

# ANZSI Newsletter



Newsletter of the Australian and New Zealand Society of Indexers Inc.  
Volume 9 | number 11 | December 2013

## President's Report



This report covers some actions arising out of the AGM held on 2 October, and notes on our first meeting as a new Council in late October.

### Constitution

The ANZSI Constitution had to be revised following the passage of the *Associations Incorporation Reform Act 2012* (Vic). The revised ANZSI Constitution was approved at the AGM on 2 October 2013.

Following the AGM, Michael Ramsden forwarded a copy of the revised Constitution to Consumer Affairs Victoria (CAV).

Our revised Constitution explicitly stated that in respect of matters relating to discipline and grievances we will be governed by the Model Rules. CAV advised that this is not sufficient and that we have to write the text of those Model Rules into our Constitution. They advised that this change would not have to go to a special general meeting, but that we should report to the next AGM that the change had been made.

The necessary provisions have been added to the Constitution (re-formatted to conform to the style of the rest of the Constitution and substituting 'Council' for 'Committee'). The Table of Contents and Index have also been amended.

The revised Constitution will be posted on the ANZSI website.

Many thanks to Michael Ramsden for seeing these changes through, for chasing up a response from CAV, and for providing this update.

### Membership

Following a vote at the ANZSI AGM on 2 October, it was decided to discontinue the option of a calendar-year subscription period. All ANZSI subscriptions will now cover the financial year (July to June). Please see the Membership Secretary's note in this letter which contains details about the changeover process for

those members currently subscribed on a calendar-year basis. Thanks to Karen Gillen for seeing this through.

### October meeting

The new ANZSI Council has had its first meeting using teleconferencing with members connecting via telephone or Skype. In future we would also like to use web conferencing (which is cheaper and offers additional features) but we have experienced poor sound quality when we have trialled a mixture of phone and web access and need to explore this further.

The main tasks at the meeting were confirming official details (addresses and bank accounts) and appointing people to various positions. We also decided not to renew our Yellow Pages telephone listing. Few calls were received so it was not considered to be worth the expense.

### Committees

Committee members who have been newly appointed or re-appointed are listed below.

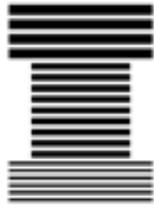
- Promotions and Publicity (Nikki Davis, Max McMaster and Karen Gillen)
- Accreditation Board (Sherrey Quinn as Chairperson)
- Indexers Available (Madeleine Davis, Mary Coe and Sherrey Quinn)
- Awards (Garry Cousins)
- Database/Open System Indexing Accreditation (Julie Daymond-King)
- Newsletter Coordinator (Denise Sutherland)
- Electronic Options Coordinator (Mary Coe)

Not all Branch representative positions have yet been confirmed. They will be announced in 2014.

We still need to confirm the ICRIS and Education Coordinator positions, and have put on hold the idea of having a Social Media Secretary.

Thank you to those who are continuing, or starting, in these positions.

Glenda Browne



Australian and New Zealand  
Society of Indexers Inc.

## ANZSI Newsletter

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<peter.judge@bigpond.com>

### 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>

## Council bios ...

Over the next few issues we will be presenting brief bios of Council members, starting with the President and Vice-President.



### The President (on the right)

I live in the Blue Mountains in NSW with Jon Jerney (also an indexer), our daughter Jenny (a Year 12 student), and two chooks. Our son Bill has just finished his university studies in Canberra.

I studied indexing in a library diploma in 1988 and have been an indexer ever since (at times I've also been a medical librarian and TAFE teacher). I love the variety of indexing and the fact that I can work from home, for myself.

I have been an ANZSI official in some capacity most years since 1988. I teach indexing for ANZSI and other organisations. My index to my book *The Indexing Companion* was Highly Commended in the ANZSI Indexing awards.

Two highlights have been receiving the IgNobel Award for Literature for an article on alphabetising entries starting with 'The' <webindexing.biz/ignobel-prize-for-literature/>, and working with ASI members on the IDPF EPUB Indexes Working Group.

I love indexing and indexers, and feel lucky to have discovered my niche!

*Glenda Browne*

### The Vice-President (on the left)

I have only relatively recently come to indexing; I did my training with Glenda in early 2011, and wish I'd discovered it sooner! I didn't even know indexing existed as a profession until my sister (a historian) mentioned that she needed to get one of her books about Pacific art indexed (it was done by Robin Briggs from New Zealand).

