ANZSI Newsletter

Australian and New Zealand Society of Indexers
Volume 7, number 4, May 2011

ANZSI News

Volunteers

May 9–15 is Volunteer Week, so I thought I'd take a moment to say a big THANK YOU to ALL ANZSI members who volunteer their time to help make ANZSI the organisation that it is. It is tempting to think this applies to only ANZSI Council members, officials or Branch Committee members, but you all probably spread the word about ANZSI when you are at parties or talking to editors or whomever. So why not give yourself a pat on the back!

I thought I'd share some statistics on volunteers from Volunteering Australia.

Who volunteers?

- 34% of the adult population (5.4 million people), volunteer.
- Slightly more women (36%) than men (32%) volunteer.
- 44% of those aged 35-44 yrs volunteer, the highest participation level of any age group.

Why do they do it?

- Almost two thirds of those who became involved in volunteering in the last 10years were asked by someone (35%) or did so because they knew someone involved (29%).
- They were rarely recruited by the media, with only 5% doing so as a response to a media report or an advertisement.
- Over half of volunteers (52%) reported that at least one of their parents had done voluntary work compared to 23% for those whose parents had not volunteered.
- The top reason for volunteering was 'helping others or the community' 57%, followed by 'personal satisfaction' at 44%, and 'to do something worthwhile' at 36%.

Other interesting statistics

- The total annual hours volunteered was 713 million.
- The median weekly number of hours volunteered was 1.1 hours.
- The median annual number of hours volunteered was 56 hours.
- People who volunteer are more likely to have made a donation than those who are not volunteers (85% compared to 72%).

If you would like to give more of your time to ANZSI, or just want to find out how you can help, why not get in touch with your local branch or contact. They will make you very welcome.

Aims of ANZSI

The big question is:

> Should ANZSI develop into a professional organisation representing and promoting indexers and indexing in all its guises, or should it remain a small society supporting a cottage industry?

To help answer this question it is useful to look at the aims of ANZSI. The aims were developed years ago and are listed in the website and formed the basis of Incorporation.

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Deadline for the June issue: Friday 27 May

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ANZSI Newsletter
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About the newsletter
The newsletter is published monthly 11 times a year, with combined issues for January and February. Opinions expressed in the newsletter are those of the individual contributors, and do not necessarily reflect the opinions of the society. For details about contributions and editorial matters, refer to the ANZSI website at <www.anzsi.org>.

ANZSI contact information
Contact information (PDF) is available on the ANZSI website at <www.anzsi.org>.

NSW Branch CINDEX Training

CINDEX software training conducted by Frances Lennie was held on 7 April at NSW Writers Centre. It was hands-on training attended by five participants and hosted by Helen Enright.

The course covered basic features and provided an overview of the system. It focused on pattern construction and use, labelling, file structure, record structure, cross references, short cuts, saving in different formats and several other useful features such as working on two indexes at the same time.

Frances also showed how CINDEX can be used for different types of indexing other than books, such as abstracting and minutes of meetings by changing the number of characters in the record structure. Frances answered questions of the participants which were exceedingly helpful in understanding and using the software effectively.

It was a great opportunity to learn first hand from the person who developed CINDEX. As a recent user of the software I was able to discover useful and powerful features of CINDEX which I haven't used before. The group also enjoyed lunch and afternoon tea provided by ANZSI.

Chitra Karunanayake

From left: Joanna McLachlan, Anne Kocek, Frances Lennie (trainer), Chitra Karunanayake, Chris Roberts. Frances is cutting the cake to celebrate 25 years of CINDEX

Photo by Glenda Browne

THE CAKE (decorated by Helen Enright) to celebrate 25 years of CINDEX. There was another cake the next day to celebrate version 7 of SKY.

