

ANZSI NEWSLETTER

Volume 6, number 7, August 2010

ANZSI News – Constitution changes



Last month I explained that ANZSI was seeking to incorporate. As part of that process, Council will be taking to the AGM some extensive amendments to the Constitution. Most of the amendments add new provisions to the Constitution rather than change existing provisions. A document showing the existing Constitution and the amendments is on the ANZSI website at <www.anzsi.org/site/calendar_details.asp?id=151>. If you can't access the website you can obtain a printed copy from your branch president or from the Secretary at 104 Lakeview Drive, Lilydale, Vic 3140, or phone 03 9735 4235.

If you find the entire document difficult to plough through I ask that you at least read the following to understand what the changes involve.

Why are we changing the Constitution?

There are two main reasons for the changes:

1. The procedures for incorporation are set out in the *Associations Incorporation Act 1981* (Vic), and detailed on the Consumer Affairs Victoria website. Consumer Affairs provides a set of Model Rules (their term for Constitution) which may be found at <[www.consumer.vic.gov.au/CA256902000FE154/Lookup/CAV_Publications_Associations/\\$file/Association_Model_Rules.pdf](http://www.consumer.vic.gov.au/CA256902000FE154/Lookup/CAV_Publications_Associations/$file/Association_Model_Rules.pdf)>.

An organisation seeking to incorporate must adopt these model rules in full, modify the model rules to suit its own requirements, or draft its own rules. Since the model rules do not mention branches, or the maintenance of a register, such as our Register of Indexers, Council has decided to amend our Constitution to conform to the Act.

2. A review of the present Constitution found in some places there was either internal conflict or conflict between the Constitution and the guidelines published on the website, and also that the Constitution makes no provision for some matters.

The changes

So what are the principal changes?

- **Half-year membership**

At its meeting in May, Council decided to abolish half-year membership but instituted a second renewal date of 1 January in addition to 1 July. This has entailed some minor amendments.

- **Life membership**

The provisions for election to life membership have been consolidated in one section of the Constitution rather than being, as at present, divided between the Constitution and the Procedures. This gives the members more control over the procedures, in particular the voting requirements, rather than having it enshrined in the Procedure which is controlled by the Council.

- **Incorporation requirements**

The schedule to the Act lists seventeen matters to be provided for in the rules of incorporated associations. These include provisions for disciplining members together with the mechanism for appearance by members in any disciplinary action that takes place, and grievance procedures for settling disputes between the Society and any of its members or between a member and another member. These changes were made by incorporating the relevant sections from the Model Rules (described above).

- **Nominations for Council**

The timetable for nominations has been spelled out in more detail and modified so that the names of nominees can be published in advance of the Annual General Meeting. This means that members unable to attend the meeting may, in

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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 embedded in Word files.

Next deadline

27 August for the September 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\$200; half page A\$100;
quarter page A\$50.

Membership charges

A\$75 per year (NZ members A\$68)
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Institutional membership A\$100.

Subscriptions to the Newsletter A\$55 p.a.

The Indexer

(*international indexing journal*)

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Indexers Available

<www.anzsi.org/site/Indexers_available.asp>



Australian and New Zealand Society of Indexers

Annual General Meeting

will be held on Wednesday 1 September 2010 at 6.30 pm at the
Elsternwick Club, 19 Sandham Street, Elsternwick Victoria (Melway 67, F2).

Agenda

1. Minutes

To approve the minutes of the AGM held at the Marriott Hotel, College Street, Sydney on Friday, 16 October 2009.

See <www.anzsi.org/site/calendar_details.asp?id=151>

2. Matters arising from the minutes not included elsewhere in the agenda.

3. President's Report

To receive a report from the President on the Society's activities in 2009-10.

4. Treasurer's Report

To receive an audited financial report from the Treasurer on the year 2009-10.

5. Council for 2010-11

To receive a report from the Returning Officer on nominations for the following positions:

- President
- Vice President
- Secretary
- Treasurer
- Five Council members.

6. Incorporation

To approve the following motions:

- 6.1 That the Australian and New Zealand Society of Indexers take the steps necessary to incorporate under the provisions of the *Associations Incorporation Act 1981* (Vic).
- 6.2 That the Secretary be authorised to incorporate the Society.
- 6.3 That the **statement of purpose** (*see below*) be approved.
- 6.4 That the Constitution, as amended, be approved as the Constitution of the incorporated society.
- 6.5 That the property (real and personal) that was previously held by individuals on behalf of the unincorporated society be transferred to the new incorporated society.

7. Any other business

Not requiring prior notice.

Statement of purpose (Item 6.3)

The Society aims:

- to improve the quality of indexing in Australia and New Zealand;
- to promote the training, continuing professional development, status and interests of indexers in Australia and New Zealand;
- to act as an advisory body on indexing to which authors, editors, publishers and others may apply for guidance;
- to provide opportunities for those interested in and connected with indexing to meet and exchange information, ideas and experiences relating to all aspects of indexing;
- to establish and maintain relationships between the Society and other bodies with related interests; and
- to publish information in accord with the foregoing aims.

(Constitution changes, continued from page 1)

the event of an election and if they wish, cast a vote by proxy. At the moment, with nominations closing only fourteen days before the AGM, this is impracticable.

