

ANZSI news



Council Minutes on the web

The ANZSI Council has met a couple of times since the last *Newsletter*. So what does Council do and discuss? Well you can now find out! Starting with the October Council Minutes all Council papers will be placed in the Members area of the website. Draft Minutes are circulated after the meeting and then approved at the next Council meeting. It is the approved Minutes that will be placed in the Members area. This development follows a suggestion made to me at the 2009 Conference.

As you read these documents I'm sure you will have questions or comments. While you are most welcome to contact the Council Secretary, me or other Council members, I suggest in the first instance you contact your Branch President or State/Territory Contacts.

Council workings

Council members usually meet monthly to discuss items and table papers for discussion at following meetings. Branch Presidents discuss items with Branch Committee members and this is a chance for the views of the Branches to be expressed to Council. All Council members can place comments on the Minutes and tabled papers on a Council Discussion on the website.

Council projects for 2009–10

One of the first tasks of Council was to plan what Council will work on during 2009–10. The list will be finalised at the February Council meeting, but at this stage projects listed for 2009–10 include the following:

- Review the recommended rate for indexing.
- Review education/mentoring/training program.
- Encourage members to apply for Registration.
- Investigate management liability insurance.
- Investigate the option of registration for database indexers.
- Modifications to the ANZSI website, including investigating costing for shopping cart facility and special interest groups as well as improvements to Indexers Available.
- Review membership dues and consider the possibility of different categories of membership.

- Promote ANZSI, indexing and indexers.
- Update guideline documents listed under ANZSI Documents on the website.
- Sort out the ANZSI archives

Newsletter changes

Relax – we are not planning to stop the *Newsletter* nor stop printing it. Council has given Peter Judge (the Editor) more freedom to lengthen the Newsletter to 12 pages, if the need arises, and we plan to produce a December issue. You may also notice more advertisements in the Newsletter.

'From the President' column has become 'ANZSI News' with a change in focus from the President's thoughts to explaining what ANZSI is doing. This gives other members a chance to write the column when appropriate.

It is with regret that I announce that Glenda Browne has decided not to continue with her regular 'From the Literature and Other Thoughts' column. I would like to thank Glenda for her dedicated effort to produce an interesting column over many years. I do hope we will continue to hear from Glenda on an ad hoc basis. A column examining indexing literature and other news will continue and be written by Nikki Davis and Jane Purton.

I remind members that this is your *Newsletter* and you are ALL welcome to contribute. You don't need to ask permission, just send your material to the Editor Peter Judge.

Happy New Year and best wishes to you all for 2010.

Mary Russell

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Deadline for the March issue: 26 February

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This newsletter is published monthly 11 times per year, with combined issues for January/February. 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 embedded in Word files.

Next deadline

26 February for the March 2010 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 2009.

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.anzsi.org/site/Indexers_available.asp>

The Indexer's Editor writes

I have just reached that happy point in a journal's cycle when I get the proof of the next issue (March 2010) in more or less its final form and can for the first time see it as a whole. Yes, of course I read (and edit, sometimes heavily) the contributions as they arrive, and I suggest the order in which they might appear, but that doesn't really give me much of a sense as to how it's all going to come out, not least when (as with the March issue) the line-up of articles a month ahead of copy deadline bears no more than a 50% resemblance to what I have securely on my desk two weeks after the deadline. Such are the trials and tribulations of a journal editor, but also – if you don't mind living dangerously – the joys.

I am sometimes asked if I decide themes for issues in advance. Sometimes, yes, and obviously if an issue is guest-edited that in itself will determine the theme. But in general I regard choosing a theme and then finding the articles as neither necessary nor indeed desirable. Much more rewarding, I think, for me and the reader alike, is to rise to the challenge of extracting a theme from the material I eventually use. So if there is a theme for March, it is perhaps 'term selection' (one of the most difficult parts of the indexing task), never actually used in any of the articles but in a sense what at least three of them – Julie Johnstone on indexing poetry, Glenda Browne on the uses and abuses of classification, and Mohammad Fumani on indexer consistency in a Persian context – are about. A thread which I try to keep running through every issue is index usability. I'm always looking for evidence – the harder the better – of what users find usable about an index rather than just what our manuals tell us is usable. Most issues have something on the subject.

