quoting, so when you start doing paid indexes, you don't under-estimate the time you'll take. Give yourself plenty of time to do your first few paid indexes so that you deliver the very best indexes you are capable of. They are your passport to further work.

❑ To find those first few jobs, approach a club, society, school, etc. and offer to index their newsletters voluntarily for the past several years; it's useful for them, and good experience for you. You can then list these indexes on your CV and introductory letter.

### Networking

❑ This is the key to getting work. It is a skill in itself and needs to be learnt and practised. It isn't just a five-minute spiel about yourself and your business with a business card thrown in and a quick move on to the next person. It is a relationship that requires listening skills as much as speaking skills. The Vic Branch of AusSI may run a seminar on this if enough people are interested.

❑ Network as you learn and update your indexing skills: attend conferences, seminars, workshops and courses. Network as you socialise in a professional context: attend AusSI meetings and functions as well as those of other relevant associations, such as Society of Editors' meetings.

❑ Write an introductory letter of one or two pages asking for work in your preferred area/s, summarising your indexing experience and interests. Brief is better! Send

it off to the publishers you have targeted, specifically to the person who hires indexers at that organisation. (You will first need to ring your targeted publishers to find out who this is.) They will probably keep your letter on file, which may mean work for you at some future point.

❑ Think of indexers as your colleagues rather than your competitors. As you progress in your indexing career, you may well obtain work through another indexer's referral. Also, be prepared to recommend others for work you are not able to take on yourself or for which you do not have sufficient subject expertise. The old adage of 'the more you give, the more you receive' works here.

# Max McMaster

Max has been a freelance indexer for ten years, working principally on back-of-book indexing, but also data-base, journal and web indexing. His background prior to this was in scientific information and libraries, particularly CSIRO. He has over 1000 indexes to his name, lectures on indexing at RMIT, and runs indexing training courses throughout Australia and New Zealand. He has been awarded the Australian Society of Indexers Medal three times.

## Quoting
❑ Don't quote over the phone—see all or at least a decent part of the book to quote for it.
❑ From your timing calculations of your earlier indexes, work out the number of pages per hour you can complete, for various types of material. Add one to two hours for editing the completed index, times the recommended hourly rate (currently $44/hour). But as a very inexperienced indexer, you should charge a lower rate — say $30 an hour — but don't under-charge. You are a professional, after all.
❑ Typical page/hour rates might be: secondary text book — 30 pages/hour; tertiary level text — 15–20 pages/hour; high-level academic — 8–12 pages/hour.
❑ Ensure that you're sent the *final* page proofs — there should be no further movements of text or the index will be inaccurate, and will have to be revised.

## Business aspects of indexing
❑ You must have an ABN and be registered for the GST — this is essential or publishers won't be bothered with you.
❑ To create a worthwhile business name, you should have 'indexing' somewhere in the name so it describes your work — this is helpful if someone is trying to find an indexer via a web search.

## Getting your first job, and how to find work
❑ TAFE colleges produce huge quantities of course notes for students, which usually only have a table of contents — no index. This is an excellent opportunity for work. Approach the publications section of a local TAFE college and offer to do a 2–3 page index for one of their courses, free of charge. This adds value to their product, and is excellent experience for you. Do one or two free indexes, list these on your CV, then you should be able to do more, but on a modestly paid basis, then increasing.

# Pam Jonas

Pam has been a managing editor at La Trobe University Press, Churchill Livingstone, and ACER, as well as freelance writing and publishing. As Managing Editor she engages and briefs indexers, and negotiates payment terms. Pam has served several times on the assessment panel for the Australian Society of Indexers Medal.

## Getting noticed by a managing editor
❑ Outline of production meeting where roles for a book are delegated. Budgets are tight (and shrinking), so value for money is crucial. The managing editor juggles funds between editor, illustrator, designer, indexer … and has to allocate each task to a skilled professional.
❑ In-house staff often move from publisher to publisher, sometimes taking with them their list of favourite freelancers, but sometimes the list is retained as an in-house resource.
❑ Ring first to establish the most appropriate person to contact with your details.
❑ Send that person a *short*, *succinct* letter (not a full CV) — a page and a half maximum.

❑ Follow up a few days later with a phone call to establish a more personal contact.

## Quoting
❑ Most managing editors have in mind a budget, but it's usually negotiable.
❑ Remember that publishers need your skills, because they don't have the time or the skills to produce an index in-house.