NSW Branch

SKY Index training course, afternoon session

From left: Sandy Radke, Jon Jermey (trainer, seated), Helen Enright (host), Zahid Chowdhury, Catherine Stansfield, Tracy Harwood

photo by Frances Paterson

ANZSI and Branch events

Date and time	Organiser	Name of activity	Venue	Contact details
(Wed 18 May) Sun 18 June (am and lunch)	NSW Branch	Intermediate practical book indexing	At your home, then Thomson Reuters, 100 Harris St, Pyrmont	Details at <www.anzsi.org/site/calendar_details.asp?id=181> This course is preceded by one month's work at home from 18 May
Tues 24 May 6.00 for 7.00 pm	Qld Branch	3rd birthday party Indexing cookbooks	Salisbury Hotel, 668 Toohey Road, Salisbury	Details at <www.anzsi.org/site/calendar_details.asp?id=202>
Wed 1 June 6.00 pm	Vic Branch	The VIC Indexing art books	Kew Holy Trinity Anglican Church	Details at <www.anzsi.org/site/calendar_details.asp?id=193>
Thurs Fri 16–17 June	Qld Branch	Back of book indexing 1 & 2	TBA	$250 per day for ANZSI members; $300 others Instructor: Max McMaster. Laptop or PC required for Part 2. Details at <www.anzsi.org/site/calendar_details.asp?id=199>
Sat 18 June	Qld Branch	Macrex musings	TBA	Instructor: Max McMaster www.anzsi.org/site/calendar_details.asp?id=201
Tues 26 July 6.00 for 7.00 pm start	Qld Branch	AGM	TBA	Speaker ANZSI President Mary Russell Details at <www.anzsi.org/site/calendar_details.asp?id=194>
Thurs 28 July 9.00 – 12.30 pm	Qld Branch	Embedded_ indexing		Details at <www.anzsi.org/site/calendar_details.asp?id=195>
Thurs 28 July 1.30 – 5.00 pm	Qld Branch	Annual reports indexing		Details at <www.anzsi.org/site/calendar_details.asp?id=196>
Fri 29 July 9.00 – 12.30 pm	Qld Branch	Database indexing		Details at <www.anzsi.org/site/calendar_details.asp?id=197>
Fri 29 July 1.30 – 5.00 pm	Qld Branch	Thesaurus construction		Details at <www.anzsi.org/site/calendar_details.asp?id=198>
Mon to Wed 12–14 Sept	ANZSI	ANZSI Conference	Brighton Savoy, Brighton, Vic	Details at <www.anzsi.org/site/2011Conference.asp>

(ANZSI News, continued from page 1)

The aims are:

Aim 1 – to improve the quality of indexing in Australia and New Zealand.

Aim 2 – to promote the training, continuing professional development, status and interests of indexers in Australia and New Zealand.

Aim 3 – to act as an advisory body on indexing to which authors, editors, publishers and others may apply for guidance.

Aim 4 – 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.

Aim 5 – to establish and maintain relationships between the Society and other bodies with related interests.

Aim 6 – to publish information in accord with the foregoing aims.

At the March Council meeting we started to consider the following questions (from paper 35-059 on the ANZSI Documents in the Members area of the website):

1. Are the aims still appropriate?
2. Do the aims need to be reworded?
3. Are there aims missing?
4. What does ANZSI do now to meet each aim?
5. What could ANZSI do in the future to meet each aim?
6. Are there other things ANZSI needs to consider?

After examining questions 1, 2 and 3 the following recommended aims were developed, and these are now open for Branch and member discussion:

Recommended Aims

Aim 1 – to improve the quality of indexing in Australia and New Zealand.

Aim 2 – to promote the training, continuing professional development, status and interests of indexers in Australia and New Zealand.

Aim 3 – to act as an advisory body on indexing to which authors, editors, publishers and others may apply for guidance.

Aim 4 – 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.

Aim 5 – to establish and maintain relationships between the Society and other organisations in the field of indexing and related areas.

Aim 6 – to publish and disseminate information in accord with the foregoing aims.

Aim 7 – to raise awareness of the value of indexers, indexing and indexes.

Aim 8 – to encourage and assist the development of an indexing profession in South East Asia.

