

# ANZSI Newsletter

 Newsletter of the Australian and New Zealand Society of Indexers Inc.  
Volume 7 | number 9 | October 2011

## ANZSI News



### 2011 Conference

Judging by the comments I am receiving, the 2011 Conference was a great success. My thanks go to the Conference Committee Nikki Davis, Alan Eddy, Margaret Findlay, Terri Mackenzie, Max McMaster, and Jane Purton. Thanks also to Ray Price who looked after the Conference desk.

There are various reports on the Conference in this newsletter so I will not go into details. Papers and links to the slide presentations will be added to the website at [www.anzsi.org/site/2011-Conf-Papers.asp](http://www.anzsi.org/site/2011-Conf-Papers.asp) as they become available.

### 2013 Conference

I suggest you mark your diaries straight away to join your fellow indexers at the next ANZSI Conference, 13–15 March 2013 in Wellington, New Zealand. The 2013 Conference committee already has the planning well underway and details will be added as available to:

[www.anzsi.org/site/2013Conf.asp](http://www.anzsi.org/site/2013Conf.asp).

### ICRIS

On the Sunday before the Conference the representatives and guests of International Committee of Representatives of Indexing Societies (ICRIS) met. The international committee has always existed, but this year they finally confirmed their name as ICRIS. The main aim is to oversee the International Agreement of Indexing Societies

[www.anzsi.org/site/international.asp](http://www.anzsi.org/site/international.asp).

This is reviewed at a Triennial meeting, the next being at the Society of Index Conference in Brighton, UK in July 2012.

The Committee tries to meet before each international conference and at the ANZSI Conference we were fortunate to have (seen in the picture, from the left): Maureen MacGlashan, Society of Indexers representative and editor of *The Indexer*, Ruth Pincoe, ICRIS Coordinator, from Indexing Society of Canada, and Pilar Wyman from

American Society for Indexing; I am standing on the right with Max McMaster.

### AGMs for Branches

During October the ACT Region, New South Wales, New Zealand and Victorian Branches are holding their AGMs. Don't be put off by the term 'Annual General Meeting'. It is a wonderful opportunity to meet other indexers, so I strongly recommend you make an effort to attend.

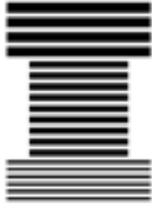
*Mary Russell*



## Australian and New Zealand Society of Indexers, Inc.

### Election of Officers and Council for 2011–12

|                   |                           |
|-------------------|---------------------------|
| President         | Mary Russell              |
| Vice President    | Max McMaster              |
| Secretary         | Michael Ramsden           |
| Treasurer         | vacant                    |
| Committee Members | Alan Eddy<br>Karen Gillen |



**Australian and New Zealand  
Society of Indexers Inc.**

## **ANZSI Newsletter**

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**Editor: Peter Judge**

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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](http://www.anzsi.org)>.

### **Advertising rates**

Full page: \$200.00

Half page \$100.00

Quarter page: \$50.00.

These are all per issue – the former annual rate has been discontinued.

### **ANZSI contact information**

Contact information (PDF) is available on the ANZSI website at

<[www.anzsi.org](http://www.anzsi.org)>.

## **NSW Branch: AGM**

**Thursday 27 October 2011**

**6.30 pm (meeting); 7.00 pm (dinner)**

Golden Cinnamon restaurant, first floor, above Cafe Kasturi,  
767–69 George Street, Broadway  
(about a block downhill from Central Station).

Cost: \$30 per head banquet menu. Drinks supplied.

RSVP by Thursday 20 October to Frances Paterson at

<[olivegroveindexing@bigpond.com](mailto:olivegroveindexing@bigpond.com)> or (02) 4274 2600

We will be electing President, Vice-President, Secretary, Treasurer and Committee members for the year.

Minor changes to the NSW Constitution are also proposed for adoption at the AGM.

Online versions of the nomination and proxy voting forms are available at the ANZSI website:

<[www.anzsi.org/site/calendar\\_details.asp?id=225](http://www.anzsi.org/site/calendar_details.asp?id=225)>

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.

## **ACT Region Branch AGM**

**6.30 pm, Tuesday 18 October 2011 at**

**The Brassey of Canberra, Barton**

Join your colleagues for dinner

(\$45 for choice of two courses, complimentary wine)

Enjoy a convivial evening and catch up with your colleagues

Details at: <[www.anzsi.org/site/calendar\\_details.asp?id=221](http://www.anzsi.org/site/calendar_details.asp?id=221)>

Or contact Eleanor Whelan at:

<[eleanor.whelan@bigpond.com](mailto:eleanor.whelan@bigpond.com)> or ph 02 6257 7749

## **NZ Branch AGM**

Saturday, 29 October, 1.00 pm

**Elder Family Matters rooms,**

**Level 1, 60 Ghuznee Street, Wellington**

(close to Cuba Street and to bus services)

An indexing workshop using SkyIndex will be held from 10.00 am to noon. Users of other programs may find it useful and will be welcome.

The lunch break, from 12.00 to 1.00 pm, will give time for informal networking – members attending only the AGM are invited to join the gathering at mid-day.

