

ANZSI NEWSLETTER

Volume 6, number 8, September 2010

ANZSI News – President's report 2009–10



When I took over the role of President in October, I sat down and listed all the present and future Council tasks. It was a daunting list of projects and included considering incorporation and reviewing the education policy, together with slightly less daunting items such as reviewing the recommended rate

and making Council papers accessible to members on the website. Looking back at this list has provided me with a clear indication of the achievements, for that is what they really are, for 2009–10. These include:

- Provide members with easy access to Council Minutes and documents by placing them on the website.
- Report on the review of education / mentoring / training programs.
- Reviewed the recommended rate for indexing to A\$65 and NZ\$65.
- Extend payment facilities on the website to allow for multiple payments for events and for the purchase of publications.
- Modify the per capita grant formula to branches to favour newer branches.
- Introduce requirements to have branch financial statements scrutinised annually.
- Expand the *ANZSI Newsletter* to 12 pages, where content demands, and publishing for 11 months of the year.
- Publish the booklet *Indexing your annual report: a guide*.
- Prepare the documentation and Constitution changes required so Incorporation can be put to members to vote on at the AGM.

This is the work of a group of very dedicated Council members, without whom all this would not be achieved. Branch Presidents, ex-officio members, also make sure their branch's input is considered by adding comments to the Council Discussions on the website. To all of you a BIG THANK YOU. Special thanks go to Sylvia and Michael Ramsden for hosting the Council meetings each month.

While Council's work may be the obvious focus of this report, it is important to remember that ANZSI also has

Branches and State Contacts and to highlight some of their achievements throughout the year:

- NSW Branch very successfully ran the 2009 ANZSI Conference in Sydney.
- ACT Region Branch and NSW Branch combined to hold an enjoyable workshop and dinner in Bowral.
- New Zealand produced a directory of NZ indexers and distributed it to various publishers. They also successfully lobbied Council to introduce a NZ membership rate and a NZ recommended rate.
- Queensland Branch has held bimonthly meetings on a variety of topics.
- Victorian Branch has continued with its monthly Indexing Clinics and VIC meetings. They also held a very successful weekend seminar called Nuggets of Indexing at Sovereign Hill.
- Training courses have been held in Brisbane, Sydney, Melbourne and Wellington with several participants travelling a long way to attend.
- As part of the Promotions and Publicity Committee's drive for 2010 as Year of Annual Report Indexing the Victorian Branch trialled a successful peer review opportunity.

(continued on page 2)

WHAT'S INSIDE

Newsletter, Web Manager and Registration details	2
NSW Branch AGM	3
New Zealand Branch news	3
NZ Branch AGM	3
ANZSI and Branch events	3
Indexing Indaba	4
The VIC in July: Indexing <i>The Argus</i>	5
The VIC in August: Museum Victoria	5
Indexes from the Victorian gold rush era	6
Peer review (Basic Book Indexing part 3)	8
<i>The Indexer</i> subscriptions and September contents	8
Tips and hints: indexing mailing lists	9
Final renewal reminder	9
Letters to the editor	10
<i>Indexing your annual report</i> (Russell and McMaster)	11
ANZSI and Branch Committee contacts	12

Deadline for the October issue: 1 October

Newsletter, Web Manager and Registration contacts

Editor: Peter Judge

<peter.judge@bigpond.com>

Web Manager: Mary Russell

<russellmf025@ozemail.com.au>

Website: <www.anzsi.org>

ISSN 1832-3855

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

1 October for the October 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) from 1 Jul 2010.

Institutional membership A\$100.

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

The Indexer

(*international indexing journal*)

Maureen MacGlashan, Executive Editor

<editor@theindexer.org>

ANZSI Corresponding Member

Alan Eddy <aeddy2@bigpond.com>

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

Registration

Shirley Campbell

Ph +61 2 6285 1006

<shirley.campbell4@bigpond.com> or

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

Indexers Available

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

(*President's report, continued from page 1*)

So what are some of the items on the list of Council tasks for 2010–11?

- Hopefully we will be able to progress with incorporation of ANZSI. I say 'hopefully' as I wrote this article the week before the AGM.
- Review of Registration. Registration and the criteria used to attain it are not in question, but the review is to cover issues such as how to promote Registration to members and outsiders; could improvements be made to training; could the name 'registration' be improved; is re-registration required; and can the workings of the Registration Committee be improved.
- Update Indexers Available to include additional fields, improved categories and different layout.
- Finalise registration for database indexers.
- Consider a different rate of membership with additional

bonuses such as expanded entry in Indexers Available or subscription to *The Indexer*.

- Progress education / mentoring / training programs.
- Survey members to see how opinions have changed since 2007.
- Publish a booklet on *Indexing your family history*.
- Lastly Victorian Branch is organising the ANZSI Conference in September 2011 with the title 'Indexing *see change*'.

With this daunting list I remember Paul Kelly and The Messengers' song 'From Little Things Big Things Grow'. As you see Council has several ideas growing and developing to help ANZSI progress into the future. I urge all members to consider and discuss these ideas as they appear and Council will welcome all comments. After all it is YOUR professional organisation.

Mary Russell

Postscript

Following the ANZSI AGM on 1 September, we can now announce

ANZSI Council for 2010/11

President: Mary Russell

Vice-President: John Simkin

Secretary: Michael Ramsden

Treasurer: Margaret Findlay

Committee members: Alan Eddy, Karen Gillen and Max McMaster

ANZSI to Incorporate

At the AGM on 1 September 2010, ANZSI members unanimously voted for ANZSI to be incorporated. Full details in the October issue.



