From the President

I would like to extend a warm welcome to all recently joined members of the Society, and in particular to the 21 new members from New Zealand who have formed a New Zealand Branch. This is our first new branch since the ACT Region became a Branch almost 11 years ago and is one of the main reasons for the proposed change to the Constitution which, if it is accepted, will rename our Society 'Australian and New Zealand Society of Indexers' (ANZSI).

Our newest Branch came into existence when its formal application was approved by the AusSI Committee at our meeting on 25 September and, as you will see from the report in this issue by NZ Branch President Tordis Flath, the group has strong plans for the future. We are pleased to strengthen the association between indexers in both countries, and look forward to working with the New Zealand Branch.

This is the last newsletter for 2004. Under our revised publication schedule we will produce 10 issues per year, with a double issue in Nov/Dec as well as one in Jan/Feb. Please check the 'Coming events' on page 38 of this issue for any Christmas activities planned by your Branch.

There are a few significant deadlines coming up in January, too, before the next newsletter, so please mark these in your diary: early bird registrations with substantial discounts for next

> ## I wish all our members a good holiday season and a happy and healthy New Year!

year's Conference in Melbourne (on 18/19 March 2005) close on 30 January; as do applications for the Victorian Branch sponsorship to the Conference.

The National Committee will also offer its sponsorship (so two places are on offer), with an application deadline of 14 January. See the details on page 39.

Normally at this time of year you would be receiving membership renewal notices. However, the proposed changes to the Constitution, if accepted at the meeting of 17 November, will change our membership year to coincide with the financial year. If this occurs all current memberships will be extended at no charge until June 2005. If the constitutional changes are not agreed to, your renewal notices will be sent out in late December as a separate mailout.

This column is being written prior to the 17 November meeting; however the editor will hold production until after the meeting – so see the report on the meeting's outcome in this issue.

As the holiday season approaches and we all 'wind down' into summer, I would like to thank all Branch and National Committee members for their enthusiasm and hard work during this year, and wish all our members a good holiday season and happy and healthy New Year.

Happy reading!

Lynn Farkas, President

We are now *officially* the **Australian and New Zealand Society of Indexers (ANZSI)** – see page 41 for the changes to the Constitution

What's inside

Greetings from New Zealand!

Having been a member of AusSI since 1997 with limited contact to indexers, I am very pleased to now be President of a New Zealand Branch of 21 members!

My main contact has been with Max McMaster and early in this year he suggested we might have enough people interested to form our own branch. We organised meetings in Auckland and Wellington to coincide with his training courses in July and quickly found enough support for a New Zealand Branch.

Our application was immediately accepted and the welcome has been tremendous.

We are quite a scattered group with our strongest representation being around Auckland and Wellington/Marlborough areas. Hence we have formed two groups, Northern and Southern, which can meet more regularly.

Our Committee is made up of members from both groups:

President: Tordis Flath (Nelson)
Vice-President:
    Toby Harfield (Auckland)
Treasurer:
    Jill Gallop (Wellington)
Committee Members:
    Nancy Fithian (Wgtn),
    Diane Lowther (Akl),
    Michael Steemson (Wgtn),
    Judy Graham (Akl),
    Joanne Rowan (Akl).
Toby and myself are also the coordinators for each group, so we are in effect the Secretary as well. This structure may change as we evolve.

Our main focus will be to promote indexers and indexing; create stronger links with similar groups; organise training opportunities in New Zealand, including the mentoring scheme – and there has even been talk that we might like to host the next Conference.

Tordis Flath
President, New Zealand Branch

Coming events

Victorian Branch: Wednesday, 1 December, from 7 pm. All members, their partners and friends are invited to join the Committee in an end-of-year get-together to celebrate another enjoyable year of workshops, excursions , interesting speakers and projects. Come along to 208 Kooyong Road, North Caulfield. BYO: Soft drink, beer and a plate to share for dinner. **RSVP** by Monday 29 November, to Jenny Restarick phone (03) 9528 2539.