The AGM agenda and workshop information are being emailed to Branch members.

Details at: <[www.anzsi.org/site/calendar\\_details.asp?id=226](http://www.anzsi.org/site/calendar_details.asp?id=226)>

*Robin Briggs, President*

## Indexing see Change – ANZSI 2011 Conference (1)

Brighton's Savoy Hotel buzzed in September with indexers learning and sharing on a wide range of topics, from emerging trends in publishing to subject indexing how-to. Novice through to experienced indexers attended, forming and renewing acquaintances in a friendly, encouraging atmosphere. Visiting Canadian, American and Scottish indexers added their international perspectives and experiences, in both their presentations and general discussions.

For those who couldn't make it to Melbourne, think two whole-group keynote speakers, several smaller parallel sessions and some even smaller round-table discussions, each introduced by Victorian Branch members.

Dr Susan Hawthorne set the scene with her *Publishing change see Digital see Bibliodiversity* presentation. As well as discussing the rise of digital publishing, about 20% currently, Susan introduced the concept of diminishing bibliodiversity and endorsed the conceptual/subject analysis work of indexers. BISAC headings, new opportunities for marginal publishers with digital publishing were also discussed.

Anna Gifford, in her presentation *Shifting keys – how words matter in 21<sup>st</sup> century discoverability*, quoted Mitchell Kapor's analogy of getting information off the Internet being like taking a drink from a fire hydrant, so highlighting the value of controlled vocabularies as discoverability tools, even with Web 3.0. Anna discussed aspects of the Australian Thesaurus of Education Descriptors, Alcohol and Other Drugs thesaurus, Somazone tag cloud and the pros and cons of folksonomies. del.ic.ious, flickr and Faviki are web sites to explore on this topic, as well as Anna's conference presentation.

Matt Moore, *You've come a long way, Baby*, concentrated mainly on emerging folksonomies and his Australian Taxonomy Survey, conducted recently. Matt profiled some of the online tools available, such as Delicious, Curls and Calais, and explained what Australian Taxonomy Survey respondents said about their taxonomy use, software and potential taxonomy skill improvement. Using a sales analogy, Matt advised conference attendees to promote the business benefits of having and using a taxonomy, to ensure it's value is clear to managers and staff: 'maximising findability of a product online can maximise sales'.

Glenda Browne and Mary Coe ran the very interactive *Marketing, networking and the web workshop*, including a networking icebreaker and comments by Pilar Wyman and Matt Moore about their use of social media for networking. Glenda's list of individual marketing ideas, expanded by Sarah Anderson's experience as an 'indexing newbie', Mary's focus on what companies can do and further ideas on marketing by ANZSI gave attendees plenty of follow-up ideas.

Amanda Everton, of Volunteering Australia, introduced the *Pro Bono work and volunteering* sessions. At least 34% of Australians over 18 years volunteer but fewer commit long term to single organizations. Rather, recent trends include project based, spontaneous and corporate volunteering, with more young people and Culturally and Linguistically Diverse (CALD) groups involved.

Jane Purton covered much in her presentation *Volunteering at Ballarat Mechanics' Institute*, about the history of mechanics' institutes, the Ballarat Mechanics' Institute (BMI) in particular, volunteers at the BMI, and her experience there. The project of scanning *The Ballarat Star* for all references to any events held in the BMI since 1859 has revealed much of the life and language of that early community. Discussion about the formalisation of aspects of volunteering at BMI is common, and controversial, in many volunteer organisations with insurance and Occupational Health and Safety concerns a priority.



The Wellington room was transformed for the Conference Dinner on Monday night. The Windjammer Brass Quartet, including ANZSI member Don Jordan on trombone, welcomed and entertained diners during the evening of celebration and conversation. Mary Russell is seen in the photo above surprising John Simkin with a special thankyou gift, honouring his 35+ year contribution to AusSI and ANZSI.

In his presentation, *Indexing political memoirs*, Alan Walker involved us in a case study of the indexes to four major political memoirs, all published in 2010. Beginning with a recommendation of Hazel Bell's *Indexing biographies and other stories of human lives*, Alan highlighted some features of political memoirs, including the Washington read, misleading or absent indexes and spoofs. We looked at how author's attitudes and biased indexers can influence texts and learnt that an autobiography and memoir are differentiated by the amount of character analysis. Alan

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(Indexing see Change – ANZSI 2011 Conference, continued from previous page)

distributed a detailed analysis of the Howard, GW Bush, Blair (British ed.) and Blair (North American ed.) indexes and explained the ‘encyclopaedic index’ brief behind his 6,711 line long index to Howard’s memoir. Look out for the published version of Alan’s conference paper in *The Indexer*.

Ann Philpott joined us to discuss *Indexing names in French and German languages*, which included Icelandic, due to its close relationship to German. From Ann’s studies and experience we learnt to recognise prefixes, contractions and how to file them. When some of those French and German names become heavily used and familiar, such as in English translations or when the person lived and earned their fame in an English-speaking country, the filing element changes. So it is

La Fontaine, Jean de

But

De la Mare, Walter.

