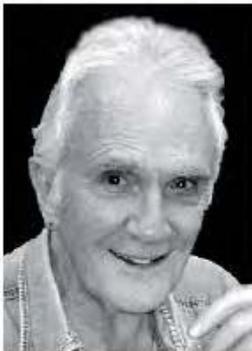


## From the President



Some time back I undertook to present some ideas on alternate or supplementary sources of income for indexers. I expected to have access to notes used by Ian Crane for a talk he gave to the 2007 SI conferences at Roehampton. In the event Ian spent much of the time after that conference travelling and, when he had again touched down, he sent a message telling me that he had spoken almost off the cuff and had only kept the briefest notes. So I am on my own and shall list here suggestions which may generate ideas.

From my own experience:

- Since I have been to England many times I once thought that I might be able to find private libraries or collections of family papers to organise and index there. A friend who visited Knole in the course of his musicological research was shown around by the elderly 4th Baron Sackville. My friend, with me in mind, asked whether the library was catalogued. The old man answered vaguely that he didn't think so. My friend then spoke to a trustee of the Knole estate whom he knows in Malaysia only to be told that the library had been catalogued.

- There seemed to be a second opportunity when the same friend, in conversation with his dentist in Sydney, followed up what seemed to be a lead to a large collection of scores and sheet music which definitely needed organising. In this case there was just one two many degrees of separation.

- I became aware of a third opportunity in Bali where an enterprising Canadian had a flourishing business in silver and other fine jewellery, as well other locally produced craft works. The inventory ran to many hundreds of items. He was eager to produce an illustrated catalogue. This would have been a job for someone who can work happily with, and for, high-powered executives. Otherwise the general conditions and would have been fine but since I had experienced a little of the high-powered executive in local government, I wasn't going to pursue it in Bali, 'Island of Dreaming'.

- Despite these failures I managed to get several smaller assignments – organising a collection of books, periodicals and audiovisual material belonging to a school of In-

dian dance in Kuala Lumpur, and another belonging to a bamboo research foundation in Bali. While in Singapore I also undertook to visit the University library and the Botanical Gardens library to check references for articles for a botanical journal.

- Back home in Melbourne I was talking to a curator at the Heide Museum of Modern Art about the restoration of Heide 1 as the old house is known. In it was the remains of the library originally formed by John Reed. I offered to sort it for packing while the house was renovated. The job was a dusty one and involved searching in cupboards and drawers but the Museum paid well and I had a lot of fun doing it.

- Then there was an art dealer to whom I was introduced who wanted to sell her collection of books and periodicals, some quite rare. We spent a winter in a cold warehouse compiling the catalogue. A friend added illustrations from some of the works so that now, on the Web, it is a pleasure to browse.

National Indexing Service of Australia (NISA)

As I was pondering this subject I recalled that I had seen a page in the ANZSI archives in the State Library of Victoria. It was a flyer issued on 10 March 1961 by H. Godfrey Green who was the corresponding member of the Society of Indexers in Australia and responsible for bringing together the first group of indexers in 1972.

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**Deadline for the July issue: 1 July**

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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

1 July for the July 2009 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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<editor@theindexer.org>

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### Indexers Available

<www.anzsi.org/site/Indexers\_available.asp>

## From the President cont.

Godfrey offered his services under the slogan 'It is far wiser to leave it to NISA'. The range of services he offered may provide ideas for indexers today. They included:

- indexing of manuscripts, including the compilation of digests, synopses and tables;
- indexing of reports of inspections, surveys and conferences;
- indexing of special studies, addresses, academic theses, dissertations & monographs;
- indexing of maps, photographs, plans;
- indexing of archives, personal records, private papers;
- cataloguing and indexing of special collections, books, pamphlets; and
- alphabetisation of directories, gazetteers, dictionaries, glossaries.

The message from all these examples is that you need to be alert to the possibilities and not to be reticent in offering your services. After all you are an expert in the organising of knowledge which is what indexing, in its broadest definition is. In Australia there may not be enough indexing work to provide a steady supply of work for freelance book indexers. So the answer is diversify.

### Society of Indexers in Australia

In checking the archives to find the flyer mentioned above I found the membership list of the earlier group for 1975. There were 99 members covering all states and the ACT and one in New Guinea. Three members still around were listed – Edyth Binkowski, Alan Walker and myself.