ACT Region Branch: Sunday, 5 December, from 9.30 to 12 noon. Christmas barbecue brunch at Lennox Gardens, Flynn Drive, Yarralumla, behind the Hyatt Hotel. Free to members and children, $5.00 to guests. Bacon, eggs, sausages, bread, fruit and drinks will be provided; BYO cutlery, hot drinks, chairs.
RSVP by 1 December to Edyth Binkowski, phone, (02) 6281 2484 or email: geoffb@webone.com.au. Any interstate ANZSI members who are in Canberra on that date would be most welcome.

NSW Branch: Thursday, 9 December, 12.30 pm. End of Year Festive Lunch – kick off the festive season with the ANZSI at the Harbourview Hotel, 18 Lower Fort Street, The Rocks, Sydney. Enjoy a relaxing afternoon with fine food and wine, harbour views and of course, good company. Guests of members welcome.
RSVP by 7 December and make your booking with Carolyn Kearney, email: carolyn.kearney@alrc.gov.au, phone: (02) 8238 6355

INDEXING : Engage, Enlighten, Enrich

Melbourne, March 18–19, 2005

The Australian and New Zealand Society of Indexers will hold its next conference in Melbourne at Rydges Riverwalk, Richmond, from Friday 18 to Saturday 19 March 2005. It is hosted by the Victorian Branch.

Conference Program

The Conference program is designed to consider indexing in a diverse range of disciplines, not just the traditional indexing spheres of back-of-book and database indexing. Topics include:

Archives, records and metadata indexing; Back-of-book indexing; Database indexing; Education for indexing; Historical indexing; Integrated database/library catalogues; Newspaper indexing; Pictorial, sound/moving image indexing; Thesaurus construction; Users and user education, and more.

The keynote address will be by Professor Neil Archbold, Professor of Geology, Deakin University.

An optional Cindex workshop conducted by Frances Lennie will be held on Thursday, 17 March 3.00–5.00 pm (extra charge)

The conference program will be up-dated from time to time. For the full program go to the website at <www.aussi.org/conferences/2005/index.htm> and download the linked PDF (119 KB).

For details about venue, download the PDF (150KB).

Registration includes all conference materials, lunches, morning and afternoon teas.

If received before 30 January 2005, prices are:
Member AU$363, nonmember AU$440.
One day or session registration AU$225.

Cindex Workshop, Thursday ,17 March $70

Conference Dinner, Friday, 18 March: registrants AU$77, guests AU$77. All prices include GST.

A late fee of AU$55.00 will be charged for applications received after 30 January 2005.

To register, download the form on PDF (79KB) and fax to the Conference Office.

Please contact Margaret Findlay at <findlay@acer.edu.au> for further enquiries, or phone + 61 3 9277 5549 or + 61 3 9818 1760, fax + 61 3 9818 1760

Conference sponsorship opportunities

ANZSI committee

The ANZSI Committee (formerly the National Committee) offers sponsorship for one member of the Society remote from Melbourne to attend the conference in March 2005. Sponsorship will include the registration fee and $500 towards transport and accommodation on production of valid invoices. Following the conference the successful applicant will be required to provide a report to the ANZSI Committee.

Criteria to be taken into account when determining the recipient of this sponsorship include:
- must be a member of ANZSI
- has not attended a previous AusSI conference
- does not have easy direct contact with other ANZSI members
- can show evidence of practical indexing work or indexing study.

The quality of the application will also be taken into account.

Closing date for applications is **14 January 2005**. Please address applications to <secretary@aussi.org> or to ANZSI, PO Box 2069, Canberra ACT 2601.

Victorian Branch

The Victorian Branch will pay the registration fee for one member of the Society who is attending an AusSI conference for the first time. Following the conference the successful applicant will be required to provide a report.

Any member of ANZSI who has not attended a previous AusSI conference and can show evidence of practical indexing work or indexing study may apply.

Closing date for applications is **31 January 2005**. Please address applications to <findlay@acer.edu.au> or to Margaret Findlay, Conference Convenor, 5 Goodall Street, Hawthorn Vic 3122.

From the literature and other thoughts

The Cambridge Guide to English Usage, Pam Peters.
Port Melbourne, Victoria: Cambridge University Press, 2004, 608 p. $75 hardback ISBN 052162181x

Pam Peters is the Director of the Dictionary Research Centre and of the Graduate Program in Editing and Publishing at Macquarie University. She wrote six chapters of the *Style Manual* (John Wiley, 2002).

