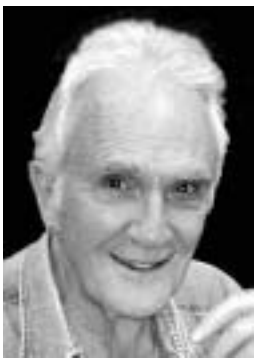
Australian and New Zealand Society of Indexers (ANZSI)

ANZSI NEWSLETTER

Volume 4, number 4, May 2008

From the President



I was pleased to receive comments from some new members on problems they see in the process leading to registration. Two activities notified in the April Newsletter aim to move into the gap between basic courses and registration. The ACT and NSW Branches are to hold a joint one-day forum on evaluating indexes (Bowral, 21 June) and the Victorian Branch will have already held follow-up indexing and refresher indexing workshops (Holmsglen, 29 April). And then there is mentoring apart from that which takes place at an early stage in an indexer's career. Some indexers find personal and informal mentors. We all need them. I have been producing indexes for twenty years, albeit not as prolifically as some others, but sometimes I need to contact a colleague for advice or to discuss a problem. Such contacts have prevented me from making unnecessary mistakes.

Apart from working up to registration there is the question of how to get jobs. Some are better at 'selling' themselves than others. In the UK this has been partly overcome by the team approach adopted by Indexing Specialists (UK) founded by Richard Raper. Informally there are some examples of this approach here but there is a problem of scale. Book publishing in the UK is more than ten times the volume of Australian and New Zealand. SI has 700 members, ANZSI has 200. Just work it out. ANZSI indexers who aspire to making a living from indexing may be operating in a more difficult market. Those of us who are part-timers are aware of the unforeseen fluctuations.

At the 2007 SI conference Ian Crane, a former Chair of SI, gave a seminar on 'What else can we do?' which explored alternative earnings options for indexers. Such an exploration could be helpful here. In my own experience this has included consultancies in public and school libraries, cataloguing of collections of books and periodicals on Oriental art and on dance for an academy in Malaysia, research in periodicals in the Botanical Gardens library in Singapore and the compilation of five bibliographies covering Australian publications and the comprehensive listing of sequels in the English language. Most indexers have other skills which can be used in this way.

I see that Glenda Browne's international reputation has been acknowledged in *The Indexer* with the review of her article on 'The definite article: acknowledging "The" in index entries' (*Indexer* 26(1), 2) and the Ig Nobel Prize which she received for it. Receiving the award took Glenda to Harvard University. In this and other ways Glenda does much for the profession here and internationally. Her work for the prize demonstrates one of the fine points of the ANZSI character; we could call it lightheartedness. This could perhaps be traced back to an old, maybe forgotten, tradition of including a spoof entry in every index. In the po-faced world of the 21st century such a practice might be prosecuted under some obscure clause of the *Trade Practices Act*.

John E. Simkin

ASI is now American Society for Indexing

An amendment to its bylaws changing ASI's name to American Society for Indexing (from 'American Society of Indexers') has been approved by 83.5% of the members voting in the 2008 election. The name change is effective immediately, and will be phased in at both the national and chapter/SIG levels over the next few months.

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Deadline for the June 2008 issue: 4 June

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This newsletter is published monthly 10 times per year, with combined issues for January/ February and November/December. It is sent free to all members of the Australian and New Zealand Society of Indexers. Opinions expressed in the newsletter are those of the individual contributors, and do not necessarily reflect the opinions of the Society.

It is *your* newsletter, and we are totally dependent on contributions, both large and small, from members. Please contact the editor if you have any questions about the suitability of items for publication. The editor reserves the right to edit or abridge contributions.

Please send files via email in MS Word, .doc files or .rtf, but NOT .html or .pdf. And please, no images or footnotes in Word files.

Next deadline

4 June for the June 2008 issue.

Graphics

Image files can be accepted in most common formats. Do not embed images in text files. Camera-ready art and photos can be scanned by the editor. Note that photos need to be clear, sharp and contrasty if they are to copy well in black and white.

Advertising charges

Full page A$175; half page A$90; quarter page A$35; full year 10 for the price of 8.

