

ANZSI Newsletter

 Newsletter of the Australian and New Zealand Society of Indexers Inc.
Volume 9 | number 1 | Jan–Feb 2013

ANZSI News



Welcome to 2013

A new year, new colour banner for the Newsletter and the start of an exciting year for ANZSI and indexing, with the work on specifications for indexes in the EPUB standard progressing well.

As you sort out your diaries and plans for 2013 I hope you are including a trip to Wellington in March to attend the ANZSI Conference. I remind you that registrations are due by 10 February 2013. An extra fee of A\$50 will be charged after that date. So book now!!

Indexing the ANZSI / AusSI Newsletter

In the December issue we announced the plan to produce an index to the ANZSI / AusSI Newsletter. We received a wonderful response from members and non-members and have 30 indexers busy indexing various years of the Newsletter. Armed with the style sheet some are indexing for the first time, while others are brushing up their skills or diversifying into indexing newsletters. Some are also submitting their indexes for peer review.

With such a response we decided to go back to the very first *AusSI Newsletter* and even include the issues for the *Society of Indexers in Australia Newsletter*. This means 40 years and over 280 issues of indexing history! The McMaster scanner has been running hot and we nearly have all issues scanned and placed on the ANZSI website. This is an amazing achievement.

So far only a couple of anomalies have been discovered. In 1990 there appears to be some missing pages and in 1989 there seems to have been only three issues. If you have information to the contrary, could you please let me know?

There are still a few years to be allocated to indexers, so if you would like to be part of this indexing project and assist with indexing some of the very early issues, please let me know.

When all the indexes to the various years come in they will be checked and edited to ensure consistency throughout.

The indexes to the various years will be placed on the webpage with their issues and there will be a combined index formed and placed on the website as well. This is a wonderful opportunity to showcase an index to an organisation's newsletter and to provide guidelines to other organisations contemplating a similar project.

Why not explore the past issues when you have a spare moment? <www.anzsi.org/site/newsletter.asp>

Articles required

It was obvious from the ANZSI survey that members love the Newsletter, however there were many suggestions for more variety and for articles from other members.

There is no reason why you can't write about something. Do you index in a specialised subject area and have tips and hints you could share? Perhaps you have read a book members would be interested in? Have you seen an unusual index? Do you know of any local indexing projects, perhaps organised by a museum or local history group, you could write about?

Many institutions are producing Apps that are really an index of something. For example, National Trust of Australia – Victoria has an App of significant trees and another on Lost Melbourne buildings (<www.natstrust.com.au/trust_register__1/trust_trees> and <www.natstrust.com.au/trust_register__1/lost_app>). Are there any index-based Apps you would like to describe?

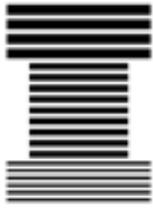
Why not add writing for the ANZSI Newsletter to your to-do-list? Don't forget to include photos and/or images.

Local ANZSI News

In an effort to encourage more content from around Australia, we are introducing a new regular feature to the Newsletter: State/Territory News. Each state/territory has been allocated a month, starting with Tasmania.

Best wishes to all for a happy and successful year.

Mary Russell



Australian and New Zealand
Society of Indexers Inc.

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>.

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

ANZSI's general email address is:

<ANZSIinfo@anzsi.org>.

Further contact details in PDF format are available on the ANZSI website at <www.anzsi.org>.

ANZSI 2013 Conference update

By the time you read this, the final program schedule should be set and, together with the abstracts and biographies of our speakers, will be available online. Remember the cut-off for early bird registrations is 10 Feb, after which a late fee of \$50 applies.

Travel

One of our members reminded us that Gold Card members get free rides on the Airport Flyer bus service to the city. Sadly this does not appear to apply to the Australian Seniors Card – <www.supergold.govt.nz/> – says that AU card holders in NZ can get discounts using their AU cards but this doesn't include state and/or nationally funded initiatives such as the free off-peak public transport available to NZ SuperGold Card holders. You could always try your luck with the bus driver ...

Conference book sale specials

A special conference sale is being held for copies of *The Indexing Companion* and *The Indexing Companion Workbook: Book Indexing* that are ordered and paid for before the ANZSI conference to be held in Wellington, New Zealand, in March. Early orders will help ensure that the right number of books will be available. Payment is due by Friday 8 March, and books will be available for collection at the conference.

A limited number of copies will be available for sale at the conference at a higher price.

Details about the books are at <webindexing.biz/category/bookswritten/>.

Pre-ordered cost

The Indexing Companion AUS\$30

The Indexing Companion Workbook: Book Indexing: print (with electronic as well) AUS\$25

The Indexing Companion Workbook: Book Indexing: electronic AUS\$20

Conference cost (limited availability)

The Indexing Companion AUS\$40

The Indexing Companion Workbook: Book Indexing: print (with electronic as well) AUS \$35

The Indexing Companion Workbook: Book Indexing: electronic AUS\$20

There are a small number of indent problems in the printed workbook. These have been corrected in the electronic version, which is provided with print purchases.