- **Proxy voting**

The provisions for proxy voting have been tidied up.

- **General meetings**

The procedures for convening the Annual General Meeting and special general meetings have been detailed more fully. In particular provision is now made for members to give notice of business they wish to raise by resolution at the AGM. This provision does not exist in the Constitution as it stands. Some aspects of procedure have been clarified to conform to the provisions in the Model Rules.

- **Removal from office of members of Council**

Provision has been made for the removal from office of members of Council by members voting in a general meeting. These provisions are based on the Model Rules.

- **Society's records**

The Constitution now identifies responsibility for maintaining the Society's records and confers on members the right to inspect those records.

I encourage all members to read the amended draft Constitution. It will be voted on at the Annual General Meeting on 1 September, where the motion will be to approve the amended Constitution. The quorum for an annual general meeting is ten members personally present and entitled to vote. A simple majority (i.e. one more than 50%) is required to approve the amended Constitution. Members may vote by proxy by completing and returning the form available on the website at <www.anzsi.org/site/calendar_details.asp?id=151> or from the Secretary at the address in the first paragraph.

It is important that ANZSI proceed to incorporate for the reasons I explained in my article in the July Newsletter. To do this we are required to have a set of rules (a Constitution) that meets the criteria set out in the Act. If you are able to attend the AGM please do so. If you cannot, please exercise your right to vote by proxy. ANZSI needs your vote!

Mary Russell

Proxy voting at the 2010 AGM

To have your say at the AGM you need to complete a proxy form. It includes only one resolution relating to item 6 on the AGM agenda – the other separate resolutions have been encompassed in the first. This is because logically one cannot vote for the first resolution and then not pass the other enabling resolutions, including the proposed amendments to the Constitution. Hence a member who is in favour of incorporation [the first resolution] will also vote in favour of the four other resolutions, or vice versa.

The Statement of Purpose has been taken from the aims in the present Constitution. Constitution changes are discussed in ANZSI News and the document is on the website.

To make your vote count it is essential that it is received by the President either via post or by emailing a scan of the form. Proxy forms need to be collated before the meeting, so please do not give your proxy to the person nominated. If you give the form to your proxy it will be invalid.

The resolution and options are as follows:

In respect of the five resolutions listed under item 6 of the agenda for the AGM, relating to **Incorporation**, I issue the following instruction –

PLEASE CHOOSE ONE OPTION

- I appoint <name > to act as my proxy and to vote as he/she sees fit on all resolutions.

OR

- I appoint the Chairman of the Meeting as my proxy to vote as he/she sees fit on all resolutions.

OR

- I instruct the Chairman of the Meeting as my proxy to vote on all the resolutions in the manner directed below:

For/Against/Abstain *(please indicate preferred option)*

The proxy form is available from the Secretary or at <www.anzsi.org/site/calendar_details.asp?id=151>.

Mary Russell

ANZSI and Branch events

Date and time	Organiser	Name of activity	Venue	Contact details
Tues 17 August 6.00 for 6.30 pm	Qld Branch	General meeting Hazel Bell via DVD	Carindale Library	Details at < www.anzsi.org/site/calendar_details.asp?id=160 >
Wed 1 Sept 6.30 pm	Vic Branch	ANZSI AGM and Vic Branch AGM	Elsternwick Club	Details at < www.anzsi.org/site/calendar_details.asp?id=146 >
Wed 1 Sept 6.30 for 7.00 pm	Vic Branch	AGM dinner	Elsternwick Club	Details at < www.anzsi.org/site/calendar_details.asp?id=159 >

Cooks who Index; Indexers who Cook

NSW and ACT Recipes for success conference, 24 July, Bowral

Aprons on! Lynn Farkas and Sherrey Quinn, the Masterchefs, (pictured) began the workshop by asking us what we liked and didn't like about cookbook indexes. Indexes we liked had entries under recipe titles, main ingredients, cooking methods and utensils. Less useful indexes were the table of contents type of indexes or those with too much classification. Lynn and Sherrey showed us a wide range of books illustrating good and bad features. Some of the participants had brought their favourite cookbooks with extremely comprehensive indexes.

We then discussed the general principles of indexing using examples of how they relate to cookbooks. Next came the basic components of cookbook indexes such as structure, categories, entries, inclusions and exclusions. Sherrey and Lynn showed us how to deal with special considerations such as multi-language recipe titles, subsidiary recipes and metatopics.

Having digested all of these ideas, we formed four groups to index a selection of recipes which we had submitted earlier.

Panel Session: Essential ingredients

This was a fun session in which Panel members (Mary Coe, Mary Russell, Shirley Campbell and Madeleine Davis) and participants in the Cookbook Workshop were invited to reveal the indexing aids they could not live without. I also gathered wisdom from Index – L and colleagues who could not attend.

Mary Coe kickstarted us off with the following:

Computer stuff:

- Cindex
- Dual flat screen monitors - good for embedding, Medline, simple PDF files.
- Laser mouse (Comment - but what a mouse – it can remember macros and other wondrous things!)
- DexEmbed (also WordEmbed)
- InDesign (indexing and conversion)
- 'Cody Safe' a portable apps manager - USB with Cindex – acts as a file backup device for travelling. (Comment - Mary takes Cindex with her on travels and downloads on available computers to keep working; Madeleine lugs heavy (old) laptop with Cindex installed on travels. Duhh!)