*John E. Simkin, ANZSI President*



*Members of the Committee of International Representatives of Indexing Societies  
L to R: Marlene Burger (Association of South African Indexers and Bibliographers),  
Pilar Wyman (American Society for Indexing), Caroline Diepeveen (Netherlands Indexing Network),  
John Simkin (Australian and New Zealand Society of Indexers), Ruth Pincoe (Convener, Indexing Society  
of Canada), Jill Halliday (Society of Indexers), Frances Lennie (American Society of Indexers).*

## Membership Renewals

Members are reminded that the ANZSI financial year is July-June so your membership subscriptions are now due.

You will be sent an email reminder containing a personalised secure link to the payment facility to enable you to pay via credit card along with a link to the membership form that can be downloaded if you wish to pay by cheque and post to the Membership Secretary at the address on the form.

Only members without email or those with bounced emails will be posted a renewal form.

If you have any questions about the renewal process, please feel free to contact the Membership Secretary, Joanna McLachlan, at [bandoola1@bigpond.com](mailto:bandoola1@bigpond.com)

# Australian and New Zealand Society of Indexers' Medal 2009

The Australian and New Zealand Society of Indexers' Medal is offered annually for the most outstanding index to a book or periodical compiled in Australia or New Zealand. The index must be in print and published after 2005. It must have been compiled in Australia or New Zealand, even though the text to which it refers may have originated elsewhere.

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 reader. The publisher of the winning index will be presented with a certificate recognising their promotion of work of outstanding quality. The judges may also make 'highly commended' awards.

Nominations, with bibliographical details and a copy of the book (which will be returned if requested) should be sent to the address on the nomination form. Publishers, indexers and all interested people may nominate indexes, and indexers may nominate their own work.

Entries close on July 14, 2009. A nomination form is available from the Society's website <[www.anzsi.org](http://www.anzsi.org)>.

Contact Alan Walker - Convener, Awards Committee - [alan.walker@s054.aone.net.au](mailto:alan.walker@s054.aone.net.au) or ph: (02) 9368 0174

## ASI Conference, Portland, 23-25 April 2009

*Alan Walker*

Portland, Oregon, is a most suitable venue for indexers to hold a conference.

First, it is the home of Powell's City of Books, one of the largest independent bookstores in the world, which hosted the Welcome Reception. The accompanying photograph gives a misleading impression. Powell's is not just the single-story shop which appears in the picture — it takes up an entire city block, with 1.6 acres of retail floor space; it has over one million new, used and out of print volumes in stock; and it is open 365 days a year.

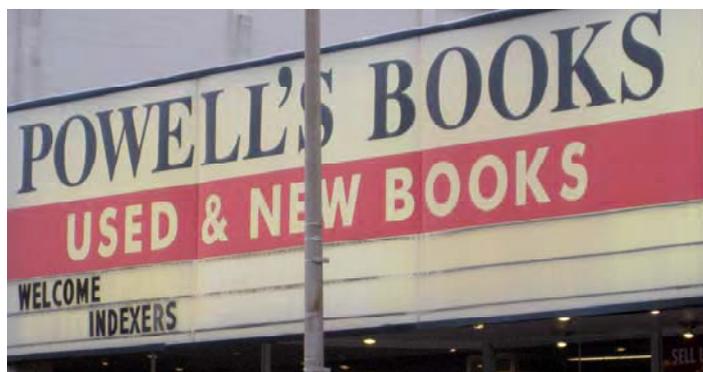
Second, Portland is an easy city to get around. It has an excellent public transport system, and I also found that navigation on foot is easy. The avenues are numbered from 1st up to whatever number is required, which is common enough in North American cities, but the best part (for indexers, especially) is that the cross-streets are named in alphabetical order (Ankeny, Burnside, Couch, Davis and so on, up to at least Quigley and probably further). Unfortunately this applies only in the interesting Old Town; once beyond that part of the city the street names are seriously misfiled.

The American Society for Indexing (ASI) chose as the theme for its annual conference "Scaling the Heights", a reference to the picturesque snow-capped peaks in this part of Oregon, and the basis of a variety of mountain-based metaphors in presentations throughout the conference.