What does ANZSI do now to meet each aim?

These aims may look great but it is only when you start to look at what ANZSI does and place theses activities under the aims do they really take shape. You then start to see if the aims are appropriate and what ANZSI does takes on a real focus.

For each aim I have considered what Council and the Branches do to meet the aim.

Aim 1 – to improve the quality of indexing in Australia and New Zealand.

Taking 'to improve the quality of indexing' to mean that more items have indexes and their quality has improved.

- Best example of this is the work done on annual reports. There was the work done to encourage all Federal government annual reports to have indexes. This requirement was then used to encourage the addition of the criteria for an annual report to have an index in the Australasian Reporting Awards. Then there is the recent publication of the booklet *Indexing your annual report*.
- Started to work on the quality of indexes in ebooks by making submissions to the Book Industry Strategy Group.
- The ANZSI Indexing Series publications that have come from the Victorian and New Zealand mentoring schemes has lead to the publication of indexes to books published without an index.
- Reward/recognise indexers who produce an extremely high quality index with the ANZSI Medal or Highly Commended.
- Recognise indexers who produce a quality index through Registration.

Aim 2 – to promote the training, continuing professional development, status and interests of indexers in Australia and New Zealand.

I have looked at each part of this aim separately.

'**Promotion of training, continuing professional development, status and interests of indexers**'

- ANZSI Website
- ANZSI Newsletter
- Bookmarks

'**Training**'

- All training is done by Branches

'**Continuing professional development**'

- Biennial conference
- ANZSI Newsletter
- Events/meetings run by branches
- Training courses beyond the basics, run by the branches

(continued on next page)

(ANZSI News, continued from previous page)

- Peer reviews offered either at VIC Clinics or as part of training as indexing annual report training or Vic Part 3 courses.

'Status' of indexers in the sense of promoting indexing skills as professional.

- Have set recommended rate
- Registration of indexers
- ANZSI Medal

'Interests of indexers' are covered by the items listed above

Aim 3 – to act as an advisory body on indexing to which authors, editors, publishers and others may apply for guidance.

- The website is a source for further information on indexing.
- Approached to make a submission on ebooks to the Book Industry Strategy Group.
- Indexers Available

Aim 4 – 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.

- Branch-run events and meetings
- Biennial ANZSI Conference
- Newsletter
- Members list on website enable members to contact each other.
- Discussions on website

Aim 5 – to establish and maintain relationships between the Society and other organisations in the field of indexing and related areas.

Other indexing societies

- The international agreement covers the formal aspects of the relationship between other indexing societies. This includes the exchange of Newsletters, publication of *The Indexer*, members' rate for publications, courses and conferences.
- There in an email list for representatives of indexing Societies

Other organisations in related areas

- There is an arrangement with Societies of Editors and Technical Communicators where members received reduced rates to attend events.
- ALIA hosts ALIAindexers email discussion list.

Aim 6 – to publish and disseminate information in accord with the foregoing aims.

- Newsletter
- Website
- *Indexing your annual report*
- Conference proceedings
- Indexing Series
- Bookmarks

Aim 7 – to raise awareness of the value of indexers, indexing and indexes.

- Indexers Available
- Recommended fee for indexing

Aim 8 – to encourage and assist the development of an indexing profession in South East Asia.

- There is some interest in indexing from Singapore and Malaysia with Australian members doing training there.

What do you think?

The recommended aims and the list of what ANZSI does to meet theses aims is currently with the various Branch Committees for discussion, but I would like your comments. You can either email me directly, add your comments to the discussion <www.anzsi.org/site/discussions.asp?task=view&id=47> or contact your local Branch or Contact.

2011 ANZSI Conference

The draft program for the 2011 Conference is now up on the web at <www.anzsi.org/site/2011confprog.asp>. The committee has announced that the cost for full registration will be $575 (inc GST). Registration is for the full three days and also includes the conference dinner on the Monday night. Facilities for registration will be available in early June.

