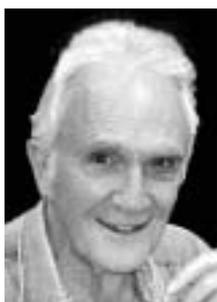


## From the President



I have been checking through my photographs to see whether I have any which might answer the editor's repeated request. I could find only two, both of which have already been published. I have never been addicted to the camera and, even when I have one with me during travel, I usually forget to use it. Thus I don't have many photos and the problems of organising and indexing them have not arisen.

But I began to wonder how these activities are carried out now that the end product is a computer file. Perhaps someone with knowledge of this field can enlighten me.

Then the chain led me to think of those who devise systems for the recording, preservation, cataloguing, indexing and retrieval of image files and other media.

The question has often been asked as to whether 'indexing' is a profession. Anyone who aspires to the understanding of the elements which must go to the devising of such systems certainly has to be 'professional'. But, one may say, 'I only want to index text using the rules which I have learned in the course I did'. Fine, but no two indexing jobs are the same and all will require decisions to be made as to the most effective way to serve the needs of the index's users.

And then, what of the jobs which require the indexer to be inventive, such as in creating tables of family relationships for a genealogical work. You may say that there are software packages for this. Yes, there are, but quite a few of them. How will you

decide which is the best one for your job unless you exercise some 'professional' judgement? In fact none may meet your requirement and it is up to you to create a new one. And remember that such a job will require analysis of the material you will be organising, probably the creation of a database structure for entering the data, decisions as to the output; will it be in hard copy or online? How will the files be updated?

'Oh, that's just a series of mechanical decisions' I hear you say. OK, so give them to a machine to decide and see how 'mechanical' they are. No, they require judgement that only a real live human being can exercise. And don't hold your breath waiting for the development of 'artificial intelligence' to do the job. I'm here to tell you that Nature, God or Evolution (take your pick) has already done the job of inventing intelligence and you had better use it. It can be fun.

As I followed the above chain of thought two other thoughts came to me. First, how much of a person's biography can be deduced from a series of photographs? What of the dictum equating a photograph with a thousand words? How often have we pondered a photograph of some long-dead ancestor? Sometimes they give up quite a bit of unexpected information. Photographs themselves can be used as a form of index to a person.

Second, I considered the ends to which indexes are put. We teach indexing as a constructive activity aimed at making knowledge accessible. But, what of the knowledge which they give access to? In the years leading up to the Second World War two large indexes were created. One was by the German state and was built with great efficiency to keep track of all the

*(continued on page 2)*

## Membership renewal reminder

Members are reminded that the ANZSI membership subscriptions are now due.

You will have received an email reminder containing a personalised secure link to the payment facility to enable you to pay via credit card. Or you can download the membership form from the website and post your renewal to the Membership Secretary at the address on the form. You will need to go to the member's area of the website which requires a password.

If you have forgotten your password, or if you have any questions about the renewal process, please contact the Membership Secretary, Joanna McLachlan at <bandoola1@bigpond.com>.

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**Deadline for the September issue: 2 September**

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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

2 September for the September 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

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### The Indexer

*(international indexing journal)*

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### Indexers Available

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

## The Practice of Indexing

Australian and New Zealand Society of Indexers Conference

Sydney, Australia

15-17 October 2009

### Conference Update

The Conference Committee is pleased to announce that two lucky door prizes have been donated for those attending the Conference Dinner on Friday, 16 October. The Society of Indexers (UK) has offered a year's subscription to *The Indexer* and Hazel Bell has donated a copy of her recent book, *From Flock Beds to Professionalism: A History of Index-Makers*, Oak Knoll Press, 2008.

The post-conference social get-together on the morning of Sunday, 18 October, will be a tour of the Powerhouse Museum, at Darling Harbour within easy walking distance of the hotel. Everyone is invited. Further details and arrangements will be posted on the website and at the conference.

A display table of indexing materials is also planned for the conference. Copies of publications from the American Society for Indexing (ASI) and the Society of Indexers (SI) will be available for perusal and sale or subscription.

Please note – registration for the conference should be received by 4 September. A late fee of \$55.00 will be charged for applications received after that date. Bookings for workshops to be held on Thursday, 15 October, do not carry a late booking fee but are subject to numbers. Get in early to avoid missing out!