The opening day was devoted to workshops, of which I chose two excellent four-hour advanced sessions:

- "Creating Elegant Subheadings" presented by Margie Towery and Victoria Agee, and
- "The Naked Indexer", in which Fred Leise bravely allowed attendees to watch him index part of a scholarly work he had never seen before: this was an unusual opportunity to observe and comment on indexing techniques and decision-making processes.

Also available were full-day workshops on "Principles of Indexing" and "Building Taxonomies from the Ground Up", as well as half-day workshops entitled "Cooking the Book" (on cookbook indexing) and "Using PDFs in Indexing".



Thereafter there were usually two or three streams running simultaneously, so it was not possible for a single person to sample all the presentations. Sessions which I found interesting and useful were:

- the keynote speaker, Carol Fisher Saller (Chicago University Press) on the Chicago Manual of Style (at 7:30am)
- Julie McClung (British Columbia Hansard) on print vs web indexes
- Cheryl Landes on indexing grammar
- Enid Zafran on when and when not to index notes
- Seth Maislin on automatic indexing
- David Ream on using PDF files
- Frances Lennie's CINDE update session, and her presentation on the visual appeal of indexes (this paper will be delivered again at ANZSI's Sydney conference in October)

The list of conference attendees contains 177 names, mainly from the USA, but including seven from Canada, one from the UK (Maureen MacGlashan, the Editor of *The Indexer*) and two from Australia (Mary Coe & myself).

The conference organisers are to be congratulated on the smooth running of a packed program, and on the many helpful services for attendees, such as the buddy system for new indexers.

My thanks to the Council for nominating me as the ANZSI representative. My office duties were not onerous, consisting mainly of talking up the ANZSI Conference in October. An unexpected pleasure was to accept the 2009 Web Indexing Special Interest Group's 2009 Award on behalf of Mary Russell, recognising her great work as the ANZSI Web Manager.

# From the literature and other thoughts

## *Promoting ANZSI*

I have been gathering ideas of mailing lists, websites, organisations and social sites in which ANZSI events can be promoted. This list contains resources used by ANZSI NSW, and others suggested by Mary Russell, Tricia Waters and Kerry Biram.

## *Mailing lists*

- ALIA mailing lists including aliaINDEXERS, aliaINFOG and aliaCATLIBS (<http://alianet.alia.org.au/alianet/e-lists/>).
- Other library-related lists (<http://alianet.alia.org.au/alianet/e-lists/other.lists.html>) including state-based lists and the Australian Law Librarians Association list.

## *Websites*

- Portals for short courses, eg, Short Courses Victoria <http://www.shortcourses.vic.gov.au>.

## *Organisations*

- Australian Society of Authors, Societies of Editors in each state, Australian Society of Archivists, Technical Writers Associations.
- Family history, local history, genealogy and other specialist hobby groups.
- NSW Writers Centre weekly email newsletter [http://www.nswwriterscentre.org.au/html/s01\\_home/home.asp?dsb=90](http://www.nswwriterscentre.org.au/html/s01_home/home.asp?dsb=90).

## *Print and online publications*

- Thorpe-Bowker publications at <http://www.booksellerandpublisher.com.au/> (Weekly Book Newsletter, Australian Library News offer free announcements to professional associations).
- Literary sections of each state's major newspapers.

## *Social networking*

- Ning Indexers' Network has an events page at <http://indexing.ning.com/events>.
- Facebook – the Victorian Society of Editors has a Facebook page, at which they post photos of SocEds events every now and then, promote events etc.
- Linked-In has an events module accessible from the right hand side of a home page – the ANZSI conference is listed here.

## *Font size for indexes*

There is general acceptance among indexers and editors that the font used in an index can or should be a few points smaller than that used in the general text. Not all our users agree, however. An interesting perspective contributed by

Sandy Topping was published in Key Words April-June 2009, p.60 (reprinted with permission):

My son, Drew, was reading one of those product information books with the active assistance of my 4-year-old granddaughter, Nicolette. As he looked in the index for the information he needed, he explained to her how an index helped the reader find things in books.

“Your Grammie writes indexes like this one,” he told her.

She squinted at the small print and answered, “Tell her to write bigger!”