Her book contains a mixture of topics such as indexing as well as discussions of specific words or parts of words (eg 'Croatia', 'cross-', 'crumby or crummy', and '-ctic/-xic'). The discussion is based on statistics from databases (corpora) of written and spoken English – it is therefore descriptive (telling us what happens) rather than prescriptive (telling us what we should do).

There are nine appendixes including a perpetual calendar, proofreading marks, and formats for letters, memos and email.

Indexing
There is half a page on indexing, starting with the need for an index 'for almost any nonfiction book whose material is not already presented in alphabetical order'.

The *Guide* itself is arranged alphabetically and doesn't have an index. This <u>almost</u> works, but there are not quite enough cross-references within the text. For example, there is no reference from 'conjunctions and conjuncts' to 'zero conjunction', and there is no direct reference from 'indexing' to the entry 'Mac or Mc' where there is a substantial section on 'Indexing names with Mac and Mc' (there is an indirect chain via 'alphabetical order'). There is also no reference from 'titles' to 'names' (which has a section 'Titles and names') although again there is a circuitous route via the entry 'forms of address'.

Pam Peters briefly mentions the location and type size of indexes, the use of specialised indexes (eg of names) and the selection of index terms.

She describes index entries being set 'broken off' or 'run in' (American) or 'run on' (British). I have never heard the phrase 'broken off', and it is not in the indexes to Mulvany's *Indexing Books* (which uses 'indented style') or Wellisch's *Indexing from A to Z* (first edition) which has a reference 'indented style of subheadings *see* line-by-line style'). The AS/NZS 999:1999 standard (based on ISO 999:1996) has the heading 'Set-out (indented) style versus run-on (paragraph) style for layout'.

There is also content relevant to indexers under 'numbers and number style', where the content on spans of numbers seems to be derived from style guides rather than the database, and under 'alphabetical order' (or should that be alphabetic? – See '-ic/-ical').

The five page bibliography does not include the three current standard indexing textbooks, but does include *Indexing, the art of* by G Norman Knight (1979) which is now out of print. The URL of one of the society of indexers' websites would have been a useful addition.

Plurals
A good example of the background given in the discussion of language choices is the plural form of 'thesaurus'. The section headed 'thesaurus' notes that British writers prefer 'thesauri' while American writers prefer 'thesauruses'. The more general '-us' section describes four categories of words ending in 'us', and the different endings they require (thesaurus is a Greek noun so both the 'i' and 'uses' endings are acceptable).

Should you buy it?
Does an indexer need this book? If you work on multi-authored works without centralised editorial control, and need to make stylistic decisions about word forms (particularly hyphenation), you will find this book useful. The distinctions between usage in different countries could also be relevant (the book is international in scope).

There are many topics of general interest including Australian English, report writing, and emoticons (including Asian emoticons, which work in the vertical plane, eg (^-^) as a smiley and (Y_Y) for crying).

Most indexers will enjoy dipping into this book for its background information on the way the English language works, and will find it enhances their use of language within indexes.

Glenda Browne

The Constitution of the Australian and New Zealand Society of Indexers

The Committee of the Australian Society of Indexers has been working on revising the Constitution of the Society so as to reflect changes that have occurred since 28 February 1996. The revised Constitution was published in the October 2004 Newsletter. Any further proposals to amend the Constitution were required to be submitted by 20 October 2004.

A Special Meeting of the Society was held in Canberra on 17 November 2004 to consider these proposals. Seventeen members attended. The following amendments were accepted (changes are in italics):

Substantive Changes

Add   *and New Zealand* after Australia/Australian in
2a, 2b, 4,
Definitions: 'Society'
2b *interests*
4 insert after 'The Society will establish a Register of Indexers' *recording those who have been assessed by peer review as meeting the Society's registration criteria*
Definitions   Add: '*Student' means full-time student in* a recognised course and not concurrently in full-time paid employment.