Infrastructure:

- Large corner desk and big office chair
- Entertainment unit with shelves for books in progress
- French doors, light, air, entertainment (*see also* a quiet environment *under* Shirley *below*)

Internet and communication devices:

- Skype – for weekly meetings, informal chats, messaging features
- Wireless – can work anywhere with laptop

This was speed indexing as we only had a limited time, rather like the real world of deadlines to meet. We then compared the four indexes. As to be expected, they were all different, each having different points to recommend it.

Elisabeth Thomas devised a little competition to stir our imaginations. She had brought along a clear plastic tool that included a peeler with other blades and cutters for slicing and carving foodstuffs. The prize went to the closest or most inventive name suggested. The actual name was 'Kitchen Magic Food Glamorizer'. Sherrey Quinn won with 'Mum's Kitchen Wizard'. Honourable mentions were 'Invisible Stripper' by Geraldine Triffitt and 'Spuddy Duddy' by Frances Paterson.

Thanks to Sherrey and Lynn for a lively and engaging workshop. We all participated very enthusiastically, learnt a great deal about cookbook indexing and came home with an

original cookbook as a bonus. Too many cooks certainly didn't spoil the broth!

Tricia Waters



Organizing tools:

- Diary – paper (Comment - Madeleine also confirms paper diary – will change to online one day...)
- Google Calendar (as well – but necessary to work online with overseas partners)
- Web Office and Quickbooks
- Excel and Cashflow Manager for accounting

Other:

- Highlighters
- Windows 7 Post-It Notes (*see also under* Madeleine *below*)
- Cat, dog, chicken (Comment - not sure we wanted to enlarge on this...)
- Internet radio (*see further comments under* radio *below*)

Mary Russell pointed out that the most 'Essential Ingredient' was us! She went on to say:

- Take special care of yourself - eat good food, sleep and exercise. I enjoy proper coffee, so I have an espresso machine. I also buy fruit and vegetables from the Farmers Markets
- I also consider my body and have an ergonomic set up, with kneeling chair and electric height adjustable desk that allows me to sit or stand at while working (Comment – Mary did a fair pass at demonstrating this!)
- I try and reward myself with enjoyable time out, such as visits to museums or craft shows. It is a way of returning to the task refreshed.

(continued on next page)

(*Indexing essentials, continued from previous page*)

- Another thing I have is a PO Box. My parcel post often doesn't arrive until late afternoon, so by having a PO Box I'm able to pick up parcels in the morning

Shirley Campbell indicated that she must have:

- a quiet environment (Comment - Madeleine also indicated that this was a high priority and gave a pathetic account of her mother having to creep around the household when on visits)
- a quality indexing reference tool. Shirley recommended *The Indexing Companion* by Glenda Browne and Jon Jerney with its accompanying workbook.

Madeleine Davis said that:

- she is 'over the moon' about her new BENQ LCD 60cm flat screen monitor which allows PDF and Cindex files side by side for cut and pasting (*see Comment below*)
- she also loves her screen Windows 7 Post It Notes – she writes shopping lists while staring at her indexing text

Comment re macros to make cutting and pasting from PDFs easier. Margaret Berson was mentioned – her website at <<http://edit-mb.com/megabit/>> explains Megabit Macros, third-party macros for indexers who work in Windows, to speed up copying text from Adobe PDF files into an indexing program. Glenda Browne has a home-grown keyboard macro to work between Sky Index and PDFs.

Lindy Allen revealed her document holder/drafting aid (*see* <www.ergonomicoffice.com.au/catalogue_list.asp?catID=27&nav=copyholders>)

Summary from Index-L and others:

- Really good budget!
- Radio – keeps a handle on the outside world during the long hours of indexing!
- My super-comfortable office chair (I want to be buried in it!)
- Indexing discussion lists ('virtual water cooler'). I can't imagine how freelancers coped with isolation prior to the Internet!
- A monthly massage, aka 'tune-up'
- SKY software, Acrobat Professional, MS Office
- Good lighting
- Good computer (and a laptop as backup was also mentioned)
- A big, heavy music stand. I like to work with the text in hard copy, so I print off the PDF my publisher sends me, put it in a binder, and open it up on the music stand, which I place right next to me on my left. When people come visit, they ask me if I'm a musician
- A Page Minder, which holds books open. It's like a hair pick, four-pronged and made out of sturdy metal. The prongs are set 3/4" apart. One inserts the prongs among the pages at the top of the book to hold it open.

Madeleine Davis

Victorian Branch annual report peer review opportunity

As part of ANZSI's Year of Indexing Annual Reports the Victorian Branch decided to offer a peer review opportunity for an index to an annual report, open to any member of ANZSI. Twenty-two took part, 11 from Victoria and the rest from Queensland, NSW, Tasmania, SA and WA.

Participants were invited to index the 2008/09 report of either Latrobe City Council or the National Gallery of Victoria. Links to the PDF files were provided and the organisations concerned were made aware of the exercise. They had three weeks to complete the index.