The Conference Committee is currently looking to secure sponsorship for one ANZSI member to attend the conference, who might otherwise find it difficult to attend due to the costs involved. When details are finalised a notice will be posted on the conference pages of the website. In the meantime the committee requests that expressions of interest from any ANZSI member for such a sponsorship be forwarded to Madeleine Davis at <madeleindav@gmail.com>.

*Madeleine Davis*

*Convenor, ANZSI Conference 2009*

*(From the President, continued from page 1)*

citizens of the 'thousand-year Reich' and particularly the ethnicity of the citizens so that inferior persons could be controlled or eliminated. I believe Interpol inherited these files after the war.

The second great index was that created by that hero of indexing, Paul Otlet, the great Belgian humanist and supporter of world causes and one of the chief inspirers of the principles of the League of Nations. He believed in human development through knowledge. To that end he created the Universal Bibliographic Repertory which by the 1930s had become an index of 14 million

entries with supporting files of documents. The remains of Otlet's work, which was damaged during the war, are now housed in the Mundaneum in Mons. While Otlet's work was vulnerable because of the form in which it was created, the only one available then, we now have means of creating and preserving files of knowledge which are much more durable because they can be created in hyperspace where they are less accessible to those who would destroy them.

*John E. Simkin*

### ANZSI registration

Congratulations to Joanna McLachlan on her recent registration.

# ACT Region Branch at the Australian Institute of Criminology

A few weeks ago ACT members enjoyed a visit to the J V Barry Library of the Australian Institute of Criminology, conducted by Janet Smith, Principal Librarian.

The Institute was established in 1973 and the Library a year later. Indexing and abstracting began early, were online by the mid-1980s, and then on Ozline. The Library is Australia's major criminology body and its records are indexed and catalogued from around the world.

We examined copies of CINCH, the two-volume Australian criminology database, with lists of subject headings and of journals indexed, which can now be kept up-to-date by a part-time indexer, one of 60 staff. The Library catalogue has evolved into a website database, flexible and responsive.

After this introduction, Janet suggested a question and answer session, in which we learned that –

- Only public databases are used, so everything is added and publicly available. The databases get many external hits, from academics and those who used them as students. There is also the Indigenous Justice Clearinghouse, a research database.
- Users can search by subject headings, and records appear in various databases.
- All staff members monitor journals, make selections and create basic records, so the indexer only has to write an abstract and subject headings. They also pick up articles published overseas.
- Books are held in compactus shelving, and journals on open shelves, in hard copy, with current issues on display.
- 'Library alert' announcements are made about the latest topics. Some subjects are constantly needed, but others may relate to projects, for which contract staff are needed.

- The library has a broader range of interests than the database. The percentage of books is low, and that of journals high, as the library is collecting less. The percentage of reports is up, especially online journals, and conference papers.
- Major news articles are collected, also book reviews, in particular those by staff members and special articles.
- The library tries to collect Australian books on serious criminology research.
- It also collects material from radio and TV, e.g. law reports, and some of the more important Radio National reports.
- The library plans to produce a bibliography of its own publications and those of other organisations.
- It has its own thesaurus, and tries to keep all research topics current, and not let any die out.
- If staff leave, they must leave their research in the Institute. Because of staff turnover, there is an Identifier list of terms, which is easy to create.
- There is also a list of up-to-date drugs, under their proper names.

This concluded our visit, which was useful, informative, and very well organised.

*Edyth Binkowski*

## ANZSI ACT REGION BRANCH LIBRARY

Edyth Binkowski has recently updated the list of holdings published in the newsletter earlier this year. Find them at <[www.anzsi.org/site/actr.asp](http://www.anzsi.org/site/actr.asp)>.

These items are available for loan or for consultation on the spot (at 25 Lawley Street, Deakin ACT 2600) by arrangement with Edyth. Phone +61 2 6281 2484; email <[edythb@webone.com.au](mailto:edythb@webone.com.au)>.

