

ANZSI Newsletter

 Newsletter of the Australian and New Zealand Society of Indexers Inc.
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ANZSI News

ANZSI Conference



It is March 2013 already!
March 2013 is ANZSI Conference month. For many members it is a chance to take a break from work and travel to Wellington. It is a wonderful opportunity to meet other indexers, put faces to names, to learn new tips and hints and to be stimulated and inspired. The New Zealand Branch has been working very hard to produce an interesting and diverse programme that even includes a chance to take a break from the formal conference and do something else for an afternoon or to take a Lord of the Rings tour.

For members not going to the Conference, many of the papers will be made available, either via this Newsletter or the website.

Do you read ebooks via your local library?

Have you been exploring downloading ebooks for free via your public library? OverDrive is one of the main suppliers of ebooks to public libraries. The ebooks are usually available in PDF and/or EPUB versions. I understand not Kindle versions at the moment. I have experimented with a few non-fiction titles and I am finding they are stripping the ebook of the index that was in the printed version. I mean totally stripped. No mention of the index at all in the ebook version. Have you had the same experience? I would like to find out if, with my little sample, I have just managed to find the few with indexes stripped or if this is a common occurrence.

Could you please send me specific examples of titles you have found for non-fiction with or without an index via OverDrive?

Mary Russell

The last Conference update!

Have you registered for the Conference yet? If not, be quick! You can still get in ...
The full program is available at <www.anzsi.org/site/2013confprog.asp>.

Here are some last minute ideas for the Conference:

Lord of the Rings tour tickets

There are still tickets available for the LotR tour during the Conference on Thursday 14 March. Cost is \$100, payable on the website, which includes lunch and refreshments.

Dress up for dinner at The Roxy

There will be a competition with a prize for the Best Dressed at dinner. The theme is Art Deco /1920s / 1930s. Jazz up your outfit with a scarf, eye-catching jewellery or go the whole hog and hire a costume.

Costume Hire places in Wellington include:

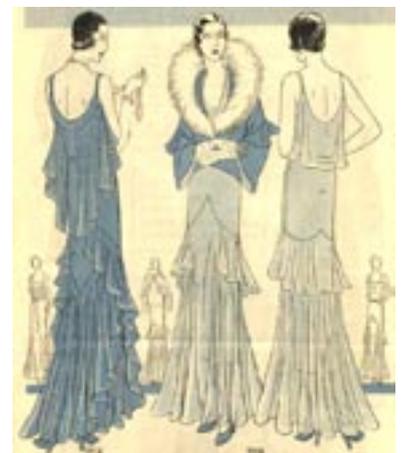
The Costume Hire Company <www.costumecompany.co.nz>.

214 Willis Street, Wellington open until 7.00 pm Thursday.

They will give ANZSI Conference participants a 20% discount and do a hotel pick up the next day (or bring them back to the conference venue).

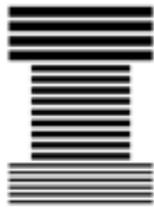
Dress Ups for Grown Ups <www.costumecave.co.nz>.

Creative Show Off Costume Hire <www.creativeshowoffcostume.co.nz>.



See you there!

Tordis Flath



**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>.

The Victorian Indexing Club (The VIC) Indexing with Gusto!

During February, the Victorian Indexing Club was pleased to welcome guest speaker Mei Yen Chua to a meeting with a distinctly culinary flavour. A Queensland Branch member, Mei Yen is the publisher of the popular eateries guide, *Brisbane's Budget Bites*.

How Mei Yen got into this area of publishing is perhaps a little unusual; it resulted from a dare put out by a friend. She rose to the bait and set about pulling together a collection of gastronomic gems – eateries, bakeries, coffee spots and providores with great food at budget prices, often overlooked because of the lacklustre appearance of their premises from the street.

Mei Yen found that convincing advertisers to purchase space in *Brisbane Budget Bites* was a little more challenging than she had at first imagined. Undaunted, she soon turned this problem into a plus by making it into the only advert-free eateries guide in Australia. With this point of difference, Mei Yen set about developing her readership which has turned out to be far more well-heeled than the backpacker market that she had expected.

Now well-seasoned in the business, Mei Yen works with a team of reviewers she has handpicked for their knowledge of different cuisines, in order to produce the annually updated guide. Suggestions for new and different eateries are welcomed from readers, but a warning for restaurateurs thinking of posing as happy diners – Mei Yen has a knack for sniffing you out.

In addition to researching (i.e. eating out!), editing and publishing the guide, Mei Yen naturally indexes it too. In the latest edition of *Brisbane's Budget Bites* the original single index was expanded to create three – a Cuisine Index, a Suburbs Index and an Alphabetical Eateries Index. The guide has not been untouched by the demise of Angus & Robertson and Borders bookstores, who were major distributors. Not one to give in to a challenge too easily, and in keeping with the times, Mei Yen is currently looking at producing the guide as an app.