Michael Ramsden and Margaret Findlay at the AGM

NSW Branch Annual General Meeting

Thursday 23 September 2010

At 6.00 pm (meeting); 7.00 pm (dinner)

House of Guangzhou

Level 1, 76 Ultimo Rd, Haymarket 2000

<www.yourrestaurants.com.au/guide/house_of_guangzhou/map/>

RSVP by 20 September to Frances Paterson
at <olivegroveindexing@bigpond.com> or +61 2 4274 2600

At the AGM we will be electing president, vice-president, secretary, treasurer and committee members for the year. Branch members who wish to vote can find the online versions of the nomination and proxy voting forms at:

<www.anzsi.org/site/calendar_details.asp?id=162>

If you are unable to access the online versions of the nomination and proxy voting forms, please contact the Branch Secretary to request printed copies. The NSW Branch committee meets by teleconference once a month, so if you would like to join the committee from wherever you live, all you need is a telephone to overcome the tyranny of distance. New members will be very welcome.

Some minor changes to the NSW Constitution are proposed for adoption at this AGM. Details will be circulated to all members.

New Zealand Branch news

The Branch conducted one of the workshop sessions at the annual conference of the Archives and Records Association of New Zealand in Wellington on 25 August. Thirteen people from a variety of professions and workplaces attended and asked plenty of questions.

Branch President Robin Briggs, assisted by Pam Strike, gave a short 'promo' on ANZSI (and its website) before talking on local and family history indexing.

We had invited the National Library's Index New Zealand section to contribute, and two of its staff, Kelvin Chote and ANZSI member Nancy Fithian, described and demonstrated their indexing of information in periodicals, etc, for on-line use. Robin then talked on the indexing of Māori names.

Robin Briggs

New Zealand Branch AGM

The New Zealand Branch will hold its Annual General Meeting at 2.30 pm on Saturday, 11 September, at Raumati Beach, north of Wellington. The address is 54 Wharemauku Rd, the home of the Branch Vice-President, Tordis Flath. We hope the choice of Saturday afternoon will give us more time for informal contact than the usual 5.30 weekday timing.

Members have been notified by email (and by mail where thought necessary), but anyone still in the dark or wishing further information is welcome to contact Robin or Tordis (see back page).

Robin Briggs

ANZSI and Branch events

Date and time	Organiser	Name of activity	Venue	Contact details
Sat 11 Sept 2.30 pm	NZ Branch	NZ Branch AGM	54 Wharemauku Rd Raumati Beach	Details at < www.anzsi.org/site/calendar_details.asp?id=164 >
Tues 21 Sept 6.00 for 6.30 pm	Qld Branch	General meeting Hazel Bell on DVD	Carindale Library Carindale, Brisbane	Details at < www.anzsi.org/site/calendar_details.asp?id=163 >
Thurs 23 Sept 6.00 pm	NSW Branch	NSW Branch AGM	House of Guangzhou Haymarket	Details at < www.anzsi.org/site/calendar_details.asp?id=162 >
Wed 6 Oct 6.00 pm	Vic Branch	The VIC: 'Show & Tell' your indexing work	Kew Holy Trinity Anglican Church	Details at < www.anzsi.org/site/calendar_details.asp?id=143 >

Indexing Indaba

More on magpies



Spring has sprung, bringing with it the annoying hazard of swooping magpies. Links between magpies and indexing have come up for discussion a fair bit lately (see Indexing Indaba, May 2010) so here's another one...the Magpie Map.

In Victoria, the Department of Sustainability and Environment is encouraging members of the public to report swooping hot spots, in order to compile the ultimate gazetteer of danger zones. Go to its home page at <www.dse.vic.gov.au:80/DSE/nrenpa.nsf/Home+Page/DSE+Plants+Home+Page?open> and click on 'Swooping birds'.

Once you've planned which streets to avoid, you might like to give yourself some extra protection by printing off one of a choice of three pairs of eyes. Stick it on your bike helmet or your hat and you're on your way.

There are similar websites for other States in Australia.



Election 2010

As I write this, Australia is still in limbo as regards to who is going to form government. Antony Green, the ABC's election analyst might not think of himself as an indexer but his Election Calculator,

<www.abc.net.au/elections/federal/2010/calculator/> is the perfect index to all the parliamentary seats.

If, like me, you're mystified as to why polling booth staff insist on 'how to vote' cards being placed into recycle bins instead of being reused by another voter, you've probably thought about retention schedules for our paper-based election material.

On its website, the Electoral Knowledge Network <<http://aceproject.org/electoral-advice/archive/questions/replies>> compares the retention schedules for various countries. Australian election material is kept for six months, while in the US material is kept for 22 months. Any controversy of course, can result in these schedules being extended, so material related to the electoral dispute in the 2004 US elections is still being retained.

At the zoo

ANZSI member, Silvia Muscardin had an article on zoo libraries published last month in inCite (Vol. 31, No. 8). Silvia is the Librarian at Adelaide Zoo and she wrote of the challenges facing libraries at zoos.

Limited staffing presents problems for circulation, particularly with books sometimes going AWOL for

extended lengths of time. Silvia's record for one such book (returned anonymously in a white envelope) was ten years.

With zoos being few and far between, isolation is another issue. Silvia's nearest colleague is in Melbourne. In 2003, Silvia was instrumental in restarting the stalled ARAZPA (now ZAA) Libraries Network to overcome this and to allow for the sharing resources.