And because of my concern for what others think about us as much as what we think about ourselves I'm always trying to attract contributions from outside the tried, tested and much appreciated quarters. Unless they are clearly part of a series of for some other

good reason, I try not to have an article by the same person in consecutive issues. I am always on the lookout for the possibility of an article from somebody outside the indexing fraternity, am brave about asking, and am rewarded, more often than not, with a 'yes, of course'. And I am acutely aware of *The Indexer's* status as the international journal of indexing. At least 75% of the material now comes from outside the UK, most issues contain at least one article by somebody whose mother tongue is not English, and/or an article by somebody who is not an indexer or at least not a member of an indexing society.

And as an 'international' journal, it needs also to be promoting communication between indexers across the world, letting us know what we are all up to, and passing on good ideas and best practice. Around the World (ATW), brilliantly edited over the last 4 years or so by Glenda Browne, is, in my view, one of the strongest sections of the journal. Indexing is a profession which knows no bounds – let's keep it that way.

It's obvious that I think *The Indexer's* a pretty good journal: a good read and a good tool for advancing our professional skills. Why then are we finding it so difficult to increase our subscriber base or, to put it bluntly, why is it that we only have about 40 ANZSI subscribers (i.e. about 1 in 5 of the ANZSI membership)? Is it that you simply don't find the journal appealing? Have you seen one recently? Are you aware that, apart from Glenda, there is a very significant input from ANZSI members with most issues carrying an 'ANZSI' article? Or perhaps you think it too expensive? At £28 (or 50 Australian Dollars at time of writing) for four issues, including postage and online access to current issues, it doesn't seem excessive even in these hard times. Or you don't know how to subscribe/can't be bothered? It really is pretty easy via *The Indexer* Website, <www.theindexer.org> where you will find other good things as well.

Maureen MacGlashan,
<editor@theindexer.org>

New Zealand Branch

The New Zealand Branch has launched its mentoring scheme to offer the semi-formal assistance new indexers are keen on having. Applicants must have done a recognised indexing course or have approved experience. Our scheme coordinator, Susan Brookes, has sent information to potential mentees, but any interested Branch member who has missed out may contact Susan at <s.brookes@auckland.ac.nz>.

The Branch is also about to send its directory of available indexers to New Zealand publishers. This is a pdf file suitable for

printing as an A5 booklet. Besides an informative introduction, it contains CVs and contact details for 11 of our freelance members (and a pointer to the ANZSI website).

Our membership is too scattered for a Christmas party, but several new indexers and one of our experienced members did get together over coffee in the Kapiti area north of Wellington before the holidays.

Robin Briggs

Different indexes: no page numbers



Max McMaster found this elegant ladies fashion shop when visiting Hong Kong last December. He says, ‘... but none of the items was in alphabetical order. Definitely a new slant on our perception of an index.’

(But now turn to page 9 for a proper example of a ‘different index: no page numbers!’)

Branch events

<i>Date & time</i>	<i>Organiser</i>	<i>Name of activity</i>	<i>Venue</i>	<i>Contact details</i>
Tues 16 Feb 6.00 for 7.00 pm	Qld Branch	Talk by Elisabeth Wheeler	Carindale Library	details at < www.anzsi.org/site/calendar_details.asp?id=131 >
Wed 3 Mar 6.00 pm	Vic Branch	The VIC: indexing quilts	Kew Holy Trinity Anglican Church	details at < www.anzsi.org/site/calendar_details.asp?id=125 >
Thurs –Fri 11–22 Mar 9:30–4	NSW Branch	NSW Book Indexing Course	NSW Writers Centre, Rozelle	details at < www.anzsi.org/site/calendar_details.asp?id=130 >
Mon 12 April	Vic Branch	Basic Book Indexing Pt 1	Holmesglen TAFE	details at < www.anzsi.org/site/calendar_details.asp?id=128 >
Tues 13 April	Vic Branch	Basic Book Indexing Pt 2	Holmesglen TAFE	details at < www.anzsi.org/site/calendar_details.asp?id=129 >
Fri–Sun 4–6 June	Vic Branch	Nuggets of Indexing Seminar	Sovereign Hill Ballarat	Details at < www.anzsi.org/site/calendar_details.asp?id=118 >

From the literature and other thoughts



Society of Editors (Victoria) Inc.

The *Society of Editors (Victoria) Inc. Newsletter* (August 2009) contained Liz Steele's President's Report. She noted: 'I decided to focus on a few things that I think are our most important achievements as a group this year and leave the finer details to the rest of the committee. First, I think the establishing, at last, of a paid

administration officer is a most important step forward for the Society. I believe if we had not done so this year, the committee would have imploded! We just couldn't keep up with the commitments and plans we had and that's the bottom line.'