## Networking
❑ This is incredibly important.
❑ Managing editors ring other editors or indexers, and ask for recommendations if one person can't do the job for them.
❑ Some publishers don't pay particularly promptly; keep in contact with the managing editor you've been dealing with to ensure your invoice is dealt with as promptly as possible. Sometimes the delays can be dreadful, which is a serious problem for a freelancer just starting in the work.

# Questions from the floor

*How important is the matter of who pays for the index?*
❑ Discuss early with whoever approaches you, who is the funding authority—it may be the publisher, the author, or some other funding authority. Find out who to invoice. This often determines how flexible or inflexible the budget is, and whether your quote is taken as a fixed figure, or an estimate. Do your discussions and negotiations at the start.

*Do managing editors have a fixed budget figure for an index?*
❑ Yes, usually, but it's in their interests to have a good index, so the figure is usually somewhat negotiable.

*What level of expertise do you need to be able to index a book properly?*
❑ Some expertise, but the most important thing is experience as an indexer. You need to be able to cover a reasonable range of subjects, such as across the humanities, or the sciences; e.g. if you have a degree in a particular field, that's a clear advantage. In your introductory letter (or CV) you should state clearly what your experience and level of expertise is in various subject areas or types of indexable material.

❑ *But* if you don't understand the book, *don't* try to index it; try to recommend a more appropriately qualified indexer. If a managing editor receives a poorly produced index, it has to be corrected or re-done, resulting in further delays, costs, and inconvenience, and certain loss of your reputation as an indexer.

*Is it appropriate to send a CV to a managing editor?*

❑ Some people ask for a CV, so have one kept up-to-date, and send it when asked.

❑ Most people only want to see a brief summary of what you can do—a one or two page letter at the most. Concentrate the key points into the first 20–30 seconds of reading time—they're very busy people.

All members of the audience were very grateful for the expertise of the panel members during the evening; new indexers in particular found the session very helpful in providing guidance during what can be a difficult time of establishing yourself in a new area of work.

After the close of the panel session, vigorous discussion continued for some time over a meal at a nearby restaurant—in the true tradition of networking.

# Fingerprinting

## Report on public meeting held 13 March 2003

*Karen Gillen*

On Thursday 13 March 2003, Ian Forrester, Senior Fingerprint Expert with the Victorian Forensic Science Centre, addressed a public meeting at ACER (Australian Council for Educational Research) organised by Karen Gillen, Secretary of the Australian Society of Indexers Victorian Branch.

The evening was a great success, with the Vic Branch Committee receiving a lot of positive feedback from those who attended. In addition to listening to an absorbing talk from an engaging speaker, members enjoyed the opportunity to network over a glass of wine at a comfortable venue.

It is over ten years since we had a speaker from the Fingerprint Branch of Victoria Police, and the subject of the meeting attracted a large audience. Ian Forrester, with an impressive list of credentials and nineteen years' experience as a fingerprint expert, confessed up front that we were to be the guinea pigs for his first PowerPoint presentation. After gaining the sympathy of the technologically challenged, he proceeded to deliver a fascinating talk on the system of identifying people by ridge characteristics (fingerprints). Ian began by outlining the structure and role of the Victorian Forensic Science Centre. He then reviewed how fingerprinting came to be used as a system of identification, and how this system has progressed from a manual system to the automated one now in operation.

The staff of the Victorian Forensic Science Centre includes forty fingerprint experts. Since 1996 these experts have been civilian — rather than police — employees. They undergo a five-year training program, and it is a career that has attracted an increasing proportion of young women. Over the course of a year in Victoria, officers attend between 31,000 and 35,000 crime scenes. From these sites, fingerprints alone account for the identification of 4000 offenders. This method of identification is much cheaper and considered more effective than DNA. There are currently 2.2 million sets of fingerprints on record, with 51,000 unsolved latent prints.

The use of fingerprints as a formal identification system has its origins at the turn of the twentieth century in both Great Britain and the United States. Sir Edward Henry, who had worked as a magistrate in India, convinced the British of the benefits of the system. From 1900, fingerprints were taken from all offenders in Great Britain. Fingerprinting was introduced in the NSW prison system in 1901. In 1903, the Victoria Police followed suit and set up a fingerprinting branch.