Membership charges

A$70 per year from 1 Jul 2008.
Institutional membership $95.
Subscriptions to the Newsletter A$55 p.a.

The Indexer
(international indexing journal)
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To subscribe at the special rate for indexing society members, go to <www.theindexer.org> and click on the subscriptions link.

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Indexers Available

<www.aussi.org/IndexersAvailable>

News from Queensland

ANZSI has a Queensland Branch in 2008

I wish to formally announce that on Monday evening, 28 April 2008, at a meeting in Brisbane, Queensland, there was a motion put and a vote was taken, to form a Queensland Branch of ANZSI (Australian and New Zealand Society of Indexers).

A Branch Executive was elected on the night and the office bearers of the Queensland Branch of ANZSI are listed below.

President: Moira Brown
Vice President: Beryl Macdonald
Secretary: Sandy Liddle
Treasurer: Franz Pinz
Committee Members:
Mei Yen Chua, Jacinda Wilson

The first meeting of the Queensland Branch will be held in Brisbane on Wednesday 18 June 2008 at 7.00 pm, at a venue to be advised. So keep this date free and mark it in your diary. This is YOUR branch! Come and enjoy it.

All ANZSI members in Queensland are automatically members of the Queensland Branch at no further cost.

Friends, we need ideas for our Branch meetings. All suggestions are welcome. Please contact any member of the Queensland Branch Executive with your ideas for future guest speakers, training requests, venues and outings which we can all enjoy. (Contact details are on the last page of the Newsletter.)

I have plans afoot to hold Branch meetings in Townsville and the Sunshine Coast in the near future, so ANZSI members in those areas of the State may network and also enjoy being part of the Queensland Branch experience.

Thanks to the numerous members and industry associates, who emailed their support for the formation of the Queensland Branch of ANZSI. Thank you also to those members who turned up on the night and made it happen.

Stay in touch!

Moira Brown
<brown5moira@yahoo.com.au>

Stop Press! Membership rates

Council have increased personal membership rates to $70 for the next financial year, commencing 1 July 2008. Institutional membership becomes $95.

The Indexing Life: Proceedings of the ANZSI Conference 15-17 March 2007, Melbourne on CD ROM

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ACT and NSW Branches' combined 'Evaluating indexes' forum

The ACT and NSW Branches of ANZSI invite members to participate in a joint Evaluating Indexes Forum to be held on Saturday 21 June from 1.00 pm to 6.00 pm at Craigieburn Resort, Centennial Road, Bowral, NSW.

Some indexes are easy to use, others take more effort. Some indexes are rather sparse, others very detailed. Are they 'good' or 'bad' indexes? What does 'detailed' mean? What qualities do judges look for in award-winning indexes? The Evaluating Indexes Forum will discuss these questions and the criteria used to evaluate indexes, using the Yellow Pages' Fast-Find Index as the basis of this discussion. Bring a copy along with you if you can, or arrange to share with someone. It doesn't matter which edition you bring – page locators differ but the framework is standard in all directories.

The discussion leader will be Michael Harrington, Chair of the Registration Committee. Other participants will include members of the Panel of Assessors and Alan Walker, Chair of the Awards Committee.

Craigieburn Resort is on Centennial Road, Bowral (5 minutes drive from the Bowral railway station), phone: +61 3 4861 1277, <www.craigieburnresort.com.au/>. It is a heritage hotel set in the beautiful Southern Highlands, surrounded by a 36 hectare garden estate and including a private 9-hole golf course. There is a restaurant and spacious guest lounges with open fires (of course!).

The Forum will take place in a comfortable meeting room, with open fires, views and complete privacy. As the room has been booked for the whole day, participants are welcome to arrive early and relax or sightsee in and around Bowral (e.g. the Bradman Museum is here) – see <www.highlandsnsw.com.au> and <www.thesouthernhighlands.com.au/>.

There is no charge for attendance at the Forum, but if you stay overnight you will need to cover your accommodation and dinner. The ACT and NSW Branches will cover the costs of light refreshments during the afternoon and drinks at the dinner. We anticipate that informal discussion and networking and some entertainment will take place after the dinner.

