From the National President

It is with great pleasure that I am able to relinquish one of my recent duties for the Society of Indexers – position of temporary producer of the newsletter. Yes, we are finally pleased to announce our new newsletter editor – Peter Judge.

Many of you may know Peter from his long career in the library and information field and more recently as an editor. For 12 years he was Officer-in-Charge of the CSIRO's central library, information and publishing services, and prior to that was in the secretariat of the OECD in Paris.

Since leaving the CSIRO in 1988 he has been freelancing as an editor and writer. He was the managing editor of the Australian Library and Information Association's newsletter *inCite* from 1990 to 1994, and editor of the ACT Branch's newsletter *proACTive* from 1994 to 2004. He has held a half-time post in the French Embassy since 1993, editing a review of *French Science and Technology*.

In a tribute to his work for ALIA, Sue Brudenall, former president of the ACT ALIA branch, said 'you could not have wished for a more professional attitude to producing the newsletter'. Peter is a founding member of the Canberra Society of Editors and was its president from 1996 to 1998. He also

designed its website and has been its webmaster since its inception in 1998. We are very happy to welcome someone of his experience to the position of editor.

Our new editor, Peter Judge

You will see not only a new hand at the editorial helm, but a new look to the newsletter over the next few issues. So that we can keep the task manageable, the National Executive has placed an 8-page limit on all future issues.

Peter will be producing the newsletter 10 times per year, with double issues in November/December and January/February. We will be reintroducing copy

deadlines and production schedules, and advertising from our normal 'regulars' as well as some people with new products. Watch this space for more details.

The major focus of this issue is the proposed new constitution, which is presented in full for the information of all Society members. The major proposals involve a change of name for the society; a change from calendar year to financial year for subscriptions and membership; a change in the tenures of elected officials; a streamlining of some of the procedures detailed; and a simplification of the language of the document.

The proposed changes will be discussed and voted on at a Special Meeting of the Society, details of which are published below. If you have any comments or suggestions you would like raised at that meeting please contact our Secretary Shirley Campbell.

Our thanks to Shirley and Alan Walker who drafted the initial changes to the document, and to the Committees of each Branch who took the time to make comments and suggestions which resulted in this final draft.

Happy reading!

Lynn Farkas, President

Australian Society of Indexers Constitution

The National Committee has been working on revising the constitution in order to reflect changes that have occurred since 28 February 1996. The 1996 constitution can be found on our website at ‹www.aussi.org›. The proposed amended constitution is published overleaf.

The proposed changes will be voted on at a Special Meeting of the Society, to be held at 5.30 pm on Wednesday 17 November 2004 at the Friends Room at the National Library of Australia in Canberra. A quorum for this Special Meeting is ten members personally present and entitled to vote.

Any further proposals to amend the constitution must be submitted to the Secretary at ‹secretary@aussi.org› not later than 20 October 2004. And please also let the Secretary know if you mean to attend—RSVP!

What's inside

Australian and New Zealand Society of Indexers
Constitution with proposed amendments for discussion

1. Name

The name of the Society will be Australian and New Zealand Society of Indexers (hereinafter called 'the Society').

2. Aims

The aims of the Society are:

a) to improve the quality of indexing in Australia

b) to promote the training, continuing professional development, status and interest of indexers in Australia

c) to act as an advisory body on indexing to which authors, editors, publishers and others may apply for guidance

d) to provide opportunities for those interested in and connected with indexing to meet and exchange information, ideas and experiences relating to all aspects of indexing

e) to establish and maintain relationships between the Society and other bodies with related interests

f) to publish information in accord with the foregoing aims.

3. Membership

Membership of the Society will be open to persons and institutions engaged in indexing, and to others interested in promoting the aims of the Society.

a) Admission to the Society will be by completion of the application for membership form and payment of the subscription fee applicable at the time.

b) Categories of membership

    i.   Individual Member

    ii. Institutional Member

Institutional members will nominate an individual to represent them at meetings of the Society. Such nominees will be eligible to exercise all rights of membership except that of election to the Committee of the Society.

    iii. Student Member

A student will be admitted to the Society upon completion of an application for membership form and payment of the student subscription fee applicable at the time.

    iv. Honorary Life Member

Honorary Life Membership will be awarded to members in recognition of outstanding service to indexing and/or to the Society with due consideration to guidelines (refer Appendix A) drawn up and amended as considered necessary from time to time by the Committee.