Creating double references in an index is ideal, if there is space, otherwise *see* references are recommended. For Icelandic names, Ann referred us to Nancy Mulvaney’s book *Indexing books*, and recommends cross-referencing from the patronymic to proper entry under first name, such as

Olafsdottir, Freya *see* Freya Olafsdottir.

Animated discussions across the room indicated much learning was also happening amongst the Chinese and Islamic languages small groups with Lai Lam and Pilar Wyman respectively. Both leaders provided notes for attendees that may be available after the conference.

It was great to see Fiona Swee-Lin Price’s session, *Asian names*, in the programme as they seem mysterious, unfamiliar and so open to misuse in indexes and databases designed for Anglo-Saxon names. Fiona explained some cultural differences behind attitudes to names in Asian versus Western countries, how Asian names have been variously Romanised and how names are structured in China and Vietnam. Fortunately Fiona had copies of her book *Success with Asian names* for sale, covering the naming conventions of 14 Asian languages in detail.

Mary Russell tuned our discussion group into many aspects of *Indexing family histories*. Genealogy software may be a helpful starting point as such programmes often generate indexes of names and places, but further indexing of major themes and events is also recommended. Double posts are recommended for married women, under both a woman’s birth and married names, as a good selling point and very useful and democratic feature that can minimise friction where family relationships are strained. Look on the ANZSI website for references to helpful books and articles and look out for *Indexing your family history* by Mary Russell and Max McMaster, to be published by ANZSI (hopefully in 2012).

Max McMaster’s workshop *Preparing the indexing quote* was an excellent exercise in estimating either time involved, pages to be indexed, lines of index, number of entries or locators needed to index the upper primary/lower secondary Oxford atlas. Estimates varied widely, with or without an allowance for editing, and prompted discussion about indexing speed and Australia/American practices. Embedded indexes are infrequently requested, though often for computer and software manuals, and usually attract a substantial extra charge.

Di Reidie, President of the Brighton Historical Society, guided us through the fascinating local history collection that is housed upstairs in Brighton’s old town hall. Di explained the on-going cataloguing projects for the Society’s costumes, maps, photos, artworks, street and house files, that are used by visiting researchers. Among numerous exhibits, the exhibition set up for primary school children of a typical school-child’s bedroom and gear from years ago was a highlight, sparking much discussion. Brighton Historical Society’s website, <[home.vicnet.net.au/~vbhs/](http://home.vicnet.net.au/~vbhs/)>, is a good place to start, but you really need to visit to appreciate their collection.

Tim Sherratt, *Every story has a beginning: entering the web of data*, wowed us with his scrapbook-style story building using information drawn from primary sources in Australia’s National Archives and National Library. His study of when The Great War became The First World War introduced data harvesting and new ways of visualizing and interpreting data. Tim talked us through data capture, text analysis tools, text mining and the linked data movement while revealing a sequence of service records, photographs, newspaper articles, maps and more. One compelling story that unfolded was of Chinese-Australian Charlie Allen. You can read Charlie’s story in full on Tim’s website <[www.discontents.com.au](http://www.discontents.com.au)>.

Four very experienced indexers, Maureen MacGlashan, Max McMaster, Ruth Pincoe and Pilar Wyman, gave us a photographic tour of their home offices during the *Indexer’s office environment* session, explaining the layout, equipment and reference documents they use day-by-day and pointing out especially useful items.

Ruth’s use of library book trolleys and furniture on wheels enables her great flexibility in office design to suit various projects. Maureen’s salvage of a microfiche/microfilm reader assists her newspaper research work and she has invested in uninterruptible power supply due to being in a power-outage-prone area. Pilar highlighted her large wall calendar as an important planning tool and the greatly reduced amount of paper in her new office compared with the old. All panellists have dedicated work spaces with pleasant aspects, some using two computer screens, others a single large one. We would all like a view from our office window as inspiring as Maureen MacGlashan’s view over the River Clyde in Largs,

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(Indexing see Change – ANZSI 2011 Conference, continued from previous page)

Scotland, and will investigate Drop box (file hosting service) and Carbonite (online backup service) if not already familiar with them.

In Max McMaster's *Children's book indexing* small group discussion we pored over several non-fiction books and their indexes. While perusing the text and index we considered the junior primary audience of a book about bugs, the depth of indexing and number of locators after headings/subheadings. Similarly, we studied a middle primary book about musical instruments with a classified style of index, discussing the pros and cons of such an approach. Max's notes in the set of conference papers make a very useful reference.

The *Art books* small group discussion attracted a large group of enthusiastic indexers, with Nikki Davis and Max McMaster questioning and commenting on several non, partly and well-indexed art books. The experienced art indexers agreed that untitled artworks can be indexed by description of the main feature, with the year of completion included. A book of graffiti art promoted much discussion about location descriptions that can be used in an index, and how such locations are recorded, when some graffiti can only be seen only when approaching from a certain direction.