Payment is by PayPal or direct bank deposit. Details available from Glenda Browne at <glendabrowne@gmail.com>. If pre-payment is difficult, or you wish to pay in New Zealand in NZ\$, please contact Glenda to discuss.

The following **American Society for Indexing (ASI)** books and back issues of *The Indexer* will also be available for sale at the conference or as pre-orders. Pre-ordered books and journals are to be collected and paid for at the conference. Deadline for pre-orders is 28 February 2013. All prices are in NZ dollars. Please visit the ANZSI website at <www.anzsi.org/site/confsales.asp> for further details and to access the order form, or contact Mary Coe at <coe.mary@gmail.com> or +61 401 832 865.

The Indexer: NZ\$18 per issue (or NZ\$87 for the set of 5 issues):

September 2009 (Chinese issue) March 2012 (Digital issue)

July 2012 (ANZSI issue)

September 2012 (Biography Indexing)

December 2012

(continued overleaf)

(Conference update, continued from previous page)

American Society for Indexing (*Information Today*)

Indexing Names NZ\$52.00
Marketing Your Indexing Services (3rd Ed) NZ\$33.00
Index it Right! Advice from the Experts, Volume 1
NZ\$33.00
Indexing it Right! Advice from the Experts, Volume 2
NZ\$33.00
Starting an Indexing Business (4th Ed) NZ\$30.00
Indexing for Editors & Authors NZ\$38.00
Indexing Specialties: Scholarly Books NZ\$33.00

Indexing Specialties: Cookbooks NZ\$38.00
Indexing Specialties: Psychology NZ\$23.00
Accidental Taxonomist (Heather Heddon) NZ\$47.00
Running an Indexing Business NZ\$30.00
'Glossary of Terminology' in *Abstracting, Classification, Indexing, and Thesaurus Construction* (2nd ed)
NZ\$16.00
Genealogy & Indexing NZ\$30.00

Tordis Flath

SA group report – 2012

ANZSI comes alive in South Australia

Personal and work commitments dictated that only Jane Oliver and Silvia Muscardin (pictured below, at left and right respectively) met for the 2012 'End of Year Do' in Adelaide. The 'intimate' event concluded a successful year for the small ANZSI group in South Australia.

ANZSI does not have a South Australian branch and it depends on the Victorian Branch, with Jane Oliver performing the role of SA Liaison.

The Committee, formed early in the year, was successful in organising the first ANZSI training program in Adelaide. Three training sessions were delivered at DOME in Currie Street: Max McMaster was the tutor for Book Indexing 1 and Book Indexing 2, and Glenda Browne for Website Indexing.

All three sessions were booked out. Participants came from different professions, proving that indexing is needed in many and varied situations: state librarians in charge of special collections, law librarians entrusted with organising specialist literature, and book editors were all represented.

The feedback was very positive from all participants and tutors.

The climate of friendship and engagement was cemented over a pleasant drinks and dinner at Saldechin Restaurant.

We would like to thank Jane Oliver, Janet Wilkinson and Silvia Muscardin for organising the event.

*Silvia Muscardin, Committee Member,
ANZSI in South Australia.*



Practical indexing course

NSW Branch will run an Intermediate/Practical indexing course, led by Glenda Browne, from 1 February to 28 February. Students will work at home, indexing a short book over four weeks. An optional face-to-face meeting is held after the first week, so that students can meet one another, have a chance to discuss planning issues and hear practical information on running an indexing business.

Students have access to a YahooGroups mailing list on which they introduce themselves, discuss their approaches, and can ask questions of each other and the trainer. Students will also receive individual, written feedback on a draft and final copy of their indexes.

Further details, including prerequisites and software use are at www.anzsi.org/site/calendar_details.asp?id=308.

Glenda Browne

State/territory news: Tasmania

There are currently just three members of ANZSI in Tasmania, namely, Clodagh Jones, Vivienne Wallace and Christopher Brennan. We meet from time to time informally to discuss indexing matters, but, for more formal continuing education in indexing, we attend Victorian Branch training courses or the ANZSI Conferences.

The local members

Clodagh Jones, as a science graduate, initially worked in a College of Further Education in England. But from early on in her 50-year marriage to Roy, she has indexed books, the first being one of Roy's that dealt with fish migration. In 1984 she and her family moved to Australia, settling in Hobart, where she has continued as a part-time freelance indexer. As well as meeting other indexers in Melbourne and beyond at meetings, conferences and workshops, Clodagh has been a Tasmanian Contact for ANZSI.

While Clodagh has tended to index scientific texts, especially those dealing with Antarctica, as an accredited indexer she has nevertheless successfully fulfilled commissions to index biographies and Tasmanian historical works. The latter have included colonial diaries, notably the *Journal of Annie Dawbin 1858–1868*, edited by Lucy Frost, and the second edition of *Friendly Mission: The Tasmanian Journals and Papers of George Augustus Robinson 1829–1834*, which Clodagh indexed with the help of Vivienne Wallace (see below). Clodagh is currently assisting with the indexing of back issues of the ANZSI Newsletter. There is more about her in 'Quiet Achievers in indexing – Clodagh Jones', ANZSI Newsletter 2012(4):10–11.