The first national fingerprint database was established in Australia on 1 April 1941. Two sets of every print were kept, one in the State where it had been taken and the other at the Central Fingerprint Bureau of Australia. This system was superseded in 1987 by the introduction of NAFIS (National Australian Fingerprint Identification System). NAFIS was the first automated national system in the world, and enabled Australia-wide searches on fingerprints.

At the beginning of 2001, the SAGEM morpho system was introduced. With this system prints can be scanned in from a number of stations greatly enhancing the possibilities for solving crimes. This system is also the first in the world to offer palm print searching.

Identifying criminals from previously recorded prints, however, is not the only task of the Fingerprinting Branch. Fingerprints are also used to help identify the bodies of deceased persons and accident victims. A recent major exercise along these lines involved helping to identify bomb victims in Bali. In this instance, latent prints were collected from the homes of suspected victims and matched where possible with prints taken from the bomb victims.

Fingerprints are classified according to four major types, with arched being the most rare (5 per cent), and looped the most common (60 per cent); the remainder are whorls and composites (35 per cent). To arrive at a positive identification from a print, eight matches of ridge characteristics must be confirmed. Nevertheless, while no two individuals — not even

# Society of Indexers News

## Survey of indexers

The Society's questionnaire survey of members produced some interesting results relating to the subject areas in which indexers are working. Over eighty subject categories were listed by indexers, with the top subjects being medicine, history, education, biography/memoirs and sociology/social sciences. Nearly three-quarters of indexers were getting work in the areas of their greatest expertise, and many had obviously found a niche in one of the less-sought-after subjects.

## Workshops

The next workshop is The Process of Indexing, for beginners or those thinking of taking up an indexing career. It will be held in Glasgow with Sue Lightfoot. Other workshops include a Peer Review Session.

## Workshops for Publishers

The Society now offers in-house workshops for editors and publishers to cover topics such as commissioning indexes and the basics of indexing. Workshop content can be tailored to the client's requirements. SI have a Workshops Manager, Jane Henley, who organises these.

## Occasional Paper: *Indexing the Medical Sciences*

The latest in the Society's newly redesigned series of Occasional Papers on indexing is now available by mail order. The text of the previous edition has been extensively rewritten, and advice is given on topics including terminology, choice of index headings, journals indexing, the indexing of names and final preparation of the index text. There are new sections on electronic indexing, the ethical aspects of changing language and gene nomenclature. This publication will be an invaluable resource for librarians, archivists, indexers and others wishing to gain insight into medical indexing.

D Blake, M Clarke, A McCarthy and J Morrison, *Indexing the Medical Sciences*, 2nd edition, Sheffield, 2002. 84 pp. ISBN 187 157724 1. £17.50 inc. P&P

## Betty Moys Prize

The late Betty Moys MBE, the well-known indexer, left the Society a legacy for a prize to be awarded annually to a new indexer. The Betty Moys Prize will be awarded to the best newly Accredited indexer each year, and will be presented for the first time at the Glasgow conference in June 2003.

## Mary Piggott

The Society was saddened to learn of the death in February, at the age of 90, of Mary Piggott. She was a distinguished indexer and founder member of the Society of Indexers who will be sadly missed. Her involvement with indexing continued until shortly before her death.

## Corporate Membership

The Society offers Corporate Membership to interested organisations. The benefits include subscriptions to the Society's journal *The Indexer* and the Society's newsletter *SiDelights*, discounted rates on training courses and other Society publications, and copies of Indexers Available and Last but not Least.

**Contact:** Society of Indexers, Blades Enterprise Centre, John Street, Sheffield, S2 4SU, Email: admin@indexers.org.uk www.indexers.org.uk
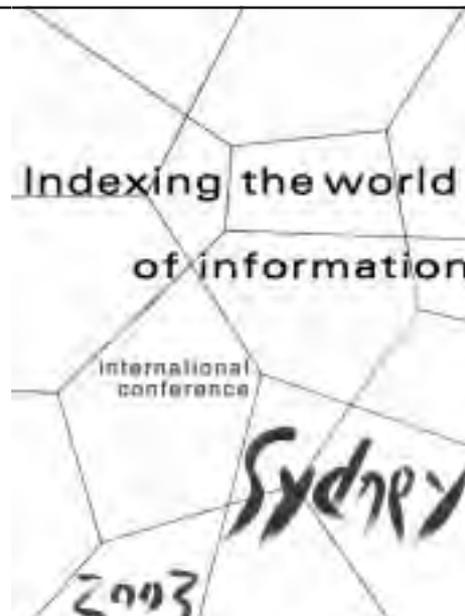
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*Fingerprinting*

monozygotic twins — have the same ridge characteristics, making a positive identification from a set of latent prints is no simple matter.