    •   An Honorary Life Member of the Society will have full membership rights and will be deemed a financial member without being required to pay membership fees

    •   No more than two nominations will be submitted to any Annual General Meeting.

c) Members addresses

    i. The address of each member will be given by the member concerned to the Secretary. This address will be the registered address until it is altered by due notice given to the Secretary.

    ii. Any notice sent to a member at their registered address will be deemed to have been served on the day when in the ordinary course of events the notice would have been delivered.

4. Register of Indexers

The Society will establish a Register of Indexers. The inclusion of a member's name in the Register will entitle that member to be known as a Registered Indexer of the Australian Society of Indexers so long as he/she remains a financial member of the Society.

5. Subscriptions

a) Each member will pay such annual subscriptions as may from time to time be determined by the Committee.

b) Subscriptions will be payable in advance and fall due on 1 July.

c) New members joining the Society after 1 January will be eligible for full membership rights on payment of half the prescribed fee for that year.

d) Upon election as an Honorary Life Member no further subscriptions are payable.

e) Members whose subscriptions are more than three months in arrears will be deemed to have resigned but may, upon payment of such re-joining fee as the Committee may from time to time determine, be re-instated to membership of the Society.

6. Committee

The affairs of the Society will be managed by a Committee which will consist of the Executive, up to five other members and ex-officio: the Presidents of Branches and other members which the Committee may coopt.

a) The Executive will consist of the President, Vice-President, Secretary and Treasurer.

b) At meetings of the Committee a quorum will consist of three (including either the President or Vice-President).

c) The President will have a casting vote in the event of equal voting.

d) Casual vacancies in any of the offices will be filled by invitation of the Executive and the persons filling such vacancies will hold office until the conclusion of the following Annual General Meeting.

7. Election of Office Bearers

a) Only financial members of the Society can stand for office, or vote at elections or meetings.

b) Election for all offices will be conducted at each Annual General Meeting. Those elected will hold office for one year until the conclusion of the following Annual General Meeting.

c) Nominations for office will be signed by two members of the Society and countersigned by the nominee.

d) Nominations will reach the Secretary not later than fourteen days prior to the Annual General Meeting.

e) The list of candidates for election, if more than one nomination for a position, will be circulated to all members not later than seven days prior to the Annual General meeting.

f) Voting will be by ballot. Postal votes will reach the Secretary not later than the day preceding the Annual General Meeting.

g) A returning officer will be appointed by the Committee.

8. Tenure of Office

No member of the Executive will be eligible to serve more than five consecutive years in the one office.

9. Powers of the Committee

The Committee will have and may exercise and perform the following powers and duties:

a) conduct the business and carry out the aims of the Society as set out in Clause 2

b) establish subcommittees and appoint their members

c) coopt additional members for specific purposes eg Membership Secretary, Web Manager, Newsletter Editor

d) accept and present Honorary Life Membership nominations to the Annual General Meeting (refer Appendix B)

e) grant awards

f) convene, postpone and /or cancel meetings

g) generally deal with the property and monies of the Society.

10. Meetings

a) Annual General Meeting

The Annual General Meeting will be held not later than the last day of October. The business of the Annual General Meeting will include:

i. election of the Executive and other committee members as provided in Clauses 6 and 7

ii. consideration of the annual report

iii. consideration of a financial statement for the past financial year.

b) Special Meetings

Special meetings will be called on fourteen days notice on the decision of the Executive or the written request of at least ten members

c) Quorum

A quorum for the Annual General Meeting and special meetings will be formed by ten members, personally present and each entitled to vote.

11. Branches

a) Formation

Subject to the approval of the Committee and pursuant to these rules:

i. no fewer than ten members in a geographical region may form a Branch

ii. once a Branch is formed all members of the Society within that geographical region are deemed to be members of that Branch unless they choose to be a member of a Branch more convenient to their location

iii. Members in a geographical region where there is no Branch can choose to join an existing Branch.

b) Operation

Each Branch will:

i. have a Branch constitution which will not be inconsistent with the constitution of the Society

ii. be provided with a non-refundable establishment grant and be provided with further financial support at the discretion of the Executive

iii. be managed by a president and officers elected by and from the financial members of the Branch in accordance with the Branch constitution

iv. be dissolved if membership falls below ten members and all property and funds will be vested in the Society

v. comply with the constitution; actions inconsistent with the constitution of the Society will result in dissolution of the Branch

vi. be responsible for maintaining contact with members through Branch meetings and/or activities including at least the Branch Annual General Meeting.