Vivienne Wallace, like Clodagh, is a past Tasmanian Contact for ANZSI. Vivienne writes of herself:

I joined ANZSI in late 2006, after decades working as a librarian, and attended some ANZSI indexing courses and also the 2007 ANZSI Conference. In 2007 I was able to take part in an ANZSI mentoring program, indexing Louisa Meredith's *Notes and Sketches of New South Wales (1844)* under the supervision of Alan Walker. A wonderful opportunity!

My first indexing work came in 2008 when Clodagh Jones asked me to assist with part of the indexing of a republication of *Friendly Mission: The Tasmanian Journals and Papers of George Augustus Robinson 1829–1834*, a mammoth task she had undertaken. As a result of this I was also offered the opportunity to index *Reading Robinson: Companion Essays to George Augustus Robinson's Friendly Mission*. This was my first solo indexing job.

In 2009, I indexed, in cooperation with Colleen Wilson, *Electric Eric: The Life and Times of Eric Reece, an Australian State Premier* by Launceston historian Dr Jillian Koshin. My only other professional indexing work has been for a local lawyer, to edit a commentary on a Tasmanian Act of Parliament and to rework the index. Since completing

that, however, I allowed my membership of ANZSI to lapse for a couple of years, due to health issues, but I have now rejoined.

As for me, Christopher Brennan, my formal, academic background is in, first, the health sciences – dentistry and clinical epidemiology – and, more recently, in philosophy, theology and editing. As a theological student and graduate, I worked for ten years in-house as editor, then senior editor, with St Pauls Publications, Sydney. Subsequently a call to help establish an ecumenical monastic community brought me to Tasmania, where I have continued editing as a freelancer, joined the Society of Editors (Tasmania) and, encouraged by editorial colleagues, taken on indexing.

I joined ANZSI in 2010, have completed several ANZSI training courses, and have since contributed indexes to several books in areas ranging from philosophy, education and the fine arts to theology and church history. Along with Clodagh, I too am indexing of some of the back issues of the ANZSI Newsletter. I am the current Tasmanian Contact for ANZSI.

Forthcoming events of interest

The Tasmanian Writers' Centre (TWC), in association with Ten Days on the Island, will present the Tasmanian Writers' Festival 2013, entitled 'The Shock of the Now', from 22 to 24 March. The festival promises to be a weekend of 'literary and cultural inspiration' (to quote the TWC), where 'thinkers will come together to engage in conversation and exchange ideas'. Participants will have the opportunity to 'delve behind a writer's words, or to hear about their motivation, inspiration and aspirations'.

Distinguished authors will speak about what is important to them, to us and to our planet. They will include Peter Singer, Anita Heiss, Robert Dessaix and Anne Summers. Peter Singer, ethicist, international author and controversial provocateur of thought and analysis, will present the keynote address. Frank Moorhouse will host the Martini Lecture.

Other writers attending the festival will include Michelle De Kretser (Vic), Peter Timms (Tas), Isobelle Carmody (Australian, but residing in Prague), Judith Rodriguez (Vic), Tony Birch (Vic), commentator Damon Young (Vic), foreign correspondent John Martinkus, and many others including writers who live and work in Tasmania.

Events will be staged around the city of Hobart and feature masterclasses, forums and presentations. For full program information for 'The Shock of the Now', including individual session details, and master class and other event details, see <www.tasmanianwriters.org/>.

(The Tasmanian Writers' Centre and ANZSI have mutual web links on their websites via their 'links' and 'Tasmania' pages, respectively.)

(concluded at foot of next page)

IDPF Indexes Working Group

Glenda Browne, report January 2013

The IDPF EPUB Indexes Working Group (IWG) has continued to meet most weeks by telephone – usually for two hours to get through more content – with discussions continuing by email if required.

Specification document

We are now working on writing and refining the EPUB Indexes specification, with Michele Combs as editor. The spec is being developed in GoogleDocs, where all members can change the content and add comments. These comments can be edited or responded to. When consensus is reached the comments are resolved.

As soon as we resolve a few issues we raise a few more. Mainly they are technical decisions about what coding would be best for certain features, and whether the extra 'clutter' and effort of coding is warranted by extra functionality. The spec should soon be ready for review. Working Groups can choose whether to offer public review or just review by other IDPF members. The IWG has decided to offer public review as we are interested in getting feedback from a range of people, especially indexing software creators. Once review comments have been taken into account the proposal will be finalised. It will then be discussed by the general IDPF EPUB Working Group (on which IWG members can participate).

Rather than summarise the many decisions we have made, I thought it would be useful to describe the spec to make it easier for people to read and comment on when it is publicly available.

XML, XHTML5 and EPUB

EPUB is based on XHTML5, i.e. it uses the core XHTML tags like `<p>` and `` and `<a>`. XHTML is the XML flavour of HTML, i.e. it is HTML written according to the stricter rules of XML. Both XML and HTML are simplified descendants of SGML (Standard Generalised Markup Language).

EPUB also includes the `epub:type` attribute. A lot of the work of the IWG has been in determining which values can be used with `epub:type` to ensure that reading systems can rely on a consistent list of values that they have to support.