A single room costs $199, including breakfast; twin-share or double is $248, breakfast included. To book a room you should contact Craigieburn directly at least six weeks ahead of the scheduled date, saying that you are part of the ACT/NSW Indexers' group booking. A deposit of $100 per room is required.

Dinner will be in the Craigieburn restaurant: two courses $55; three courses $65.00. A sample menu is on the website. You are welcome to bring spouses/partners to the dinner.

As well as booking directly with Craigieburn, all those wishing to attend should also contact Sue Flaxman <sueflaxman@optushome.com.au>, who is coordinating the numbers and dinner arrangements with Craigieburn.

Branch activities

Date & time	*Organiser*	*Name of activity*	*Venue*	*Contact details*
Sat 17 May Sat 24 May	NSW Branch	Basic Book Indexing training course	Thomson, 100 Harris St. Pyrmont	Glenda Browne +61 2 4739 8199 <webindexing@optusnet.com.au>
Sat 17 May 9.00–5.00	Society of Editors (Qld)	Copy editing and proofreading w'shop	Brisbane Girls Grammar School	Annette Dunlop <training@editorsqld.com> RSVP as soon as possible
Sat 24 May	NZ Branch	Introduction to back-of-book indexing	Christchurch, NZ	Carol Dawber <carol.dawber@xtra.co.nz> Max McMaster will be the trainer
Sun 25 May	NZ Branch	Intermediate back-of-book indexing	Christchurch, NZ	Carol Dawber <carol.dawber@xtra.co.nz> Max McMaster will be the trainer
Wed 18 June 7.00 pm	Qld Branch	First Branch meeting – celebration!	Brisbane Details to follow	Moira Brown <brown5moira@yahoo.com.au> or Sandy Liddle <sandlid@bigpond.net.au>
Sat 21 June Sun 22 June	ACT Region and NSW Branches	Joint get-together: Evaluating indexes forum	Craigieburn Resort, Bowral NSW	See details above. Contact Sue Flaxman <sueflaxman@optushome.com.au>
Sat 28 June	Vic Branch	Get-together lunch	Yarragon	Details to follow
Sat 2 Aug	Vic Branch	Seminar	Amora Riverwalk	Details to follow

The end of <www.aussi.org> . . .

The new website at <www.anzsi.org> means the end of <www.aussi.org>. This may seem like a very obvious statement to make, but I would like to remind members that there are hundreds of references to the old website that will need to be updated. Changing all these references will take time and can only be achieved with the help of members. So if you see a reference to the old website somewhere, please take the time to update it, or alert the appropriate person to the change.

All the old email addresses, such as <president@aussi.org>, will also go. There will be a new general email address of <ANZSIinfo@anzsi.org>. Other general emails will be created as required, but preference has been given for emails to go directly to the person concerned.

As with all projects the final tasks always take longer than you think, so get your mouse ready to explore the new website at <www.anzsi.org> and let me know what you think.

Mary Russell
ANZSI Web Manager

Let there be jazz!

More than 20 ANZSI members and friends spent Saturday afternoon, 1 March, exploring the archival collection of film and video clips, LP records and 78s, posters, books, magazines, photographs, instruments, historical memorabilia etc. at the Victorian Jazz Archives, Wantirna, built on the site of a Ranger's hut.

The content is mainly Australian, with an emphasis on holdings related to Victorian musicians, but there is also an international collection tracing the history of jazz and its origins in USA. The library of printed material assists in identifying gifts of recordings and other items that do not carry attribution to a particular band or soloist, but can be dated from references to styles of music, first playing of tunes and costumes of performers.

Items given to the Archives are copied 3 times on the hard drive in CD format – one copy is given to the National Film and Sound Archives in Canberra, another is preserved as an archival copy and the third is for access – playing or lending to members. Error monitor graphs are kept for each recording thus transcribed. Film and videos are copied to DVD format in triplicate as for recorded material. They hold 5,500 78s; 6,500 LPs and call themselves the 'de facto Australian jazz archives'.