## ANZSI activities

<i>Date &amp; time</i>	<i>Organiser</i>	<i>Name of activity</i>	<i>Venue</i>	<i>Contact details</i>
2 Sept 6.00 pm	Vic Branch	The VIC: Debate on Indexing Fiction	Holy Trinity Anglican Church, Kew	Details at < <a href="http://www.anzsi.org/site/calendar_details.asp?id=97">www.anzsi.org/site/calendar_details.asp?id=97</a> >
14 Sept	Vic Branch	Basic Book Indexing Part 1	Holmesglen	Details at < <a href="http://www.anzsi.org/site/calendar_details.asp?id=103">www.anzsi.org/site/calendar_details.asp?id=103</a> >
15 Sept	Vic Branch	Basic Book Indexing Part 2	Holmesglen	Details at < <a href="http://www.anzsi.org/site/calendar_details.asp?id=104">www.anzsi.org/site/calendar_details.asp?id=104</a> >
Wed 23 Sept 6.00 pm	NSW Branch	AGM	Cafe Kasturi 767-769 George St Broadway	Cost \$20 per head Drinks will be provided by the Branch. Enquiries and bookings to Lorraine Doyle < <a href="mailto:lorraine.doyle@thomsonreuters.com">lorraine.doyle@thomsonreuters.com</a> >
30 Sept	ANZSI	Basic Book Indexing Part 1	Darwin	Details at < <a href="http://www.anzsi.org/site/calendar_details.asp?id=105">www.anzsi.org/site/calendar_details.asp?id=105</a> >
1 Oct	ANZSI	Basic Book Indexing Part 2	Darwin	Details at < <a href="http://www.anzsi.org/site/calendar_details.asp?id=106">www.anzsi.org/site/calendar_details.asp?id=106</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> > Ph +61 2 4787 5583
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

# From the literature and other thoughts

## Names of indexing companies



It was the name of Jean Jesensky's company – **Endswell Indexing** – prompted the thought that it would be good to gather examples of other indexing company names. I posted queries on Index-L (27 May) and aliaINDEXERS (on 23 July); here are the replies, along with a couple of tag lines and a few names that I discovered.

Carolyn Kearney: When I was working as a freelance indexer, I briefly used the business name '**Locator Locator**'. But then I stopped, thinking that maybe only other indexers would get it. (Plus the reference to real estate mantra 'location location' may be just a local Sydney obsession...?) However, I still think it is a cool name!

Jane Purton: I have called myself **Watchword Indexing**. Watchword is an old name for a password.

Max McMaster: **Master Indexing**.

Don Jordan: Mine is **Antipodes Indexing**, which I thought was both geographically appropriate and euphonious, and would put me near the top of alphabetical lists.

Jan Wright: **Wright Information Indexing Services**. Mine is a play on my last name – hopefully you get the Right Information.

Lee Lawton: Mine is **Right to the Point Indexing**. I hope my entries take the reader right to the point they're looking for. That pretty much describes my communication style, also.

Teri Jurgens Lefever, **Nimble Index**: This could be a very fun thread. I put a lot of thought into the name of my company. I hope it invokes an image of the readers being able, with my index, to skip through the text, landing 'nimble' on the points of interest to them.

Michele Combs: Mine is a bad Latin pun: **Carpe Indexum** = 'Seize the Index!'

Diane Johns: My company name, **Indexing for Good**, came to me like 'rosy-fingered dawn' after an extended period of meditative activity. It reflects my focus on works dealing with sustainability, civility, communication across cultures, and some of the arts & disciplines that keep civilization rich and meaningful. It also incorporates my resolve to maintain a viable business!

Angela Wingfield: **Fine Tune Communications**, 'Making your text sing'. Well, mine is not particularly quirky, but it arose from the fact that my introduction to the publishing industry came via transcribing the philosophical lectures of the Canadian metaphysician Dr. Kenneth G. Mills – hence the 'fine tune.' And of course, there's the meaning of 'fine-tuning.' 'Communications' was used to encompass many services, including indexing, editing, and proofreading.

Lori Holtzinger: **Zinger Indexing**. Mine is a play on my last name and also the definition of 'zinger'.

Marjorie Joy: **Words & Images**. I am a botanical artist/illustrator as well as indexer. I've also done a few other editorial odd-job projects – fact-checking and proofreading. My business name of 'Words & Images' covers it all, and gives me scope to expand in many directions.

Margaret Gibbs: Mine, **Chattan Indexing**, isn't nearly as clever as some I've seen, but it covers the fact that the bulk of my work is in the fields of genealogy and Scottish history, and refers to the fact that most of my Scottish ancestry comes from the clans that made up the Chattan Confederation in the north-central Highlands. The sneaky bit is that the Gaelic name also refers to my lifelong role as a humble servant to cats.