The task was to be like a real job, with minimal guidance. The only requirements given were that it was due at 9.00 am on 17 April and NO extensions were possible. The indexer had to decide the length of the index, the headings to use and the style to be used in presenting the index.

The indexes were assessed against the criteria used for indexes for Registration, with additional comments on layout and presentation. Everyone indexes differently and no two indexes to the same publication will be identical. They may have found four references to an item, while I had five, or perhaps three. This was a training exercise, so the aim was to give guidance on how they could improve. I was more concerned that they had indexed the key aspects of the annual report:

- How had they indexed the organisation's goals or operational performances?
- Had they covered the key functions of the organisation?

- Were the internal workings of the organisation indexed? and

- How were the financial aspects indexed?

I also looked at their indexing skills:

- Were headings and subheadings appropriate?
- Did they use *see* and *see also* references correctly?
- If they used double postings, were the page numbers the same?
- Was the index set out correctly?

It was obvious that many indexers were outside their comfort zone when they indexed the annual report. They were capable of indexing names, works of art, exhibitions, etc. but were not as confident when it came to the general workings of an organisation. For example, some did not realise the importance of vision, mission and value statements to an organisation; some didn't index freedom of information or whistleblowers; others were very unsure how to index financial aspects.

This lack of organisational knowledge was a useful discovery and assisted Max and me in writing *Indexing your annual report*.

Participants were provided with a feedback survey form. From the very favourable comments received, Victorian Branch will offer the Annual Report peer review opportunity again in 2011, this time including a shareholder annual report as one of the options. Next year's exercise will be open to both those who participated this time and any other interested ANZSI members.

Mary Russell

Indexing degustation August 2010

IFLA Caterpillar Project



An association between IFLA and caterpillars does not often spring to mind, even after a bottle of red. However, a scheme set up with IFLA funding to supply books to rural African communities has been named the Caterpillar Project. The name arose from the idea of using a folding box shelf system to transport books to remote communities.

The Caterpillar Book Box is a 1.8 m high folding case on castors which holds about 100 books. The first box has been used by an Adult Basic Education group at night, and a very small school group in the daytime.

According to Ian Stringer, the pilot scheme is located in Koekenaap, a very poor farming area where 60% of the adults are illiterate and only 30% of nine year olds can read. They are too poor to travel the 20 miles to the nearest library. The Caterpillar Book Box is the only access that this community has to books.

It is the aim of the Public Library Section to seed fund a further 20 Caterpillar Book Boxes for Kenya, Swaziland and Malawi, containing not only books but health information on HIV and AIDS. There is even a Baby Cat for pre-schools.

Read more of Ian Stringer's article at <http://archive.ifla.org/IV/ifla73/papers/128-Stringer-en.pdf>.

Taxonomies and controlled vocabularies

Show me an indexer who is not fascinated by thesauruses and the relationships between subjects. Hands up those who study the LCSH in the loo. Oops, have I let the cat/feline out of the bag? Most of us are happy with the concept of thesauruses but glaze over when the terms taxonomy and ontology are discussed. What are taxonomies and ontologies?

The American Society of Indexing has a Taxonomies & Controlled Vocabularies SIG (Special Interest Group) at www.taxonomies-sig.org/ which gives a good definition of these terms plus access to some articles on the subject.

I was particularly taken with the "glosso-thesaurus" which helps address what Bella Hass Weinberg saw as 'a singular lack of vocabulary control in the field of controlled vocabularies'. The glossary is more than a list of terms; it serves as an illustration of what a controlled vocabulary looks like.

Take a look at the glosso-thesaurus at www.boxesandarrows.com/view/controlled_vocabularies_a_glosso_thesaurus.

A thing of beauty is a joy forever (Keats)

Can an index be beautiful? Are index users hampered by an ugly index? Indexers, by their very natures, are seen as creatures of order, but do they always think about the visual impact of an index?

Frances Lennie has written an absorbing article on the subject. According to Frances, an index is a mixture of rule-driven and creative processes. Ways that indexers can adjust the style of an index to improve usability are illustrated with examples. The use of initial capital letters for all headings makes

it difficult for the user to distinguish topics from names. Does one use prepositions? Never or with discretion? Defining the level can be illustrated by the use of capitalised or emboldened headings and em dashes before subheadings; Locators can be in bold. *Colour* may help, especially in cook books. However, the clients usually have guidelines which must be considered and it may help to show the client the difference between the indexer's vision of usability and the client's way. As Frances says, whether this helps or not, the indexer can be satisfied that every effort has been made to create an index that is 'both workable and winsome'.

Lennie, F. (2010). The visual appeal of indexes: an exploration. *The Indexer*, 28(2), 60-67.

Interim indexes

An interim or preliminary index is created for a work in progress to enable the author to keep track of the contents of a manuscript before it goes to print. In other words, it is a revision tool. The author generally creates the interim index but sometimes a professional indexer is employed.

In an article for the March issue of *The Indexer*, Hazel Bell writes of her experience of compiling such an index, rather gloomily entitled, "Interim indexes and their fate."