(News from Tasmania, continued from page 4)

The Society of Editors (Tasmania) is arranging for a social media expert to conduct a workshop on the social media (Linked-In, Facebook, Twitter etc.), especially on how editors (or indexers!) could use them practically to promote their work. Details of the event will be published on the *News and events* page at www.tas-editors.org.au/ once they are available.

Chris Brennan
Tasmanian Contact

Overview

The spec includes informative and normative sections. Informative sections provide context, and include the purpose and scope of the spec (including the value of indexes in ebooks) and a natural language summary of the way that indexing will work in EPUB. There is also a terminology list.

Content Documents and Components

The spec then provides the following information about each of the parts of an index:

- EPUB Structural Semantics Vocabulary
- Definition
- HTML Usage Context

For example, for 'Index Group' (chunks of the index such as all of the main entries starting with 'A') the draft EPUB vocabulary is 'index:group' (this is the value of the `epub:type` attribute) and the definition is 'Collection of sequential main entries'. The HTML Usage Context describes the HTML elements that can be used to wrap the section (e.g. `<section>` or `<div>`) and any children that index groups may or must contain. Allowable children of an index group are index entries, headings (e.g. 'A'), and page breaks.

In the lines below, `<section>` is an XHTML element (with a start and end tag); `epub:type` is an attribute (an EPUB-specific one, not present in the regular XHTML tag set), and 'index:group' is the value assigned to that attribute.

```
<section epub:type="index:group">
...
</section>
```

Identification of the Index in the Package Document

Reading Systems need to know if documents in an ebook are indexes. The spec includes ways of saying that there is one index, or one index split into multiple parts, or multiple indexes (along with a few more complicated options).

Schema and Examples

We will be adding a schema and a simple and complex example of a marked up index.

Reading System Implementation Suggestions

The original Charter document for the IWG listed four use cases. As discussions progressed, we discovered that three of these were not separate use cases, as they could be implemented using the coding required for the basic index. To keep these great ideas alive they have been written up as implementation suggestions. In addition to the Charter proposals (index accessible from the text, search for all index terms used for a range of text, and display of contextual information for an index term) we also have suggestions for filtering of indexes and navigation to index groups.

Glenda Browne

Indexing Indaba – February 2013



The great work of indexing

Recently I discovered *Take Note*, an online interactive exhibition aimed at exploring note-taking in the collections of Harvard University. Among the fascinating collection of exhibits is one that covers the history of periodical indexing, including the deep interest in this area of physician and poet Oliver Wendell Holmes.

In his dedicatory address at the Boston Medical Library in 1878, he praised the then recent development in periodical indexing. 'This idea has long been working in the minds of scholars, and all who have had occasion to follow out any special subject. I have a right to speak of it, for I long ago attempted to supply the want of indexes in some small measure for my own need. I had a very complete set of the *American Journal of the Medical Sciences*; an entire set of the *North American Review*, and many volumes of the reprints of the three leading British quarterlies. Of what use were they to me without general indexes? I looked them all through carefully and made classified lists of all the articles I thought I should most care to read. But they soon outgrew my lists.... Nothing, therefore, could be more pleasing to me than to see the attention which has been given of late years to the great work of indexing.'

The exhibit includes a page from a notebook written during Holmes's early years in medical practice. It contains the classified lists he mentions in his address and references articles he found of interest in the subjects of anatomy, pathology, surgery, midwifery, chemistry, and therapeutics.

Periodical indexing developed during the 19th century as a result of scientific knowledge being increasingly published in periodical rather than monographic form. It was pioneered by medical and scientific investigators who began to create ever-more elaborate personal systems for keeping track of scientific literature.

Examples of such projects include the massive index to zoological literature compiled by Louis Agassiz, a contemporary and Harvard colleague of Holmes. It was eventually used as the basis for the Ray Society's *Bibliographia zoologiae et geologiae* (4 volumes, 1848–54). Another project was the Royal Society of London's Catalogue of Scientific Papers (1867–), which attempted to list every scientific paper published in a periodical during the nineteenth century. A review published in *Nature* in 1896 commented on the burning issue of the day – 'how best to grapple with the task of recording and indexing the ever-increasing mass of scientific literature'. It was at this point that several international bodies began to compete to index and classify the world's scientific literature.

<<http://bookhistory.harvard.edu/takenote/node/51>>

Indexing images of our colonial past

An impressive new publication is Peter A. Dowling's privately produced two-volume, 1490 page Index to imagery in Australian colonial newspapers. It is an index to the approximate 12,000 images in nearly all of Australia's colonial illustrated newspapers, including those in the four major papers: *Illustrated Australian News* (1861-96), *Illustrated Melbourne Post* (1862-68), *Illustrated Sydney News* (1864-94) and *Australasian Sketcher* (1873-89).

Volume I indexes the imagery by subject, region and date, while Volume II indexes all images with any attribution by creator (illustrator, photographer, artist and engraver).