My degree is in graphic design, which I studied in Canberra in the mid-1980s. Over the following years I also started to teach myself to write puzzles, and got into web design. I started my business, Sutherland Studios <sutherland-studios.com.au>, 16 years ago. I love working from home, and being my own boss. I still do a little graphic design, but now mainly work on app development, puzzle writing, editing and — of course — indexing.

I am the author of nearly six books — four in Wiley's *For Dummies* series, and two medical books (which are self-published — the second one is nearly finished). I have also written quite a few children's puzzle books, such as one for the Royal Flying Doctors, and one about the history of Canberra.

Since joining ANZSI in 2011, I have served each year on the ACT Region committee, and attended the fabulous Wellington conference. I'm still learning so much about indexing, and love meeting indexers from far and wide. I am excited about being on Council this year, and will serve ANZSI members to the best of my ability.

Canberra is my home. I live with my husband Ralph (who is an astrophysicist). We have two adult children, Rodger and Jenny, and two cute chihuahuas, Petal and Griff. In my spare time, I love cooking and knitting, and reading murder mysteries.

*Denise Sutherland*

## Membership renewal: calendar-year subscriptions

As noted in the President's Report, following a vote at the ANZSI AGM in October, it was decided to discontinue the option of a calendar-year subscription period. All subscriptions for ANZSI membership will now cover the financial year (i.e. July – June).

A one-off pro-rata subscription for 6 months is being offered to bring those currently on a calendar-year subscription into line with those on financial-year subscriptions. The one-off pro-rata fees to cover the period 1 January 2014 – 30 June 2014 are:

Personal Membership – Australia	AU\$44.00 (includes \$4.00 GST)
Personal Membership – New Zealand	NZ\$40.00
Corporate Membership – Australia	AU\$55.00 (includes \$5.00 GST)
Corporate Membership – New Zealand	NZ\$50.00

All members whose subscriptions are due for renewal at the end of December will receive a reminder email containing instructions on how to make an online payment or how to pay by cheque or money order. New Zealand members will also have the option to pay their subscription in NZ\$ directly to the New Zealand branch.

Any queries regarding the payment of this one-off pro-rata fee should be directed to the Membership Secretary <kamgillen@gmail.com>.

*Karen Gillen*  
Membership Secretary

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## Publicity and Promotions Committee

Members of the 2012–13 P&P Committee are Nikki Davis (Convenor), Karen Gillen and Max McMaster.

The function of the P&P Committee is probably obvious by its name, but you might not be aware of some of its recent projects. These include updating the Branding Policy, developing a set of downloadable ANZSI logos in a variety of formats and distribution of

ANZSI bookmarks at a number of local and international conferences.

If you have an interest in promoting ANZSI and would like either to join the Committee or be involved in a short-term project associated with it, please contact Nikki at <bookindexing@gmail.com>.

*Nikki Davis*

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## IDPF EPUB Indexes Working Group

The IDPF EPUB Indexes Working Group has reached another important milestone, with the EPUB Indexes 1.0 specification being promoted to Public Draft status (<http://idpf.org/news/call-for-review-second-public-draft-of-epub-indexes-specification>). After the review period it will be elevated to Proposed Draft status for a final member review, followed by a member vote to approve it to become part of the EPUB suite of specifications (<http://idpf.org/epub/30>).

The EPUB Indexes specification includes a web-simulated index to work with the web-based specification <[www.idpf.org/epub/idx](http://www.idpf.org/epub/idx)>. This index shows the potential use of alpha links (e.g. click on 'L' to be taken to the L section) and generic cross references, which take you to a list of possible index entries. Follow the link at 'epub:type attribute values' and then explore the links to specific terms.

There is also an example of the index coded using the specification <[www.idpf.org/epub/idx/epub-indexes-index-xhtml.txt](http://www.idpf.org/epub/idx/epub-indexes-index-xhtml.txt)>. This gives you an idea of how an XML-coded index will look. We are expecting that indexing software will be enhanced to automate some of this, but a little fluency in XML will not go astray. (Already HTML/Prep has been updated to automate conversion of indexes: <[www.levtechinc.com/publishing-indexing-products/utilities/html-prep.asp](http://www.levtechinc.com/publishing-indexing-products/utilities/html-prep.asp)>.)

For more details, see the ASI announcement at <[www.asindexing.org/news/idpf-board-approves-epub-indexes-public-draft-status/](http://www.asindexing.org/news/idpf-board-approves-epub-indexes-public-draft-status/)>.

*Glenda Browne*

# Etcetera



Jane Douglas writes that, as a newcomer to indexing, one of the best investments she's made is *The Indexing Companion* (Browne & Jerme). In addition to working on building a personal reference library, she's scoured the Internet for useful resources. Indexers are a generous lot, so it's not surprising that many

resources are available free online. Some worthwhile examples are listed below, as well as some that come at a cost but are worth considering.