Cindy Coan: **Indexing 'By the Book'**. Like many other names previously mentioned, my business name has more than one possible meaning. Most (though not all) of my indexing has been of books, and the name I've picked serves to convey that idea, as well as the idea that the indexing is done in accordance with indexing standards and guidelines.

Terri Corry: Mine is **Stepping Stones Indexing** – with the idea that I'm creating a path to information.

Lori Bell: **Bell Book & Index** is adopted from the name of a 1958 James Stewart/Kim Novak film called 'Bell Book and Candle' that has nothing to do with indexing (although Stewart's character is a publisher). But it makes a good business name for an indexer with the last name of Bell.

Amy E. Novick: **BackSpace Indexing**. I chose BackSpace Indexing because, well... that's where indexes go.

Linda Sloan: **Information Universe**. 'Managing a universe of information': I chose 'Information Universe' because of my aerospace specialty. Even though I do other subjects, astronomy and space flight have always been my favorites.

Jean Skipp: As a former librarian, the name of my business, **IncludesIndex**, was, as my kids used to say, a no-brainer.

Pilar Wyman: My tag line was **Great Indexes for Great Books**, and as technology advanced, I added '–and other media'.

Wendy Allex: I love the name of my business – **Indexpert**.

Suzi Kaplan: **Key information service**.

Rose Ippolito: **InDocs Indexing Service**. The name is meant to make the reader think of a doctor – in the same way that a doctor points out what is hidden (like an illness) an indexer points out where the (scattered) information can be found, and with information, one can make a better 'diagnosis' of the presented material.

Thanks to all of you who shared your company names and the reasons behind them. Finally mine – following the KIS principle, it's just **Glenda Browne!**

*Glenda Browne*

### Blue Mountains Publishing Cluster

There is a new Writing, Publishing and Printing Cluster in the Blue Mountains. Its vision is for the Blue Mountains to be an acknowledged centre of excellence for printing, publishing and related industries (graphic design, photography, book binding, and, we hope, indexing), and for the businesses associated with the Cluster to prosper in an atmosphere of co-opetition (competition and cooperation). The group meets on the first Monday of the month from 10.00 am to 12 noon in the Grose Meeting Room at Blue Mountains City Council, Katoomba. To find out more, or to join the mailing list, contact Bronwen Johnston at the Blue Mountains City Council, <bjohnston@bmcc.nsw.gov.au>.

*Glenda Browne*

# Tips and hints

## Some dos and don'ts for maximising listener pleasure in your presentations

### DO:

- Use your presentation to include material that you cannot include in your written paper or address. Pictures and diagrams can often help your audience to grasp more rapidly and completely what you want them to know. However, be careful to show only those that directly illustrate your argument or topic. Amusing stories that illustrate personal aspects of your investigation or project can help people warm to your theme. Be an interesting human being and not a speaking automaton!
- Remember that you are allotted a maximum time to speak, and be sure you finish comfortably inside it. Fifty minutes passes quickly, and twenty minutes absolutely flashes by.
- Pick out what you consider is the minimum number of main points you wish to make, and speak to those. It is much better that you cover a few points without rushing, than trying to cram everything in.
- Practise your talk beforehand, speaking it aloud. Time it, record it, and edit as necessary. Go over it several times until you can deliver it with minimal reference to your notes. Deliver it to a friend or relative and ask them for feedback.
- Look at your listeners and choose several of them to speak parts of your talk to. Imagine you are having a conversation with them alone. Speak clearly, without rushing, and leave some spaces so that your audience can absorb what will, mostly, be new to them. You may know your subject well, but they may be hearing about it for the first time.
- **STOP** when told your time is up! End the sentence you are on, say 'Thank you for listening', and leave it at that. The session leader and your audience will love you. If you were unable to finish the talk as you had planned, there may be an opportunity during question time for you to add something more. Frequently, question time can be more valuable to your listeners than your presentation, and they will appreciate your leaving adequate space for it.
- Be very careful, economical and self-critical about the use of visual material. Human brains generally process **either** auditory **or** visual material, but rarely both at once. If you show a picture or set of words to an audience and continue talking, they will not take in what you want them to, and they will feel frustrated and cheated. Limit the number of words on screen to a **maximum** of about 8 to 10! **Stop speaking** while the audience reads the words or looks at the picture. Ask yourself why you are showing these words and pictures - how do they add to your listener's understanding of your topic?
- Use PowerPoint for **non-verbal** presentations only! It is a complete medium in itself, especially when all the 'bells and whistles' are used. People can't cope with your words as well. Give people one thing at a time to concentrate upon.
- Ensure that you stand to one side of an overhead projector or computer, and that the screen is high enough, so that you don't obstruct your audience's view of the screen. Practice with these tools is necessary so that you don't interrupt the flow of your talk or your listeners' concentration.
- Remember all the good presentations you have enjoyed in the past, and the bad ones you have endured. Use your own

experience to put yourself in the place of your audience and give them something you would enjoy yourself!