Hazel Bell compiled the index for the author Ian Norrie who generally indexed his own books. The detailed index was a great help to the author, but the version published in the book was extremely limited. However, an extended index based on Hazel's work was available as a separate booklet from the publishers. An author's note at the head of the latter index stated that he had made so many additions that he did not think that the compiler would wish to own it. The fact that only three copies of the extended index were sold was due, according to Hazel, to the fact that an extremely detailed index, while invaluable to the author, is unpopular with both publishers and readers.

Bell, H.K. (2010). Interim indexes and their fate. *The Indexer*, 28(1), 24-25.

ASAIB conference

The Association of Southern African Indexers and Bibliographers held their annual conference, entitled *The Indexer in Publishing*, on 7 May at Rietvlei Nature Reserve near Pretoria. In this International Year of Biodiversity the environmental theme was carried through with hand decorated paper conference bags and green cushions. The lack of recognition given to indexers in South Africa was a major discussion point at the conference and a call was made to design a formal contract to standardise the profession and to ensure that publishers accorded indexers the status they deserve within the industry.

From ASAIB Newsletter www.asaib.org.za/docs/ASAIB_newsletter_June_2010.pdf

Jane Purton

Reporting Awards 2010

The results for the 2010 Australasian Reporting Awards <www.arawards.com.au> were announced in June for the 2008–09 annual reports. Companies and government departments submit their annual reports in one of ten divisions: Financial Services. Community and Welfare; Local Government; Health and Medical Research; Travel; Legal, Regulatory and Administrative; Manufacturing and Retail; Minerals and Petroleum; Services, Education and Agriculture; Transport, Construction and Property.

The reports are assessed and winning reports earn gold, silver or bronze medals. In 2007 the Victorian Branch successfully lobbied the Australasian Reporting Awards to include an index in their assessment criteria. So how many actually contain an index? There were a total of 193 medal winners this year. I looked at each of the winning reports on the web to see whether they had an index or not. Those that I could not find on the web are marked 'unknown'.

	Winners	Has index	No index	Unknown
Gold	39	26	11	2
Silver	84	51	31	2
Bronze	70	23	42	5
	193	100	84	9

Only 52 percent of award winning annual reports had something labelled as an index, although many were more like glorified contents pages. Two-thirds of gold and about 60 per cent of silver medal winning reports have an index; however, only about a third of bronze medal winners have one.

Looking at the winners State by State:

	Winners	Has index	No index	Unknown
ACT	22	20	1	1
NSW	52	29	22	1
NT	2	2		
NZ	10	1	9	
QLD	30	13	16	1
SA	3	1	2	
TAS	4	1	3	
VIC	62	29	27	6
WA	8	4	4	
	193	100	84	9

The ACT winners were mainly Commonwealth Departments, in which there is a requirement to include an index in annual reports, so it is not surprising there is a high indexing rate in ACT. Other state winners come from a wide mix of industries and government departments.

The Promotion and Publicity Committee will be sending each of the medal winners a brochure for the ANZSI publication *Indexing your annual report: a guide* to try and raise awareness of not only the importance of having an index in an annual report, but highlighting what constitutes a good index. It is hoped that next year a higher percentage of award winners will have an index.

Mary Russell

News from Queensland Branch

Seven new trainees attended the Back-of-Book indexing Part 1 & 2 training held in Brisbane last month. They included one from New Zealand, and one from Tasmania. Queensland Branch now has four new members and New Zealand and Victoria a new member each – the offer of membership and reduced training fees being the incentive.

Trainees enjoyed the first day of training at Vicki Law's home where Vicki put on a wonderful spread. That evening, six of the trainees attended the Branch AGM, where a delicious four course dinner was provided for the usual \$2 supper fee, prepared by Vicki Law, Rachael Harrison, Mei Yen Chua and Moira Brown's daughter Sarah.

As the President Moira Brown was unwell, Rachael Harrison (voted as new Vice-President that evening) chaired the AGM, ably assisted by Franz Pinz (Treasurer) and Vicki Law (Secretary). Rachael and Franz are pictured at right.

Max McMaster was the Guest Speaker, giving his impressions of the American Society for Indexing Conference held recently in Minneapolis. Max also gave a brief discussion on the online indexing course which he now teaches part-time from the University of California, Berkeley Campus.

The second day of indexing training was held at Moira Brown's home, where all the trainees successfully completed an index on their laptops. The training was thoroughly enjoyed by all, and Max as usual had excelled himself as Trainer.

The AGM voted in Moira Brown (President), Rachael Harrison (Vice-President), Franz Pinz (Treasurer), Vicki Law (Secretary) and Committee Members Mei Yen Chua, David Mason, Jan Rees. Jean Dartnall is continuing as a Committee Member and our Queensland Branch Regional contact in Townsville.

Our new Committee Member, Jan Rees, is already spreading word of our existence to the Mackay Region. Jan is soon to be Guest Speaker on Indexing at the local Writers Club and is using our ANZSI Queensland Branch brochures and ANZSI bookmarks to market the Society.

Moira Brown, President, ANZSI Queensland Branch



Nuggets of Indexing Seminar – June 2010

Indexing in the '80s – the South African experience: presentation by Nikki Davis



Getting into indexing

My first introduction to indexing came during the early 1980s, when I worked in the Book Editorial Department of Reader's Digest (South Africa). Sadly, the book publishing arm no longer exists, but at that time it had a reputation for producing quality books with local South African content, in a market that consisted mostly of books imported from either the UK or the US.