Ian concluded his talk by handing around some actual crime scene reports from Scotland Yard. These included photographs of the crime scene, images of the latent fingerprints taken at the scene, and copies of matching prints on record. Ian's talk generated so much interest it was quite a task to bring the following question and answer session to a halt.

The Victorian Branch Committee would like to thank all those who attended for helping to make the evening such a success. We are hoping some time in the future to follow up Ian's invitation to arrange a visit by AusSI Vic branch members to the premises of the Victorian Forensic Science Centre.

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## Society of Indexers (UK)

# New Training Course

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Society of Indexers
Blades Enterprise Centre
John Street
Sheffield S2 4SU
England, UK
Tel: +44 114 292 2350
Fax: +44 114 292 2351
Email: admin@indexers. org.uk

# Indexing the World of Information

**An international indexing conference organised by the Australian Society of Indexers**

**Sydney, Carlton Crest Hotel, Friday 12 and Saturday 13 September 2003**

**Cost**    Australian Society of Indexers members AU$330.00, non-members AU$380.00
Late registration (after 13 July): members AU$380.00, non-members AU$430.00

## Conference program includes:

**Day 1:**
International Panel: Representatives of indexing societies in Australia, Britain, Canada, China, Southern Africa and the United States

General meeting for members of the Australian Society of Indexers

Indexing Names
Six categories of difficulties
Panel on indexing tricky names

Metadata & Metathesauri
Using metadata for resource discovery and retrieval: an exploration of issues
Metathesauri: the role of whole-of-government subject thesauri

Indexing Software: panel and product reviews
CINDEX, MACREX, SKY Index
More product reviews to be announced

**Day 2:**
Non-traditional Indexing
Overview of developments including web indexing projects, combining print indexes, and print and web indexes from the same source

Cutting Edge: Usability
User-centred information architecture and menu systems
Ensuring an intranet meets staff needs

Cutting Edge: Information Architecture
Developing an indexing product: Wine Diva, an online wine directory
Using topic maps to provide easy access to business information
SIGIA (Special Interest Group Information Architects) mailing list: a synopsis

Cutting Edge: Panels to be announced

Thesauri: Health
Changes in the Health and Aged Care Thesaurus and reindexing in HealthInsite
Developing a women's health thesaurus

Thesauri: Education
Database indexing and thesaurus construction for the Australian Education Index
Achieving sustainable metadata in the school environment: the Schools Online Thesaurus
Development of a thesaurus, database and website for online access to Australian and international vocational education and training research

Principles & Practice
Two steps forwards, one step back: the ongoing struggle to improve book indexing
More papers to be announced

Education for Indexing: an international panel
Teaching indexing: meeting market needs and student expectations
Indexing education for and with the new technologies
The Society of Indexers' revised training course

The conference program will be updated on the Australian Society of Indexers' website. Please visit the website for more information and to register for the conference: `www.aussi.org`

*Helen Skewes*
*Conference Publicity Coordinator*
*Australian Society of Indexers*

# From the literature

*Glenda Browne*

## Manning Clark, The Quest for Grace
**Ringwood, Vic, Viking/Penguin, 1990**

Clark's biography (part 2) tells of his slow move towards an interest in telling Australian history. Some of his work was done at the Mitchell Library in Sydney, where some people managed well without indexes. He writes (p. 167): 'That was another stroke of good fortune, for in Sydney I met Ida Leeson, the Mitchell Librarian. She was probably the only librarian at the Mitchell who had a photographic memory of the contents of its vast collection of manuscripts. You could say to her you had some idea that (I am making this up) James Macarthur had written to William Charles Wentworth at some time during 1842. And she would say, her eyes blinking with excitement, "Yes, Macarthur papers, vol. 73, pp. 600–1." Within five minutes she would bring the volume to you, open it at the page, and say triumphantly, "There it is", and blink and blink and blink.'

## Sludge

I have a carton of milk in front of me—it has four statements on the front, two of which I consider inaccurate or misleading. These are 'Half the fat all the taste' and '98% FAT FREE*'. I don't believe it—if you want the flavour of full-fat milk you have to drink the full fat. And why say 98 per cent fat free instead of the more direct 2 per cent fat?