Besides giving a wonderful insight into zoo libraries, this article is accompanied by delightful pictures of some of the animals that like to make use of Silvia's library.

The right address

Recently, a book publicist friend of mine suggested that my home address should not be included in my email signature. I've decided not to heed her advice, having received some work from an author who decided that our working relationship was clearly fated, after she noticed that I happen to live next door to an address where she spent some of her childhood and of which she has very fond memories.

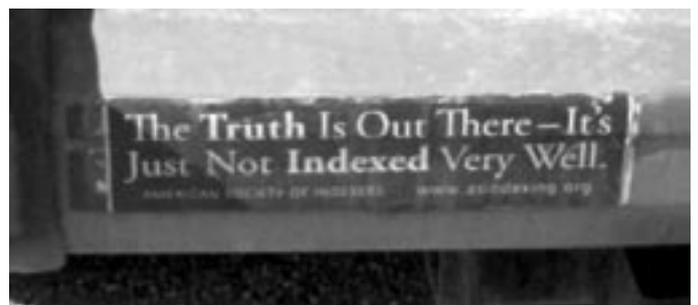
Tail end

From the deadly serious: 'NURSES: You can't live without them', to the crude: 'Plumbers know their ****', we've all spotted those bumper stickers that give us a clue as to what our fellow commuters do for a crust.

ASI members are in on the action too with an array of bumper stickers advertised in their newsletter Key Words. The Mid and South Atlantic Chapter has come up with 'Ask me about Indexing' and 'INDEXERS know where to locate it', while New England Chapter members have 'Indexers...look us up' adhered to their vehicles.

The pick of the bunch can be seen below. It was on the tail end of one ASI member's car at: <<http://arnoldzwickyp.wordpress.com/2010/04/21/the-information-retrieval-bumper-sticker/>>.

Nikki Davis



The VIC in July

Indexing *The Argus* – a volunteer's perspective



The project began in 1980, with sponsorship from the History and Heritage Committee of Victoria's 150th Anniversary Board Committee. A member of the Committee, John Hirst, History Department, LaTrobe University, became coordinator of the project.

A partial index already existed: John Feely, Chief Librarian of the State Library, had compiled an index from 1840 to 1859; Argus staff continued from 1910 to 1957 when the paper folded, leaving a gap of 50 years. The purpose of the index is to facilitate the work of researchers involved in family history, social history and the humanities. In fact, anything of interest from the past.

I had been looking for a project since I had left the volunteer service at Vision Australia and when John came to University of the Third Age and gave his series of lectures on the History of the World, he mentioned the need for volunteers for the Argus project and this appealed to me. I am much happier with words than with numbers.

The method of retrieval of information was greatly simplified by the detailed instructions that Diana Phoenix, who is mentor to the volunteers, was able to provide. Our searches concentrate on every reference to Victoria, both local, interstate and overseas, with particular attention to editorials, letters to the editor, activities of governors and local dignitaries and visitors of importance. All of these items give an overall picture of the life, thoughts and moods of the population.

Court cases are reported briefly, mentioning names – 'accused-crime-sentence' – this also applies to civil cases e.g. insurance frauds and bankruptcies, of which, I am afraid, there were many.

Reviews of books, theatres, concerts and recitals were important and columnists such as 'Notes and Comments' and 'Passing Show' provide an insight into the mores of the community. Profiles and obituaries are described and references to aboriginals must be included. A Women's Column started in 1899 with a fairly limited content – 'tennis is in vogue' or 'velvet is the latest fashion' but 1908 introduced a column by 'Vesta' and this was a precursor to present day magazines.

In general sport was not mentioned unless some event was a news item in itself. The armed forces were often mentioned: overseas postings for training, rifle and sporting competitions and, of course, armaments.

Country news has its own section but not every town is reported. It is important to note accidents, deaths of local notables, outbreaks of plant and animal disease and bushfires.

We can ignore advertisements, mining shares, births, deaths and marriages, weather, shipping news unless there is a noteworthy episode. Parliament is covered by Hansard but all references to Federation must be included.

Since I was not educated in Victoria, I find the librarians most useful and obliging when I am unsure of an item but, if doubt persists, I include the information knowing that Geraldine Suter will make the decision.

Further information is available at <www.nla.gov.au/apps/argus>.

Judy Thomas

The image of the first edition masthead was taken from <<http://newspapers.nla.gov.au/ndp/dell/page/180797>>

The VIC in August

Museum Victoria

The VIC continues to be very successful, with two excellent meetings in July and August. For the July meeting we had a guest speaker, Judy Thomas, who is a volunteer on the *Argus* indexing project. Judy has summed up her talk for us and this is published in the adjacent column. In August, the VIC went on a behind-the-scenes tour of Museum Victoria. Peter Lillywhite showed us around the Entomology Department and Wayne Longmore took us through the Birds and Mammals Department.

A highlight was the H L White (not to be confused with the Commonwealth Librarian of the same name although he was a relative of the writer, Patrick White) birds egg collection. This is a virtually complete collection of eggs from Australian birds, all but about half a dozen species. It is housed in a magnificent 1920s purpose-built cabinet, which along with some other old Museum cabinets, attracted a good deal of attention from our members. Museum Victoria staff know who to put on the suspects list if they should disappear in the near future.