### DON'T:

- Read your paper word for word (or even roughly word for word!). You may as well be in a room by yourself as far as your audience is concerned! Your own experience as a listener must have told you how boring and alienating this is, so why would you want to subject your listeners to it? Your paper will be in print in some way or other and the audience can read it word for word themselves later on, if your presentation has stimulated them to want to.
- Put words on the screen and then read them to your audience. They can do that perfectly well on their own, if you give them time to. Your talking will just get in the way of their understanding.
- Talk to a screen with words or an illustration on it. Glance at it, if you really need to check that you have the correct illustration and that it is aligned correctly, and then face your listeners again before you begin talking. There should be no need for checking, anyway, if you have practised your talk properly.
- Give a lengthy history of your project if your main purpose is to tell your audience about something you have discovered or learned, and why this may be valuable to them. They can read about it in your written paper if they want to. Is it even relevant to the subject of the seminar, conference or lecture series, anyway? Most people want to learn something that they can use in their own present situation and may not really care how you came to it, fascinating though this may be to you.
- Add music or a sound-track to a PowerPoint presentation. The visuals must stand alone, without distractions.

*Don Jordan*

## NZ training course in October

New Zealand indexers are invited to take part in an intermediate-level training course in Wellington at the beginning of October. The tutor will be Tordis Flath, the founder of the New Zealand branch, an ANZSI-registered indexer and an ANZSI award winner.

Given sufficient interest, the one-day course will be held on Friday, 2 October, or Monday, 5 October. It will cover topics for fashioning professional back-of-book indexes, including the creation of subheadings, filing considerations for names, especially Mori and Aboriginal names, editing and proofing indexes, being a freelancer and quoting for jobs.

The course is not for beginners. Participants should have done an ANZSI introductory course or have already produced indexes for publishers or institutions. The cost will be approximately \$225 for ANZSI members and \$275 for non-members. Please register your interest now by emailing Tordis at <indexing@paradise.net.nz>. At this stage, please indicate which date(s) suits you and any suggestions for topics you would like covered.

*Robin Briggs*

# Indexing biographies – Part 2 of 3

The article by Madeleine Davis, continued from last month.

## 5. Chronological order or alphabetical?

Use of action terms – past or present tense?

Chifley and Curtin (*Curtin: a life* by David Day) both die in the first pages of each book, before the rest of their lives intervene, so that indexing in alphabetical order is not really appropriate. Michael Wyatt with whom I shared developing the index for *Curtin*, my first biography, told me ‘The fact that his death is written about before his life is absolutely no excuse: it simply means that extra vigilance is required on the indexer’s part!’ Order by page number means they were both dead before the text tells us they were born; alphabetical order means that they died pretty much soon after they were born! The solution is a run-on index with meaningful subheadings not necessarily in alphabetical order, and to force sort chronological order by events in their lives.

However, I did not use a run-on style with *Stella Miles Franklin* but used the normal indented index style, with many *see/see also* references from the main Miles Franklin heading and either a gloss or reference to SMF in the index entry, e.g. awards and honours (SMF), literary career (SMF), beliefs and opinions (SMF), influences on SMF, books, articles and other writing by SMF and so on.

Whether to use past tense or present tense and finite or non-finite verbs can be a tricky decision. For example, entries under a main character could be ‘marriage to Susie’ or ‘marries Susie’, ‘breakdown of marriage’ could be ‘marriage breaks down’ which is probably a more direct and lively entry. In my opinion, you can produce a more flowing list of events with run-on style if you employ the present tense, e.g. the main character ‘joins union 23–24; University ALP club, 30–35; and Labor Party, 50’ Decide if your indexing terms are going to be nouns or verbs, passive or personal voice and stick with it!