Maureen MacGlashan set the going-home tone in her presentation about *Emerging trends in publishing:*

*keeping up to speed.* Maureen's extensive conference notes make important reading for indexers, especially her report of the *Emerging Technologies: Panel Discussion*, Saturday 3 September 2011 at the Society of Indexers Conference and an *Emerging Publishing Technologies* glossary. Maureen's comment in that report is wise advice for ANZSI members too 'We need as individuals and as a Society to make sure we develop the technical skills, and the technology, to offer what the future market requires'. Maureen is part of SI's Working Group established to dialogue with publishers and to advise organizers of SI's next conference on relevant presentations, aiming for a 50:50 split in coverage of traditional and emerging indexing applications. Pilar encouraged ANZSI members to join the American Society of Indexers' Task Force re *Digital Trends in Publishing*, similarly working towards liaison with publishers and stakeholders.

The experienced indexers of ANZSI, SI, ASI and ISC deserve a special vote of thanks for being so generous with their time in giving presentations and hosting discussions. Their enthusiasm was contagious and their ideas overflowing for follow-up back home. And many thanks also to the Victorian Branch for sponsoring my attendance at the Conference.

Judy Richter

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## Indexing see Change – ANZSI 2011 Conference (2)

A welcome and introduction to the theme of the conference by Mary Russell kicked off the 2011 ANZSI Conference at the Brighton Savoy, in Brighton Victoria. Changes in indexing and our adaptability to these changes was the underlying theme and as Mary Russell pointed out we should be thinking of indexes as a 'beginning'. In the context of the information age, this was a fitting theme for what we will see in the future for the work of an indexer. Some examples were given of the usefulness of access to data with the *Mapping our Anzacs* project, *Marinetraffic.com* and the *Atlas of Living Australia*. The contribution of indexers' skills to these projects could be very valuable.

Susan Hawthorne spoke about bibliodiversity and the changes in publishing ecology. That successful publishing embraced a bibliodiverse culture, especially with the short run style of digital publications. The importance of networks to avoid information overload cannot be overlooked and the high value that is placed on content which engages and has an individual reach within a global society. Inspiring content has the ability to nest ideas within ideas and cross-pollinates into cultural knowledge, creating awareness of less dominant cultures. Indexes are vital to opening up enlightening content and that this new wave of bio-diversity in publishing provides and supports the greater accessibility and understanding of local, regional and global levels of cultural diversity.

Anna Gifford was a wealth of knowledge on thesaurus and taxonomy, stressing the importance language plays in discoverability and the interesting nature of shifts in the meanings and usage of words. Her work with the thesaurus for the Australian Drug Foundation provided many examples of how changes in language can affect discoverability and how accuracy, consistency and creator based usage statistics can increase usability and ultimately the worth of the thesaurus.

Matt Moore's dynamic presentation on taxonomies and folksonomies indicated the extent and the trend of usage of these knowledge systems within organisations. Discussion of folksonomies focused on the power of the collaborative nature and the usability of tools such as Delicious, Curls and Onomi. The question of how to manage the 'data exhaust' society now provides motivation to develop and use data management tools such as taxonomies. A survey of various information professionals was presented and showed that of the 72% of respondents, taxonomies are mainly used for classification yet there was broader organisational usage shown. It was noted that in the development and maintenance of these tools we should be concerned with user outcomes and not just information outcomes, which highlighted the purpose and function of knowledge

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organisation systems.

The *Marketing* workshop by Glenda Bowne and Mary Coe, gave us a chance to stretch our legs and mingle with other guests. This workshop was a hands on look at effective networking and marketing in social situations and on the web. Guest speakers included Pilar Wyman who discussed examples of marketing through Twitter, Facebook and blogging and using her website to draw internet-based marketing in one place. Matt Moore discussed online social networking platforms as tools to 'find me', also noting the importance of interaction through contributing content and conversation. Sarah Anderson presented an insight into initiating an indexing business through pro bono work and the importance of building relationships with clients from a beginner's perspective.

Amanda Everton was our guest speaker from Volunteering Australia and talked about the benefits to individuals of volunteer work such as regaining confidence, increased job skills and satisfaction. The community benefits also include greater social cohesion, increased national identity and shared values and opportunities for learning and development. This was useful information for indexers to realise the opportunities and benefits out there for volunteer work.

Jane Purton then followed on with her example of volunteer work for the Ballarat Mechanics' Institute. Jane shared the rich history and personal stories about the institute, the benefits to her and her work as a volunteer indexer at the institute. The *National Standards for involving volunteers in Not for Profit Organisations* was discussed and it can be seen that it takes meticulous efforts to organise and manage both the volunteers and the work. Volunteering for organisations such as the Mechanics Institute has contributed to the preservation of local history and culture and its accessibility and usability.

*Indexing political memoirs* by Alan Walker provided insight into the production of the Howard autobiography 'Lazarus Rising: a personal and political autobiography'. Covered in this presentation was the nature of political memoirs, the importance of partiality and also the essential subject and culture knowledge required. It was seen that index of political memoirs can be varied in structure, coverage, arrangement and presentation which was illustrated by the comparison of the indexes of major political leaders memoirs. Particularly interesting was the difference between the British and North American editions of the Blair memoirs. The presenter discussed issues such as dealing with long entries, and the importance of names and places.

