Clockwise from top left:

Carlton Crest, behind an old market building façade, Haymarket, Sydney.

Three international guests: Jill Halliday, Vice-President SI, presents Lynn Farkas, President AusSI, with gifts, in the company of Noeline Bridge, Past-President of IASC/SCAD (Canadian indexing society) and Frances Lennie, President ASI.

Glenda Browne present a plenary session: 'Indexing the future of information'.

AusSI NSW Branch Conference Committee, L to R: Tricia Waters, Alan Walker, Caroline Colton (Conference Convenor), Trevor Matthews, Lorraine Doyle, Glenda Browne, Frances Paterson, Helen Skewes, Madeleine Davis.

Bruce Mcleod of Metabrowser Systems, Canberra.

Notice

Vic Branch panel session on classification and indexing

Tuesday 7 October 2003, 6 p.m. drinks & nibbles for a start at 6.30 p.m. Australian Council for Educational Research, 19 Prospect Hill Road, Camberwell. RSVP: by Friday 3 October to Ann Philpott on 9830 0494 or `annp@mydesk.net.au`. Cost: free. At approximately 7.30 p.m. the meeting will close and all who attend are warmly invited to join the panellists, AusSI members and friends at a nearby restaurant for dinner.

Membership forms will be available on the night: $52 personal and corporate; $26 full-time student (ID proof required). Benefits of membership include free entry into the online national freelance indexers' register, Indexers Available, on the website `www.aussi.org`;substantial discounts on back-of-book, journal, database and pictorial indexing courses run by the Society, 11 newsletters per year, regular free events conducted throughout the year, and networking opportunities.

Panelists who will address the topic 'Classification and Indexing'

Susan Liepa: 'Indexing to simulate library circulation'

In her role as Library Management System Project Manager for the merger of the Vision Australia Library and the National Information Library, she has overseen the planning, co-ordination and specification of the merger of the data from the joint RBS (Royal Blind Society) / RVIB (Royal Victorian Institute for the Blind) and the data of the Vision Australia Library into a combined database to be managed by a single Library Management System. The merged database went 'live' for all circulation and searching activities as scheduled on the 1 July this year.

During more than twenty-five years of working with technology in libraries, Susan has developed extensive experience in the planning, project management and implementation of library database mergers and loads, library networks and associated library management systems. For most of the last 20 years Susan has operated her own consultancy and project management business focussing predominantly on Victorian public libraries.

Max McMaster: 'The unconventional index: breaking the basic principles of indexing'

Max has been a freelance indexer for the past ten years working predominantly on back-of-book indexing, but delving into database indexing, journal indexing and web-indexing as well. He arrived at indexing after spending 19 years in the library and information fields, mainly involved with scientific disciplines in State government departments and CSIRO. He has in excess of 1000 indexes to his name. Max lectures on indexing to editing and publishing students at RMIT, and runs indexing training courses for the Australian Society of Indexers, CAVAL and others all around Australia and New Zealand. Max has been awarded the Australian Society of Indexers Medal on three occasions.

Fiona Mottram, a new indexer and the AusSI Vic Branch Secretary: 'A new indexer's impressions of the Sydney conference, Indexing the World of Information, 12–13 September 2003'

Fiona was a town planner and then librarian before starting up as a freelance indexer in November 2002 with assistance from the federal government's NEIS (New Enterprise Incentive Scheme) program. She raises donkeys on her farm in South Gippsland. Her first index was done voluntarily for the Affiliated Donkey Societies of Australia. She is currently indexing the quarterly magazine *Donkey Dispatch*, published by the Donkey Society of New Zealand. Fiona is thrilled to have been sponsored to attend the Sydney conference by AusSI's National Branch and to be part of the pilot mentoring program being run by AusSI Vic.

What's inside

board

CCH at the AusSI Conference 12–13 September

Five members of the Indexing Department of CCH Australia Limited attended the AusSI 'Indexing The World of Information' conference in Sydney on 12 and 13 of September. Mark Southwell, Graham Clayton, Caroll Casey, Carolyn Dare and Bev Kirkby took the chance to meet fellow indexers, and to catch up on the latest developments in the field. Despite being 'full-time' indexers and not freelancers, there are still the same issues that effect the work that the CCH indexers perform.