100 years of crosswords

This year marks the 100th anniversary of the publication of the world's first crossword puzzle. Created by Arthur Wynne for the FUN section of the *New York World* newspaper, he had intended his 'Word-Cross' to serve as a space filler. His original numbering system later gave way to the 'Across and Down' system used today, and he also introduced the idea of using black squares to separate the words in their rows and columns. A few weeks after the appearance of the first 'Word-Cross' a typographical error was made and the puzzle was published as a 'Cross-Word'. The name has been with us ever since. <<http://inventors.about.com/od/cstartinventions/a/crossword.htm>>

In a recent interview on 774 ABC Melbourne, David Astle, dictionary expert on the SBS program *Letters and Numbers* and author of the book *Puzzled*, spoke about his passion for crosswords. He pointed out that because they cover almost every topic under the sun, they contain a myriad of stories and act as valuable records of trends in word usage.

Today, crosswords in newspapers and books are produced by professional crossword compilers or setters, well-versed in producing puzzles catering to enthusiasts with a variety of interests and capabilities. Little wonder then that their profession has crossed paths with ours in the form of crossword indexes. For example, Eddie James who produces straight and cryptic puzzles for a number of UK magazines, including *Private Eye* and the *Guardian*, indexes the puzzles available on his website by theme and level of difficulty, along with a couple of notes. My favourite note is 'UK political/topical – N.B. some clues are bawdy'.

<http://www.eddiejames.co.uk/Index_Theme.html>

Another way to index crosswords is by title, as in the index to the Puzzler section of the literary magazine, *The Atlantic*. This can be a little bit hit and miss as while titles such as 'Craftwork' and 'Rock Climbing' give some clue as to the theme of the puzzle, others such as 'What's

(continued on next page)

(Indexing indaba, continued from previous page)

What' or 'Your Turn' are fairly meaningless. Shades of the shortcomings sometimes found in cookbook indexes? <<http://www.theatlantic.com/past/docs/issues/puzzler/puzzler.htm>>

Cruciverbalism, as crossword setting and solving is also known, is an area made for blogging. Blogs provide opportunities for solvers to share their views and to assist newbies (without giving the answers away!) as well as for setters to interact with solvers. One prominent blogging community is 'Times for the Times', which has commented on almost every crossword published by the *Times* since

2006. Some of these puzzles end up in the ongoing series of crossword books published by the *Times* and those who collect them need have no fear of being unable to locate the blog posts associated with the original newspaper version. Some generous solvers have taken it upon themselves to index the puzzles in the books by their identifying numbers, and then matching these to the different set of identifying numbers assigned to the newspaper version, along with links to relevant blog posts.

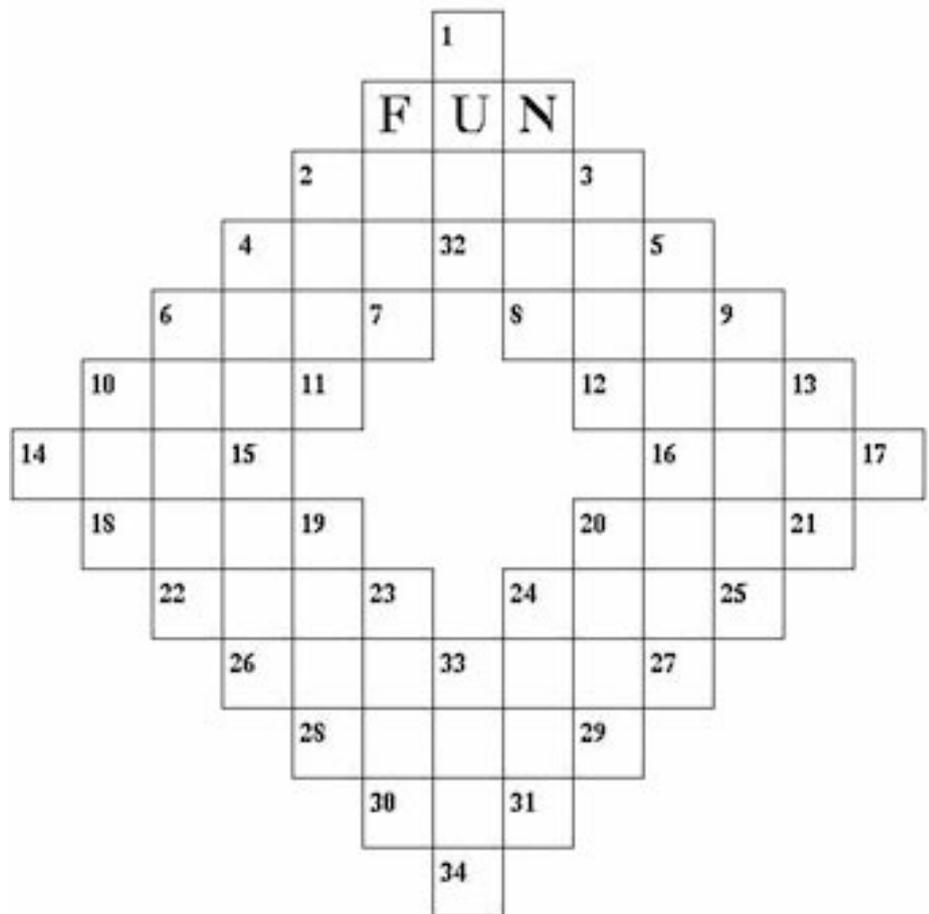
<<http://times-xwd-times.livejournal.com/920335.html>>

Nikki Davis

Arthur Wynne's first Word-Cross puzzle:

Fill in the small squares with words which agree with the following definitions. You can find the solution at: <www.fun-with-words.com/first_crossword_solution.html>.