12. Finance

a) A bank account will be opened in the name of the Society, cheques will be signed by any two of the Executive.

b) Funds may from time to time be transferred to an investment account the authority for which will be signed by any two of the Executive.

c) The financial year will commence on 1 July.

d) A financial statement will be presented to the Annual General Meeting.

e) The assets and income of the Society will be applied solely in the furtherance of its aims. No portion will be distributed directly or indirectly to its members except as bona-fide compensation for services rendered, as expenses incurred on behalf of the Society or for a purpose approved by the Committee.

f) If, upon the winding-up or dissolution of the Society there remains, after the settlement of all its debts and liabilities, any assets or property whatsoever, those assets or property

will not be paid to or distributed among the members of the Society, in accordance with Clause 12 (e) above. They will be given or transferred to some other society having aims similar to those of the Society. Such society will be determined by the members of the Society at a Special Meeting at or before the time of dissolution. If no such society can be agreed upon, then distribution will be to some charitable cause determined by the members of the Society at the Special Meeting.

13. Amendments to the constitution

a)   The constitution can be amended only at an Annual General Meeting or Special Meeting.

b)   Proposals to amend the constitution will be submitted in writing to the Secretary not later than 28 days before the date of the meeting at which they are to be considered.

Appendix A

Guidelines for Criteria for the Nomination of Candidates for Honorary Life Membership

1. A person will have at least ten years membership of the Society.
2. Evidence of outstanding service will be:
    a) service as committee member at Society or Branch level
    b) details of contribution to indexing and/or the Society.
3. No more than two nominations will be presented in any one year.

Appendix B

Guidelines for election of an Honorary Life Member

1. Nominations accompanied by an outline of the case supporting Life Membership will be submitted to the Committee of the Society by a nominator and a seconder.

2. The case may be supported by testimonials if considered appropriate.

3. Upon acceptance by a two thirds majority decision of the Committee that the nominee has contributed outstanding service, such nomination will be presented to the next Annual General Meeting for voting by members, where a two thirds majority will apply.

History Note

Constitution adopted February 1984
Clause 5 (e)   Amended February 1989
                Amended February 1992
Clause 8   Amended February 1992
Clause 11   Inserted March 1990
Clause 6   Amended February 1993
Clause 10 (c)Amended February 1993
Clauses 3, 5, 6, 9, 11
                Amended 28 February 1996
Appendix A & B
                Added 28 February 1996

Definitions

In this Constitution, unless otherwise stated:
'Society' means the Australian Society of Indexers
'Committee' means the Committee referred to in Clause 6 of this Constitution
'Executive' is as defined in Clause 6(a) of this Constitution
'Office' means the office of any member of the Committee, Executive and non-Executive.

From the Branches

VISIT TO ROYAL AUSTRALASIAN COLLEGE OF SURGEONS

Last May a group of Victorian based members of AusSI were treated to a fascinating tour of the archival collection of medical and surgical instruments, artefacts, paintings etc. held in the historic building of the RACS in Spring St., Melbourne.

Our host Geoff Down, Curator, provided us with a marvellous afternoon's visit, beginning with the history of the building and the early days of the College, from the original conference held in 1920 where the idea of a professional training course for surgeons was mooted, to get rid of the image of 'cowboy surgery' .

A 'Foundation Letter' of 1925 was sent out to all practising members of the medical fraternity inviting them to participate, and in 1927 the college was founded by 80 'Foundation Members', with Sir George Syme leading the movement.

At the first Council meeting in Dunedin it was decided to base the College in Melbourne, it being seen as the demographic centre of Australia and New Zealand. The first College offices were at 6 Collins St (since demolished). On the site of the present College was the National Model and Training School which operated from 1852 to 1933. An interesting piece of history here is that this institution was the beginning of what we now know as Melbourne Boys High School and MacRobertson Girls High School. Whilst on

this site the school was co-educational and only separated into single sex schools when the boys left to go to their new building in South Yarra and the girls moved into Government House until their relocation to Albert Park some years later.

When the Old Model School became empty in 1932, the RACS leased the land and building for a peppercorn rent of 1 pound for 50 years. After the old building was demolished in 1933, plans were drawn up for a new building which was constructed in 1934. The aims of the new college were training, accreditation and maintenance of surgical standards, all of which became specialist training for the Fellows of the RACS. Over the ensuing years this building has been extended, its foundations excavated with the original layout modified to suit the growth of the college.

Catherine Green, the Assistant Archivist, explained to us her role of managing the paper records and archives of the College, including the Archibald Watson diaries of which our member, Annette Lewis, has transcribed those pertaining to the Gallipoli campaign. Dr Watson kept diaries of his time in the Boer War and World War I. They are tiny little books with spidery handwriting, coloured illustrations of operations, amputations etc and are a fascinating record of comments and treatments during those years.