As well as taking home some interesting points from the various workshops that were held at the conference, several AusSI members were shown the proposed training procedures that are being developed at CCH for the new workflow procedures and new systems that will be introduced in the next six to twelve months.

To top off an excellent conference, CCH acquired a free year's subscription to Nancy Mulvany's new *i-Torque* electronic magazine by winning one of the lucky door prizes!

Graham Clayton
Indexing Team Leader
CCH Australia Limited

Victorian Branch

Visit to the Images Collection of the Royal Historical Society of Victoria

Thursday, 6 November 2003, 3 p.m.–5 p.m. $5.50 per person (payable at door, cash only). 239 A'Beckett Street, Melbourne 3000. Tour Guide And Host: Curator Richard Barnden. RSVP by Cup Day, Tuesday, 4 November to Jenny Restarick, Ph 03 9528 2539, email jenny.restarick@csiro.au After the tour, participants are warmly invited to join the curator, and members and friends of the Society of Indexers for dinner at a local restaurant.

The Images Collection of the Royal Historical Society of Victoria holds over 30 000 objects, including items of national significance such as a painting by the Aboriginal artist William Barak, an engraving by Tom Roberts, drawings by Jane Cannan and lithographs by Eugene von Guerard, Nicholas Chevalier and S T Gill.

Apart from original artworks, the Images Collection also holds postcards, maps and parish plans, as well as items of museum ephemera.

The RHSV holds approximately 2 000 maps that range from rare manuscript maps to parish plans that trace the history of land occupation throughout the State.

The Society's collection of historical photographs dates back to the 1850s and 60s and includes daguerreotypes, albumen prints, silver gelatine prints, glass negatives and glass slides. Major subject areas are portraiture and streetscapes of Melbourne and many Victorian country towns, showing architectural and occupational features.

Reproductions of many of these images may be ordered.

Bookings are essential. We shall be inviting our host, curator Richard Barnden, to join us for dinner at a nearby restaurant after the tour, so please come and join us for a fascinating afternoon of discovery.

Christmas Celebration

Tuesday 9 December 2003 7 p.m. for 7.30 p.m. dinner, King & I Thai Restaurant, 613 Whitehorse Road, Mont Albert, near the Whitehorse and Union Roads intersection. Parking is available in Union Road or behind the Whitehorse Road shops. The 109 tram passes outside the front door. Enter the restaurant and go upstairs.

Regular or Vegetarian Banquet Menu $25 per head. The Society of Indexers will provide alcoholic and non-alcoholic beverages as a Christmas bonus to all attendees.

RSVP to Ann Philpott on 03 9830 0494 or email her on annp@mydesk.net.au by Friday 5 December, and state whether you desire the regular or vegetarian menu. Please bring cash on the night, not cheques or credit cards, and pay the Treasurer when you arrive.

NSW Branch

Christmas Lunch

Wednesday, 3 December, 12 noon, at Hennessy's on Harris, 46 Harris Street, Pyrmont, Ph 02 9660 0332

Bus: 443 bus from Queen Victoria Building; Light Rail: alight at John Street tram station

There will be a committee meeting of the NSW Branch at the cafe at 11 a.m.

Australia's geoscience database goes international

Access to Australian research material about geoscience has been given a new lease of life thanks to a new agreement between Geoscience Australia and the American Geological Institute.

'The agreement will provide tangible benefits for the Australian geoscience, mining and petroleum exploration communities. Since the Australian Earth Sciences Information Service (AESIS) folded in 2001, it has become increasingly difficult to find relevant Australian geoscience research material,' said Dr Neil Williams, CEO of Geoscience Australia.

'Ensuring that this material is available to the community is important as it is used by university libraries, consultants, governments and industry not only for scientific research but also to assist in making decisions about environmental management, policy and laws.

'All major, Australian geoscientific publications will now be included on the international GeoRef database so they can be found easily under specifications such as title, author, subject and publication date.

'The agreement between Geoscience Australia and the American Geological Institute will significantly increase coverage of Australian geoscience material in GeoRef,' said Dr Williams.