## Society websites

The **ANZSI** website is a mine of resources, many of them free. The 'Indexing Resources' section contains links to information on subjects including indexing standards, eBooks and eBook indexing, and indexing in specialist subject areas. The 'Employment Tips' page <[www.anzsi.org/site/employment](http://www.anzsi.org/site/employment)> is packed with useful information for those starting out in indexing and includes links to dozens of articles and books. Award winning indexes can be viewed by following links from the ANZSI Medal page <[www.anzsi.org/site/medal.asp](http://www.anzsi.org/site/medal.asp)>.

The **American Society of Indexers'** 'Online Reference Sources' page contains links dictionaries, thesauri, grammar tools and glossaries as well as extensive lists of links to information for self-employed indexers and subject-specific reference sources <[www.asindexing.org/reference-shelf/online-reference-sources/#general\\_index](http://www.asindexing.org/reference-shelf/online-reference-sources/#general_index)>. Other free resources on the ASI site include an 'Index Evaluation Checklist' <[www.asindexing.org/about-indexing/index-evaluation-checklist](http://www.asindexing.org/about-indexing/index-evaluation-checklist)> and a list of recommended books and articles <[www.asindexing.org/reference-shelf/books-and-articles](http://www.asindexing.org/reference-shelf/books-and-articles)>. ASI invite ANZSI members to join their online discussion groups and special interest groups. A list of these is available on both the ASI and ANZSI websites.

The **Society of Indexers** (UK) website is the place to go to purchase individual copies of SI's journal *The Indexer* (~AUD\$19) or to subscribe (~AUD\$55/year). SI's quarterly newsletter *Sidelights* is available to ANZSI members for ~AUD\$33 for four issues.

## Indexing courses

ANZSI State branches host numerous courses including Basic and Introductory Book Indexing, Annual Report Indexing, and Database Indexing. Check with your local branch for upcoming courses.

UC Berkeley Extension <<http://extension.berkeley.edu>> offers an introductory course entitled 'Indexing: Theory and Application'. The course costs USD\$650, may be commenced at any time and must be completed in 180 days. Tutors work in rotation throughout the year. At the time of writing Max McMaster was listed as the instructor for this course.

The Society of Indexers (UK) 'Training in Indexing' course is available to ANZSI members. The course is delivered online and includes exams and tutorials. The course costs £1,297 (~AUD\$2,333).

## Other resources

Martha Osgood's US-based *Back Words Indexing* website's 'Novice Notes' page focuses on resources for prospective indexers including advice on getting started as an indexer, a list of articles, indexing blogs, and online indexing courses. <[www.backwordsindexing.com/Novice/NoviceNotes.html](http://www.backwordsindexing.com/Novice/NoviceNotes.html)>

*Newcomers* is a collection of articles of interest to those new to indexing. Contributors include ANZSI President Glenda Browne and Berkeley indexing instructor Sylvia Coates. The eBook retails on Amazon for \$9.99.

There are many free courses available online for those wishing to extend their skills in digital technologies. For training in Adobe InDesign (layout) try the video tutorials at <[www.lynda.com](http://www.lynda.com)>. Learn how to use Microsoft Word's (very basic) indexing function with a 'For Dummies' tutorial <[www.dummies.com/how-to/content/how-to-build-an-index-in-word-2013.html](http://www.dummies.com/how-to/content/how-to-build-an-index-in-word-2013.html)>. Learn coding skills necessary for embedded indexing such as XML & XHTML with free courses at <[www.codeacademy.com](http://www.codeacademy.com)>.

Indexers seem committed to ongoing learning. With so many resources available free online, there is plenty of scope for expanding knowledge and improving skills.

*Jane Douglas and Denise Sutherland*

## Auckland garden party

Fifty kilometres north-west of Auckland central is Helensville, part of the super-city, and seven fellow members travelled up to my place on 23 November, bringing various goodies for lunch as well. It was too hot to be outside for long, but the smoke bush (*Cotinus coggygria* Grace) was a big hit.

Between lunch and afternoon tea, I showed the visitors copied pages from the old New Zealand *Woman's Weekly* that I have indexed, and talked about some of my most exciting finds, such as forgotten Robin Hyde journalism, Bruce Mason's childhood work, and an article from 1952 about Colin McCahon as a jeweller. Part of my perceived role in this project has been to place such material with appropriate repositories.