Nikki Davis

Indexes from the Victorian gold rush era

This paper is based on a talk given at the Victorian Branch Seminar *Nuggets of Indexing* on Sunday 6 June. The Seminar was held at Sovereign Hill, with its display depicting Ballarat's first ten years after the discovery of gold there in 1851. I thought it would be interesting to examine some books of the era to answer the following questions: What sort of books had indexes? What did the indexes look like? What indexing styles did they use? Would we consider them 'good' indexes?

To find suitable books I searched the State Library of Victoria's catalogue for books published between 1850 and 1870 that contained the words 'index' and 'Melbourne' in one of the fields. From a set of 52, mainly legal or political publications, six books were selected for their general appeal.

1. The Australian manual of horticulture

Daniel Bunce's *Manual of Practical Gardening* appeared in twelve monthly parts from July 1837 to June 1838. It was the first gardening book published in Tasmania and the third in Australia. It was the first Australian gardening book to deal with the flower garden as well as the fruit and vegetable garden. A revised second edition was entitled *Australian Manual of Horticulture* (Melbourne, 1850). It is the 3rd edition, published in Melbourne by Daniel Harrison in 1851, that has an index.

Daniel Bunce (1813-1872) arrived in Hobart Town in 1833 from England. He established one of the earliest garden nurseries and possibly produced the first garden nursery catalogue in Australia. Moving to Port Phillip he was appointed the first Curator of the Geelong Botanic Gardens in 1857.

There is a six-page index to this 130 page book. All headings begin with capital letters. The headings are not in alphabetical order under the initial letter and the order of the subheadings is unusual. The first subheading to be created appears directly after the main heading. There doesn't appear to be any logic to the order of subsequent subheadings. There are no page ranges. Some entries have long strings of page numbers. For example:

- C
 Celery, planting of 96, 112, 117
 Saving for seed 39
 Earthing up 3, 96, 122
 Sowing of 39, 56, 70, 88
 Cabbage, sowing of 3, 17, 61, 94, 112
 Saving, for seed 4
 Planting of 4, 17, 25, 40, 61, 73, 103, 116, 121

2. Bush wanderings of a naturalist

This was written by 'an old bushman', who has been identified as Horace William Wheelwright and published in London by Routledge, Warne & Routledge in 1862.

Horace William Wheelwright (1815-1865) migrated to Australia from England in about 1852. Unsuccessful at the diggings, he became a professional game shooter to

supply the Melbourne market. His book gives information on local animals with details on shooting and even suggestions for the preservation of game.

There is a four page index to this 272 page book. The headings consist of common names of animals followed by their scientific names. Dashes have been used as leaders to subheadings. But there are no page numbers !! See illustration below, downloaded from <www.archive.org/details/bushwanderingsa00wheegoo>.



The facsimile edition published by Oxford University Press in 1979 is a true facsimile as the index still does not contain page numbers.

3. The Cordial and liqueur maker's guide and publican's instructor

'The Cordial and liqueur maker's guide and publican's instructor: containing upwards of 200 receipts ('receipt' is the archaic form of 'recipe') for the manufacture of cordials and liqueurs in the greatest perfection: with a variety of miscellaneous receipts of great practical utility, and some of which have never before appeared in print; the whole forming the most valuable hand book ever offered to the trade.'

It is not clear who wrote the publication, but it was published in Melbourne by Henry Tolman Dwight in 1867. Born in London and after experience in the London book trade, Dwight migrated in about 1855 to Melbourne, bringing with him a large stock of second-hand books. He set up his business at 234 Bourke Street

(continued on next page)

(Indexes from the gold rush era, continued from page 6)

East in competition with George Robertson and Samuel Mullen.

There is a three-page index to this 34 page publication. The headings refer to the recipes. Quotes are used to denote repeated initial words. If there are several pages numbers they are not in order and the symbol '&' is used before last page number. Page ranges are not used. For example:

Rum, to improve 11
Rosolis de Turin 33 & 15
Rosolis 29, 27 & 20
Ratifa de Violette 23
 " de Benjoin 23
 " de Cerisos 30

4. Guide for excursionists from Melbourne

This publication 'Dedicated to All in Search of Health, Recreation and Pleasure' was published in Melbourne by H. Thomas in 1868. It claimed that it was 'the first attempt at publishing, in this shape, some account of what may be seen in and about the colony'. It normally appears in green cloth with rustic gilt lettering OUTS on the front cover. The 'outs' were outings, which included fishing, picnicking, shooting, riding and rambling around the suburbs and in the more distant regions of the State.

Some advice if travelling on to the Grampians: 'The distance between Ballarat and Ararat is the least interesting part of the journey. We advise the tourist between these two points to go to sleep, if possible'.

There are two indexes to this 256 page book. The first is a location index. The second is an animal index for hunters with animals such as Crayfish, Flying squirrels, Emu, Kangaroo, Murray Cod and Wild Turkey. There are no page ranges.

5. The gold fields and mineral districts of Victoria

Written by Robert Brough Smyth, this was published in Melbourne by the Government Printer in 1869. At 644 pages this is a very detailed look at the gold fields and mineral districts. There are chapters on the various sorts of rocks, unexplored tracts, discovery of gold, various method of gold mining, movement of the population at the gold fields, laws affecting mining interests, supplying water to the gold fields and a section on other metals. Appendices include notes and tables on the gold fields and rewards to discoveries of gold fields. There is also a glossary of mining terms.