The GeoRef database, established by the American Geological Institute in 1966, is the most comprehensive geoscience database in the world and contains 2.4 million references to geoscience journals, books, maps, conference proceedings, reports and theses.

'Indexed material from Geoscience Australia will appear in GeoRef by November 2003. Geoscience Australia is working in collaboration with State and Territory government geoscience agencies to comprehensively index government geoscience publications and we will also be contacting universities, professional associations and other publishers to include any material they might have,' he said.

Access to the database, either via the Web or on CD, will be via subscription. Researchers will be able to subscribe to the full GeoRef database, to the Australian content only (AusGeoRef) or to an individually customised alert service. More details about accessing or subscribing to GeoRef are available from the Geoscience Portal www.geoscience.gov.au or www.agiweb.org/georef/index.html

New members

AusSI warmly welcomes the following new members.

- ❑ John Gregory Deane of Ryde, NSW
- ❑ Mrs Sandra N. Davies of Canterbury Vic
- ❑ Ms Christine Mackinnon, of North Dorrigo, NSW
- ❑ Kerrianne Robertson of Queensland: Kerrianne is currently studying postgraduate librarianship externally from the University of South Australia, and juggling this with teaching students with disabilities enrolled in courses run by the Australian Red Cross Job Training centre. She became interested in indexing while studying writing, editing and publishing at the University of Queensland, and followed this up with a Max McMaster workshop earlier this year. She's currently editing/indexing a tactile signing manual for the DeafBlind Association of Queensland (her first project) and is interested in indexing disability and vocational education and training-related material. Kerrianne says she enjoyed reading her first AusSI issue and looks forward to future ones.

Indexes omitted

Thanks to Jenny Restarick for this snippet from *The Age* September 13 2003, p. 6: Book of the month—*In Black and White: The Untold Story of Joe Louis and Jesse Owens* by Donald McRae (Scribner) '… An index and clearer sourcing of information would be welcomed by most readers of this book.'

K G Saur special prices

James Bennett Pty Ltd are offering special prices on K G Saur books to our members until 28 November.

- ❑ Booth *Indexing: A Manual of Good Practice*, £110.00 (special price Aus$175.00) [3598115369]
- ❑ Moys *Classification & Thesaurus for Legal Materials*, £158.00 (special price Aus$250.00) [3598115024]
- ❑ *The Information Audit*, (Oz author), £68.00 (special price Aus$108.00) [3598243677]
- ❑ *Beyond Degrees: Professional Learning in the Information Services Environment* (author has just been out on a lecture tour), £88.00 (special price Aus$140.00) [3598243693]

Place orders with Julie Sturrock, Tertiary/Agency Co-ordinator
James Bennett Pty Ltd
Phone: +61 2 9986 7009
Fax: +61 2 9986 7031
Email: jsturrock@bennett.com.au
Website: www.bennett.com.au

CAL Forums and Seminars

We invite you to register for information seminars and interactive forums on the following dates:

Brisbane: Thursday, 16 October
Canberra: Friday, 17 October
Perth: Monday, 20 October
Adelaide: Tuesday, 21 October
Melbourne: Thursday, 27 November
Sydney: Friday, 28 November

The seminars commence at 8.30 a.m. and will cover CAL's performance for the year; new developments in the digital arena and new directions for CAL. More information is available on our website.

After the seminar, we encourage you to participate in a forum on possible changes to the way we manage our distributions to members. We want to hear what you have to say.

To register, email your contact details to:
seminars@copyright.com.au
(or phone 02 9394 7600 and ask for Membership).
Copyright Agency Limited
www.copyright.com.au

ALIA 2004 Call for Papers

The Australian Library and Information Association is pleased to announce the ALIA 2004 Biennial Conference.

You are invited to submit an abstract in the Call for Papers before 17 October 2003. (NB. Deadline has been extended!)

The theme for the conference is Challenging Ideas … about yourself, about the profession, about the services we provide, about the leadership we need and our culture and traditions.

Guaranteed to be different—meet the challenge at the ALIA 2004 Biennial Conference!