- 2-3 What bargain hunters enjoy.
- 4-5 A written acknowledgement.
- 6-7 Such and nothing more.
- 10-11 A bird.
- 14-15 Opposed to less.
- 18-19 What this puzzle is.
- 22-23 An animal of prey.
- 26-27 The close of the day.
- 28-29 To elude.
- 30-31 The plural of is.
- 8-9 Cultivate.
- 12-13 A bar of wood or iron.
- 16-17 What artists learn to do.
- 20-21 Fastened.
- 24-25 Found on the seashore.
- 10-18 The fiber of the gomuti palm.
- 6-22 What we all should be.
- 4-26 A day dream.
- 2-11 A talon
- 19-28 A pigeon.
- F-7 A part of your head.
- 23-30 A river in Russia.
- 1-32 To govern.
- 33-34 An aromatic plant.
- N-8 A fist.
- 24-31 To agree with.
- 3-12 Part of a ship.
- 20-29 One.
- 5-27 Exchanging.
- 9-25 Sunk in mud.
- 13-21 A boy.



Patterns for the Plucky: a prelude

(or, what you might like to know before attending this session in Wellington)

As an introduction to a recent day-long workshop on using patterns in CINDEX™, I had intended to spend just five to ten minutes quickly reviewing the FIND and REPLACE screens before embarking on the more challenging task of learning and applying the language of patterns. Instead I unleashed an overwhelming desire among workshop participants to explore fully the existing FIND and REPLACE options and operations. An hour and a half later we were still exploring ways in they could be most usefully employed – without a single pattern on the horizon!

So, if you are planning on attending the **Patterns for the Plucky** session in Wellington (or even if you are not), here are aspects of searching and replacing text with which you should familiarize yourself, especially since we will not have time in Wellington to cover the same ground.

I invite you to call up the FIND screen in Cindex and follow along ...

Case sensitivity

- Any search for a string of characters is case-insensitive unless you request otherwise. (The opposite is true for REPLACE). Thus searching for the character string 'cat' might find *Catacomb, cat, Cats, communication, classification, Indicator*, etc.
- Checking the 'Case' box (bottom of FIND screen) and still searching for 'cat' will only retrieve *cats, communication, classification, Indicator*
- Checking 'Whole Word' instead of 'Case' will retrieve only *cat*
- Should you wish to find both plural and singular forms (but avoid using a pattern), you can enter 'cat' in the text box and select the Boolean operator OR from the drop-down menu to the right of the text box. A second text box will appear. Enter 'Cats' in this second box. Check 'Whole Word' beneath both text requests and the search will now retrieve *cat* and *Cats*.

Excluding characters from the search

- You can also use the Boolean operator NOT to exclude a specific character or characters from the search. For example, you may have entered author names and subject content in the same index file, and now wish to quickly spell-check only the subject material.
 - If the author names were entered in "last name and initial letter" format, then exclude the full stop (.) from the search. To do this simply type a full stop in the text box and check the NOT box immediately to the left. The search will retrieve all records that do not contain a full stop. Now run the spell-check. The search will also identify name entries where you failed to provide a full stop – another editing check satisfied!

Including/Excluding records from the search

- The FIND screen has two areas that allow you to restrict your search as you wish: *Scope* allows you to define how much of the index you wish to search; and *Only Among* which lets you determine the 'types' of records among which you wish to search
- Within *Scope* the default setting is to search the whole index (or whatever is currently displayed, such as a group), but you can also search:
 - within a highlighted array of records by checking the *Selected Records* button
 - among a range of records (j-s, for example) or by record number, (200-500, for example). In the first instance you need to display the index in an alphabetic sort; in the latter you would need to place the index in *Unsorted* order (i.e. the order in which they were entered). To do this, go to the View Menu and uncheck the *Sorted* option. When finished, recheck the *Sorted* option
 - by date of the last action (adding or editing) in records.
 - by *User ID*. This is particularly useful in a team-indexing project. To ensure that each record is 'stamped' with the User ID, it should be set, prior to beginning work, on the *Preferences/General* screen (in Windows editions of the program Preferences are found on the Edit Menu; under the Cindex Menu on the Mac).
- The *Only Among* section of the FIND and REPLACE screens provides ways to restrict searches (and replacements) to certain kinds of records. For example, to search among (or simply locate and group) all *New* records ensure that the following two buttons are checked: *Records That Are* and *New*. Cindex defines a new record as one that has been added to the index since the file was last opened. A *Modified* record is one that has been either altered or edited, or newly added since the file was last opened. Records that have been *Deleted* can also be found, but only when records are displayed in Draft view (VIEW Menu/Draft Format). *Labelled* records can also be located, either by individual label colour or all at once.

Marked and Generated records are the result of other operations in CINDEX and are not discussed here.