The style or look of the index at the end is important – see the 3-column mess for *Chifley* and *Packer*. Unfortunately the indexer has little say in the layout but an early discussion with the editor is useful. And definitely discuss the number of pages for the index. My experience is that editors usually underestimate the number of pages for an index as some don’t fully realise how many people, places or events are mentioned in the text.

## 6. Capitalisation or lower case for entries:

in headings, indented subheadings or run-on entries and grammar – use of commas, colons and semi-colons especially in run-on style.

I did not elaborate much here other than to emphasise the importance of being consistent and liaising with the editor re house style.

## 7. Cross reference or double post?

People marrying each other? Divorcing each other? Having affairs?

Cross-referencing or double posting is a tough decision. If possible, make a note of which entries you will want to double or triple post (this occurs frequently with biographies and history, where people participate in the same event, e.g. marriages, divorces, overseas travels, wars, political parties etc) by labelling/highlighting the relevant entries in the index and

only add the duplicate entries at the end of the indexing process ie after you have finalised all the page locators for that particular entry or topic. This will save you eons of time during the proofreading process!

## 8. Should there be a main entry

for the subject of an autobiography or biography? What about entities that take on the life of a main character?

Some subjects become bigger than life – they take on a life of their own within the text and need to be accorded the same analysis as the major character in a book e.g. *The Herald* and *The Herald and Weekly Times* in *Keith Murdoch: founder of a media empire* (R.M Younger); *The Northern Star* and all the Westfield entities and companies (*Frank Lowy: pushing the limits*); *The Australian Women’s Weekly*, Consolidated Press and all the newspapers in *Sir Frank Packer: the young master*, the Labor party and all the various unions in *Curtin* and *Chifley*.

Indexing fictional characters in the biography of a writer is also a challenge. For *Stella Miles Franklin* I sought opinions from Index-L to help me with this particular dilemma. In the end I indexed all the fictional characters and placenames from her novels as a combined subheading, ‘characters and places’, under the title of each book. I did not reverse the names but did put them in italics.

## 9. Indexing the main character:

exhaustive analysis – emotions, personal characteristics, relationships, likes and dislikes, influences?

Really, as I mentioned above, this depends on the text, e.g. Richard Wherrett in *The Floor of Heaven*. There is very little about him in the index – the largest entries in the index are for the individual theatre companies which he directed. Again, where there is a huge amount of material devoted to the main character and a really thorough analysis of the text is needed, this can actually be indexed separately. Due to time constraints I collaborated with both Michael Wyatt on *Curtin: a life* and with Caroline Colton on *Beazley: a biography* (Peter FitzSimmons). In both cases I just concentrated on the biographical details and achievements of the main character and we merged all entries at the end. The final index was pretty seamless.

## 10. Should all personal names be indexed?

What about when only the surname (e.g. Dr Brown, Mrs Smith) or Christian name is used? What about women who marry? (at the beginning of the book; at the end of the book; after the period of the book?) What about relations to the main character – mothers, fathers, grandparents, sisters, brothers, sons, daughters, cousins etc?

The use of glosses (information in brackets after entries) is always useful for the reader but how far down and across the generations you go is a matter for individual judgment relative to the text, not some hard and fast rule of indexing. Because the indexing of names is such an important and sometimes vexed issue, the Conference Committee has included three sessions on indexing names at the ANZSI Conference in October, including a presentation by one of the indexing world’s authorities in this area, Noeline Bridges from Canada.

(continued on next page)

# New South Wales Branch news

In the June issue of this Newsletter I outlined some of the proposals which the NSW Branch had put forward to Council for discussion. I thought I would let you know what Council has decided on these issues.

'Payments to ANZSI members for services'. This was a NSW proposal that Council provide reimbursement where members take on services for Council beyond the normal responsibilities of committee work. In the past, Council has recognised this and offered honorariums for such work, In fact, a detailed paper on this matter was developed some years ago. If members are interested, the Policy on Payments to Members can be found under ANZSI Documents in the members area on the ANZSI website at <[www.anzsi.org/UserFiles/file/Policy on Payments to Members.pdf](http://www.anzsi.org/UserFiles/file/Policy%20on%20Payments%20to%20Members.pdf)>. However, in the Council minutes of its meeting of 30 June this year, Council has rejected the NSW Branch proposal.