This is just one example of what Don Watson, who spoke to the Victorian Society of Editors, might refer to as sludge. His speech was titled 'Writing, politics, and the decline of history and language or: The terrorism of sludge' and the report was by Helen Bethune Moore (*Society of Editors (Vic) Newsletter* vol. 32 no. 8 February 2003). Some excerpts follow: 'The definitive thing about sludge is that it is bereft of ideas (and verbs)'. 'The government speaks only in catchphrases, sound-bites and slogans.' 'Don said that democracy depends on our understanding each other. We, as an aware public, have a cultural imperative to knock back those sentences—if they are sentences—which are incomprehensible.' 'The enhancement of our mission statements would be achieved with the proactive elimination of the prefabrication of language—its reduction to catchphrases and clichés.' (Reminds me of the man in a sanitary-ware factory who was asked if he knew his company's mission statement and replied 'Yar, we make lavvies'.)

The worst sludge I have encountered lately was in sales material for automated categorisation software. I got so exasperated by the ridiculous language used to sell these products that I collected examples in a comment on 'Brochure engineering and buzzword marketing' for *Online Currents* (vol. 18, no. 3). For example, 'Stratify … has released …a software platform for unstructured information that enhances existing enterprise applications and allows the creation of new generations of decision making and insight-producing applications'. But what does it do?

When an article claims to be a critical assessment by an independent judge, then clear and honest language is even more important. In trying to avoid taking sides on the issue of whether automated or manual taxonomy (i.e. thesaurus) creation is better, a Delphi report said: 'There seems to be a lot of "controversy" about manual taxonomy, versus automatic, versus a hybrid of the two. Delphi believes this is a tempest in a teapot and not really a relevant issue, because in order to make the taxonomy relevant to the users, it must match their unique rules for relevancy. This is a good time to re-emphasize that there are two distinct steps in constructing a useful taxonomy. The first is the design … ' Is it significant that companies with a range of views paid to be included in the report? You can't bite the hand that feeds you.

In an article titled 'Wet Dogs and Gushing Oranges: Winespeak for a New Millennium' (http://chronicle.com Section: *The Chronicle Review*, vol. 49 i. 26 p. B15), Sean Shesgreen, 'a habitual wine drinker and a former wine columnist' writes that he 'regularly slogs through articles and books filled with the fanciful, extravagant, mystifying babble used by writers whose prose is deeply disconnected from the beverage they pretend to describe.' He details the history of wine writing, from the language of class ('great distinction and breed') and gender ('the manliest wine'; 'delicate and feminine, with beguiling grace') to the pastoral language of fruits and vegetables ('aromas of almond, cocoa, marsh flowers, irises and undergrowth').

## Key Words
**Vol. 11, No. 1, Jan–Mar 2003**

The feature article this issue by Catherine Sassen is titled 'Culinary indexing practices in *The Boston Cooking-School Cook Book* and *The Fannie*

*Farmer Cook Book, 1896–1996*' (pp. 20–22). The author examined the indexes of the thirteen editions of *The Boston Cooking-School Cook Book* (later *The Fannie Farmer Cook Book*) looking for elements that have been related to culinary indexing usefulness, including entries for main ingredients, recipe categories and recipe titles, as well as cross-references and style.

In general she found improvements in indexing over the years. For example, 'Chicken and Oysters a la Metropole' was indexed under 'Chicken' in the eight editions it was found in, but under 'Oysters' only in the later four. Early indexing often relied on title rather than ingredients, with 'Mock Terrapin', which is made from chicken, indexed under 'Terrapin' from 1907 to 1941, and under 'Chicken' only in 1946.

Headings for ingredients relied on the form of word in the title, with recipes containing apple split under 'Apple' and 'Apples' depending on whether the recipe used the plural (Scalloped Apples) or singular (Apple Jelly) form. From 1965 headings used parenthetic plurals, e.g. 'Cherry (ies)'. Recipe categories became shorter over the years, with 'Sauces for Fish, Meat and Vegetables' evolving into 'Sauces, Savory'. Recipe titles were included in all indexes in the study, but were added inconsistently, with entries for distinctive recipes such as 'Sand Tarts' omitted at times.

General cross-references first appeared in the 1941 edition (e.g. 'Vegetables, *see also* names of different vegetables') but were originally used inconsistently. All of the indexes were formatted in the indented style, initially with one level of subheading, and later with two. The author claims that this has improved readability of the indexes—I would have been interested to see an example of an entry that needed two levels of subheading to make my own mind up on this one.