To submit an abstract or to find out more information, please visit http://conferences. alia.org.au/alia2004/

Maxus Australia announces more local support for Inmagic software users

Maxus Australia Pty Ltd, based in Melbourne and a supplier of Inmagic products since 1985, now has even wider coverage of Australia and other regions. Joining the Maxus sales and support team in Melbourne, Brisbane and Perth are Peter Walton and Associates in Darwin and Andrew McCulloch in Adelaide.

Peter Walton is a highly experienced consultant in the area of agricultural information management, particularly in the Pacific Islands. It was in this capacity that he discovered DB/TextWorks when he selected it as the most appropriate software to manage a prototype national agricultural information system in Papua New Guinea. Peter has been settled in Darwin for the past 18 months, and will be contacting existing Inmagic users and meeting new clients in the Northern Territory, Papua New Guinea and the Pacific in the near future to discuss current and future needs, including training and technical support.

Andrew McCulloch has been a user and supporter of Inmagic software for many years. Andrew has ten years' experience in information management, software and network support and is ready to help with network and software trouble shooting in addition to support for the Inmagic DB/Text range.

'We know how much our customers appreciate being able to call for local help' said Norma Tovey, Managing Director of Maxus Australia. 'Both Peter and Andrew are looking forward to meeting and supporting the Inmagic communities in their regions.'

Norma Tovey
Managing Director Maxus Australia
www.maxus.net.au/contact.html
Phone 03 9646 1988.

Errata

In the last issue we omitted from the list of members some very important names — our life members. We apologise to those members, and assure them that we value them most highly.

They are:

Joyce **Gillespie**
Black Cameron
Smith Gully Vic 3760
Work phone: (03) 9710 1270
Home phone: (03) 9710 1270
Fax: (03) 9710 1270

Jean **Hagger**
Unit 75, 62 Cavanagh Street
Cheltenham Vic 3192
Home phone: (03) 9584 2405
Registered

John E **Simkin**
PO Box 680
Belgrave Vic 3160
Work phone: (03) 9752 6972
Home phone: (03) 9752 6972
simmo27au@yahoo.com.au
Registered

Please also note a change of addresss for NSW Branch committee member Trevor Matthews:

Trevor **Matthews**
903/21 Elizabeth Bay Road
Elizabeth Bay NSW 2011
Work phone: (02) 9332 3140
Fax: (02) 8354 0594
tmatthew@mail.usyd.edu.au
Registered

C U P&X M L

Michael Wyatt

There is a lot of hyperventilating in the indexing community over Cambridge University Press's new requirement for indexers to code text for XML. Most of this seems to come from people who have not actually done it. So let me set your mind at rest — it differs little from the indexing you are doing now, whether you are working with indexing software, index cards, or baked clay tablets. The only real difference is some extra work in writing numbers on bits of paper — I estimate that this adds only 15 per cent to the total time it normally takes me to provide an index, and I take this into account when quoting. You do *not* need additional computer skills.

What you get

When you accept an indexing job for a CUP publication, the Press sends you a manuscript, not the final typeset product. You have no idea where the final page breaks will appear. This manuscript can be a hard-copy printout, a Word document, or an Acrobat PDF file. They ask you to mark 'anchors' in the text where they will later insert your index entries as codes. These codes in turn are used to generate the final index once the book has been typeset. The rationale for this is that they can produce the document in any format — large or small page sizes, isolated or recombined chapters, or in electronic or online formats — and use the same indexing.

You will also receive a set of instructions and a sample marked text. You are free to use their anchor system or invent your own.

What they want

What they expect from you is:

- ❑ The printout returned with terms marked as anchor points, each with a unique number, and page spans indicated by codes at each end. They don't care whether this document is hard copy or electronic.
- ❑ An index in the form you normally provide it, with anchor numbers instead of page numbers.

They will often want you to email your completed index as a draft so they can send it to the author for any corrections or amendments. Although (in my experience) authors are thrilled to get a 'real' index, you might like to request an electronic version of the file so that you can search quickly in response to requests from the author like 'Please index all occurrences of XYZ.'