New look for Newsletter

Thanks to Hugh McMaster we have a new coloured banner and look to the Newsletter. As mentioned last month if you miss the contact list on the back page it is available at <www.anzsi.org/site/contacts.asp>.

Mary Russell

Indexing degustation

I love to go a wandering

Indexing is commonly seen as a job where one may stay home all day, dressed cosily in pyjamas with the cat on the knee. A number of indexers actually go out to work in an office, minus PJs and cat. *Some* indexers manage to travel and index at the same time which is truly a vision splendid. An article in *Key Words*, the American Society of Indexing newsletter, featuring interviews with seven indexers who combine indexing and travelling had me reaching for my passport.

There was a variety of living arrangements among the indexers; one lived on a boat, another had no permanent home, while the remainder took holidays in remote cabins, camper vans or hotels in the US and abroad. One may ask if this travel/indexing life is hard to organise. In the old days when landline phones, snail mail and shoeboxes filled with cards were the norm it may have been.

Communication with clients is relatively easy in this age of the cell phone and email and often the clients are unaware that their indexers are not at home. One would imagine that the page proofs would be exclusively in electronic format but several indexers prefer to take hard copy away with them. The remainder work with pdf files. Internet access is available from hotels, caravan parks with WiFi and public libraries but Internet cafes, once the most popular public source are dying out as iPhones and 3G take over.

Google's Android is a 'lifesaver' for one indexer. Amazingly, many third-world countries are well endowed with cell phones and the Internet. Security arrangements on the road are not a problem. Work is backed up on flash drives and email accounts by the hour, husbands bring along a second computer with indexing software, hotel safes store the laptop. One indexer has a security cable for her laptop which contains no personal information, and uses Dropbox as her backup system. Another has ensured that her car boot can only be opened with a master key.

Most indexers do not bother with printouts, though one has a Canon Pixma ip100, which is the size of a text book, runs on a battery, prints via Bluetooth and can be stored upright like a book. Electricity supply is ensured with batteries, adapters which run from a car cigarette lighter, solar panels and camp hook ups.

Scheduling can be a problem when travel time interferes with a job. And how does the indexer resist the lure of the fleshpots, trade the surf for the keyboard? Well, it helps to get up early and put in a few hours, or work in the evenings. One makes a judgement about the distractions; if there are elephants, indexing gets the push. Another works happily in coffee shops and libraries. Travelling with a sympathetic husband is a great advantage. Husbands keep the ball rolling, carry extra laptops and even do a bit of indexing. So there you are, it's easy.

Drialo, D. (2010). Traveling and indexing: interviews with experienced indexers. *Key Words*. *18* (4), 125-129

Acronyms etc.

Abbreviations, acronyms and initialisms all loom in texts and indexes. But what are the rules? What are the differences? What about contractions? Sources of information do not agree.

The University of Western Australia style guide outlines the difference between abbreviations and contractions. The general rule is that truncated words end with a full stop but contractions (when the last letter of the word ends the abbreviation) do not. For example, ed. (editor), eds (editors) and edn (edition). Exceptions include metric measures, time and the shortened form of number (i.e. *numero*): kg, 6am and no. for example. Full stops are omitted in acronyms (WA, UWA). http://www.publishing.uwa.edu.au/styleguide/styleguide-abbreviations_and_contractions.asp

T. Carter Ross makes the case that there are actually *three* different ways of shortening words. Abbreviations are merely the shortened form of a word. Acronyms and initialisms are specific *types* of abbreviations. Basic abbreviations are pronounced like the full word they represent. So "St." is pronounced "Street" (or "Saint"). Ross says these basic abbreviations are usually followed by a full stop which differs from the UWA style guide (see above). An initialism is a type of abbreviation pronounced one letter at a time (PGA, IOU, etc.). An acronym is a type of abbreviation that is pronounced as a word. For instance, SCUBA, LASER, etc. http://www.acronym-guide.com/difference-between-acronyms-and-abbreviations.php

Another online search for the difference between abbreviations and acronyms came up with the following; if the abbreviation can be articulated as a word it is an acronym. For instance, FBI is an abbreviation while UNESCO and Laser are acronyms. However, WHO is spoken as World Health Organisation, not WHO, so it is not an acronym.

http://wiki.answers.com/Q/What_is_the_difference_between_abbreviation_and_acronym#ixzz1Jk8B0oXt

The UWA calls WHO an acronym. Ross calls it an initialism. Confused?