The *Society of Editors (Victoria) Inc. Newsletter* (December 2009) noted that Kerry Biram (an ANZSI member) received the Outstanding Service Award for making a 'major contribution to the works of the society and the editing profession in general' including her work with the Occasional Series on Australian Editors working group.

It also reported that 'Following the IPEd plenary session at the national conference in Adelaide in October 2009, participants were asked to prioritise and comment on seven activities ... that had been identified by the IPEd Council as areas of potential activity for the Institute.' IPEd is the national body for Australian editors. The activity 'Fostering relationships with other like-minded groups – editors, writers, publishers, indexers, illustrators etc.' ranked last, a long way below the top three which related to marketing, professional development and standards development.

Helen wrote to 'Dear Ed' 'I do like a good typo. Does that make me a bad person?' Ed replied with a number of juicy typos he had collected including 'They may experience irregular patterns of sleep ranging from insomnia to deep comma-like sleep'. I relish the one on a local restaurant menu which offers 'Chinese bacilli'.

Complementary jobs for indexers

While sheltering from the rain on Stradbroke Island, Queensland, I spoke to someone who works as a meteorology reporter. He takes readings a few times a day, and the rest of his time is his own. He thought surfing, I thought indexing. Jobs in which there is a lot of waiting time could also slot in with indexing work – weekend security desk minding jobs and B&B hosting come to mind.

Quite a few indexers also work one or two days a week in a library, and there are other more unusual activities such as film classification and prison visiting. I find it important to have at least one job that takes me away from my own computer.

The flexibility of indexing also leaves indexers free to take on voluntary positions including sports activities such as swimming umpiring, political party involvement and school committees and activities.

Friday File Fling

During National Recycling Week people are being encouraged to reuse, rather than discard, unwanted items. Specifically, it has been suggested that workers should 'de-clutter their filing

cabinets and give unused paper another life' by reusing single-sided paper, and recycling paper that has already been printed on both sides <www.gympietimes.com.au/story/2009/11/07/friday-fling-is-the-new-way-to-recycle>.

These well-meaning suggestions have caused angst to members of the Records Management Association (RMAA) and the Archives Association (ASA), as there are legal requirements for the retention of records, and documents should only be disposed of in accordance with records management policies.

After discussions with ASA and RMAA, Planet Ark reinforced the message of sensible disposition of records to all those who registered for the Fling via their website. A copy of the ASA/RMAA media release is available at <<https://www.archivists.org.au/planet-ark-friday-file-fling>>.

Military blog index

Milblogging.com is the world's largest index of military blogs. Advanced search allows refinement by country, language, gender of blogger, branch (e.g. U.S. Navy; Foreign National (Civilian)), and, a new one to me, 'Favorited' which allows you to select number ranges from 0-99 to 900-999. This ranking is based on the number of registered users who have added the blog to their favorites.

Indexing by colour

At the ASAIB AGM in November 2009 the speaker was Sheenagh Harris, President of the World Federation of Roses. She spoke on 'Indexing by Colour: My Life with Roses'.

Reliability of evidence – unstapled and unindexed

In questioning the reliability of the evidence given by Mr Hurst (specifically, printouts from '40 different electronic links') point number 5 notes 'The documents were not stapled and there was no index.' (But perhaps they mean table of contents?)

'Shorten v David Hurst Constructions Pty Ltd' in *Building and Construction Law* June 2009.

Retainability of documents – paper-clipped, not bound

W. David Mason wrote to *inCite* ('Your voice: Binding trumps content', p7 vol 30, issue 1/2 Jan/Feb 2009) to say that he had spent months indexing an oral history of the dairying industry in South East Queensland, and that when he sent a copy to the National Library Legal Deposit Section it was returned because it was held together by a paper clip, and not bound with glue and a soft or hard cover.

The National Library replied in the next issue (Mar 2009) stating that decisions were based on their Collection Development Policy <www.nla.gov.au/policy/cdp> and that a basic consideration is whether the item is, in fact, published (i.e. if reproductions have been made available to the general public).

The policy does not appear to have a section on legal deposit, but does have an index to the policy <www.nla.gov.au/policy/cdp/toc.html> with 18 locators for 'legal deposit'.

(continued on next page)

Deep web indexing

DeepDyve <www.deepdyve.com>, now in beta testing, <<http://blogs.zdnet.com/BTL/?p=26586>> is 'the largest online rental service for scientific, technical and medical research', and aims to bring 'deep web' content to the mainstream. It is a Netflix-like service that allows users to 'rent' documents such as medical journal articles on a per-use basis. (Thanks to Elisabeth Thomas).