I also provide a copy of the index in anchor number order. This takes almost no time and makes life a lot easier for the people inserting the index entries into the XML file.

What you do

First of all, index the book, highlighting the terms you want in the index. I'm the sort of indexer who highlights before doing data entry anyway, so there's nothing different for me at this stage. If you normally do data entry straight from the text, there is that extra step. But the only major difference for me is that I have to be a bit neater.

There is one other minor difference, and that is page spans. 'Minor', but really easy to get muddled. Yes, page spans are definitely a pain in the wossname. You need to highlight both the beginning and the end of the span in different colours; you assign the same anchor number at both ends with additional codes to indicate beginning and end. Since you have no idea where the page breaks are going to appear, you need to make your own arbitrary rules about how long a 'span' is — for example, more than three-quarters of a page of typescript.

For the first book I indexed this way I found there was so much I had to remember to do at once in addition to indexing that I made more coding errors and had to re-do sections, but it soon became easier.

The order of the next steps depends on the way you like to work. So I'll describe the way *I* work, and then an alternative method that I have read about.

After marking up each chapter I go through the printed manuscript and number consecutively each highlighted term or phrase in the margin. Any number of index entries can be attached to an anchor, so flipped subheadings and double-postings are no problem. Although CUP doesn't care whether the numbers are consecutive, it certainly makes editing easier if they are. For this reason, I increment each number by ten, to allow me to insert anchors at a later stage.

CUP encourages indexers to mark up a Word or PDF file, which is certainly an option if you are working in a different country from the office you are dealing with. Although highlighting text is straightforward, inserting numbers in the appropriate place in the margin is difficult and time-consuming in both Word and Acrobat, particularly around clusters of indexable terms. Since all my work has been for the Australian office, I print out any electronic documents they send me and work on the hard copy.

Then I enter the index entries into SKY Index, exactly as I normally do, using anchor numbers as locators instead of page numbers. I have set up a macro to increment locators by ten instead of one. As I complete each chapter, I automatically add the chapter number to all the anchors for that chapter, a very straightforward process in all book indexing software. When I have finished data entry and proofreading, I edit the index in exactly the same way I do for any other index. Converting cross-references to double-postings is easy, since any number of index entries can be attached to the same anchor number. I

also find editing easier if I have indicated the page spans (which are of course simple numbers) in bold type.

Others' experience

Other methods I have heard about seem rather clumsy to me, but they may suit you better. Julie Sharwan, who it appears normally indexes straight from the text rather than highlighting first, wrote as follows on Index-L:

> Here's what you would want to do. First index the book as usual, using the manuscript page numbers as dummy page numbers in your index. Then sort your index in page-number order. Sit down and assign a unique number to each position in the manuscript that corresponds to one of your index entries. You will circle or highlight a word and write the number in the margin beside that word. The word does not need to be a word that occurs in your index, although it often will be. It is just a position marker, a place to hang the index entry so that the composition software can put the correct page numbers in the index after the book is paginated. Of course, you then must replace the dummy page numbers in the index with the unique numbers that are marked on the manuscript. Lots of work, for which the indexer must charge extra.
>
> Page ranges are a little harder and I would avoid them where possible. Michael Wyatt discussed this in a recent post on Index-L. I believe that Michael also highlighted the words in the manuscript *before* he did the indexing, but I wouldn't do that. I don't claim that my proposed method is the best; it's certainly not the only possibility.

She adds in a later posting:

> … I do think the type of marking that precedes indexing is very different from the type of marking that is required by the CUP system. In my opinion, trying to mix the two could produce major problems. What happens when you edit the index, changing conceptual structures and main heading–subheading relationships? There's not likely to be a simple relationship between the initial markings and the final structure of the index …

Since I normally do mark up text before entering terms, I can reassure you that (for me at any rate) the type of marking up is *identical*, and produces no problems whatever. As I have already indicated, since anchor numbers are independent of the terms anchored to them, changing conceptual structures and relationships is not an issue.