I should have looked in the 6th edition of *The Style Manual* first – there is a lovely table featuring

- Shortened words: abbreviations and contractions: Vic. and Qld for example

(continued on next page)

*(**Indexing degustation**, continued from previous page)*

- Shortened phrases: acronyms and initialisms: Qantas and SBS
- Symbols: km and A$

Commonwealth of Australia. (2002). *Style manual for authors, editors and printers*. (6th edn). John Wiley & Sons Australia Ltd.

Who said Google has all the answers?

The great style debate

Speaking of style, there has been a debate in London between the *Guardian* and the *Daily Telegraph* on the occasion of the publication of *GuardianStyle* (sic). Simon Heffer of the *Telegraph* claims that only Icelanders can go berserk and only Malays can run amok and he hates the term 'train station'. David Marsh of the *Guardian* recalled that the 1980s version of *Guardian Style* advised: 'amok, not amuck' and, a few lines later, 'amuck, not amok'. To a person interested in words the discussion about autopsy/post-mortem, lavatory/toilet, and the use of 'partner' in personal relationships would have been riveting.

For those who are addicted to style manuals, the books are:

Heffer, Simon, *The Daily Telegraph style guide* (Aurum, 2010) ISBN 1845135717, RRP £14.99, and

Marsh, David and Hodsdon, Amelia, *Guardian Style* (Guardian Books, 2010) ISBN 0852652224, RRP £20.00

Shuttleworth, C. (2011), The battle of the books. *SIdelights*, 1 (Spring)

Jane Purton

The Washington read

Read, Washington, n. The perusal of a book in a bookstore that consists of checking the index for references to oneself and reading only those parts of the book.

Examples of the use of this term go back to 1985. Here is a more recent citation:

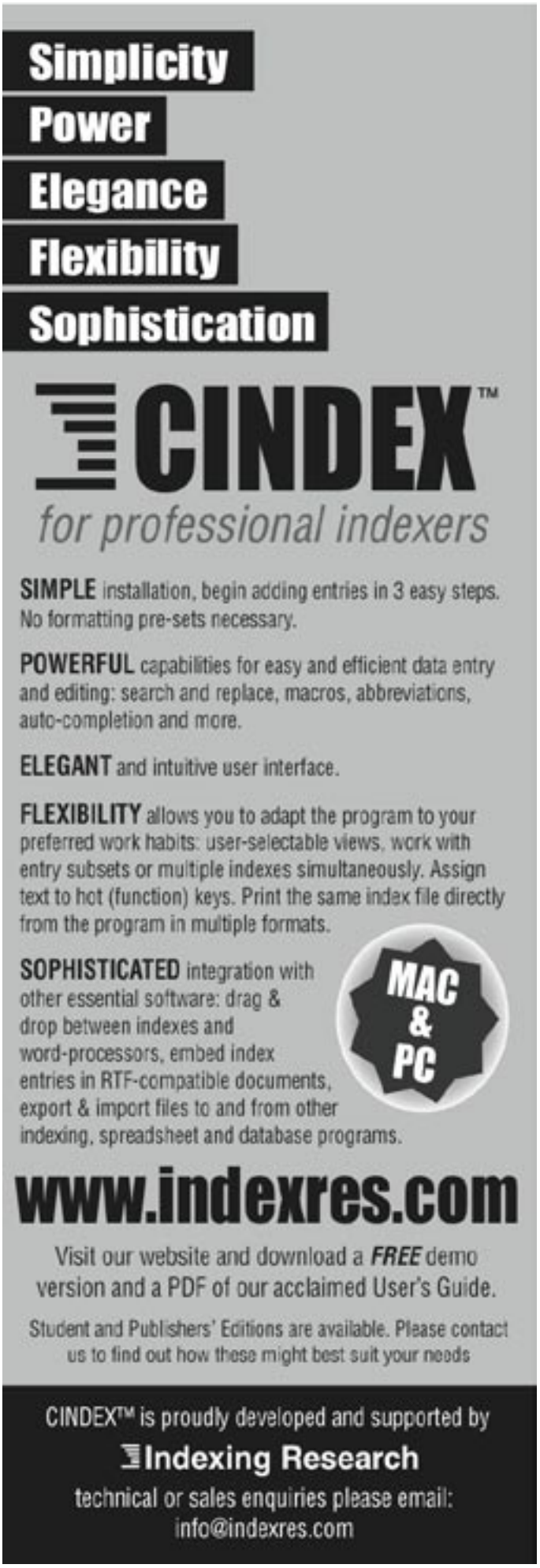
Mr. Thompson: Have you read this book?