The average time to produce a Reader's Digest title was two years, and a good index was considered to be a vital component. Indexers were few and far between in South Africa at that time; there was no indexing society, nor was there any indexing training available in the country. A number of our titles were indexed by Ethleen Lastovica, a librarian and freelance indexer. In a paper titled 'Trends in the Practice of Indexing', presented at a conference in Cape Town in 2003, she recalled her work as an indexer during this period.

I can't remember why I was attracted to indexing in 1978. Perhaps it was because I had been a librarian for almost 20 years and had always enjoyed the backroom jobs of cataloguing and classification. To be equipped as a freelance indexer, I joined the Society of Indexers in the UK (subscription £5) and registered for their Rapid Results College course on indexing. I became a Registered Indexer of the Society of Indexers based on the assessment of my first index – a book on Shona Cosmology.

At that stage it was acceptable to submit an index to a publisher on 5 x 3" cards delivered in a shoebox. However, in 1982 I purchased my first computer which had a memory of 64K. I still indexed on cards but used the computer as an electric typewriter to prepare the index in laid-out style and then printed the file with a dot matrix printer. (The computers we have in our homes today are more powerful than those that put the first men on the moon).

I attended the 4th Society of Indexers Conference in Durham in 1985 and remember delegates clustering around an indexer who showed how she was using a microcomputer and a cassette tape to prepare indexes. I forget the process, but it seemed a technique beyond reality, because few could see how computers could assist in the art of indexing.

It was at that conference that Druscilla Calvert introduced Macrex, the dedicated back-of-the-book software program, to the public. Shortly afterwards I purchased the program and have used Macrex for indexing ever since.

Ethleen was in high demand and not always available when Reader's Digest needed an indexer. This undoubtedly aided my own entry into indexing. I clearly recall our managing editor looking around the table at an editorial meeting and asking which one of us would be willing to do an indexing course. Without so much as giving it a second thought, I found myself saying that I would.

After writing to the Society of Indexers for suggestions on training options, I decided on the Book Indexing Postal Tutorials course run by Ann Hall in Moffat, Scotland. This course later became known as the Book Indexing Personal Tutorials course, and I believe after many years, is about to cease. I also discovered that Cape Town City Libraries' main

branch had a copy of Norman Knight's Indexing, the art of, and the South African Library (the equivalent of the National Library in Canberra) had a subscription to *The Indexer*. I borrowed Knight's book over and over and over. Issues of *The Indexer* I read during my lunch breaks while undertaking editorial research at the library, as not surprisingly, they were available for reference only.

As soon as I had completed my indexing course with Ann Hall and began producing indexes for Reader's Digest, word seemed to get out and I began moonlighting for other publishers, coming home to index their books after completing a full day's work at Reader's Digest.

Tools and software

My first indexes were compiled with the aid of a cardboard shoebox (or two), a heap of 5 by 3" index cards, and a typewriter, which I still have. I wonder if oncologists married to indexers have a special propensity for writing indexing programs (Macrex, for example, being written by Hilary Culvert, an oncologist) because my cancer specialist husband Sidney also went down this path, writing an indexing program for me, after he had finally had enough of watching me shuffling index cards and noisily typing my indexes up, typexing out the errors. He has forgiven me for making a later purchase of CINDEK.

Indexes created, indexes consulted

The Reader's Digest *Illustrated History of South Africa: The Real Story* launched another Reader's Digest colleague of mine, John Linnegar, into indexing. He recalls having to create the index to this book 'in an impossibly short time, and what a hard job that was, but an amazing springboard to (eventually) introducing a training course here. Anyone in SA who wants a real qualification in indexing has to do the UK Society of Indexers correspondence course (at great expense) and exam. But few know about it, or can afford it. So I saw a gap and produced a one-day introductory course, with the usual post-training follow-up and handholding. Trainees on my course spend a full day actually creating mini-indexes that enable them to learn the theory and practicalities hands-on, and this formula seems to be working well. Several librarians wanting to retire, or ex-librarians, come on the course and take to it like fish to water, of course.'

The publication of *The Reader's Digest Illustrated History of South Africa* also illustrates some of the challenges faced by publishers in apartheid-era South Africa. Reader's Digest was pushing the boundaries as indicated the sub-title 'The real story' by covering among other things the history of the African National Congress (ANC), now the ruling party in the country, but which at that time was a banned organisation.

During the project, our managing editor made contact with the ANC office in London, while on a trip to the UK. Working as a picture researcher on this title, I looked forward to acquiring pictorial material that was not available to us within South Africa. Unfortunately, the pictures which were sent to us through the mail did not reach us, having been intercepted and confiscated by the South African authorities.

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Besides creating indexes, I was also a frequent user of indexes, particularly in relation to picture research work, for which they were a vital tool in those pre-internet days. Some indexes were on cards, for example, the Cape Archives which I would visit in person to search. Other picture collections published their indexes, for example, the Star newspaper and the Africana Museum, both based in Johannesburg. These indexes were available at the South African Library in Cape Town, although to see the images, I still needed to travel to Johannesburg to visit the collections. But they allowed me to create target lists of images that I thought were potentially suitable.