At the other side of the age spectrum, my father insists that indexes should be no smaller than the text they refer to.

## *What Amazon can tell you*

Amazon.com has two new features, which they call Concordance and Text Stats. You can select them in the Inside this Book section on the Amazon page for any book which has this feature activated (but most books on indexing don't seem to have Search Inside). Concordance brings up a tag cloud showing the 100 most commonly used words in the book. For *The Indexing Companion*, not surprisingly, index, indexing and indexers are the most common, followed by terms, entries and book. May, use and used also slip in as common words.

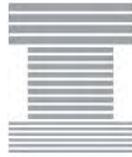
The Text Stats give an indication of the readability and complexity of the text. The statistics don't all agree, but roughly suggest that you should be able to read *The Indexing Companion* if you have 15.9 years formal education or a US grade-level of 12.8, although you shouldn't need a college education.

They also let you know – just for fun – that you get 1,937 Words per Dollar and 6,778 Words per Ounce.

Amazon also lists two types of Key Phrases – the first list comprises Statistically Improbable Phrases (SIPs), ie, phrases that are more common in the book being examined than in the general Amazon collection. Their selection would make the basis for a good set of keywords for a database index. It includes terms such as indexing projects, filing rules, multimedia indexing, book indexing, and database indexing along with some more specific ones such as undifferentiated locators and dedicated indexing software. There are also a few odd ones, including ‘other multivolume works’ and ‘most indexers’.

The second type of Key Phrase is a Capitalized Phrase (CAP). CAPs include some partial phrases (eg, ‘The Chicago’ – rather ironic, as one Amazon review complained that we didn't mention *The Chicago Manual of Style* enough!), some chapter headings, place names (United States, New Zealand, New South Wales, but not Australia), names, software programs (Microsoft Word, but not

*Continued on page 6*



## ***The Practice of Indexing***

Australian and New Zealand Society of Indexers Conference  
Sydney, Australia  
15-17 October 2009

### **Who should attend?**

Anyone interested in the art and practice of indexing: indexers, editors, librarians, archivists, historians, writers, journalists, genealogists, thesaurus developers, information architects, curators, ...

### **Conference program**

In line with the practical theme, the Conference will have a range of formal and informal sessions focusing on the 'how to' of indexing, with content to interest both experienced and new indexers alike.

**Papers and Panels** will include topics such as:

- indexing names
- publishing industry
- thesaurus evaluation
- indexing in a parliamentary library
- markup techniques
- styles of indexes
- today's digital environment
- indexing illustrations
- 'what we say and what we do'
- indexes on indexing – where to find them.

Our honoured guest keynote speakers are:

**Hazel Bell** (UK), renowned indexer and editor,  
**Mal Booth** (Aust), Director, Education & Research Service Unit, University of Technology, Sydney,  
**Dr Robin Derricourt** (Aust), Managing Director, UNSW Press.

**Roundtable discussions** will include:

- \* *Legal Indexing*
- \* *Medical and Scientific Indexing.*

There will also be **Indexing Clinics**, giving newer indexers, or those working in new areas, an opportunity to get feedback on an index they are working on or have completed.

Four optional half-day **workshops** will be held on Thursday 15 October:

- \* *Website indexing*
- \* *Cookbook indexing*
- \* *CINDEX™ indexing software update*
- \* *SKY Index™ indexing software.*

### **Meetings**

The Conference Program will include meetings for the representatives of international indexing societies; and members of ANZSI, including the AGM.

There will also be time throughout the Conference to network and share ideas with local and international colleagues.

### **Venue / Accommodation**

The Conference will be held at the recently refurbished Citigate Hotel, 169-179 Thomas St, Sydney 2000, NSW Australia. The hotel is located in the Sydney CBD with good transport access and close to all that the city has to offer for sightseeing and entertainment.

The hotel will be offering conference packages. Attendees will need to arrange all their own travel and accommodation.

### **Social events**

As part of the program, there will be the Conference Dinner (guests welcome) held at the Conference hotel on Friday 16 October. After the Conference, there will be an informal dinner arranged on Saturday 17 October for attendees staying on over the weekend; and a social get-together on Sunday 18 October.