Described as a geologist, mineralogist and writer on aborigines, Smyth came to Victoria in 1852 and was for a short period on the goldfields before entering the Victorian survey department as a draughtsman. In 1854 he was placed in charge of the meteorological observations, and in 1860 became Secretary for Mines.

There is an 18-page index to this 644 page book. All headings begin with a capital letter. Subjects tend to be

grouped under main headings. For example, company names under 'Companies' occupy 3½ pages, but are not double posted. However, the subheadings under Leads are double posted. The same grouping style applies to common subheadings. For example, under the heading 'Analyses of' is Antimony, but Analysis is not a subheading of Antimony. Similarly under the heading 'Heights above sea-level of' are place names, but height above sea-level is not a subheading of the place. There are some long page runs after place names.

6. A boy's voyage round the world

Full title: *A boy's voyage round the world: including a residence in Victoria and a journey by rail across North America*, was edited by Samuel Smiles and published in London by John Murray in 1871. The 'boy' was Samuel Smiles, junior. The book is the two year narrative of his voyage from February 1869 to March 1871 and includes lengthy details of his time in Victoria, particularly the gold diggings around Majorca (between Clunes and Maryborough), Timor and Melbourne.

While we are able to determine that the book was written by Samuel Smiles, junior, the youngest son of a family of five, comprising three daughters and two sons, further details of his life are difficult to find. When he was 16 he had an inflammation of the lung and the London physicians encouraged his father to send him on a long sea voyage. The boy's book is edited by his father, Dr Samuel Smiles (1812-1904), a Scottish surgeon and later the editor of the *Leeds Times*. He wrote several biographies including several on engineers.

There is a four page index to this 304 page book. It covers places as well as subjects. All entries start with a capital letter. There are page ranges. See references are used, for example, 'Victorian climate *see* Climate of Victoria'. Subheadings are used and prefaced with a colon and separated with a semi-colon.

There are double postings. For example:

Climate of Victoria : summer, 117

Summer in Victoria, 117

Heat in summer, 117

References to Notes are indicated, for example, '49(*note*)'. Ships are denoted in quotes, with port of registration. One oddity is 'Bush-Animals', but no heading under animals. All in all quite an elaborate and detailed index.

With these six books you can see there was a variety in the indexing styles used. Would we consider them 'good' indexes? The index to *A boy's voyage round the world* would definitely be a contender.

Mary Russell

(see also editor's footnote on next page...)

Peer review for novice indexers (Basic Book Indexing part 3)

You have completed one of the Basic Book Indexing courses offered by ANZSI – but how do you build up your indexing skills so that you become more proficient, and know that you are up to the required standard. This peer review activity is being run by Victorian Branch, but it is open to all, whether ANZSI members or not.

You will be given a link to a PDF publication about housing which is relatively straightforward and requires no specialist knowledge. The text is only 115 pages in length, and you will have three weeks to prepare and submit your index. The criteria for assessment will be the same as that used by the Registration Committee.

So that participants don't feel totally isolated whilst compiling their index they will have the opportunity to post any questions associated with indexing the text on the ANZSI website discussion list (which requires member login). Max McMaster as coordinator of this exercise will

answer questions online, but other participants are free to provide input as well.

The cost of the peer review will be A\$80 (inc. GST) and payment will be required by 15 October. During the weekend of 16–17 October you will receive an email with a link to the PDF files of the publication. Indexes will need to be submitted by 9.00 am Monday, 8 November.

Written feedback will be provided on every application.

There is no need to come to Melbourne, as all communication will be done by email. You will receive the link to the publication via email and send your index via email, so you can work from anywhere!

Further details about the peer review, including assessment criteria and application form are available from <www.anzsi.org/site/calendar_details.asp?id=161>.

Max McMaster

(Editor's footnote to A boy's voyage round the world)

In an article on indexes, Mary necessarily gives only a few lines to the father who edited and indexed his son's book. Although not much more is known about young Samuel, his father, Samuel Smiles senior, became one of the most celebrated Victorians. Although he qualified as a medical doctor, he was invited at the age of 26 to edit the *Leeds Times*, to which he had been contributing articles on parliamentary reform while still a student. Only four years later he was appointed Secretary successively to two railways.

Known as a reformer (among other causes he supported women's suffrage in the 1840s, when it was far from popular!), he achieved his greatest fame with his book *Self Help*, advocating individual self-improvement. He believed that 'Knowledge is of itself one of the highest enjoyments. The ignorant man passes through the world dead to all pleasures, save those of the senses ... Every human being has a great mission to perform, noble faculties to cultivate, a vast destiny to accomplish. He should have the means of education, and of exerting freely all the powers of his godlike nature.'

Self Help was initially rejected by Routledge and John Murray, but in 1855 Smiles published it at his own expense, retaining the copyright and paying John Murray ten per cent commission. It sold 20,000 copies within a year of publication and by the time of Smiles' death in 1904 it had sold over a quarter of a million. It was *Self-Help* that elevated Smiles to celebrity status – he suddenly became the fashion and was deluged with requests that he should lay foundation stones, sit for his portrait, present prizes to orphan children, make speeches from platforms.

He was a prolific writer – five books on self-help topics and 15 (some of them multi-volume) on biographical topics mainly to do with engineers – so we shouldn't be surprised that he gains Mary Russell's accolade for his index to his son's book.

Peter Judge

(From <http://en.wikipedia.org/wiki/Samuel_Smiles>)

The Indexer subscriptions

WE are still trying to get our house back in good order following the glitch earlier this year over renewal notices. If you think you have renewed your sub but are still not getting the missing issues, please contact Paul Machen <subscriptions@theindexer.org>.