Grammatical Changes

Change constitution to *Constitution* in 11bi (second occurrence only),
11bv (2 occurrences), 13 (heading), 13a, 13b

3biv	Insert *full stop* at end of first dot point
3c	*Members'* addresses
5e	*rejoining*
	reinstated
11bi	*be consistent with*
12a	*Society. Cheques…*
12f	*If upon* the winding
	remain

Appendix A Guidelines for *criteria* for the *nomination* of *candidate*s for Honorary Life Membership

The amendments having been accepted, the meeting voted to accept the new constitution of the **Australian and New Zealand Society of Indexers (ANZSI).** The new constitution will be published on the website.

No, No, No, No, I Don't Quote Any More

Extracts from an imaginary correspondence

To: jonjermey@optusnet.com.au
From: annie_ditter@bigpublishingco.com
Dear Jon,
Thank you for agreeing to index the second edition of *The Life and Likings of a Lobster,* by Professor Mollusc. We will be sending you the page proofs tomorrow. Can you get back to me with a quote as soon as possible?
Thanks,
Annie.

To annie_ditter@bigpublishingco.com
From: jonjermey@optusnet.com.au
Dear Annie,
Well, I got home last night from a full day's work feeling exhausted, but I managed to find half an hour to look through your manuscript. My quote for producing a mid-level index to *The Life and Likings of a Lobster* will be $1200 plus GST.
Regards,
Jon.

To: jonjermey@optusnet.com.au
From: annie_ditter@bigpublishingco.com
Dear Jon,
I'm afraid this quote is too high for our budget. Could you see your way to reducing it?
Thanks,
Annie.

To annie_ditter@bigpublishingco.com
From: jonjermey@optusnet.com.au
Dear Annie,
If you had told me you had a budget in the first place, you silly girl, you could have saved me some work and both of us unnecessary e-mail. Why don't you go all the way and tell me what it is?
Regards,
Jon.

To: jonjermey@optusnet.com.au
From: annie_ditter@bigpublishingco.com
Dear Jon,
I'm afraid I can't tell you what it is, but if you were to reduce your quote by 20% that would be in the appropriate area.
Thanks,
Annie.

To annie_ditter@bigpublishingco.com
From: jonjermey@optusnet.com.au
Dear Annie,
I am grown up. I am a professional. My indexes are bespoke, not off-the-peg. I can index your book for $1000. I can index it for $800. I can index it for $400. I can index it for $200 in a quiet afternoon, if all you want is an alphabetical table of contents. You will get what you pay for.
This is the eighth book I have indexed for BigPublishingCo and every time I have had to go through the same rigmarole. Why do you insist on getting me to quote when you know damn well that what you are prepared to pay will be less? Do you editors get together after work on Fridays and swap stories about how you managed to trick an extra two hundred dollars' worth of work out of me?
Regards,
Jon.

To: jonjermey@optusnet.com.au
From: annie_ditter@bigpublishingco.com
Dear Jon,
Thank you for agreeing to index *The Life and Likings of a Lobster* for $200. I am sending you the page proofs of *Days With the Numbats* by Barrington Topps. Could you please let me have a quote for producing an index to this book?
Thank you,
Annie.

Let's go underground!

On Election Day 2004 an intrepid group of indexers, family history buffs, friends and pets travelled to Wonthaggi, Vic. on a visit to the State Coal Mine for a 10.30 arrival, having done our civic duty in advance.

There we were met by Dan Rogers, who was our host for the day and his equally friendly offsider Lauren Kilpatrick. As this event had been widely advertised in Gippsland our numbers outgrew the maximum for safety underground with only one guide in charge, so Dan enlisted the aid of Michael Packer, a volunteer guide who led the second group.

After donning our hard hats and trying to make the one size fit all shapes of head, we ventured down the gently sloping inclined tunnel into the East Area, which dates back to 1915. We were lucky – miners and pit ponies were lowered 400 metres straight down in a cage at this site. Our guides led us through the tunnels stopping at crib points, tunnel diversions for pit ponies and their loads, coal seams, Boss's office ie.a tiny space dug out of the rock wall with desk and first aid supplies. After an hour underground we were transported back to the surface via a skip ride. Several buildings above ground have been restored with old equipment and photographs on display. We were entertained by one of the Friends of the State Coal Mine who proudly showed us himself in some of the photos and regaled us with anecdotes of life on the coal fields. (This mine was one of twelve around Wonthaggi that were operated by the Government as the State Coal Mine.)