Dictionary of Sydney

Take some time to explore the Dictionary of Sydney <www.dictionaryofsydney.org>. A lot of attention has been paid to access via a variety of paths, including factoids (birth, death, marriage), time lines, 'mentioned in' links, and external links.

Poor usability

The form you get back from a pharmacist when you have repeat prescriptions is a marvel of un-usability. It provides two numbers – the number of repeats prescribed, and the number of times the item has already been issued. To find the number of repeats left (which is the number most people will want to know) you have to take the number of repeats and add 1 (the original – to give the total number available), then subtract the number of times already issued.

Green indexers

I was told by a client that having 'green credentials' is one of the things they take into account when choosing service providers. I started collecting ideas about the ways my indexing business is environmentally friendly (with help from Sherrey Quinn and Kerry Biram via Ning). The list is at <www.webindexing.biz/glendas-articles-mainmenu-117/indexing-mainmenu-108/729-green-indexers>. Let me know if you think of other points that belong.

Facebook Fan Page and Ning

You can find similar snippets of information on the Facebook page for my workbook <tiny.cc/IndCompFB> and on Ning <indexing.ning.com> where the fledgling Australian indexers group currently has 7 members. You could be the 8th!

This is my last 'From the Literature' column. I have decided that it is time for me to take a break, and for someone else to have the opportunity to share their thoughts on indexing and related topics. I have enjoyed writing this column. Thank you Peter for publishing it, and thank you all for your support in sending me content, and in reading and commenting on what I have written.

Glenda Browne

Google Book Settlement

John Simkin went to the CAL (Copyright Agency Limited) seminar on the Google Book Settlement recently, and found it rather complicated and not easy to explain. Google wants to scan all books and make them available on the web. The 'Settlement' aims to determine the terms under which they can do this.

John writes, 'Some of our members may be affected as authors, and it may affect some indexers under the section listing 'participating rights holders' as 'full-text indexing'. Some of the arrangements are still being worked out.

'Members who may be interested should go to the website <<http://books.google.com/>> so that they can see whether or how it affects them.'

Slides of the presentation are available from CAL at <www.copyright.com.au>.

THE INDEXER

The International Journal of Indexing

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The Practice of Indexing

ANZSI Conference, Sydney, 15–17 October 2009

Report by Shelley Campbell, ANZSI Conference Committee sponsored delegate

First of all, I would like to offer my thanks to those responsible for organising and offering this sponsorship. I was thrilled and excited to receive the sponsorship, and with it the opportunity to attend the conference and meet so many indexers. Coming from Western Australia, where there are just two ANZSI members (and we managed 100% attendance at the conference!), the chance to meet so many of 'our kind' was great. I really enjoyed being with so many like-minded people and soaked up a lot of information just from talking to other indexers, and that was in addition to all the valuable insights I gained from the informative sessions I attended.

Rather than give a complete rundown of the sessions (which can be gained from the proceedings), I have decided to give a brief overview of the sessions I attended, and what I gained from them as a relatively inexperienced indexer and first-time ANZSI conference attendee.

Day 1

The first morning started with the official welcome from conference convenor, Madeleine Davis. This was followed by the whirlwind that was **Mal Booth** from the University of Technology, Sydney. He took us on a virtual tour of his experiences as curator of the *Lawrence of Arabia* exhibition at the Australian War Memorial, during which he extolled the virtues of a good index such as Hazel Bell's Wheatley Medal-winning index to Lawrence's *Seven Pillars of Wisdom* which was very helpful in his curatorial work. He then moved on to the challenges of indexing the huge volume of pictorial images in the AWM collection, namely, trying to apply physical rules to the digital environment, which doesn't really work because it is too cumbersome, slow, costly and restrictive. In the end, they developed their own system.

The next part of his session explored whether you could index the web and its content. He concluded that it would be quite impossible as he pointed out that it is constantly changing (and showed us how often through Gary Hayes' Social Media Count). Basically, it would be akin to indexing something while someone was still writing it!

He finished his session explaining the wide variety of sites and software available to access material on the web, such as Flickr, other sharing software, and blogs. He was keen that institutions such as governments and libraries embrace such initiatives to ensure that their institutional content is accessible to all. It was very interesting, and I have to admit I felt quite exhausted listening and taking in all that is out there! Fortunately, the session was followed by a sumptuous morning tea to revive us.