Frances Lennie's presentation on *The visual appeal of indexes* provided some invaluable tips on presentation for the new indexer and provided some interesting discussions. Frances covered the different styles and formats of an index and various alternatives. 'It all

depends' was the stand out phrase from this session which supported the fact that some things in an index are beyond the indexer's control.

Ruth Pincoe's workshop on *Indexing music* provided some insight into the complexities and pitfalls of indexing musical works. One discovered that indexing musical compositions was an art in itself; however Ruth was able to provide some useful reference material and demonstrated online music reference resources such as the *New Grove Dictionary of Music and Musicians* available online through most libraries.

Max McMaster led the group discussion on *Indexing gardening works*, covering common and botanical names. How to treat genus, species, varieties and cultivars were topics of discussion, along with hybrids and subspecies. It was interesting to see examples of gardening indexes and compare the style and treatment of the above classifications. How to treat pests, weeds and fertilizers were also intriguing topics to contemplate and discuss within the group.

Max McMaster also led the workshop on *Preparing the index quote*, which included practice run quoting on an extract of the *Oxford Atlas*. There were a range of quotes using a variety of methods such as the per page rate method, per locator rate method and the hourly rate method – some indexes use a combination of methods. Useful information such as a rough estimate for speed of indexing depending on text type and a reminder to add a percentage for editing will be useful reference material.

The conference was an invaluable experience for the new indexer, not only providing formal training but opportunities to learn and network with other more experienced indexers. The setting provided an inspiring and refreshing experience. I would like to thank the Victorian Branch of ANZSI for the subsidy to attend the conference.



From the *Indexing school archives* session: Judith Gibson, archivist from Caulfield Grammar School, Terri Mackenzie, who chaired the session, and Jane Dyer, archivist at Presbyterian Ladies College.

## Further reflections on the ANZSI Conference



The one thing that the recent ANZSI Conference in Brighton, Melbourne, Australia taught me was that I'm an oddity—but oh! how joyous it is. 'Why odd?' you might ask. Well, because I'm an indexer (four months ago I didn't even know there was such a thing), and most of my generation—

I'm 24 years old—don't seem to know or care about indexes and indexers. But if ever I had a doubt that my interest was misplaced, the ANZSI Conference, like an illuminated manuscript in the Enlightenment, opened its pages to show me the truth. The words 'I am an indexer' might have glowed up at me.

As you may have deduced, I am new to indexing. The conference certainly reminded me of that. *So much information*. Let me correct that—so much *glorious* information. And not just that, but the people! You couldn't ask for a finer bunch. I met editors, writers, cataloguers, librarians, and even a fellow Patrick White aficionado. I felt extremely welcomed, so I must say a heartfelt thank you to everyone I met, talked to, and learned from.

And learn I did. What surprised me was the depth that indexing contains. I felt like a thirsty boy at his village well, fervently pulling up as many buckets of water as I could manage. There was bibliodiversity. There was networking. There was political biography indexing (one of my favourites). And law indexing. And cookbook indexing (the discussion of which seemed to prominently revolve around eggs—it was informative *and* hilarious). There was even indexing décor!

Don't let my pithy attempts at humour give the impression of derision: I learnt something new in *every* talk or workshop, such as whether eggs were dairy or not; the uses of run-on and indented style (and their drawbacks); the vast differences between two columns or three; even when it's a good idea to use footnotes. And all the while I was remembering Max McMaster's teaching: 'There isn't *one* way to index'. Truer words have never been said. Still, we indexers are the semantic gatekeepers of the world: one 'accidental' slip will send someone to *hags* instead of *bags*. With great power comes great responsibility, and so I was pleased that the discussions held were all so passionate, rational, and informative. Ne'er let a naysayer accuse *us* of dastardly tendencies.

One prominent theme of the conference I picked up on was technology. Mary Russell made a point to mention future indexing possibilities in her opening address, and many of the presentations focused on technology. Indexers, importantly, are concerned with accessing information, and this means we have far more uses than creating a back-of-book index. One I found particularly interesting was how an index can become a graphic display – à la *The Atlas of Living Australia*. Indexers, I feel,

will increasingly offer more to readers and users across a wide variety of platforms; we will bring skills earlier in the project cycle that will help shape the form of the information that others access, not just provide a pointer to it. Personally, I am eager to develop my indexing skills in this direction as well as in more traditional forms (one day I *might* have the indexing confidence to create a thesaurus).

And, if I may return lastly to the social front, one of the highlights was the Monday night dinner that we all attended. I felt – just a little – as though I might have attended the Olympics because Mr John Simkin passed the ANZSI presidential torch onto Mary Russell for another year with a heartfelt message and gift. Me? I didn't even know who he *was*. I quickly learned, however. Later, I helped draw out the names of recipients for various mugs that had been donated for the occasion – a kind of 'lucky draw'. All our names in a hat. You'll never guess who I drew out first: John Simkin. And Mary Russell and Max McMaster, among others. I didn't rig it, I swear. I was pleased, though, that some of those who put such work into the Society of Indexers called ANZSI were rewarded, even if it was just with a mug.