'Funding for attendance by Council members at the ANZSI AGM'. This was a NSW Branch proposal for Council members not able to attend Council meetings because of distance and the expense involved in travel etc, to be subsidised to attend once a year at the AGM. The Council Constitution indicates that the Council consists of the Executive, up to five other members and ex-officio: the Presidents of Branches and other members which the Council may coopt. The Executive consists of the President, Vice-President, Secretary and Treasurer. Currently, that means that at least four Branch Presidents are unable to attend the monthly meetings.

In its minutes of 30 June, Council has quashed the NSW proposal. In its minutes of 22 July, a further report on the possibility of all Council members meeting once a year at an airport was also rejected. However, the Council will now investigate the possibility of all members meeting by Skype. The NSW Branch has also suggested on several occasions that Council explore the possibility of meeting by audio conferencing (as does the NSW Branch) but this has not been taken up for investigation yet.

## *(Indexing biographies, continued from previous page)*

Here is a brief extract from Index-L on this issue: 'The family members were all identified with glosses in paren., and I've done ones in which only those needing distinction were glossed. It really depends on the material. I think it's wonderful to be able to look in the index and get a reminder of who Anne Smith is when she was on page 3 and is now brought up again on page 92. Sometimes family relationships are so numerous and complex that having the extra information in the index is essential to being able to follow the text.

Indeed, it really depends on the material, and in particular on what other assistance is given in the biography to explain family relationships. Genealogical tables, for example, if present, are likely to be where the reader first seeks such information. Alternatively, if a book's complex cast of characters is not related by blood, perhaps there will be an 'Appendix or Index of Names' (like those, for example, in the editions of Evelyn Waugh's letters and diaries)'.  
*To be concluded next month*

A new initiative to overcome the disadvantage of the ex-officio members being able to participate in Council decisions has been the establishment of a Council area only section on the ANZSI website, whereby all members can provide comment on Council minutes or any other issues that they may wish to broach. It is also a way in which formal motions can be put by any member and comments provided for each meeting. All discussions are then tabled at each Council meeting. It is in early stages at the moment, but I think it will go some way to ameliorating the tyranny of distance and provide a broader representation of members views at Council meetings.

Council has also responded to a proposal from the Conference Committee and a formal motion from me as a Council member, that funding be made available for distant ANZSI members to attend its conferences. Council has sponsored such a member for attendance at its 2003 conference and the Conference Committee sponsored a member in 2007 when the conference was held in Melbourne. No one was apparently sponsored for the 2005 conference.

The policy on such sponsorship, including criteria, was developed some years ago and can be found under Council Documents in the members area on the ANZSI website:

- 'Policy on Conferences, Workshops and Seminars' at <[www.anzsi.org/UserFiles/File/Policy on Conferences.pdf](http://www.anzsi.org/UserFiles/File/Policy%20on%20Conferences.pdf)>
- 'Procedures for Conferences, Workshops and Seminars' at <[www.anzsi.org/UserFiles/File/Procedures for conferences.pdf](http://www.anzsi.org/UserFiles/File/Procedures%20for%20conferences.pdf)>.

I have been advised that at its meeting on 22 July, Council has agreed to sponsor a member of ANZSI to its biennial conferences starting from 2011.

The NSW Branch social evening held at the Mitchell Library on 29 July was a fascinating look at some of the ways the Mitchell library receives and obtains historical material – a full article with pics will be published in a later issue.

Please note: the NSW AGM and dinner will be held on Wednesday, 23 September. Details are given under 'Activities' on page 3. Nomination forms can be downloaded from the ANZSI website <[www.anzsi.org/site/calendar\\_details.asp?id=101](http://www.anzsi.org/site/calendar_details.asp?id=101)> or obtained from our Branch Secretary, Mary Coe, at <[mary.coe@potomacindexing.com](mailto:mary.coe@potomacindexing.com)>. Nominations close on 10 September.

*Madeleine Davis, President*

## Letter to the Editor

Readers of last month's 'Letter to the Editor' could perhaps draw wrong conclusions from it. I should like to emphasise that the AusSI/ANZSI registration requirements are and always have been rigorous. Clear and objective criteria and standards for registration assessment, together with the name of the Chairman of the Registration Panel, are on our website at <[www.anzsi.org/site/registration.asp](http://www.anzsi.org/site/registration.asp)> with a link to the members' area.

*Shirley Campbell  
Receiving Officer (Registration)*

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