I showed the visitors the 2011 book *So Brilliantly Clever* by Peter Graham, about Juliet Hulme and Pauline Parker and the murder of the latter's mother in 1954, published and probably indexed by one of our members, Lee Slater of Awa Press! This features a 1948 *Woman's Weekly* photo of the Hulmes arriving in Christchurch that I found and got to the biographer. As aficionados know, Juliet was already in New Zealand, separated from her family for the second time.

Another spin-off was to write short articles for the modern magazine commenting on snippets from

its past. I ended up doing this for 91 issues rather to my surprise. In addition, we looked up my database for rellies, and hoped we were on a roll when I found the reference to a photo and article about Daphne's grandparent's wedding first up. I found also that I was still likely to remember if I'd come across a surname, especially if I hadn't, after all this time as an anthroponomastician. One version of Nicholl was family to one of our members. This name, and its variants, was the most difficult I encountered in the entire editing of the database, (over several months after the actual indexing.) Alas, we had no more scores for members' ancestors, but a spot check on my indexing was undertaken. (Phew!)

Just before afternoon teatime, Lai's husband and a publisher friend Kit arrived from the airport and Hong Kong, and we all learned rather more about each other in telling her about ourselves over chocolate strawberries, rocky road and coffee. Many thanks to Lai for coordinating this event.

By the way, I am happy to look up any of your old folk in New Zealand for the years 1933-1959. Men included!

*Julie Daymond-King, NZ President*



*At the NZ party, l to r: Fiona Corcoran, Judy Graham, Julie Daymond-King (standing), Lesley Wilson, Julie McMeikan, Susan Brookes and Daphne Lawless. Photo by Lai Heung Lam.*

# Handbook of indexing techniques: a guide for beginning indexers

Fifth edition, by Linda K. Fetters. Reviewed by Silvia Muscardin

*This handbook on indexing techniques is intended for three groups of people:*

- *Occasional indexers, such as authors and technical writers, who may be required to index their own books*
- *Anyone interested in becoming a professional indexer who is looking for concrete examples or techniques for learning how to index*
- *Librarians who need a review of indexing techniques.*

Thus begins Linda Fetters in her preface. The book is in its fifth edition and it is clear to me that one of the reasons for its success is the clarity and conciseness of the style. The opening paragraph quoted above is an example: it states immediately and in a few words the aim of this work, its audience and its scope.

It also states what this book it is not about and what it does not do. It does not deal in depth with indexing software, nor gives advice on how to start one's own indexing business. It focuses exclusively on the technique of indexing, explained plainly and with appropriate examples to beginners, or anyone who needs a refresher.

The book consists of eight chapters.

Chapter 1 introduces the reader to the subject of indexing and offers an overview of the resources available to acquire the necessary skills: courses, seminars, internet discussion groups and professional organisations. Indexing standards are also explained.

Chapters 2 to 6 examine the techniques and principles of book indexing, although, as the author says, 'they can be applied to technical manuals, magazines and journals, in-house databases, and various kinds of subject files (vertical files, personal collection of articles, and office files)'.

Challenging aspects of indexing, such as those found in specialist literature, are also dealt with.

A good example of the difficulty of indexing personal names is exemplified by the indexing of biographies (Chapter 4).

Chapter 7 is dedicated to periodicals. Fetters examines the two different approaches to indexing serials: the 'traditional' way of assigning headings much like keywords in an online environment, versus the 'book-like' style that allows you to pinpoint the concept treated by quoting the page it is found in.

The other great difference from book indexing is, of course, the use of a thesaurus. Therefore, while each book index is different and tailor-made to the book, periodicals are indexed in a uniform manner by using a consistent set of terms.

Chapter 8 looks at the future of indexing: electronic indexing. Electronic documents consist of: PDF files,

documents that require embedded indexing, XML and HTML files, e-books, online help files and websites. The author gives also an outline of taxonomies used for the structure and the searching of websites.

It is a new industry and therefore in a state of flux. This is reflected both in the material to be indexed, as well as in the software used to index it. The indexer has to contend with many issues. The size of the job can be extensive, its nature wide-ranging and the content can be updated frequently. This is particularly true of websites.

The indexer must also be prepared to quickly master new and very different indexing software programs; not all are dedicated indexing software and some are very expensive. This is work for established indexers. And an industry in need of standards.

In all chapters, every aspect of the indexing process is illustrated with good examples. Rather than cluttering the writing with complicated explanations, the reader is directed to further reading, clearly identified with references to the Classified Bibliography and the Work Cited. In that way Fetters manages to keep the treatment of the subjects trim, while at the same time supplying all the information required to expand on each topic.