Terminology

In searching indexes, I needed to be aware that terminology was sometimes influenced by European attitudes and by the politics of apartheid. For example, the protests in Soweto on 16 June, 1976, were commonly described as the 'Soweto riots'. Others avoided this term because of its implications of lawlessness and anarchy, and used the alternative term, 'Soweto uprising', which displayed instead empathy towards the frustrations being felt by the Black students involved.

The word 'kaffir', meaning 'heathen' has its origins in Arabic and was first used in South Africa by early European settlers. While it was commonly understood as being derogatory, the term could still be found in situations where early paintings were indexed by their titles, and in which this term was frequently used.

The term 'Bantu' is another example. In its innocuous sense it refers to a sub-branch of Niger-Congo languages but it took on a negative connotation when the Nationalist Government came to power in 1948. The word 'Bantu' became a blanket term that applied to all Black people and was actively used by the government. For example, the nominally independent 'homelands' for Black people created under the apartheid system, were known as 'Bantustans'. While I was always aware of the offensive nature of this term, it was widely used and could not be dismissed as a search term.

Indexing on the back burner

One indexing skill that I was never able to acquire was that of indexing with young children. I am in awe of women such as Hazel Bell, who was able to index while being the mother of three young boys. I thought I had the perfect career for motherhood, until I had my two sons and found that it was near impossible. Clearly Glenda Browne and Jon Jerney have had to consider this as well, as they write in their book, *The Indexing Companion*.

And then there are those who work with children at home... Although freelance indexing can appear an ideal opportunity to work from home while being with young children, it can be very difficult to produce quality work with constant demands for attention.

So indexing went on the back burner for me for a number of years although my interest always remained. Instead I decided to study librarianship through the University of South Africa (Unisa), a large correspondence university. Apart from the intellectual stimulation I thought it would provide me with additional skills for work in research and indexing at

some unknown time in the future. Ironically, Unisa would later become the home of ASAIB.

It was also at this time in 1989 that I emigrated to Australia. This was a particularly unsettling time in South Africa, with bans placed on the media with regard to reporting on political unrest. Correspondingly, countries such as Australia continued to place pressure on the South African government. Australia Post announced that it was considering stopping the handling of mail to and from the country. This would naturally present problems for me as a correspondence student living outside of South Africa, so after consulting an Australian lecturer in library and information studies, I later switched to a course at Edith Cowan University.

From trade to profession

Besides the technological advances, one of the biggest differences I have noticed between my two indexing careers, is that when I left publishing it was referred to as a 'trade' but I have now come back to a 'profession'. I learnt about publishing through inhouse, hands-on practice, guided by those around me with more experience. I participated in brainstorming sessions to come up with new concepts. I learnt how to locate information and how to verify facts. I learnt how to undertake picture research and how to manage copyright. I learnt how to write copy and how to read typesetting instructions. I visited the printing presses and watched our books going to press. I was also fortunate to travel, visiting consultants, libraries and museums around the country, as in those pre-internet days the only way to access these was to visit them yourself. All of the knowledge I gained about putting a book together has been invaluable to me in my work today as an indexer.

A few years ago, the Australian writer Gideon Haigh caused a controversy by saying that journalism went into decline the day it ceased to be a trade and became a profession. Without wishing to start another controversy myself, I think there are probably some lessons in his observations for writers of indexes. Hopefully in pushing indexing into a professional direction, the art and craft of it will not be lost. I myself was quite pleased to see that a recent ASI seminar in New York was titled Fine-tuning the craft.

Indexing in South Africa today

In 1994, the Association for Southern African Indexers and Bibliographers (ASAIB) was formed with the aim of being 'an independent organisation to serve the interests of Southern African indexers and bibliographers and to promote all aspects of indexing and bibliographic activity.' ASAIB runs indexing courses regularly, and Unisa, where ASAIB is based, also offers indexing units through its undergraduate librarianship course.

Ethleen Lastovica tells me that since she retired she has been too busy to do much indexing, but she still indexes a book or two a year. John Linnegar, besides being an indexing trainer, is currently the national chair of the SA Professional Editors' Group, and is on a mission to try and raise the standards of editing in South Africa.

Nikki Davis

Letters to the Editor

From Shirley Campbell, President of ACT Region Branch. Shirley is writing here in her personal capacity.

In 'ANZSI News – Incorporation of ANZSI' in the July newsletter the President writes that one of the advantages of incorporation is the protection of all members and office holders against personal liability for debts and other legal obligations of the organisation. She provides a hypothetical example of an indexer who discovers, 12 months after attaining Registration, that this information has not been updated in their Indexers Available entry due to a clerical oversight, so that person would have every right to sue for potential loss of income. When a member is successful in gaining Registration the Membership Secretary updates this information in the members' database (the Indexers Available information is part of this database). A member cannot make this change. However

it is the responsibility of every member to regularly check their own entry. This is an issue of personal responsibility.

The assumption is made in the hypothetical example that gaining Registration leads to increased income. Where is the evidence to support this statement? It is likely that an indexer gains more work as a result of being Registered. At a meeting of indexers and editors in the ACT last year the issue of Registration was discussed. The editors had no idea what Registration was let alone that a Registered indexer might charge more for their services. This highlights the need for additional marketing to editors and publishers of the importance of using Registered indexers.