If you haven't taken out a subscription but are tempted (perhaps by Jane Purton's enthusiasm in the August *ANZSI Newsletter* about a couple of articles from the June issue), then visit the website <www.theindexer.org> and follow the instructions.

Maureen MacGlashan

The Indexer, September 2010

Table of Contents

Editorial *Maureen MacGlashan*
Image indexing *Tomasz Neugebauer*
Headings in indexes: revisiting the relationship between mains and subs *Glenda Browne*
Christian history: 3,000 years and an author's indexing thereof *Diarmaid MacCulloch*
Obituary: Richard Northedge
One index, two formats: print versus web indexes for political debates in British Columbia *Julie McClung*
The Kindle™ and the indexer *Pierke Bosschieter*
eBooks at the London Book Fair *Hilary Westwood*
Browser Bar *Pierke Bosschieter*
The universal index: forerunning Google *Maureen MacGlashan*
Educating indexers: ANZSI reviews its policies *Michael Ramsden*
Around the world *Glenda Browne*
Indexes reviewed
Edited by Christine Shuttleworth
Book reviews *Edited by Christopher Phipps and Michael E. Jackson*

Tips and hints: indexing mailing lists

There are many mailing lists of value to indexers. Australian indexers should start with aliaINDEXERS (<http://lists.alia.org.au/mailman/listinfo/aliaINDEXERS>). This list has little traffic, but is important for making sure you hear announcements, e.g. about upcoming training or social events. The list is hosted by ALIA (Australian Library and Information Association) but you don't have to be a member of ALIA (or ANZSI) to join. Non-indexers and overseas indexers are welcome. aliaINDEXERS is moderated by Stuart Hughes, a database indexer at ACER (Australian Council for Educational Research).

The main international list for discussion of a range of indexing topics is Index-L. I have gleaned many useful hints from this list, and I ask questions there when seeking a range of views on a topic. As with all lists, there is no guarantee that answers will be correct or appropriate, but you often get enough responses to allow you to choose one that works for you.

There are also lists for each of the three main dedicated indexing software packages, lists for students, lists for people who want to feel free to speak their minds (IndexCafe and IndexBar), and lists for people who index in specific formats (eg, Web Indexing). In addition, there are temporary, limited-scale lists, eg, as used in the ANZSI NSW Intermediate/Practical course. For a comprehensive list with URLs see <http://www.anzsi.org/site/emaillists.asp>.

Other online networking opportunities include:

- Ning Indexers' Network (indexing.ning.com)
- Facebook (search for 'Indexing' to find ASI, some individual indexers and an 'Indexing' page)
- Linked-In (there are two relevant groups here (unfortunately) – Indexing and Indexer Network).

Glenda Browne

Last chance to renew! Final renewal reminder

If you have not yet paid your 2010-11 membership this will be your last newsletter. Payment can be made on the ANZSI website – go to the members' area. If you have forgotten your password please contact:

Membership Secretary, Joanna McLachlan
<bandoola1@bigpond.com>

Simplicity

Power

Elegance

Flexibility

Sophistication

 **CINDEX™**
for professional indexers

SIMPLE installation, begin adding entries in 3 easy steps. No formatting pre-sets necessary.

POWERFUL capabilities for easy and efficient data entry and editing: search and replace, macros, abbreviations, auto-completion and more.

ELEGANT and intuitive user interface.

FLEXIBILITY allows you to adapt the program to your preferred work habits: user-selectable views, work with entry subsets or multiple indexes simultaneously. Assign text to hot (function) keys. Print the same index file directly from the program in multiple formats.

SOPHISTICATED integration with other essential software: drag & drop between indexes and word-processors, embed index entries in RTF-compatible documents, export & import files to and from other indexing, spreadsheet and database programs.



www.indexres.com

Visit our website and download a **FREE** demo version and a PDF of our acclaimed User's Guide.

Student and Publishers' Editions are available. Please contact us to find out how these might best suit your needs

CINDEX™ is proudly developed and supported by

 **Indexing Research**

technical or sales enquiries please email:
info@indexres.com

Letters to the Editor

Ongoing training and professional development for indexers

I've been reading three reports – one as a result of the Vic Branch Annual Report Peer Review, one resulting from my (unsuccessful) application for registration, and the other being the recent report of the Education Policy Committee. The first two contain lots of helpful (and justified) comments which I appreciate very much, but leave me with a number of questions as to why some of the decisions and comments were made. Apart from my mistakes, which I take full responsibility for, I had made various decisions that seemed to me reasonable and justifiable, and there was no mechanism for me to give feedback and ask for deeper explanations. It's a very one-sided process in an occupation which has many areas where the literature agrees that there is more than one way to handle the issue.

I was, therefore, very pleased to read the Education Policy Committee Report, especially the sections on tutoring. What I need (and I suspect others will agree with me) is feedback on the indexes I am creating for publishers, help with specific problems as they arise, and opportunities for ongoing learning. There are many mentions of 'development to a level at which a commercially acceptable index can be produced' but no definition of what such an index is. I've never had an index knocked back, and I've asked for feedback from clients but never had a negative comment. That could well be because of time constraints in the hurly-burly of getting the book out, leading to acceptance of whatever index comes in, I suppose.