Searching by Type Style or Font

- The *Attributes* button allows you to search for words or characters with specific type styles or fonts. This is most often used in conjunction with pattern searches, but sometimes you may simply wish to locate and review all book titles or Latin terms you have entered in italic type into your index. Or you may have entered some text in a font different from the index as a whole. When you click on the *Attributes* button, any additional fonts used will be listed on the drop-down menu.

(continued on next page)

(Patterns for the Plucky, continued from previous page)

Confining the search in record fields

- You can instruct CINDEXTM to only 'look' in certain fields of records by selecting the appropriate option from the drop-down menu immediately below the text box. When *Page* is selected, the adjacent setting *Evaluate Numbers* is automatically checked. This means that if you search for '267' CINDEXTM will identify it not only as a plain character string but also when it is contained within a page range, e.g. 265-268. If you literally want to search for the string '267' uncheck *Evaluate Numbers*

Bear in mind the following:

- The above options to include and exclude characters, words, and text-style attributes are also available on the Replace screen. The Replace screen also allows you to ignore, change, or remove text-styling or fonts
- Use the *Reset* button to clear the settings on the Find and Replace screens.
- Should you make a replacement in error, use the File Menu/ Revert to Saved feature to restore the index to its last saved iteration.

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News from Queensland Branch

Queensland Branch's 2012 year wound to a close on 27 November, when a small group of Queensland members and their spouses met for the Christmas dinner party at the Salisbury Hotel Restaurant in Brisbane.

After dinner, our Secretary Beryl Macdonald provided a crossword puzzle for the group, based on the October 2012 ANZSI Newsletter, to the delight of all who attended.

Thanks to Beryl for her ingenuity and for entertaining the group.

Thanks also to all Queensland members and our resident author Graham Potts, who attended to see the old year out.

Tuesday 26 February will be our first General Meeting and dinner in 2013, to discuss in-house indexing projects with guest indexer Mei Yen Chua. Please come to the Salisbury Hotel and see the New Year in with us.

The following month, on 26 March, we ask, 'Have you ever met a Palaeontologist? What would you ask of her?' Guest speaker Dr Susan Turner will provide the answers.

*Moira Brown
President*

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The Festive Season Index ... The Vic in December

At the VIC meeting in December, 2012, a small band of indexers and friends got together to create a list of index terms related to the festive season. Participants were asked to think laterally and include not only traditional Christmas topics like the Nativity or Christmas fare, but consider other topics which revolve or are associated with the Christmas season, such as traffic jams, travel, overindulgence, Myer Christmas windows, etc.

As terms and cross-references were suggested, they were written on the whiteboard by Mary Russell and then entered into Macrex indexing software by Max McMaster, and displayed via a data projector. It was amazing to see the diversity of topics which were included.

In the one hour allowed for the exercise, 130 terms were entered. Our Festive Season Index is given on the next page. Invariably in an exercise such as this some topics which should have been included were forgotten, but as an exercise in group indexing it was very worthwhile.

The whole activity was very enjoyable, as it allowed everybody to contribute, including some non-indexing colleagues who came along. For them, seeing an index developed in real time was a bonus.

Max McMaster

(See the *Festive Index* spelt out on the next page)

Meditations, by Marcus Aurelius

Camberwell, Vic., Penguin Group (Australia) 2011

We have a wonderful quote by Marcus Aurelius in the 'positive future' section of *The Indexing Companion*. I was therefore a bit startled to hear that he had committed suicide, but was assured that this was in line with Stoic philosophy. (I have since discovered that he died after a short illness, probably a fever or the plague). Because I had quoted him I thought I should perhaps read a bit more, and bought myself his *Meditations* for Christmas.

The Penguin Classics edition has three indexes: Names, Quotations and General. Names include people (e.g. 'Dio, either Dio of Syracuse or Dio of Prusa (Chrysostomos)'), gods (e.g. 'Zeus, god'), peoples (e.g. 'Sarmatian (Germanic tribe) prisoners'), places (e.g. *Asia*) and geographical features (e.g. *Athos*, mountain). The author comments that 'Not all the passages cited *name* the referent. For example, Marcus refers to his mother several times, but never by her name, Domitia Lucilla'.

The Index of Quotations 'lists both direct quotations and those passages of other authors which either clearly or probably lie behind Marcus' thought and/or expression at various points.' They include many familiar authors such as Aristophanes, Epicurus, Homer and Sophocles.

The General Index notes that a comprehensive index would be almost as long as the book itself, and that the General Index aims to 'strike a reasonable balance between completeness and utility'. 'A good number of otherwise trivial entries' have been included to help readers seeking to recapture a striking phrase or image. He gives the examples 'bath-water, cucumber, puppies and rubbish-dump'. This is a good example of indexing what might otherwise be considered a passing mention (after all, the reader is not being led to a substantial discussion on cucumbers, for example). The headings of fifty major

entries are given in bold capitals for ease of reference. These include BODY/FLESH, DIRECTING MIND and STOIC PHILOSOPHY.