Assigning anchor codes before entering the index works well for me, but it obviously doesn't for some people. Sharon Hughes writes:

> It takes *much* longer to mark the text (paper) with beginning and ending codes. I tried it two ways. First I thought I could add the codes then enter the index — big mistake.
>
> It works much better if you create the index in the good old way, edit it, and *then* go back and enter the codes on paper. Otherwise, because each code can only be used once, editing the index and editing the printed codes is impossibly confusing.
>
> I found that it was best for me to use traditional page ranges for the first index, then move the whole thing to Excel in entry order and automatically add the consecutive codes to the records, *then* move it back to Cindex, create the codes on paper and finally delete the pages/page ranges from the Cindex file. Awkward in the extreme, but it eliminated the possibility of duplicate codes.
>
> So you need two copies of the manuscript *and* you need to double the entry time. Be sure to increase your per page rate significantly.

I must say that if faced with all that extra work I would give up. Marking unique numbers on the printout before entering the index presents no problem for me, and using the automatic page increment feature in SKY minimises duplication errors. I just pretend that anchor numbers are page numbers and it all falls into place. I certainly do not need two copies of the proofs.

There has been some discussion about the fact that some CUP offices assign paragraph or line numbers to the page proofs, and you can use these as anchor numbers. I have never encountered this. So far I have only received Word files, whose page breaks and numbers change depending on the computer and printer configuration used. But if you receive printed proofs with line numbers, then page 245, line 15, becomes unique number 24515, which you then use as locators in creating the index. There's no reason why you shouldn't do this, though to me it seems more cumbersome than using a chapter number assigned automatically by your indexing software.

Others point out that the text is often being edited or even rewritten while the indexer is working on the index. Presumably one of the reasons CUP uses XML is to permit this parallel activity, so be prepared for revisions. Some indexers have had to suspend indexing altogether, and wait for the final version.

One (anonymous) poster said:

> I have no argument with this purpose [of XML]; my objections are to the process (of entrusting the transposition operation to a third party, and of locking in the index locators while [the author] is still making who knows what changes). If time is not a factor the indexer ought to argue for a 'safer' and 'cheaper' improvement of the system — indexer waits for the finished file and directly enters the unique number set.

To which Diana Witt replied:

> I agree that the indexer should argue for all of what you say, but that premise is based on the assumptions that (a) The indexer will be heard; (b) The indexer will be listened to. I am not optimistic.

I would also add:

> on the assumption that (c) The publisher gives a toss about what the indexer thinks about anything.

Some indexers have requested a software application that can take your index entries and automatically assign unique consecutive numbers as locators. The developers of both SKY Index and Cindex have responded that they *could* provide such an application easily and cheaply. However, I for one see no need for such an application and would not use it if it were available — for me it would only make what is really a simple chore more complicated.

Question & answer

M embers and other readers are invited to email questions and suggested answers about any aspect of indexing to the *Newsletter* Editor for this occasional section in the Newsletter. Email the Editor at newsletter@aussi.org

This section is designed to assist members in sharing their areas of interest or concern as well as the benefits of their experience with other members.

Please note: It is not intended as a 'Dear Guru' section, where a mythical or actual guru answers all questions in a definitive and exhaustive way! If no members or readers respond to a particular query then no answer will appear for that particular question. It is up to the members and readers to decide by their responses if such a section as this one has a place in the *Newsletter*. Replies may be anonymous or signed.

Suggested answers to questions posed in the August *Newsletter*:

❑ *How do you arrive at a quote for doing pictorial indexing?*
I think of pictorial indexing as a special sort of database indexing. An indexer asked to quote would need to find out a great deal about the material, the structure of the index and the amount of detail required before being able to give any quote based on the number of items or an overall quote for the project. It would probably be best to start off by quoting an hourly rate, which could be converted to a per-item rate once the project settled down.
As with other database indexing, pictorial indexing may well involve thesaurus construction, maintenance and use, which would have to be costed separately from the per-item charge.
This answer is based on my experience in indexing a few hundred thousand still historical photographs, but I think it would apply to other types of pictorial indexing, e.g. moving images or artworks.