The categories of assessment used during registration assessment are laid out quite clearly, but there's still room for individual interpretation of what they mean. I've been

wondering what might be done right now to help improve this situation, and I have a couple of suggestions. One is to give oral feedback to registration applicants and peer review respondents, either in person (the most desirable) or by phone. I think that would result in much better learning than just a written report with no right of reply.

The other is for ANZSI to assemble a collection of books containing what are regarded as commercially acceptable indexes, covering a variety of subject fields, and arrange for them to be mailed out on loan to anyone who wants to compare their own work with a 'standard' work. I imagine many books could be donated by experienced indexers who have obtained copies of their own work. Perhaps publishers would agree to donate some books for this purpose. Such a scheme should not cost too much and postage is relatively cheap. I guess postage both ways could be met by the borrower, as this is something which will benefit them.

An example of something that I need to learn more about is the relationship between a Table of Contents and the index to a book. I have searched the literature and I can't find anything that will give me guidance on this. I would turn to the Table of Contents to find out what's in large chunks of a book, and to the index to find out where to find the detail. Some bits of the literature exhort us not to produce a glorified Table of Contents, but including parts of the T of C seems inescapable if the index must contain the locators for the main topics of a book. How do experienced indexers handle this? Looking at some good book indexes would certainly help me to work out what to do.

Don Jordan

More on Registration

Shirley Campbell's letter in the August issue of the Newsletter has prompted me to continue the discussion of Registration. I know that Sherrey Quinn, Chair of the new Registration Panel is preparing a report for Council, which I do not want to pre-empt, but, for what they are worth, here are some personal thoughts on the background and use of the term 'registration'.

To begin with, what does the word 'register' mean? What are its roots and history? My trusty old shorter OED of 1975 tells me that a 'regist' comes from the late Latin *regesta*, 'a list', formed from the past participle of Latin *regerere* 'to enter', 'transcribe', 'record'. Among its definitions of a 'register' are: 'a book in which regular entry is made of details of any kind sufficiently important to be exactly recorded'; 'a written record thus formed'. The verb 'to register' is defined as 'to set down formally in writing'.

So far so good. From this I understand 'registration' to mean that ANZSI has a register of the names of people who

have submitted a published index to a panel of experienced indexers who, by the use of a formal set of guidelines, have agreed on the competence of the indexer and have provided a written report on the reasons for their decision. As part of the registration process, the society gives that indexer permission to indicate their competency by using the adjective 'registered'. But registered as what? A more exact description might be something like 'registered by ANZSI by peer review as a competent indexer'.

Shirley notes that editors have little idea about registration. As a step towards increased understanding, I have decided to expand my own use of the term. Up until now, on my letterhead, I have simply used the term registered, as though all has been made clear. Now I will say: Registered by ANZSI by peer review as a competent indexer.

*Frances Paterson, President of NSW Branch,
Member Registration Panel.*

(continued on next page)

Institute for Certified Indexers

The four founding members of the Institute for Certified Indexers (ICI) read with interest the recent letters to the editor regarding certification of indexers in the USA, and we would like to add a few points of clarification.

Certification, registration, or whatever one chooses to call it – any method by which one tests and verifies indexing skills and experience – has indeed been quite controversial in the USA – ASI has been debating the issue since at least 1993 – but not just in indexing circles. Most professional bodies now have some sort of certification program, and in most cases experienced considerable member resistance to it. We have talked to teaching professionals, human resource/personnel specialists, security services providers, acupuncturists, and others, all of whom have set up credentialing systems which initially encountered considerable initial hostility. And the hostility is understandable. Most of us are already educated up to our eyebrows. Why take another test? What will it prove? Why spend the money? But all the professionals we have talked to have walked the same road that indexers in the U.S. are walking now: how do we show clients that we are the ones they want to hire?

This problem does not cause great consternation for those of us with experience. The managers of ICI all have over 20 years as indexers and a healthy stable of clients; *we* don't need certification. But we have heard, consistently, from younger and newer indexers that, aside from their basic training, they have few ways to demonstrate their expertise to clients. Membership in the American Society for Indexing (ASI)? It means they wrote a check. While it shows some dedication to the profession, ASI membership does not indicate any sort of quality as to one's indexing

skills. Moreover, with indexing now a global profession, U.S. indexers are competing with indexers overseas who are able to establish their credentials through established programs. We set up ICI to meet a real need. If you visit our website at <www.certifiedindexers.com>, you will see that we have established rigorous standards for ICI-certified indexers. So far we have several US indexers committed to the process. (Interested readers might also like to check out the interview by Denise Getz about ICI with Pilar Wyman, at <<http://blog.access-indexing.com/2010/05/03/certification-for-indexers-an-interview-with-pilar-wyman/>>.)

Certification is not, unfortunately, an inexpensive procedure. It involves administrative overhead, grading, feedback, etc. Paperwork must be completed, indexes must be evaluated by more than one person, test papers have to be scored; and the ICI managers are all working professionals. For the first three years, the costs total US\$560, which averages to US\$187 per year. The following three years, the costs are US\$150, which average to US\$50 per year. The cost of ICI certification is comparable to that of registration in other countries.

We have set up ICI in such a way as to be complementary to ASI, not competitive with it. Three of us have been president of ASI, we have all served on the ASI board, one of us is currently a board member, and we are all active in ASI committee work and intend to continue doing so. But we see a real need in our profession that ASI is not currently meeting, and as teachers and practitioners we don't want to see it go unmet.