Parts of the mine were de-watered in 1982, to make the feature film *Strikebound*. This involved significant community involvement, from which the inspiration to open the mine as a tourist attraction emerged.

The State Coal Mine was opened in 1909, because the NSW coal miners strike starved the Victorian Railways and Melbourne industry of coal, forcing a hasty development of the Wonthaggi mines as a public enterprise. It ran at a financial loss from the 1930s onwards. Throughout the 1950s steam trains were replaced by diesel and electric locomotives, resulting in reduced demand for black coal. The last mine closed in 1968, and the town of Wonthaggi has survived by encouraging the establishment of other industries.

The main focus of this day was to introduce AusSI to anyone in that area of Gippsland who might like to learn about and./or use indexers for their own interests such as family history/genealogy/local history etc. So we were delighted to welcome some members from both Leongatha and Foster Historical Societies, and to catch up with our own regional members Jane Purton and Fiona Motteram.

Following upon our DIY Indexing Project where 7 of our members compiled separate back of book indexes to the Charles Fahey authored booklet 'Wonthaggi State Coal Mine : a short history …' John Simkin had put together a 'best fit' index which he presented to Dan Rogers in both hard and electronic format so that it can be printed off and sold with the booklet. Professor Neil Archbold gave us a short talk on the geology of the district and its coal resources, producing, as a master stroke, two historic maps drawn in the 1850s showing the town plan of Wonthaggi and the mines and surrounding topology. These plans had been stored, unrecorded, in state archives for a hundred years or more and it was just sheer coincidence that Neil found them when searching for other plans and was able to bring them along to show us and the Parks Victoria staff. Our Gippsland historical society visitors were delighted with the opportunity of seeing these treasures.

After lunch we went to the Railway Station Museum where John Bordignon and his wife kindly showed us around all the exhibits and gave a fascinating insight into the cooperative ventures initiated and run by the Miners Friendly Society and the Miners' Union, such as the hospital, schools, dispensary, dental service, theatre etc. Regular instalments were taken from the miners' wages to build up financial resources to cover burial costs as well as the above services.

Today Wonthaggi is a busy centre servicing the seaside towns of Cape Paterson, Inverloch and Corinella as well as the farming areas around it.

And so, as the sun sank slowly in the west, we made our way back home after a fascinating day – fresh air, exercise, history, good company …

Many thanks to our guides and particularly to John Bordignon who has been our link with the organisation of the day's events and to Jane Purton for suggesting such a lovely day's outing.

Jenny Restarick

A merry Christmas and a safe and prosperous New Year to all our readers

The season's greetings from your editor

Web Site Survey: www.aussi.org

We had 33 responses from members who returned the web survey. The results pointed the project team in the direction of providing more features on the site. Top of the list was an events calendar, followed by online booking of conferences and workshops, membership renewal and application and online payment facilities. To facilitate navigation, drop-down menus and a navigation path (breadcrumbs) on each page got the thumbs up from respondents.

Suggestions for new interactive services included a bulletin-board, FAQ, members library, positions vacant, email jobs service and a contract matching service. Regular features recommended included profiles on members and indexing tips. Additional subject areas included: indexing in a corporate setting and metadata cataloguing.

On the question of revamping sections, the most requests were for a revamp of 'Indexers Available' followed by conference information, professional issues and training information.

When it came to the look and feel of the AusSI site respondents were just about evenly divided into the 'change camp' and the 'like it as is' camp, so it looks like the project team will have to make the call on this one!

Congratulations to John Simkin! We had a draw on the returned surveys to encourage people to send them in, and John won the $70.00 book voucher.

The favourite sites list generated by the survey were:

www.bom.gov.au (Bureau of Meteorology)
www.sharp.net.au
    (The electonic equipment manufacturer)
www.steptwo.com.au
    (Content management consultants)
www.useit.com (Jakob Nielsen's website)
www.masterindexing.com (Max McMaster)
www.editorsnsw.com
www.maxus.net.au (InMagic)

Caroline Colton

ANZSI and Branch Committee contacts

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