Finally the author thanks the staff of the Woman's Collection of Texas Woman's University for providing access to their historic Cookbook Collection. Next time I see a library shelf full of different editions of the same work I'll try and resist the urge to say 'Weed!'

This issue also notes (p. 30) that R. Lee Hadden, a librarian at the US Geological Survey, indexed the library's Afghanistan-related resources after the 11 September attacks. He was thanked for his work which was 'of repeated use to those working on Operation Enduring Freedom' in Afghanistan.

## IASC/SCAD Bulletin
### Vol. 26, No. 1, Spring 2003

The Canadian Bulletin has an enticing cover with pictures of Vancouver, Glasgow and Sydney—all hosts to indexing conferences in the next few months.

The President, Elizabeth Bell, notes that they will be accepting credit card payments for conference fees, and eventually membership fees, through the Internet service PayPal, through their website. This might be worth looking into for Australia as well—I'm not sure what the costs are, but I know that normal credit card use is expensive for the Society (that's why they can give card users such luxurious loyalty awards).

Fred Brown has written on 'Embedded Framemaker indexing: every technical writer's dream' (pp. 4–6). His article provides detailed procedures with screenshots. He produces an e-zine called Allegro Time which offers short practical articles from time to time (`www.allegro techindexing.com/allegrotime. htm`). Page 16 has an ad for emDEX (due May 2003; `www.emdex.ca`), which is a Framemaker Plug-In allowing you to watch your index grow as you work (most embedded indexing has to be 'built' for you to see terms in context). emDEX was created by Paul Scott, Judith Scott and Rachel Rosenberg.

Wayne Jones has reviewed the index in *Pale Fire*, by Vladimir Nabokov. The book contains a 999-line poem, a foreword, a commentary, and an index. The index is a parody, and a source of meaning. For example:

> *Disa, Duchess of Payn* … her letters on ethereal paper with a watermark I cannot make out, her images torturing me in my sleep, *433*

The index can be viewed at `www. amazon.com`

## Blue Pencil
### Newsletter of the Society of Editors (NSW) Inc.
### May 2003

Shelley Kenigsberg reports on some of the issues to do with mentoring raised at a planning meeting of the society in November 2002. One of the ideas is to use a peer tutoring system, where two mentees (i.e. the 'apprentices') do some editing, then discuss the work before approaching their mentor. One of the problems is funding, with the options including voluntary work by the mentors or external funding. The society doesn't have funds to sponsor mentorships, but they don't seem to have considered asking the mentees to pay the full cost (which seems to me to be the logical approach). The Queensland Society of Editors has put a lot of work into mentoring plans, including linking mentoring to accreditation. They suggest that mentees would pay the society $500, of which perhaps $50 would go to the mentor for expenses. The expected workload may be more than 100 hours in a year.

Wordplay (p. 9) listed some responses to a *Washington Post* competition in which readers took a word from the dictionary, changed one letter, and provided a new definition. Here are some winners:

**Intaxication:** Euphoria at getting a tax refund, which lasts until you realize it was your money to start with.

**Sarchasm:** The gulf between the author of sarcastic wit and the person who doesn't get it.

**Osteopornosis:** A degenerate disease.

**Caterpallor:** The colour you turn after finding half a grub in the fruit you're eating.

## i-Torque

Just what I don't need—another mailing list to subscribe to—but Nancy Mulvany's interview with Jan Wright has prompted me to join the SIGCR (Classification Research) mailing list. I'll let you know what I find. Jan also talks about metadata, Dublin Core, the market for taxonomy design, and contractual requirements.

Nancy discusses the economics of printing PDFs of books for indexing, and the new version of Adobe Acrobat due about now. Her Legal Beagle section covers contracts for book indexing with practical advice covering small and large projects. I have become cautious with my promises—if I say I'll finish an index by a certain date I always specify the proviso that I receive the proofs by a certain date—and if I quote a price I specify the number of pages (having in the past quoted for a 300 page book and then received 350 pages).

# Newsletter, Webmaster and Registration contacts

# National and Branch Committee contacts

## Editor
Frances Paterson
newsletter@aussi.org

## Web manager
Website: www.aussi.org
Emeline Haight
webmaster@aussi.org

## ISSN
paper: 0314-3767
electronic: 1326-2718

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.