I had best stop lest I take up too much space. All in all, a great trip, and a great conference. The next conference in New Zealand in 2013 can't come soon enough. Thank you everyone.

*Adam LeBrocq (Queensland Branch)*

### No ANZSI Medal in 2011

The Australian and New Zealand Society of Indexers' Medal is offered annually for an outstanding index to a book or periodical compiled in Australia or New Zealand.

This year two entries for the Medal were received, both of which were competent professional indexes. However, the judges were unanimous in their assessment that neither of the entries was sufficiently outstanding to warrant the award of the Medal.

The panel of judges this year again consisted of Alan Walker, indexer (convener); Garry Cousins, indexer and librarian; and Dr Jeremy Fisher, of the University of New England, an experienced compiler, editor and user of indexes. All three judges are previous winners of the Medal.

The judges encourage Australian and New Zealand indexers who are working on significant indexes to submit their work for the Medal next year.

*Alan Walker*

# Indexing Indaba

## INDEX appreciation



A little section of ASI's call for papers for the 2012 'Index Appreciation' Conference caught my eye recently. It says: 'We see appreciation in our delight in the discovery of all the towns named Index, which, this year, will be part of our poster presentations. Would you enjoy researching one of the Index towns for a poster session? Come explore!'

All the towns named Index? I was only aware of one in Washington State, but after consulting placenames.com I was astonished to discover that Alabama, Arkansas, Kentucky, Missouri, New York State, North Carolina, Virginia and West Virginia all have towns named Index. In addition, there are several rivers, bridges, mines and mountain summits that carry the name.

The idea of an Index poster presentation at ASI's Conference is not only instantly appealing to me but also very comforting. It means I'm not the only one out there who gets excited by this kind of stuff, who experiences a small moment of joy when I serendipitously come across an 'index'. It's happened to me twice recently, the first time when I pulled up at the traffic lights behind a motorcycle rider, upon whose helmet the word 'INDEX' was emblazoned, and the second time in the National Gallery of Victoria's shop which of all things, sells Index chopping boards. I have since discovered that INDEX is a leading brand of motorcycle helmet. Index chopping boards, if you are trying to picture them, are your usual colour-coded variety packaged into an upright storage container that makes them take on the appearance of being filed.

To some 'index spotting' probably screams 'geek' but I suspect that it has ties to those theories on the traits that indexers are likely to have, including the often mentioned tendency to place spice jars into alphabetical order. I'll hazard a guess that if you get excited by towns named Index, you're also likely to be a fan of the 'Where's Wally?' series, and to have taken up the 'hidden Mickey' challenge if you've ever visited a Disney theme park.

## What the Dickens?

As we head towards 2012, millions of Charles Dickens fans around the world are eagerly awaiting the Dickens bicentenary celebrations.

Among the many events planned is the launch of the Dickens Journal Online website. A small team at the University of Buckingham has scanned all 1,101 editions of Household Words and All the Year Round which it later became known as. For twenty years this highly respected weekly magazine was run and edited by Dickens and contained poetry, investigative journalism, travel writing, popular science, history and political comment. It also carried instalments of Great Expectations, Hard Times, North and South and The Woman in White.

More than 30,000 pages have been scanned but not without a few headaches. Firstly, the quality of the original journal pages varied with some containing paper folds, smudge marks and so on, which resulted in the text files containing a number of errors. Secondly, the text files contain unwanted information and styling, which need correcting.

Enter the Online Text Correction Project (OTC) which is calling on volunteers to help with the proofreading so that the team can meet their March deadline. If you are



a Dickens fan with a bent for proofreading you can find details about how to get involved at their beta website: <<http://www.djo.org.uk/online-text-correction.html>>

And although not yet active, indexers will be interested to see the indexes that are currently under development.

<<http://www.guardian.co.uk/books/2011/aug/07/charles-dickens-household-words-project>>

## Cindex on YouTube

Move over Cindex Manual and Help function because Indexing Research has recently started putting instructional videos onto YouTube. So far three videos have been made available and will be updated to reflect changes to version 3.0, which is due for release shortly. Another four videos are currently under development. At the time of writing, the videos were yet to be put up onto the Cindex website:

Cindex Basics/Tutorial 1 – Getting Started with Cindex:  
<[www.youtube.com/watch?v=V8ABQD9G6ff](http://www.youtube.com/watch?v=V8ABQD9G6ff)>

Cindex Basics/Tutorial 2 – Efficient and Accurate Entry of Records:

<[www.youtube.com/watch?v=TwUnCoM5S\\_I](http://www.youtube.com/watch?v=TwUnCoM5S_I)>

Cindex Specifics 1 – Specifying Record Structure:

<[www.youtube.com/watch?v=cdrvj8PdAreg](http://www.youtube.com/watch?v=cdrvj8PdAreg)>

*(continued on next page)*

*(Indexing Indaba, continued from previous page)*

### **eBooks 101 webinar**

It's not just the traditional publishers that are taking note of eBooks being one of the primary growth areas in the publishing industry. Scott Abel from *The Content Wrangler*, a repository for enterprise content management, recently held a one hour webinar with Ann Rockley and Charles Cooper, authors of the forthcoming eBook entitled *eBooks 101: The Digital Content Strategy for Reaching Customers Anywhere, Anytime on Any Device*.