Mr. Armitage: I gave it the Washington read.

Mr. Thompson: You looked in the index to see if your name was in it.

Mr. Armitage: And then what was said about me.

James R. Thompson and Richard Armitage, "Panel IV of day two of the eighth public hearing of The National Commission on Terrorist Attacks upon The United States," Federal News Service, 24 March, 2004. <www.wordspy.com/words/Washingtonread.asp>.



Tips and hints – marketing your indexing services

American Society for Indexing has published a new edition of their booklet 'Marketing your indexing services' (edited by Anne Leach, 3rd edition, ASI, 2011. It is available via ASI's website at members' price of US$28).

The publication has chapters on developing a marketing action plan; resume strategies; how to market your services; how to get clients; marketing by word of mouth; building your website; social networking strategy; and Twitter, Facebook and MySpace demystified.

Have you looked at the other publications put out by the American Society for Indexing? There are several other titles of interest to indexers starting out.

'Indexing for editors and authors: a practical guide to understanding indexer' (by Fred Leise, et al, ASI 2008), while aimed at editors and authors contains practical advice on characteristics of a good index; index style and format; index length and space; author/editor/indexer relationships; and what the editor needs to tell the indexer.

Starting an indexing business (edited by Enid L. Zafran and Joan Shapiro, 4th edition, ASI, 2009) while obviously aimed at a US audience there are practical chapters on moonlighting or running your business part-time and starting up a business and office.

Indexing it right! Advice from the experts (edited by Janet Perlman and Enid L Zafran, volume 2, ASI, 2010) contains a mixture of chapters from the basics covering creating subheadings, locators and see also subentries. It also has chapters on textbook indexing, indexing naval and other military books, public policy indexing and indexing in technical writing. Then there are chapters on database indexing, embedded indexing and controlled vocabularies.

I suggest you have a look at the selection of publications published by ASI and consider developing your professional library.

Mary Russell

NSW Branch Practical Indexing course

NSW Branch will hold a Practical Indexing training course run by Glenda Browne from 18 May to 18 June. Students will index a short book alone for a month, with support from a mailing list and feedback along the way. They will then get together for a 3-hour face-to-face session to discuss issues that arose with indexing the book, and to learn about business-related indexing issues.

The face-to-face session will be held at Thomson Reuters, Pyrmont, from 9.30 am to 12.30 pm on Saturday 18 June, and will be followed by lunch.

Students are expected to understand basic indexing principles. There is no set software requirement, but it is likely that students will be using one of the three dedicated indexing software packages.

Cost is $300 ($225 for ANZSI members) for the book, access to the mailing list, up to 2 hours individual advice, the 3-hour course, and lunch (no GST is charged). There is an online-only option for $215 ($140 for ANZSI members). More information at <www.anzsi.org/site/calendar_details.asp?id=181>.

Glenda Browne

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