Noeline Bridge from Canada spoke about indexing names and the problems that arise. I found this session extremely helpful and practical. I guess I had never realised that there were so many variations, but I found the examples Noeline gave us very useful in clarifying the issues surrounding particularly types of name, and the sources she suggested for checking were also very helpful. I was also very pleased that she welcomes queries from indexers as to the correct form of names!

After a delicious lunch, I took the opportunity to attend one of the **indexing clinics**, organised for inexperienced indexers, to get some feedback on an index I had produced. I found this a helpful session, although the time allocated was fairly short.

After lunch, I attended the most enjoyable session of the conference for me. **Richard Shrou** from Potomac Indexing in USA attempted to categorise the indexers present into groups based on working styles, using a short questionnaire. (What! An indexer categorising!) He was testing the theory that the type of indexer you are is related to your learning style – visual, auditory or kinaesthetic. The groups ranged from 'full markers' who mark or highlight index terms in the text before entering into software, to 'non-markers' who never mark-up but enter terms straight into software, with the 'flexible/versatile markers' and 'situational markers' (of which I was one) who sometimes mark-up, in between. Each group then had to come up with a list of characteristics that defined their style. This was a fascinating insight into how other indexers work, and reinforced the idea that there is no right or wrong way, just what works for you.

Glenda Browne's session titled *What we Say and What we Do* was a very practical look at indexing rules that are not always followed. I found this a useful session as it made me think about the rules we are taught and how to apply or not apply them in certain situations. She covered three rules in her discussion. Firstly, not indexing chapter headings – the topic of the heading should be indexed not the heading itself. Secondly, not writing the book in the index – the index should be a pointer to the content, not the content itself. We should be aware, however, that sometimes we may need to flesh out the index a bit to make it clearer for the user, or even to add humour. Thirdly, create a specific not a classified index. This may need to be tempered a little into the 'Goldilocks' index, that is, one that is not too classified and not too specific, but one that is 'just right' for the user.

The last paper by **Kay Schlembach**, which was presented in her absence by **Mary Coe**, related to metatopics (the main topic of a document) and their use in indexing. She stressed the need to keep in mind that indexes are for users, and the level of the user makes a difference to the type of index required. Children, for instance, are only likely to look in two places in the index and then give up if they don't find what they are looking for, whereas search engines require the use of very literal terms. Kay described two different approaches to indexing – the traditional approach, which assumes the user has a knowledge of the metatopic, and the table of contents approach, which documents all major facets of a topic to give an overview of it. Apparently, research shows the table of contents approach is much more user-friendly. This was a session that really broadened my ideas about how and why we index.

The first day concluded with reports from international delegates and ANZSI branches. We then retired to the foyer for drinks and the launch of Glenda Browne's new book *The Indexing Companion Workbook: Book Indexing*, which is subtitled *Your indexing mentor in a book*. This looks to be a very useful companion volume to *The Indexing Companion*, and I am looking forward to knuckling down and working through it.

The **Conference Dinner** was very enjoyable, with delicious food and drink, good company, lots of laughter, and highlighted by presentations of the ANZSI Medal for the best index to Frances Paterson, and Honorary Life Member Awards to Alan Walker and Max McMaster.

Day 2

The day began with an entertaining DVD presentation of a session by **Hazel Bell** from the UK, who was unable to attend in person. It detailed her experience of working as an indexer through the 1960s and beyond to the present day, the changing technology, and the history of the Society of Indexers, which was all fascinating. I really enjoyed her presentation and very much identified with the challenges of working with your children around – I am very grateful we have moved on from trays of cards!

Frances Lennie spoke about the visual appeal of indexes and how the appearance of an index can affect the viability of it. The indexer only has control of some aspects of the appearance. She showed us the difference formatting made to an index, and how to deal with those elements out of the indexer's control. This session reinforced to me that there are many different opinions as to how an index should be constructed, and the decisions made can help to achieve what the index aims to do – to guide the user to the information they need. She summed up my response to this session perfectly when she said 'Any indexing question can be answered with three words – it all depends!'

Max McMaster challenged us to consider the subject of illustrative material and when and how to deal with it. This was a very practical session, and I found it a useful refresher. Max outlined the general rules for indexing materials such as photos, tables, graphs, maps and cartoons that are included in the work you are indexing. He pointed out the difference between material included as fillers or padding, and the material that needs to be indexed. He also showed us how to deal with challenging illustrative material such as drop-in photos with no page numbers.