The three content professionals discussed why a content strategy is needed when moving to a digital publishing workflow that supports the creation of eBooks and apps. They also covered the difference between eBooks, enhanced eBooks, and apps, as well as the standards supported (or not) by popular eBook readers, including the Amazon Kindle and the Apple iPad. You'll find the recording at: <<http://dlvr.it/n14ym>>

*Nikki Davis*



### **A gourmet lunch at Manly for NSW Branch**

Eleven ANZSI members enjoyed a (*huge*) gourmet lunch at the Hugo's restaurant in Manly. Every half an hour a ferry landed and left. The sun was shining and the atmosphere summery on this open porch at the water. Two international guests, Pilar Wyman, ASI President elect, and Maureen MacGlashan, Editor of *The Indexer* joined in, having attended the conference in Melbourne a few days earlier.

At first \$50 for the meal and get-together might have seemed a bit steep, but when we were there, enjoying the conversation, entangled in networking and entertaining ourselves, it was certainly worth it. There was so much food that a doggy-bag for the 'warm chocolate tart with raspberry caramel' was needed.

The next indexers' conference will be held in the USA in San Diego on the West Coast in April 2012 and some of these members might get together again then and there.

*Sonja Goernitz*

From left to right around the table: Graham Clayton, Elisabeth Thomas, Pilar Wyman, Carolyn Kearney, Maureen MacGlashan, Mary Coe, Glenda Browne, Christine Roberts, Madeleine Davis, Mark Southwell (*photo: Sonja Goernitz*)

# Sorting in CINDEX™

## More tips and techniques from Indexing Research

### Foreign languages

If you prepare indexes in a language other than English, CINDEX version 3.0 (due late-September) will greatly ease your task. CINDEX v. 3 uses Unicode to represent text, and can accommodate all languages and scripts. Index entries can contain any characters that your computer can display, and Cindex can sort index entries by the collation rules appropriate to the language in which you are working.

### Ensuring page reference accuracy

Spotting and correcting mistyped words is relatively easy, but less so the proofing of page references, where an unnoticed transposition or miskeying can produce embarrassing results. Cindex provides several features to ensure that you enter the correct page number.

If the material requires you to make many entries from the same page you may wish to have Cindex automatically populate the page field with the last entered (or altered) page reference or locator. This can speed up data entry enormously. Enable the setting at:

Windows version – Edit Menu/Preferences/Editing tab/Adding/Carry Locators Forward

Mac version – Cindex Menu/Preferences/Editing tab/Adding/Carry Locators Forward

Using a new single-keystroke feature (Ctrl ]) in Cindex v.3 you can now increment the page number as you begin entering material from the next text page. You can also decrement the page number by using Ctrl [. This operation affects only the last component of the last page number in the page (locator) field. If the last recognized component is not a number in Arabic numerals (e.g. it consists of Roman numerals or is an alphabetic suffix), the operation does nothing.

Also at the Preferences location under Missing/Malformed Locator (renamed 'Bad Locator' in Cindex v.3) are options to allow or disallow records with an empty page field or incorrectly formed locator. For example, if you key in 74-67, depending on what you have selected, Cindex will act accordingly: 'Accept' will allow you to save (leave) the record, 'Warn' will alert you to a problem with a beep and a message but will allow you to save the record on a second attempt, and 'Forbid' will not allow you save the record without changing the number value within acceptable bounds.

Two other helpful settings that can prevent you from entering 'out-of-range' page numbers are found at:

Tools Menu/Reference Syntax/Page References

Set the 'Maximum Value' to the last text page in the text or chapter you are indexing and if you exceed that value Cindex will alert you. For example, if the current chapter you are working on ends on page 102 and you accidentally key 202, 192, 103 or any other 'out-of-range'

number the program will alert you. You will need to change this setting when beginning a new chapter.

Set 'Greatest Range' to be the largest acceptable page range for your project. If you set it to 10 and then key in 25-45 it will likewise alert you.

Should you decide not to make any of these settings you can still find some aberrant numbers after you have finished entering material. If you place the index into a page order sort (click the 19 icon on the index toolbar) any records into which you failed to place a page number will float to the top of the index, and those that exceed the number of pages in the book will be positioned at the end of the records containing page references (and before the cross references).

Of course, just as spell-check will not catch 'experiences in' miskeyed as 'experience sin', this method will not catch miskeyed items that parse a real number. So, if you are prone to transposing numbers as you key them, enabling some of the settings described above will provide some protection against potential embarrassment.

*Reminder: If you find yourself using the mouse repeatedly for the same function, stop, look, and learn its keyboard equivalent. It will save you time and energy.*

*Frances Lennie*

### A prize challenge!

Max McMaster was recently in Singapore to run a 2-day book indexing course for their National Book Development Council. Across the wall of the computer lab he used for training at the Management Development Institute of Singapore was the following quotation:

'The books that help you the most are those that make you think the most.' (Theodore Parker).