Alan Walker

❑ *How does one juggle the timing of indexing work coming into a freelance business, especially given that inquiries for work may not turn into actual work?*
Inquiries for work are not the same as bookings for work. If clients wish to book you up for work, then you both need to have agreed to an estimate for the work (not necessarily the actual quote for the work, especially if you have not seen it), the time you may expect the work to arrive and when it is due back before you actually make the booking in your work diary.
You should also make clear that if the work arrives late, then you may not be able to return it on the due date. If it arrives substantially late, you may not be able to do the work at all due to other bookings you have already made with other clients. Work that comes in on time, as agreed, should always get priority over work that comes in late.
Always allow for some contingency time—you may be sick for a few days or need to attend a funeral or visit a relative in hospital.
Remember, however, that juggling jobs is a natural part of indexing and the publishing industry and, to a certain extent, of being self-employed. If you don't like the uncertainty and the pressure, you probably shouldn't be in business for yourself. You might be better suited to being an indexing hobbyist.
Don't take on more than you can handle by assuming that some of the work will arrive late. This is a recipe for disaster. Assume that your booked-in work will arrive on time and plan accordingly.
If you receive more work than you can currently handle, refer the client on to a registered indexer in *Indexers Available*. Registration means that an indexer's work has been viewed and passed by your profes-

sional indexing peers. Help the client out by recommending one or two indexers who specialise in that particular subject area. [Always have a current printout of *Indexers Available* on your work desk.]
Of course, you could refer the client to the AusSI website but that may take up 20 minutes or more of the client's time. The client and indexer who gets the job will thank you for your helpful and considered recommendation, and remember you in future situations. The old adage 'The more you give, the more you receive' works.

Ann M. Philpott

❑ *How do you obtain indexing work from overseas and how easy is it to manage compared to work obtained locally?*
I obtained my second indexing job—which is also one from overseas—through personal contacts. I am editor of a bi-monthly magazine for the Donkey Society of Victoria, and swap *Brayings* with magazines from overseas donkey societies. This swapping, plus permissions being obtained to copy articles, involves an amount of emailing (plus donkey photo attachments!) back and forth with office bearers from these other societies. Consequently friendships are formed through the email contact.
My very first index was done voluntarily for the Affiliated Donkey Societies of Australia. After that index was published and the product and its benefit could be demonstrated, I emailed some overseas donkey societies seeking work indexing their publications. So far I have obtained work from the Donkey Society of New Zealand. It really helped that my email contact there is also a librarian. She actively lobbied her society's committee to get an index done.
Currently, I am waiting for the Donkey Breed Society in UK to have its annual general meeting where their secretary will ask them to consider the idea of publishing

an index for their publications too. I hope that the exchange rate will work in my favour in getting work with them!

Fiona Mottram

❑ *How do you index an article in a journal where the author is purported to be an animal, with or without assistance by a named owner? For example: the author is Pedro the donkey, assisted by Jane Smith.*

Just treat 'Pedro the donkey' or any other non-human as an author in the traditional way. Jane Smith can either be treated as a co-author or she can be considered as a pseudonym, where it may be desirable to make a cross-reference of the form:

Smith, Jane *see* Pedro the donkey (where she hasn't written anything under her own name)

or

Smith, Jane *see also* Pedro the donkey (where she also has articles under her own name)

Max McMaster

literature

From the

Glenda Browne

Maureen Henninger
The Hidden Web:
Finding Quality Information on the Net, Sydney, UNSW Press, 2003.

I had a quick peek at the copy of *The Hdden Web* that UNSW Press has donated as a prize for our conference. It follows on from Maureen's other book, *Don't Just Surf*, and is based on the assumption that people now have a general idea how the Internet works, but have to learn to search better and more widely, with a focus on quality.

Topics include: directories, portals, searching digital sources, search engines, authoritative information, people as information sources, the invisible web, digital libraries, intellectual property, medical information and business information. There are exercises with answers, and a glossary, bibliography and index.

www.guardian.co.uk

'Lost in translation' `www.guardian.co.uk/elsewhere/journalist/story/0,7792,730805,00.html` is an article by Brian Whitaker on the translation of Arabic names into English (and the need to translate from English to Arabic, which he thinks will become more important in the future). He notes that someone known as Hassan al-Mughrabi might be listed in the telephone directory under 'Al Mughrabi', 'Al-Mughrabi', 'El Mughrabi', 'El-Mughrabi' or just plain 'Mughrabi'.