What I find most interesting about the index/access, however, is the linkage of the index, through emboldened locators, to the notes, which often contain 'synoptic treatment or a mini-index of the point or issue discussed'. Thus the core structure of the index is kept manageable, but great detail is provided elsewhere. Apart from keeping the index uncluttered, this enables the provision of more contextual information at these references. For example, the note for 2.14 lists four categories into which Marcus' considerations of death mainly fall. The third one is the longest and reads:

'Reflections, with varying degrees of focus, on the inevitability of death ('where are they now?') for the greatest of men, the wisest of men, ordinary men, those who buried others: 33.3, 4.32, 4.33, 4.48, 4.50, 6.24, 6.47, 7.19, 8.25, 8.31 (the whole court of Augustus), 8.37 ('all stench and corruption in a bag of bones'), 10.31, 12.27'.

Marcus' meditations are largely unstructured, often repetitious, and sometimes contradictory, so the notes – and the 'indexing' within them – are important for access to the work.

Having read (or, in places, skimmed) this book, my favourite quote remains the one in *The Indexing Companion* (p.199):

'Never let the future disturb you. You will meet it, if you have to, with the same weapons of reason which today arm you against the present.'

Here's to the exciting future of indexing!

Glenda Browne

The Festive Season Index *(see previous page)*

- Advent
- Advent calendars
- alcoholic beverages
- angels

- Baby Jesus
- barbeques
- baubles
- Bethlehem
- beverages, see also alcoholic beverages
- bills
- bonbons
- booze buses
- Boxing Day
- bush Christmas

- camels
- cards see Christmas cards
- carollers
- carols
- Carols by Candlelight
- Chanukah see Hanukkah
- charities
- children
- chocolates
- choirs
- Christmas
- Christmas appeals
- Christmas cakes
- Christmas cards
- 'A Christmas Carol' (Dickens)
- Christmas crackers see bonbons
- Christmas Day
- Christmas decorations
- Christmas eve
- Christmas greetings
- Christmas lights
- Christmas meals
- Christmas parties
- Christmas stocking
- Christmas trees
- Christmas wrapping
- Church services
- credit cards
- crib

- debt
- decorations see Christmas decorations
- desserts
- Dickens, Charles, 'A Christmas Carol'
- donkey

- Emmanuel

- family
- family 'brag' sheet/letter
- family tensions
- Father Christmas
- food
- frankincense
- free public transport
- friends

- ghosts
- gifts see presents
- gingerbread houses
- gold
- grog see beverages

- ham
- hampers
- Hanukkah
- hangovers
- holiday time tables
- holidays
- holly
- house decorations

- ivy

- Jesus see Baby Jesus
- Jingle Bells
- jokes
- Joseph

- last minute shopping
- late night shopping
- left overs
- loneliness

- manger
- Mary
- Messiah
- Midnight Mass
- mince pies
- mistletoe
- mulled wine
- music
- Myer windows
- myrrh

- nativity
- new toys

- New Year
- Noël
- North Pole

- office parties
- overindulgence

- pantomimes
- paper hats
- plum pudding
- pork
- presents

- Queen's message
- queues

- reindeer
- religion

- St Nicholas see Father Christmas
- salads
- Santa Claus see Father Christmas
- school holidays
- seafood
- sheep
- shepherds
- shopping
- shortbread
- silly season
- sleigh
- snow
- stars
- street decorations
- sunburn

- Three Wise Men
- tinsel
- traffic chaos
- travel
- trees see Christmas trees
- turkey
- TV Christmas specials
- Twelve Days of Christmas

- Xmas see Christmas

- yule log
- Yuletide see Christmas

ANZSI and Branch events

Date and time	Organiser	Name of activity	Venue	Contact details
Mon 18 Feb 9.00–4.30	Vic Branch	Basic Indexing Pt 1	Holmesglen TAFE	Details at < www.anzsi.org/site/calendar_details.asp?id=304 >
Tues 19 Feb 9.00–4.30	Vic Branch	Basic Indexing Pt 2	Holmesglen TAFE	Details at < www.anzsi.org/site/calendar_details.asp?id=305 >
Wed 20 Feb 9:30–12.30	Vic Branch	Embedded Indexing with MS Word	Holmesglen TAFE	Details at < www.anzsi.org/site/calendar_details.asp?id=303 >
Wed 20 Feb 2.00–5.30	Vic Branch	Annual report indexing	Holmesglen TAFE	Details at < www.anzsi.org/site/calendar_details.asp?id=302 >
Tues 26 February 6.00 pm dinner	Qld Branch	In-house indexing with Mei Yen Chua	Salisbury Hotel, 668 Toohey Rd, Brisbane	Details at < www.anzsi.org/site/calendar_details.asp?id=309 >
Wed 6 March 6.00 pm	Vic Branch	The VIC: multiple authors	Holy Trinity Church, Kew	Details at < www.anzsi.org/site/calendar_details.asp?id=298 >
13–15 March	ANZSI	ANZSI 2013 Conference	Wellington, NZ	Details at < www.anzsi.org/site/2013Conf.asp >

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Newsletter schedule

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The contribution deadline is Friday, 1 March.
The editor welcomes your contributions submitted by email to <peter.judge@bigpond.com>



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