After lunch, **Dr Robin Derricourt** from UNSW Press spoke on myths of publishing. It was interesting to get a publisher's perspective on the industry we are essentially working within. He discussed myths such as: the book is dead, e-books are the future, the Google monster, the multinational juggernaut, the efficiency of capitalism, and the death of Australian culture as a result of parallel importation. He concluded by impressing upon us that it is the content of books that is important, and books are still the most convenient way to access that content. After initially feeling a little alarmed, I felt quite optimistic by the end of his session!

I attended the **Genealogy, Family History and Local History** round table session and picked up some tips on indexing names, places, and some possible sources of work/advertising in this area of indexing.

The final session was presented by **Jan Wright** from the USA. She spoke about the future of indexing in relation to indexing e-books and tagging. She feels the future of indexing revolves around the trend of helping users to find what they are looking for through the use of traditional indexes, online indexes, search facilities, and especially controlled vocabularies, taxonomies and tagging because they add precision for searchers. I guess I was relieved to see that there would be a future for indexers in the 'brave new world' when it arrives!

The conference was rounded off nicely for me by a very enjoyable and entertaining informal dinner at the Diethnes Greek Restaurant. It was a great atmosphere with much joviality, good food and wine, and the good company of colleagues. (I'm not sure I have ever eaten so much food in such a short space of time, thanks to the 'encouragement' of our waiter!)

I would like to pass on my thanks to the Conference Committee and all the delegates who shared their knowledge, insights and experience with me throughout the course of the conference. I found the conference a very rewarding experience, and I have returned to the other side of this great continent with renewed enthusiasm for increasing my indexing expertise and furthering my indexing career. I hope that other 'remote' indexers have this wonderful opportunity presented to them in the future.

Shelley Campbell

Indexing in the Frozen North

In October, before the ANZSI Conference, Vic Branch encouraged Noeline Bridge to visit Melbourne and present a talk on **Indexing in the Frozen North**. Noeline raised some interesting points that highlight the differences experienced by Canadian indexers.

- Canadian indexers have both UK and US clients and as a result they need to be familiar with the difference in indexing styles, punctuation and, of course, spelling.
- Not many publishers follow a specific style, so Canadian indexers tend to use Chicago with some variations.
- US indexing tends to use gloss (qualifiers) more.
- There are no specific Canadian indexing training courses.
- Sometimes they have to produce bilingual indexes. These tend to be done in English and then translated into French. It is not a simple process. French indexes require more space; the flow is different, and there are different page numbers. So this makes them like two separate indexing jobs.
- Terminology for Native Peoples varies. While 'Native Peoples' is preferred, indexers can use Aboriginal people, Indigenous people, First Nation, Métis peoples (mixed ancestry), or Inuit (for Eskimos). Always follow the author's use of terminology.
- Native Peoples often have both native and English names and these can be confusing as they are often used interchangeably. Don't usually double post, so pick one name (usually the English name with Native name as gloss) and refer other names to it.
- The politics of Canada are similar to Australia, with a colonial past and several levels of government.
- Indexing Society of Canada has about 120 members (approximately half the membership of ANZSI). They are mostly librarians and lots do editing as well. They mainly do back-of-book indexing and not much web or database indexing.

Mary Russell

PDF 'Index' Generator — a concordance maker with delusions of grandeur

In *The Indexing Companion* (CUP, 2007) Glenda Browne and I reviewed several 'automated indexing' programs – software which attempts to analyse text and extract the concepts it contains. Programs like this have been on the market since at least 1996. Some of these have since vanished, while others have appeared. What they all have in common is that none can remotely emulate the capacity of a human indexer. PDF Index Generator, produced by PDF Colony Software (\$US29.95 from <<http://www.pdfindexgenerator.com>>) is no exception.

The problem with these applications is usually not the software, which typically performs according to specifications, but the claims made by the distributors. The distributors of PDF Index Generator (which I will resist the temptation to abbreviate 'PIG' and refer to as 'PDFIG') claims that it "is a powerful indexing utility for generating an index from your book and writing it to your book in (4) easy steps." If the words 'concordance' and 'concordance-making' were substituted for 'index' and 'indexing' then this would be a perfectly accurate and acceptable statement, because this is what PDFIG does, and for the price it does it very well. But what it produces bears no more resemblance to a real index than a random assortment of notes does to a tune.