In cases along the wall are models of faces, hands etc. of pioneering work in plastic surgery during the two World

Wars. Daryl Lindsay was employed as a war artist in 1917 to aid in the reconstruction of jaws, noses, faces etc damaged during the war. He sketched the soldiers as they were after their accidents and from these drawings the doctors were able to reconstruct what the soldiers would have looked like before they were wounded.

The expertise gained by the plastic surgeons during this time led to the setting up by B.K. (later Sir Benjamin) Rank of a maxillofacial ward at the Heidelberg Repatriation Hospital in 1942. Dental technicians were also employed to help rebuild damaged faces, jaws etc. The development of a new material, 'plastic', greatly added to the improvement in facial surgery.

Other artefacts we saw included a stool specially constructed for a disabled surgeon; tiny hand-operated drills (trephines) to penetrate the skull during head surgery and which required considerable strength and dexterity in use ; beautiful velvet based boxes of surgical knives etc.

When the lease on the building expired in 1982, the College set up a fund to purchase the site, which they did in 1992 at a cost of $ 4.2 million.

Upstairs in the impressive Council meeting room, and in the foyer outside, are some magnificent pieces of furniture, gifted to the College, some dating back to the 16th century and include a superb oak 'surgical table'. In the Council meeting room the walls are lined with books and there are even sliding ladders for gaining access to the higher shelves.

Here we found the irreplaceable Cowlishaw Collection of books on medicine and related subjects, containing many early, classic and rare editions. It was purchased in 1943 from the Estate of Dr Leslie Cowlishaw, a physician and bibliophile in Sydney and is now housed in purpose-built bookcases donated by the Faculty of Anaesthetists.

The Collection demonstrates the origins of medicine in sorcery and witchcraft, and includes the social place of medicine in society. Here also are the Gordon Craig Library Collection and the Rudyard Kipling medical book collection donated by his widow around 1937–38. We also saw an original surgical knife used by Lord Lister, and his carbolic spray for disinfecting the operating environment.

In another meeting room, the Hailes Room, more beautiful furniture and superb paintings were adorning the walls, including a Daryl Lindsay painting of a WWI casualty clearing station.

All of these artefacts have a history, and Geoff knows the provenance of, and stories about, each and every item. How fortunate we were to have such an enthusiastic and knowledgeable guide !

We took Geoff to dinner at the nearby Federici's restaurant in the Princess Theatre to thank him for the superb insight into this marvellous collection and our thanks go also to Catherine Green and to Annette Lewis for suggesting this memorable outing.

Jenny Restarick
Victorian Branch V-P.

The Arts of Publication - a symposium on scholarly publishing

Members of AusSI may be interested in a brief report on a symposium I attended recently. It was organised by the National Institute of the Humanities & Creative Arts, and brought together postgraduate students, academics and publishers to discuss scholarly publishing.

Speakers on the day included Nick Walker from Australian Scholarly Publishing, Deborah Wyatt from Blackwell Publishing, Philippa McGuinness from University of New South Wales Press, and authors Inez Baranay, Adam Shoemaker and Tom Griffiths.

What was clear is that scholarly publishing is alive and well in the university and commercial publishing sectors. While some traditional university presses have folded or restructured, new ones are appearing and growing, such as the ANU E-Press, Pandanus Books, and Informit.

Publishers are inundated with publishing proposals, technology is constantly improving, and the number of scholarly titles published in Australia is increasing.

However, print runs are getting smaller, authors of scholarly works are not always paid royalties, and many publishers find it difficult to sell into major book chains which have centralised purchasing, so books with local interest are more difficult to put into the market.

A major theme during the day was the possibility of turning a thesis into a book. Publishers warned against this, since most theses are not written with a general audience in mind. Adam Shoemaker gave the audience much to think about by arguing that theses would often be much better if they were written for a general audience.

As well as traditional publishers, some speakers represented newer forms of publishing. Lorena Kanellopoulos explained the rather complex process used by the ANU E-Press, which provides free e-books online, or 'at cost' copies printed on demand. It was interesting that some of the publishers regarded developments in projects such as e-print repositories as 'dangerous', largely because of the perceived threat to book buying and print publishing budgets if administrators see such repositories as 'free'.

The convenor of the symposium gave indexers a plug, and I distributed copies of the AusSI brochure. It was clear in conversations I had with some academics over lunch that proper editing and indexing of their manuscripts is important to them, but depressingly, indexing is often done by the author because no funds are available to employ someone else to do this.