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Frances Paterson
ph (02) 4268 5335
newsletter@aussi.org

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Typeset by Keyword Editorial Services
michael.wyatt@keyword.com.au

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(international indexing journal)
Christine Shuttleworth, Executive Editor
Flat 1, 25 St Stephen's Avenue
London W12 8JB
United Kingdom
cshuttle@dircon.co.uk
Corresponding Editor Aust/NZ:
Frances Paterson
ph (02) 4268 5335
francespaterson@bigpond.com
Cost: $28 for AusSI members

## National Committee
ABN 38 610 719 006
GPO Box 2069, Canberra ACT 2601
ph 0500 525 005 (nationwide)

**President:** Lynn Farkas
ph (02) 6286 4818; fax (02) 6286 6570
president@aussi.org
**Vice President:** Clodagh Jones
ph (03) 6225 3848
vicepres@aussi.org
**Secretary:** Shirley Campbell
ph (02) 6285 1006
secretary@aussi.org
**Treasurer**: Penelope Whitten
ph (02) 6241 4289
treasurer@aussi.org
**Committee members:** E Binkowski, S Henderson, B Howarth, R Hyslop, S White

**Ex-officio members of the National Committee**
**Chariman of the the Registration Panel:** Michael Harrington
secretary@aussi.org
**Web Manager:** Emeline Haight
webmaster@aussi.org
**Newsletter Editor:** Frances Paterson
newsletter@aussi.org
**President of NW Branch:** Caroline Colton
**President of ACT Branch:** Geraldine Triffit
**President of Victorian Branch:** Ann Philpott

**Membership secretary:** Michael Wyatt
memsec@aussi.org

## New South Wales Branch
PO Box R598, Royal Exchange NSW 1225
nswbranch@aussi.org

**President:** Caroline Colton
ph (02) 9568 4880; fax (02) 4285 7199
info@indexat.com.au
**Vice President:** Lorraine Doyle
ph (02) 8587 7229 (w), (02) 9876 4218 (h); fax (02) 9888 2229
Lorraine.Doyle@thomson.com.au
**Secretary**: Alan Walker
ph (02) 9368 0174; fax (02) 9358 5593
alan.walker@s054.aone.net.au
**Treasurer:** Glenda Browne
ph (02) 4739 8199; fax (02) 4739 8189
glendabrowne@optusnet.com.au
**Committee members:** M Davis, P Johnstone, T Matthews, F Paterson, H Skewes, D Ward, T Waters, M Wyatt

## Registration
Michael Harrington
ph (02) 6248 8297 (w)
www.aussi.org/profissues/registration.htm

## Victorian Branch
ABN 58 867 106 986
GPO Box 1251, Melbourne Vic 3000
vicbranch@aussi.org

**President:** Ann Philpott
ph/fax (03) 9830 0494
annp@mydesk.net.au
**Vice President:** Jenny Restarick
ph/fax (03) 9528 2539 (h)
jenny.restarick@enquiries.csiro.au
**Secretary:** Fiona Mottram
ph/fax (03) 5681 2313
fiona.mottram@bigpond.com
**Treasurer:** Margaret Findlay
ph (03) 9277 5549
findlay@acer.edu.au
**Committee members:**
J Simkin, M McMaster, E Wood-Ellem, J Oliver, F Mottram, K Biram

## ACT Region Branch
GPO Box 2069, Canberra ACT 2601
actbranch@aussi.org

**President:** Geraldine Triffitt
ph (02) 6231 4975
geraldine.triffitt@alianet.alia.org.au
**Secretary:** Edyth Binkowski
ph (02) 6281 2484; fax (02) 6281 2484
geoffb@webone.com
**Treasurer:** Pat Stone
ph (02) 6254 5525
Committee members: S Campbell, L Farkas, S Henderson, B Howarth, R Hyslop, S White, P Whitten

## SA Group with SocEd (SA)
**Contact:** Susan Rintoul
ph (08) 8235 1535 (h); fax (08) 8235 9144
seaview@seaviewpress.com.au

## Qld contact
**Contact**: Jo Douglass
ph (07) 3239 0876 (w); fax (07) 3239 6185
Jo_Douglass@justice.qld.gov.au

## WA contact
**Contact:** Ling Heang
ph 0418 941 861 (h); fax (08) 9358 3896
HEANGSL@bigfoot.com

## Indexers Available
www.aussi.org/IndexersAvailable

# Website: www.aussi.org