Shirley Campbell

From Frances S. Lennie, President 2010–11, American Society for Indexing

I wish to clarify some points made by Robin Briggs in his Letter to the Editor in the *ANZSI Newsletter*, Vol. 6, number 6, July 2010, p. 5.

He is correct in saying that certification 'is not sanctioned by the American Society for Indexing (ASI) and has been strongly criticized by indexers on the index-l forum.' Mr. Briggs further asks if ASI decided not to pursue certification because of 'dangerous ground.' In a sense he is correct: for financial, legal, and moral reasons. First, undergoing accreditation in order to become a certifying body would place a heavy financial burden on the society, one that it could probably not support. Second, litigation against the society for an underperforming 'certified' member would cause irreparable harm to the society. Lastly, ASI is a membership organization and we do not believe we have the majority voice of the membership to pursue such a course of action.

However, since late 2006 we have been offering a Training in Indexing Certificate Program licensed from the Society of Indexers (UK). This currently comprises three units of instructional content and self-assessment exercises. Students may, and indeed are encouraged, to take a formal exam at the end of each unit of study, and receive extensive feedback

on their endeavours. Each exam tests both their theoretical knowledge and practical application of the indexing process. If they are successful in all 3 exams within a three-year period, they are awarded ASI's Certificate of Completion. This is different from 'certification' which would first require ASI to be accredited as a certifying body by one of several accrediting agencies in the United States.

Terminology used in this area of discourse – certification, registration, accreditation, certificate program – is often confusing and conveys different meanings among the international indexing community. The path toward attaining any of these achievements is likewise unique to each country, just as each has its own index stylistic preferences. What matters most, however, is that we provide opportunities to acquire a standard set of indexing knowledge and skills, and continue to educate our clients on best indexing practices.

And one last point of clarification, only one of the founders of the Institute of Certified Indexers is currently an ASI officeholder, although all continue to serve and support ASI through their work on committees.

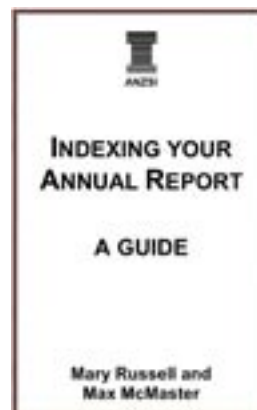
*Frances S. Lennie
president@asindexing.org*

***Indexing your annual report: a guide* by Mary Russell and Max McMaster published by ANZSI, 2010**

This publication has been written for someone indexing their first annual report. They may be an employee of the company or organisation, a consultant employed to prepare the annual report or an indexer.

Since no indexing experience is assumed in this publication, various examples are given to explain how to index and the ways indexing entries could be improved. However, it is assumed the person will have organisational knowledge.

Cost e-book (PDF) A\$25, printed A\$35. Available from <www.anzsi.org/site/indexingyourannualreport.asp>.



Contents

- What is an index?
- Planning your index
- What to index?
- Headings
- Subheadings
- Page numbers
- Compiling the index
- Cross references
- Specific parts of the report
- Editing the index
- Layout of the index
- Where to get help

Book review

Hedden, Heather. *The accidental taxonomist*

Medford, NJ: Information Today, 2010. 442 p. US\$39.50

You can see selected excerpts at <www.accidental-taxonomist.com>.

The title of this book completely belies the very technical nature of the subject covered by Heather Hedden, which she says in her introduction was written as an alternative to creating a second and more advanced on-line course to the one that she already teaches. That said, the book is written in plain, easy to understand language, making it a useful text for readers with varying levels of knowledge about the subject. I read the book from the perspective of a book indexer creating 'closed' indexes, and with some theoretical knowledge of taxonomy gained at library school.

The bulk of the book follows a 'what, who, how' approach, clearly describing what taxonomies are, and who taxonomists are before going on to describe how taxonomies are created. The 'how' element involves the explanation of numerous concepts, many of which are accompanied by practical, real life examples. For instance, a description of how facets are implemented is well demonstrated with a view from the website of the clothing retailer Land's End. In addition to in-depth definitions in the text for terms such as tagging, cataloguing and indexing, the book has a comprehensive glossary.

Useful also, is the extensive information on education and training options as well as networking opportunities and web resources for taxonomists. Included are the experiences of those working in the field, drawn from various surveys, which give valuable insights and which add weight to Heather Hedden's argument that taxonomy is an 'accidental profession'.

Whilst the book is a US publication, it has an international focus. For example, Australian readers will find Australian examples of records management software, and British readers will discover that on-site training is available in London.

I found this to be an impressive resource, applicable to taxonomists in areas as diverse as museum work and retailing. And it's impossible for me to end this review without mentioning that I liked the book's very clear and detailed index.

Nikki Davis

Membership Renewal

Reminder/Address Changes

Members are reminded that 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, plus 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.

Please remember to update your personal contact details, in particular your email address, on the ANZSI website and also let your Branch know of any changes. If you have forgotten your password (which allows you access to the Members Area of the website) contact the Membership Secretary at <bandoola1@bigpond.com>.

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


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