In the process we encounter the challenges of indexing, beginning with the very first decision about what to include in and what to exclude from an index. Next comes the choice of headings and subheadings, of names, locators and cross-references, alphabetising entries, dealing with numbers, symbols and other features peculiar of specialist literature. Finally, editing the index and choosing the format or style.

As a beginner in the world of indexing I found this book very relevant to me. It gave me an understanding of what indexing, especially back-of-book indexing, is truly about. It also brought home the difference between classifying and indexing (see 'Classification and indexes' in Chapter 3, pp. 30-32).

Chapter 7 was the focus of my attention. Indexing journal articles is part of my work and the treatment of this aspect of indexing was enormously useful to me. The basic difference between the two techniques for indexing journals ('traditional' versus 'book-like'), maybe obvious to some, was for me an eye-opener. I definitely benefitted from reading this chapter and I think it will help me improve my approach to journal indexing.

The book has a US bias, but I did not find it an impediment to my understanding of the subject

*(continued on next page)*

*(Book review, continued from previous page)*

matter. Examples are mainly related to North American literature, but if you substituted examples from Australian material you would not have to change anything else.

The work's succinctness and neat writing style makes the book highly readable and a great introduction to indexing for a beginner.

*Handbook of indexing techniques: a guide for beginning indexers*, fifth edition. Fetters, Linda K. Medford, New Jersey: Information Today, 2013, 178 pages.

Silvia Muscardin

## Queensland Branch General Meeting Tuesday 25 February

Our February guest speaker, Susan Prior, was born in the UK, but fate led her to Australia, where she attended University as a mature-age student specialising in Journalism/Communications. For more than six years she was editor of *On Line Opinion*, an e-journal of current affairs and social debate. In 2009 she was nominated for, and was runner up in, the Sydney 'Freelance Writers Good Editor Awards'.

Susan has edited books – both fiction and non-fiction – and has worked in corporate and academic editing roles. She is an advisory editor for the publication *Eureka Street*. While holidaying in Britain she organised an intern position with the BBC, and she is still an occasional guest on BBC radio, talking about life in Brisbane.

Today, Susan is an experienced, professional freelance editor working from Brisbane. She is currently studying for a Masters degree in Writing, Editing and Publishing at the University of Queensland.

Our February meeting starts at 6.00 for 7.00 pm, at the Ward Office, 2/63 Annerley Road (corner of Crown Street), Woolloongabba, Brisbane (office of Cr. Helen Abrahams of BCC). Entrance to the Meeting Room is via the back door entrance, which will be marked with the Queensland Branch logo. Free parking will be found at the back and side of the building, so please enter via Crown Street. Entrance fee and supper is \$2.00.

RSVP by Monday 24 February for catering, please, to Moira Brown at <brown5moira@yahoo.com.au> or phone (07) 3160 6832 or 0416 097 629

At the following general meeting, on 25 March, we will welcome back Dr Susan Turner – palaeontologist, editor and indexer.

Moira Brown

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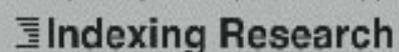


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## Branch events

Date and time	Organiser	Name of activity	Venue	Contact details
Wed 4 Dec 6.00 pm	Vic Branch	The VIC: Christmas Crossword	Old Op Shop, Holy Trinity Anglican Church, Kew	Details at < <a href="http://www.anzsi.org/site/calendar_details.asp?id=323">www.anzsi.org/site/calendar_details.asp?id=323</a> >
Tues 25 Feb 6 for 7.00 pm	Qld Branch	General meeting: Susan Prior, editor	2/63 Annerley Road, Woolloongabba, Brisbane	Details on page 7 and at < <a href="http://www.anzsi.org/site/calendar_details.asp?id=336">www.anzsi.org/site/calendar_details.asp?id=336</a> >
Tues 25 March 6 for 7.00 pm	Qld Branch	General meeting: Dr Susan Turner	2/63 Annerley Road, Woolloongabba, Brisbane	See page 7



*Wishing all members a very happy  
and safe Christmas and New Year!*



### ON OTHER PAGES

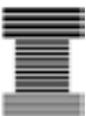
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### ANZSI Newsletter

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Inc. ISSN 1832-3855  
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are those of the respective authors.

### Newsletter schedule

The next *Newsletter* will appear in February 2014.  
The contribution deadline is Friday, 30 January.  
Please send contributions by email to the Editor  
Peter Judge <[peter.judge@bigpond.com](mailto:peter.judge@bigpond.com)>.



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Society of Indexers Inc.**

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