The Conference Committee and Society wish to encourage new indexers and people interested in indexing to come to Sydney and enjoy, and learn from, all that the Conference and ANZSI have to offer.

For further information, including registration details, please visit  
<[www.anzsi.org/site/2009\\_conference.asp](http://www.anzsi.org/site/2009_conference.asp)>.

## From the literature - cont.

the more important ones!), and organisations (World Wide Web Consortium). The choices were OK, but didn't reflect their importance in the text. The only really odd entry was Bile Ducts – extracted because it was used multiple times in a filing example.

Both types of Key Phrase are hyperlinked, so if you click on a phrase it will show you all of the books in Amazon that contain that phrase (if they have Search Inside This Book). There are only three books that have 'undifferentiated locators' as a Key Phrase, for example. These Key Phrases also come into play when someone types them into the search box, so even the words used within a book matter now for Search Engine Optimisation.

### Twitter

I have been exploring Twitter (<http://twitter.com>), a site through which you send very short messages, whenever you like, to whoever wants to listen. I have started to enjoy it despite myself!

Searched for 'indexer', browsed a few pages of messages and found an ad for an indexer for Thomson Reuters in India (<http://jobs.monsterindia.com/details/7045846.html?from=indeed>). Also news from a few indexers I know who have just started/just finished jobs etc. Unfortunately most of the messages when I looked were about Twitter planning to index links (interesting, but repeated endlessly).

You can use a hash tag to make terms easily searchable. For example, snippets on your work could be tagged '#book-indexing', and when we start tweeting about the ANZSI conference we could use a hash tag such as '#ANZSI2009' to make all comments about the conference readily retrievable.

## Reply to the Letter to the Editor

As a member in the process of applying for registration, I would be pleased to receive a detailed report from the Registration Panel. I would rather wait longer or pay more in order to receive a detailed assessment.

*Joanna McLachlan*

## ANZSI Activities

<i>Date &amp; Time</i>	<i>Organiser</i>	<i>Name of Activity</i>	<i>Venue</i>	<i>Contact Details</i>
Wed 29 July 6.00 for 6.30 pm	NSW Branch	Visit to State Library of NSW	State Library of NSW Macquarie Street, Sydney	Caroline Jones - <a href="mailto:carolinejones@gmail.com">carolinejones@gmail.com</a>
6 August 1.15 to 2.15 pm	Vic Branch	Indexing your family history	State Library of Victoria	ANZSI website - <a href="http://www.anzsi.org/site/calendar">www.anzsi.org/site/calendar</a>
Thurs 15 Oct	Conference Committee	ANZSI Conference Workshops	Citigate Central Hotel, Sydney	Enquiries to Madeleine Davis - <a href="mailto:conference@anzsi.org">conference@anzsi.org</a>
Fri-Sat 16-17 Oct	Conference Committee	ANZSI Conference The practice of Indexing	Citigate Central Hotel, Sydney	Enquiries to Madeleine Davis - <a href="mailto:conference@anzsi.org">conference@anzsi.org</a> Ph: 61 2 4787 5583

## New South Wales News

We are fast approaching the end of my second year as NSW President. The NSW Branch has responded to a number of Council proposals and papers since last September, covering the proposed incorporation of the Society, Council procedures for dealing with papers, mentoring, ongoing payments to branches and database indexing registration. There is still discussion on many of these. Council has also proposed an award for annual report indexing. The NSW branch has supported this measure and further suggested that the organisation responsible for the Australian Annual Reporting Awards be approached about including analysis of annual report indexes in their award structure.

The NSW Branch has also put forward two further discussion papers for Council consideration:

'Payments to ANZSI members for services'. The NSW Branch believes that the Constitution allows Council to make ex gratia payments for one-off activities and contract payments for ongoing services rendered (eg the editing of the Newsletter) and that such payments should be offered if there is a Mentoring Coordinator or Archives Coordinator appointed. Further consideration should also be given to reimbursement where members take on other Council services that are beyond the normal responsibilities of committee work.

'Funding for attendance by Council members at the ANZSI AGM'. The NSW Branch believes that such reimbursement falls under Council's existing policy of Payments to Members, and, given the distances involved between Council members, and the need for equal representation of all members' views, it is especially important to support such a measure for the ongoing communication and health of ANZSI as a viable bi-national body.