As an ANZSI member, how would you reply if you were asked for an equivalent entry for indexing: 'The indexes that help you the most are those that ... ?'

Send your suggested endings to Max at

<max.mcmaster@masterindexing.com>.

The most perceptive/imaginative/wittiest will be published in next month's *Newsletter*. A prize of a book token is offered for the overall 'best' (by any of these criteria!)

## Indexing for Editors

*Sonja Goernitz attended the 'Indexing for Editors' seminar on 7 September, which was part of the National Editors Conference at Sydney's Darling Harbour, organised by the Society of Editors (NSW).*

You can tell that Glenda Browne has indexed and taught a lot. For her full-day seminar Glenda provided a neat, 31-page and spiral-bound handout ('Introduction to indexing; Planning, commissioning, creating and evaluating indexes'), she offered copies of her co-authored book for sale (*The Indexing Companion*, Cambridge University Press, 2007) and she engaged us ten participants with a clear, friendly and informative PowerPoint presentation, exercises as well as Q&A in-between.

From the three main indexing software options, CINDEX, Macrex and SKY Index, Glenda prefers the latter. The software costs around US\$550 (standard ed.), and the Australian Dollar is strong at the moment, she said.

Contrary to editors, for whom consistency is so important, indexers vary in their ways of organising information. For them logic is crucial – using two levels with only the exceptional sub-sub-heading – so readers can find keywords easily and quickly.

However, if you have foreign names, such as Vincent van Gogh, Baron Manfred von Richthofen and Osama bin Laden, indexers look up the countries' rules for allocating the van, von, bin etc; so the entries might appear under 'v' for 'Van Gogh', 'R' for 'Richthofen, Manfred von (Baron)' ... You may also use 'see references', i.e. placing the name under letters where the reader might look for it and guiding them to the main entry, e.g. to say under 'O': 'Osama bin Laden, see Bin Laden' under 'B'.

'Editors are pedantic, but indexers are even more so', Glenda laughed. Currently the top four, slightly different styles to reference page numbers are: 1. conflation: none, 2. Hart's rules, 3. Hart's rules modified and 4. The Chicago Manual of Style (15th ed.). Note: all use an unspaced en-rule for page ranges.

In the seminar I mentioned, 'We must be doing pretty well in our lives to worry about this.' Glenda loves making sense of information and putting it into an order. She added, 'There is more work for indexers than for editors.'

*Sonja Goernitz*

### Style Council Symposium

Carole Dent attended the Style Council Symposium, sponsored by NSW Branch. Her report on that important meeting has been unavoidably held over for lack of space, but will appear in the next issue.

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## Branch events

| Date and time                | Organiser            | Name of activity                              | Venue                                   | Contact details  |
|------------------------------|----------------------|---|---|--|
| Sat 10 Sept to<br>Sun 23 Oct | Qld Branch           | <i>Indexing Challenge<br/>ONE – Biography</i> | Online                                  | Details at<br>< <a href="http://www.anzsi.org/site/calendar_details.asp?id=223">www.anzsi.org/site/calendar_details.asp?id=223</a> >               |
| Sun 16 Oct                   | Vic Branch           | Portarlinton Art<br>and Garden Trail          |   | Details at<br>< <a href="http://www.anzsi.org/site/calendar_details.asp?id=218">www.anzsi.org/site/calendar_details.asp?id=218</a> >               |
| Tue 18 Oct                   | ACT Region<br>Branch | AGM   | Brassey Hotel,<br>Barton                | Details on page 2 and at<br>< <a href="http://www.anzsi.org/site/calendar_details.asp?id=221">www.anzsi.org/site/calendar_details.asp?id=221</a> > |
| Thurs 27 Oct<br>6.30 pm      | NSW Branch           | AGM   | Golden Cinnamon<br>Restaurant, Broadway | Details on page 2 and at<br>< <a href="http://www.anzsi.org/site/calendar_details.asp?id=225">www.anzsi.org/site/calendar_details.asp?id=225</a> > |
| Sat 29 Oct                   | NZ Branch            | AGM   | Wellington                              | Details on page 2 and at<br>< <a href="http://www.anzsi.org/site/calendar_details.asp?id=226">www.anzsi.org/site/calendar_details.asp?id=226</a> > |
| Mon 14 Nov                   | Vic Branch           | Basic Book<br>Indexing pt 1                   | Holmesglen TAFE                         | Details at<br>< <a href="http://www.anzsi.org/site/calendar_details.asp?id=227">www.anzsi.org/site/calendar_details.asp?id=227</a> >               |
| Tue 15 Nov                   | Vic Branch           | Basic Book<br>Indexing pt 2                   | Holmesglen TAFE                         | Details at<br>< <a href="http://www.anzsi.org/site/calendar_details.asp?id=228">www.anzsi.org/site/calendar_details.asp?id=228</a> >               |

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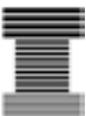
### Newsletter schedule

The next Newsletter will appear in November 2011.

The submission deadline is Friday, 28 October.

The editor welcomes contributions submitted by email to

<[peter.judge@bigpond.com](mailto:peter.judge@bigpond.com)>



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Society of Indexers Inc.**

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