BBC News Style Guide

The BBC Style Guide is on the web at `www.bbctraining.co.uk/pdfs/newsStyleGuide.pdf`.

Words websites

By coincidence, in the last week both the BBC and the P&C have directed me to the same website—'Common Errors in English' `www.wsu.edu:8080/~brians/errors/`. (I wonder how many searchers typed *brains* as I did). I thought it might be useful for identifying common errors that should be used as alternative metadata terms, but I didn't find much.

It led me to a list of Antagonyms `www-personal.umich.edu/~cellis/antagonym.html` —words coined by the author to describe words that have meanings that contradict each other. For example, 'bound' means moving (for example, I was bound for Chicago) and also unable to move (I was bound to my desk) and 'bull' means a solemn edict or mandate, or nonsense or worthless information. Lucky is the collector who focuses on a verbal specialty like this, as they don't have to keep finding storage space for their thimbles, stamps, teapots or rare books.

Australian IT
August 19, 2003

'Offshoring to cost 40,000 jobs' `australianit.news.com.au` notes comments by the Australian Computer Society that the trend towards offshore outsourcing could cost Australia 40,000 computer jobs by 2015. This estimate was based on research in the US by Forrester which estimated that over the next 15 years one million American ICT-related jobs will move to countries like India, China and Russia. This trend may have flow-on implications for non-traditional indexing jobs.

The Cooks Thesaurus

`http://foodsubs.com`
This is a terrific site (noted in i-*Torque* No. 8) which functions as a thesaurus and encyclopedia, by grouping and describing different foods. It gives alternative names and also alternatives as substitutes in cooking. For example, casava is also known as: 'cassava = casava = manioc = mandioca = tapioca root = yucca = yucca root = yuca root = Brazilian arrowroot'. Cooking substitutes are: 'malanga OR dasheen OR potato (not as gluey)'. When I looked up 'tapioca root', it listed as alternative names 'taro = taro root = dasheen = coco = cocoyam = eddo = Japanese potato = baddo = elephant's ear = old cocoyam = sato-imo', but linked back to 'casava'. I'd like to explore the site a bit more before I use it as an authority, but as a guide it's terrific.

Glenda Browne, Indexer

Qualifications
Bachelor and master of science in biotechnology, diploma of information management – librarianship.

What did you want to be when you grew up?
I wanted to be a librarian. I was a big reader.

First full-time job?
I worked in a 20-flavour ice-cream shop for a couple of months.

First pay packet
I saved it to travel overseas.

Current job description
An indexer is a knowledge navigator helping people access information. They make the A-to-Z index by reading the whole text, identifying the important things and working out how best to group them. A good index will take you more directly to the information you are seeking. I am mostly employed by publishers doing medical, school and history texts but also work for corporations organising indexes for intranet use.

Your strengths?
They say that an indexer needs to be anally retentive, but you also need to be curious enough to read about a lot of things.

Your weaknesses?
Targeting quotes.

Best part of the job?
I can work from home.

Worst part of the job?
Quiet for months and then bombarded.

Role model or inspiration?
Alan Walker was my lecturer in indexing. He gave me my first job and everything I know he taught me.

Career ethic?
Think of how it will work best for the user.

Job you most covet?
Travel writer.

Sharon Lindsay

Newsletter, Webmaster and Registration contacts

National and Branch Committee contacts

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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Clockwise from top right:
Alan Walker and Frances Paterson scoring the Trivia Quiz at the conference dinner.
Madeleine Davis and Helen Skewes (NSW Branch).
Trevor Matthews (NSW Branch) and guest.
Mary Russell of Women's Health Victoria, Michael Mamouney, Parliamentary Library, Roy Harden Jones, Clodagh Jones (Tas).
Max McMaster (Vic Branch) Sherrey Quinn of Libraries Alive!
Tricia Waters and Lorraine Doyle (NSW Branch), Fiona Mottram (Vic Branch).
Susan MacDougall and Geraldine Triffitt (ACT Branch), Caroll Casey of CCH.

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