I was delighted to be invited by the Victorian Branch in May as a guest speaker on biography indexing. It was a great turnout!. I also took the opportunity to attend the Council meeting which was held the next day. Among other areas of discussion, the question of auditing branch accounts was resolved, with Council recommending that these accounts be checked for the AGM of each branch by someone outside each Branch committee.

*Madeleine Davis, President*

## Victorian Branch News - Indexers in the Making

On May 11th, ANZSI (Vic Branch) organised an indexing workshop to follow on from those run in March. Prior to the workshop, participants had to index Let's Haggle!: The Fun Guide to Garage Sales, Op Shops & Markets, by Dianne Duncan.

With only four participants, it was an excellent opportunity to discuss the many thorny issues confronting novice-indexers with the presenter, Max McMaster. These included a revision of some basics such as how to index continuous text and whether or not to index the illustrations. Problems encountered using Macrex were also solved!

The last part of the half-day session covered business aspects of indexing which included how to find indexing work, quoting and costing. As expected, we four participants came up with four very different indexes, but we all appreciated being able to look carefully at the index compiled by Max, professional and thorough!

Louise Molloy

## Queensland Branch News - Impressions of an Indexing Course

I recently attended the two-day ANZSI Basic Book Indexing Course in Brisbane. Going well beyond the call of duty, Moira Brown, Queensland Branch president, offered her house as the venue, so it was a cosy little group which gathered there to be tutored by Max McMaster (Master indeed!) and fed by Moira, who appeared at frequent intervals from her kitchen like a genie from a lamp, laden with yet more choices to tempt us.

Max introduced us to the indexing world – where indexers fit in the publishing world, the software, the structure of indexes, and how to select terms for the index. By the afternoon (being so very experienced by then) we evaluated indexes of different types, heartened by the fact that even the New Scientist can produce a completely unfathomable index. On the second day we jumped in at the deep end with the software, writing our own index to a book Max provided. This was a really good way to learn both the software and the practice of indexing, as the questions posed by the students were discussed jointly and led to us all learning quickly. In the afternoon Max provided some useful ideas about how to establish our indexing business.

I found the whole weekend very enlightening, and, as someone who has studied for many years by distance education, the interaction with other people greatly enriched the experience. I came away with new-found friends, significantly more indexing skills and the confidence to believe that I can be a good indexer. I would also like to sincerely thank Moira and Max, without whom this course would not have happened.'

Mo Dickson

<h1>CINDEX™</h1>		for Windows and Macintosh	
from  Indexing Research: <i>the full-service indexing company</i>			
<b>Simple</b> ➔	install the program and begin adding entries in 3 easy steps. No formatting pre-sets necessary.	<b>Sophisticated</b> ➔	employ Cindex's ability to interact with other software: drag & drop between indexes and word-processors, embed index entries in RTF-compatible word-processor documents, export & import files to and from other indexing, spreadsheet, and database programs.
<b>Flexible</b> ➔	adapt the program to your preferred work habits, not vice versa: user-selectable views, work with subsets of entries or multiple indexes at the same time, assign text to hot (function) keys, print out directly from the program in multiple formats from the same index file, etc.	<b>Support</b> ➔	free to registered users.
<b>Powerful</b> ➔	exploit powerful capabilities for easy and efficient data entry and editing: search and replace, macros and abbreviations, auto-completion etc.	<b>Try it today</b> ➔	Visit our website <a href="http://www.indexres.com">www.indexres.com</a> and download a demonstration copy and a PDF of our acclaimed <i>User's Guide</i> . See for yourself why CINDEX is the foremost software for indexing professionals.
Available for <b>Windows</b> (including Vista) and for <b>Macintosh</b> (OS X 10.3 and higher) <b>Student</b> and <b>Publishers'</b> Editions are also available. Contact us to find out how these might best suit your needs.		<b>Indexing Research</b> <a href="http://www.indexres.com">www.indexres.com</a> 620 Park Avenue #183 Rochester, NY 14607 tel: +1-585-413-1819 email: <a href="mailto:info@indexres.com">info@indexres.com</a>	<b>CINDEX™ ...Simplify</b> index preparation with the software that does everything you need to produce quality indexes.

# ANZSI and Branch Committee contacts

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