The site provides a free demo program for download which can process just ten pages of a PDF file. This is a little disingenuous in itself, since the problems that arise from an automated index of ten pages will increase exponentially with larger documents. Nonetheless, it does allow the user to trial the process. The installation file is a 6 Mb download, but the program requires the user to have runtime Java installed, which will require an additional 9Mb download for users who don't have this installed already. Installation went smoothly and supplies the usual options.

The application takes a step-by-step approach, and the user can change their mind and step backwards at any time to change their choices. Screenshots for each step can be viewed on the application website.

Step 1 – the user selects a PDF file, and specifies the page number with which to start indexing. If necessary subsets of pages can be selected; e.g. 1-10, 25-50, and 62-118.

Step 2 – the user selects whether to 'index' all the words in the text or to include or exclude certain words. Words for inclusion or exclusion are grouped into 'categories' which can be saved as XML format text files on disk. Some sample categories – e.g. 'Conjunctions' and 'Colors' – are provided with the program. Users can create and save others to suit their own requirements. If a category is added to the 'include' list, then all the items in that category will appear by default in the output, whether they actually occur in the text or not.

Step 3 – the 'index' is generated and appears as a long alphabetical list of words in a table which can be scrolled through. Each line shows a word, the number of times it appears in the text, and the pages it appears on. There is a 'Show' column where the user can indicate whether to include that word in the final output. By default the list is broken into chunks of 100 words at a time, but this can be changed through the Settings dialog box (see below). The words

themselves cannot be altered, but the user can change the page numbers for a word or the number of times it occurs – rather an odd choice. Users can add new terms manually and add comments to any line.

Step 4 – the user nominates whether to add the 'index' to the end of the PDF file, to save it as a separate PDF file, or save it as a text file. Meta-data such as the number of occurrences of each word and the date can be selected for inclusion at this stage too. The output is broken up by letter, and looks like this (I have turned on case sensitivity and opted to display the number of occurrences):

able, 3, P[2, 9, 10].
Aboriginal, 1, P[10].
Aborigines, 5, P[3, 10].
academic, 1, P[8].
academics, 2, P[2, 9].
accompanied, 1, P[4].
accuracy, 1, P[2].
accurate, 1, P[7].
action, 1, P[4].
actions, 1, P[4].
actually, 1, P[6].
added, 1, P[5].
addressed, 1, P[8].
adversaries, 1, P[5].
afloat, 1, P[7].

Why the full stops, capital Ps and square brackets are deemed necessary I have no idea; there appears to be no way to turn them off.

Some basic settings for PDFIG can be changed through the Tools menu. The user can turn on case sensitivity, link to new categories of words to include or exclude, specify default options for saving the output, and increase the maximum number of words in a 'chunk' of the index display. The program was quite happy when I set this to 5,000, which avoided the need for any paging between sections and made the whole list available as one long scroll. There is also a simple but comprehensive Help system.

The program is compact, neat and usable. But this doesn't change the basic fact that what is being produced here is a concordance of words rather than an index of concepts. And attempting to turn this output into a usable index would involve far more work than actually indexing the book properly in the first place.

There is a saying that 'any technology which is twenty years away is going to remain twenty years away forever'. It's now fourteen years since Glenda Browne reviewed Indexicon and other 'automatic indexing' software critically at the AuSSI Conference in Robertson, but in that time nothing appears to have changed.

If programs like PDFIG are the best they can do then we have nothing to fear yet; genuine automatic indexing is still twenty years away. Wouldn't it be nice, though, if distributors who make extravagant claims for their monograph 'indexing' software were to spend five minutes looking through an index at the back of a book, or ten minutes talking to a working indexer? Is that really too much to ask?

Jon Jermey

Different indexes: no page numbers!

One hot January day I was having a leisurely browse of *The Oxford Companion to the Garden* (edited by Patrick Taylor, Oxford: Oxford University Press, 2006) and naturally examined it with an indexer's eye. The book is an A to Z of entries related to gardens around the world, biographies of garden designers and related terminology. The Note to Readers explains that the alphabetic arrangement of entries follows 'letter-by-letter alphabetic order up to the first punctuation (if any) in the headword with the exception that St is ordered as though spelt 'saint' and Mc is ordered as though spelt 'mac.' Cross-referencing is denoted in the text by small capitals.

It contains a couple of different indexes. Up the front is what they call a Thematic Index. This lists the entries under major topics and 'offers an alternative means of accessing the material in the *Companion*. It allows the reader to see at a glance all the headwords related to a particular topic.' The headings used in the text are the entry point, so no page numbers. Biographies are listed under professions; gardens are grouped by regions (e.g. Western Europe) and then listed under countries; garden features and terms are grouped under heading such as 'garden buildings and architectural features', 'plant features' or 'tools and practical devices'. Then there are heading for garden styles and types; garden issues; and overviews.