Enid Zafran, Pilar Wyman, Kate Mertes, Fred Leise

Indexing your annual report: a guide

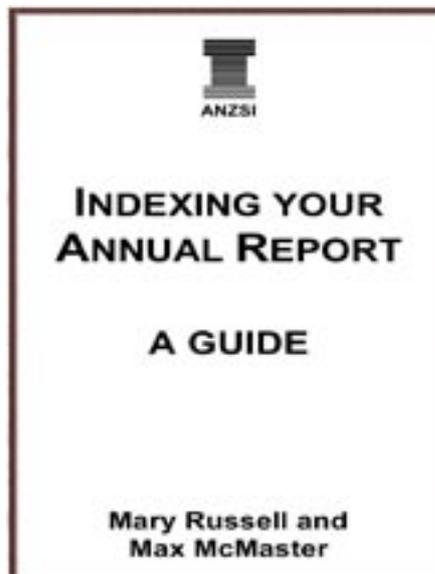
by

Mary Russell and Max McMaster

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

ANZSI contacts

ANZSI Council 2009–10

ABN 38 610 719 006
PO Box 5062, Glenferrie South VIC 3122
<ANZSIinfo@anzsi.org>

President: Mary Russell
Ph: 0408 952 710
<russellmf025@ozemail.com.au>

Vice-President: John Simkin
Ph: +61 3 9752 6972
<simmo27au@yahoo.com.au>

Secretary: Michael Ramsden
Ph: +61 3 9735 4235
<rivendell5@westnet.com.au>

Treasurer: Margaret Findlay
Ph: +61 3 9818 1760
<mafind@bigpond.net.au>

Council members: Alan Eddy, Karen Gillen, Max McMaster. **Branch Presidents** (ex officio): Moira Brown, Robin Briggs, Shirley Campbell, Jane Purton, Frances Paterson

ANZSI officials

Registration Committee
Contact: Shirley Campbell
<shirley.campbell4@bigpond.com>

Awards Committee
Contact: Alan Walker
<alan.walker@s054.aone.net.au>

Education Committee
Contact: Michael Ramsden
<rivendell5@westnet.com.au>

Promotions and Publicity Committee
Contact: Max McMaster
<max.mcmaster@masterindexing.com>

Web Manager: Mary Russell
<russellmf025@ozemail.com.au>

Newsletter Editor: Peter Judge
Ph: +61 2 6296 6211
<peter.judge@bigpond.com>

Membership Secretary:
Joanna McLachlan
<bandoola1@bigpond.com>

ACT Region Branch

GPO Box 2069, Canberra ACT 2601

President: Shirley Campbell
Ph: +61 2 6285 1006
<shirley.campbell4@bigpond.com>

Secretary: Eleanor Whelan
Ph: +61 2 6257 7749
<eleanor.whelan@bigpond.com>

Treasurer: Sherrey Quinn
ph: +61 2 6257 9177
<sherrey.quinn@alianet.alia.org.au>

Committee members: Edyth Binkowski, Barry Howarth, Geraldine Triffitt

New South Wales Branch

President: Frances Paterson
Ph: +61 2 4274 2600
<olivegroveindexing@bigpond.com>

Vice-President: Glenda Browne
Ph: +61 2 4739 8199
<webindexing@optusnet.com.au>

Secretary: Mary Coe
Ph: +61 2 9452 5174
<mary.coe@potomacindexing.com>

Treasurer: Sue Flaxman
Ph/fax: +61 2 4861 3589
sueflaxman@bigpond.com

Committee members: Madeleine Davis, Lorraine Doyle and Elisabeth Thomas

NT contact

Contact: Frieda Evans
<Frieda.Evans@nt.gov.au>

SA contact

Contact: Jane Oliver
<janeoliver@ozemail.com.au>

Tasmanian contact

Contact: Vivienne Wallace
<vivienne@accessindexing.com.au>

WA contact

Contact: Linda McNamara
<linda.mcnamara@bigpond.com>

New Zealand Branch

President: Robin Briggs
<rm.briggs@farmside.co.nz>
Vice-President: Tordis Flath
<indexing@paradise.net.nz>
Secretary: Julie Daymond-King
<jaydayking@yahoo.co.nz>
Treasurer: Jill Gallop
<jmgallop@ihug.co.nz>
Committee members: Susan Brookes, Pamela Strike

Queensland Branch

President: Moira Brown
Ph/Fax: +61 7 3893 1252
<brown5moira@yahoo.com.au>

Vice President: Rachael Harrison
<legoullon1@bigpond.com>

Secretary: Vicki Law
Ph: +61 7 3398 1774
<vicki.law4@bigpond.com>

Treasurer: Franz Pinz
Ph: +61 7 3848 3698; <franzpinz@yahoo.com>

Committee Members: Mei Yen Chua, David Mason, Jan Rees, Jean Dartnall.

North Queensland

Contact: Jean Dartnall (Townsville)
<jeandartnall@hotmail.com>

Victorian Branch

ABN 58 867 106 986
PO Box 1006, Caulfield North, VIC 3161

President: Jane Purton
<jane.purton@gmail.com>

Vice President: vacant
Secretary: Nikki Davis
Ph: +61 3 9528-2216
<bookindexing@gmail.com>

Treasurer: Max McMaster
Ph: +61 3 9500 8715
<max.mcmaster@masterindexing.com>

Committee members:
Margaret Findlay, Mary Russell

Postage
paid

Australian and New Zealand
Society of Indexers
PO Box 5062 Glenferrie South
VIC 3122 Australia