State-of-the-art recording equipment and ongoing costs of the Archival collections are covered by subscriptions, donations, record sales, visiting groups such as ourselves, and people interested in viewing their regular exhibitions. A few years ago, when the hand-me-down piano was in need of restoration, and the cost of a new one was beyond the club's budget, members were asked to donate $50 each to pay for one of the 88 piano keys on the keyboard and the new piano was soon in pride of place. A spare keyboard was donated by Yamaha and mounted, after each of the black and white keys was engraved with the name of its donor – a superb example of 'sharing the load'; all members with a named key are rightly proud of their association with this beautiful instrument.

The current exhibition is called 'The Fitzgibbon Dynasty' – honouring the Fitzgibbon family who are arguably one of Australia's most prominent families in entertainment circles including music and stage. This material was fascinating and very professionally put together in various display cases throughout the main room. It has been so successful that it will remain on view until the end of October. Following upon its heels will be 'The New Melbourne Jazz Band' exhibition which runs from the fourth week in November for 7–8 months. In 2009 there are to be two special displays, one celebrating the 60th 'Australian Jazz Convention' – possibly the world's longest-running jazz festival; and the other honouring our famous clarinettist Don Burrows. Rolling displays are placed in various municipal libraries.

The Eastern Regional Libraries (ERL) database – shared community MYSQL, an extended network – run by the ERL network, provide backup and support. Users (such as members of the Victorian Jazz Archives) can log in from home for a cost of $50 per annum. The database allows for 7 search fields which cannot be isolated and the collection currently has 11,200 records. It lists text only, no pictures or music at this stage.

Graham Coyle, renowned pianist, played for our delight whilst we enjoyed the splendid afternoon tea put on by volunteer members. Ray Sutton, General Manager, gave a most informative talk on how the Archives started up and the problems and joys of its growing period. Ray also showed us how their database performs to search for recordings and other items in the collection.

Marina Pollard, Visitors Services Coordinator, was our liaison in booking the trip, ensuring that we had enough guides for exploring the collection (housed in shipping containers with controlled temperature for best storage conditions) and for interrogating the computer, in small groups. Allyson Athonisz, Librarian, a familiar face to some of us, provided another access to the database and answered our questions.

We are very grateful to all our guides for a most enjoyable afternoon.

Jenny Restarick

NSW Branch: Introduction to book indexing

ANZSI NSW Branch will hold a basic book indexing training course over two days on Saturday 17 May and Saturday 24 May 2008. The course will run from 9.30 am to 4.00 pm with a half-hour lunch. It will be held at Thomson Legal & Regulatory, 100 Harris Street, Pyrmont, Sydney. Parking onsite if you provide your registration number in advance. The building is near the John's Square tram station and bus stops on Harris Street. Lunch and morning and afternoon tea are included and a workbook will be provided.

Course description: This is a two day introduction to the principles of book indexing. It includes:

- useful references;
- indexing context (working with editors);
- indexing processes (reading, highlighting, indexing, editing);
- approaches to project planning, analysis of text, selection of indexable concepts, and indexing to the appropriate length;
- principles of indexing, including the wording of entries, and creation of cross-references;
- types of entries (subjects and names), elements of entries (headings, subheadings, locators);
- names – special issues in the indexing of people, places, and organisations;
- alphabetical order, and other filing conventions;
- style of entries;
- editing and evaluating entries;
- indexing software – a brief introduction.

The course is presented using lecture format, class discussions and exercises, and take-home exercises. Students receive a substantial workbook.

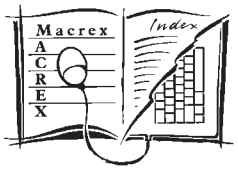
Payment in advance is required. Cost will be $540 for members, $600 for non-members (no GST involved). There is a 40% discount for long-distance travellers (travel requiring an overnight stay). As the course is on just before the end of the financial year, we will accept membership for 2008/2009. You will have to pay the membership fee separately to the ANZSI Treasurer (details at <www.aussi.org/membership/index.html>).

Course enquiries to Glenda Browne: +61 2 4739 8199 or <webindexing@optusnet.com.au>.

Venue and parking enquiries to Lorraine Doyle: +61 2 8587 7229, or <Lorraine.Doyle@thomson.com>.