Sandra Henderson
ACT and Region Branch

At the AGM

A couple of happy moments during the AGM last March.

Below, 2004 medallist Garry Cousins, Max McMaster, ACT President Geraldine Triffitt and National President Lynn Farkas.

At left, Garry, Lynn and Geraldine with guest speaker Victor Crittenden (in white shirt) and other guests at the dinner.

What about those fonts…

I was assured by your previous designer that you all love the font (MetaPlus) used on the other pages, mostly 10 pt, 100% width, set at 11.5 pt. Personally, I find sans-serif fonts tiring to read, and in the past have tended to restrict them to headings. This page has been set for comparison in Garamond 11 pt, 95%, set at 12.1 pt, with the headings in Futura Book. But I am in your hands—email me, Peter Judge, at <newsletter@aussi.org> to let me know what you think.

From the literature and other thoughts

Column 8 notes: 'Readers of the enigmatic Tim Fischer's new book, Transcontinental Train Odyssey, to be published on August 6, will notice that his Glossary of Railway Terminology is listed in reverse alphabetical order.

'I do this for three reasons,' explains Tim. 'First, the more colourful and interesting terms are towards the far end of the alphabet and need elevation. Second, to counterbalance the order of the index [which was by Jonathan Jermey]. This is a gesture in salute to the 200th anniversary of reciprocating steam piston motion. I have forgotten the third reason.'

His glossary begins with Zig Zag – 'the best example is on the Khyber Pass' and ends with Arrival – 'now a hotly disputed term'.

Lan Wang spoke at a society of editors' meeting on setting up or upgrading a freelance office (report p.3). Notes from the talk are at ‹www.wovenwords. com.au/resources/SocEds.Tech.pdf›, The talk covered decisions such as choice of software and use of dialup or broadband access to the Internet.

Janet Mackenzie reports on the national policy on editing theses. This, along with the *Australian Standards for Editing Practice*, is available at ‹www.case-editors.org›. This site also links to the websites of the state editing societies. The NSW website has moved to ‹www.editorsnsw.com› – you can download their newsletter *Blue Pencil* here.

This issue starts with an interview with Nancy Russell, a librarian and indexer who won the Wilson Award for her index to the *Anglo-American Cataloguing Rules*, second edition, 2002 Revision, (2003 update).

Nancy notes the launch of a website for German indexers – DNI: Deutsches Netzwerk der Indexer. There is an English site index at ‹www.d-indexer.org/si.html and an English home page at www.d-indexer.org/welcome.html›.

The main article this issue is an interview with Krista Wall, Editorial Services Manager of Microsoft Learning. They have two professional indexers in-house, and also contract with professional indexers. Indexing is done a chapter at a time, using embedded tags in MS-Word.

The files are then converted into Adobe FrameMaker. Indexes are compiled and the indexer has a few days to edit the compiled version. These edits are not inserted into the FrameMaker files (but are, of course, inserted into the compiled index), so if the index is reused for another version the edits have to be re-entered.

The embedded tags used by Word are different to those used by FrameMaker, so indexers have to add processing tags into their embedded entries. Although this process sounds complicated, they have chosen not to use FrameMaker for indexing as this would mean indexers would have to buy expensive software, learn the software, install specific Postscript fonts and install specific print drivers.

Glenda Browne

INDEXING MEDAL

The Australian Society of Indexers (AusSI) is again offering its annual Medal for the most outstanding index to a book or periodical compiled in Australia or New Zealand. The Medal will be presented to the indexer responsible for the best work submitted and the publisher will be presented with a certificate.

To be eligible for the award, the index must be in print and must have been first published after 2001. It must have been compiled in Australia or New Zealand even though the text to which it refers may have originated elsewhere.

For the award, indexes are judged at the level of outstanding professional achievement, thus sufficient material is required, both in quality and quantity, for appraisal. The index should be substantial in size, the subject matter should be complex, and the language, form and structure of the index should demonstrate the indexer's expertise as well as serving the needs of the text and the reader.

Publishers, indexers and all interested persons are invited to nominate indexes which meet the above criteria, and which they regard as worthy of consideration. Indexers are encouraged to nominate their own works.

Please send recommendations, with bibliographic details, together with a copy of the book (which will be returned if requested) to:

John Simkin,
Australian Society of Indexers Medal Competition,
PO Box 680,
Belgrave, Victoria, 3160

as soon as possible but no later than **Monday, 13 December 2004.**

For further information, please contact John Simkin at the above address or by e-mail: ‹simm027au@yahoo.com.au›.

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