At the back is the Select Index. This 'lists gardens, people, themes, and features which are mentioned in the course of the other entries but which do not have an entry of their own.' 'The reference points the reader to the headword (in bold type) of the relevant entry. In the case of long subdivided entries, the subheading is also given in parentheses immediately after the headword referred to.' This means the whole index is a list of see references, with not a page number in sight. For example 'Australia's Open Garden Scheme, see **Australia**' or 'Mooleric, see **Guilfoyle, William Robert**'. Note the see references are not in italics.

Mary Russell

Nuggets of Indexing

Planning is under way for the Victorian Branch seminar 'Nuggets of Indexing', Sovereign Hill, Ballarat 4-6 June. It will start at lunch time on Friday and finish after lunch on Sunday. This allows plenty of time to get to and from Ballarat, and time to catch the Vline Gold Rush special train and coach service to and from Melbourne's Southern Cross Station.

A program of at least 12 indexing sessions is being developed over the three days, with dinner and a show on Friday night, the seminar dinner on Saturday night and a tour of the mine. There will be a special 'partner' rate to allow them to join in these events.

Further details will be in the March Newsletter.

<h1>CINDEX™</h1>		for Windows and Macintosh	
from Indexing Research: the full-service indexing company			
Simple ➤	install the program and begin adding entries in 3 easy steps. No formatting pre-sets necessary.	Sophisticated ➤	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.
Flexible ➤	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.	Support ➤	free to registered users.
Powerful ➤	exploit powerful capabilities for easy and efficient data entry and editing: search and replace, macros and abbreviations, auto-completion etc.	Try it today ➤	Visit our website www.indexres.com 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 Windows (including Vista) and for Macintosh (OS X 10.3 and higher) Student and Publishers' Editions are also available. Contact us to find out how these might best suit your needs.		Indexing Research www.indexres.com 620 Park Avenue #183 Rochester, NY 14607 tel: +1-585-413-1819 email: info@indexres.com	CINDEX™ ... Simplify index preparation with the software that does everything you need to produce quality indexes.

ACT Branch 2008–09 AGM, 20 October 2009

A group of 14 members and partners gathered on the MV Southern Cross (moored, unfortunately) for our 2008-09 Annual General Meeting. Our guest was Richard Shroul, who had come from the U.S.A. for the ANZSI Sydney Conference and agreed to come on to Canberra to speak to us. The President's report was published in the November 2009 *Newsletter*, so I do not need to report further.

After a delicious dinner, Richard Shroul gave us a very informal talk, mainly about his company, Potomac Indexing LLC, USA. (Richard uses Sky Indexing software.) He is also the Treasurer for the American Society of Indexers, and trained as an archivist before working as a librarian. His company has been running for two years and consists of four co-equal partners, one of whom, Mary Coe, lives in NSW and is on the NSW Branch Committee.

They all have different skills, contract out work to independent contractors where necessary, and feel the company is about community. Mary is working on marketing programs, and they have a contract indexer in Chicago who is very good at putting together the work of different individuals. With these resources, they can work on big projects, and their database will show what is going on. The website is <www.potomacindexing.com>. They also issue a newsletter, compiled by a professional writer and designer. The company is unique, as most people work alone, with occasional sharing of tasks. If one of the company's indexers had their name on an index, Richard would like it to be in the form of "indexer's name, managed by Potomac Indexing LLC". He commented that these days there seem to be more Indian indexers around, though he doesn't know where they learn their indexing skills.

Shirley, as incoming President, thanked Richard on behalf of the group. She had attended his conference talk, on the many different ways of indexing, and found it fascinating.

Edyth Binkowski

The ACT Branch BBQ



This end-of-the-year celebration was held on 6 December, in perfect weather, in our usual venue down by Lake Burley Griffin. (Above) Tucking in to a delicious breakfast are (l to r): Edyth Binkowski, Lynn Farkas, Penny Whitten, Eleanor Whelan, Barry Howarth, Rob Merrell, Joan Merrell and Walter Lee. (Photo Peter Judge)

(Opposite page) Barry Howarth proving that he is a virtuoso with a banger on a barbecue, and your Editor engaged in his annual ritual of swan-shooting, to eliminate the competition for the feast. (Photos Geraldine Triffitt)



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