Bookings and payments to Sue Flaxman: +61 2 4861 3589 or 0423 197 044. Payment can be made by cheque to ANZSI NSW or by direct deposit to account no. 2640 1017 0440 at the Commonwealth Bank Blaxland Branch – BSB 062-640. Applicants should ask for their name and 'ANZSI COURSE' to be put as the reference number (if the bank won't do this, just put a 4-digit number and let us know what it is. This allows us to track the deposits). Cheques should be posted to Sue Flaxman at 4 Loris St, East Bowral NSW 2576.

Glenda Browne



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From the literature and other thoughts

Index Deconstructor

Jack Lyon, from The Editorium, has created a program called IndexDeconstructor – find it at <www.editorium.com/ftp/indexdeconstructor.zip>. It turns a previously formatted back-of-the-book index into a tab-delimited file that can be imported into a standalone indexing program such as SKY Index, CINDEX, or MACREX. There appear to be Windows and Macintosh versions, and you can test it for free. Cost for one user is about US$50. I haven't tried this one, but Jack is also the creator of DEXter, a useful program to ease the pain of embedded indexing (which has also spawned another program, DEXEmbed).

New York Times

Philip Parker, a chaired professor of management science at Insead (a business school) uses 6 programmers and 60 computers to gather information from the web to be packaged and sold as print-on-demand books (see 'He Wrote 200,000 Books (but Computers Did Some of the Work)' by Noam Cohen, 14 April 2008 <www.nytimes.com/2008/04/14/business/media/14link.html?_r=1&th=&emc=th&pagewanted=print&oref=slogin>.

He does seem to have a sense of humour. He has used his program to write acrostic poems. When asked: "Do you think one of them is Shakespeare?" he replied: "No, only because I haven't done sonnets yet."

In his video at <youtube.com/watch?v=SkS5PkHQphY> he explains the generation of economics and health-related books, the potential for the automatic generation of game shows in many languages, and the creation of language-teaching software. Some of the data mining aspects of his work, which gather statistics on various fairly obscure topics, could have value for people interested in those fields.

Key Words v.15 n.4 Oct-Dec 2007

p.114 – Enid Zafran, in her practical column 'From A to Zafran' discussed the use of prepositions and other connectors (such as 'and') in subheadings. She recommends using prepositions when they add polish and fluency, suggesting that reading the entry back to yourself helps you assess this. She mentions the use of the connector 'on' to indicate that the entry refers to a persons opinion on a topic. This works well, except in the case of a book on sex workers which had entries such as 'Doe, John, on sex workers'. She also points out that not every subheading requires a preposition, so they should be used when necessary, not all of the time.

pp.116-119 – Colleen Dunham reported on a project involving the indexing of historic newspapers by prisoners in the Washington State Penitentiary. Long-term prisoners are preferred, as they get more value from the training they put in!

pp.122-123, 125 – Debra Spidal wrote on 'Personal strategic planning for work/life balance', giving practical steps for working out your aims (mental, physical, spiritual, family, social and career/financial) and setting action plans so that you do what you want in life.

pp. 130-132 – Heather Hedden reviewed 'Organising knowledge: taxonomies, knowledge and organisational effectiveness' by Patrick Lambe (Oxford, England: Chandos Publishing, 2007, <www.organisingknowledge.com>). I read this book recently – it is one of the few books on taxonomies, and it gave a context to many other things I have read. If you are interested in the information architecture side of 'indexing', it is worth reading.

Medical insurance

A friend told me that her husband's insurance company knocked back his claim for ongoing insurance because he had originally had a 'sickness' and now claimed an 'illness'. He had to return to the doctor for a reworded medical certificate. Perhaps they need a synonym list?

Glenda Browne

Obviously not indexed

'The most remarkable thing about my mother is that for 30 years she served the family nothing but leftovers. The original meal has never been found.'

Food writer Calvin Trillin, quoted in the *Canberra Times*, 7 May 2008.

What are you all DOING?

In this issue there's splendid news from Queensland, an account of a fascinating visit to the Victorian Jazz Archives, some repeat items on pending activities, but do the rest of you really have nothing to contribute? And is there to be no response to my plea for more photographs to liven up YOUR pages?

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