The choice of the State Library of Victoria Conference Centre as the venue for the February meeting was a deliberate one. The Library's current exhibition, *Gusto!*, looks at the culinary history of our state with major themes and ideas that cover: Food and identity, Early days and going without, Meat and ethics, The fashion for food, Spoilt for choice, and Immigration and cultural diversity. After Mei Yen had given us a peek into the world of food reviewing, members enjoyed afternoon tea and a wander through the exhibition.

Nikki Davis

NSW Intermediate Indexing workshop

I was the incredibly lucky sole student participant in a Saturday morning workshop, held as part of the Intermediate Indexing course with ANZSI. I spent the morning with not one, but two of our best indexers (Glenda Browne and Mary Coe), all to myself!

The workshop was quite loosely planned, allowing for my many questions and some deviations, but over the course of the morning we managed to do a lot. What we covered included:

- a look at some publications available to help new and experienced indexers, not only with indexing itself but with some of the grammar decisions that we meet as indexers. I will certainly be buying that book by Pam Peters!
- a thorough critique of two of my own indexes that I had brought along for show-and-tell. These were very different jobs and the advice given by both Glenda and Mary was invaluable. A bit more about that later.
- a look at my progress with the index that we are working on for the course.
- some advice on setting up and running an indexing business.
- ample time to answer an endless stream of questions that had been puzzling me for ages – we covered, among other topics, subheadings, 'see also' refs, page spans, the decision whether to index an item or not, indexing the 'extras' like a preface – my questions must have seemed endless, but were answered patiently and expertly by both indexers, who offered at times different but equally valuable insights.

Having two facilitators was in no way confusing, but quite the opposite. A few times I sat and listened as they discussed the different approaches to tackling an indexing job. Whether to read carefully through a text before starting, marking everything on the copy for inclusion or consideration later, or whether to dive straight in, open a new file in the software and start making entries while moving through the text? Whether to note down every minute of time spent working on the index or whether to make a guestimate, subtracting for time spent on Facebook and other distractions?

Among my many questions, there were technical puzzles that had been bugging me about my indexing software (I use Sky). Glenda uses SKY, while Mary uses CINDEK, so there was plenty of opportunity to find answers to these puzzles. I will be upgrading my version of SKY as soon as I can get around to it!

The most valuable part of the day was the chance to have these two wonderful indexers look at my own work. They raised points that I had never considered, and this is the difference between a beginner/intermediate like me and an experienced indexer. Economy in an index was something I hadn't thought of – I had been guilty of making long strings of locators as well as long lists of subheadings with the same locator as the main heading. I can now think about different ways to present these that make an index 'look' better. My samples were a community cookbook with an index of two pages and a book of proceedings from an ophthalmology conference – a detailed index of eight pages. The advice I gleaned from the morning session was treasure!

One take-home message from the workshop was that no two indexers will produce the same index. There are many ways to work and to deal with those indexing conundrums, and this is illustrated in one of the reference books that Glenda brought along (*Inside Indexing* by Sherry L Smith and Kari Kells), in which two indexers give their interpretation of the same book. No one way is 'correct', and a lot depends on the target audience.

The workshop included all the face-to-face advice and wisdom listed above, but also unlimited tea, a lovely lunch at Wagamama, handouts containing business advice and back copies of the journal *The Indexer*. The inspiration gained will benefit me for a long time!

Sally Pope



Pictured at the workshop are Sally, Glenda and Mary

New South Wales Branch

NSW Branch has had 40–50 members over the past few years. Most are located in the Sydney metropolitan area, but regional areas are represented as well. Currently, in addition to the Sydney-based members, there are seven members in the Blue Mountains, three in the Illawarra/Southern Tablelands region, three on the Central Coast, and a couple of members in Mudgee and Bellingen.

The distance between us makes face-to-face meetings on a regular basis impractical, so we try to arrange events and courses in a central location, usually in the Sydney CBD, several times per year and the Branch Committee meets monthly via teleconference. We have also organised joint regional events with the ACT Branch, meeting in Bowral in the Southern Tablelands, roughly halfway between Canberra and Sydney.

Over the past year, NSW Branch has organised the following events and courses:

- Intermediate/Practical Indexing course (February 2013): Glenda Browne's course combined a month-long online component with a face-to-face meeting in Sydney. Six students participated, including two from South Africa (who unfortunately did not attend the Sydney event!)
- Social lunch/end-of-year gathering (November 2012): Frances Lennie presented 'Indexing as Art' then joined us for lunch in a Sydney pub. (See newsletter article last December)

- Joint ACT/NSW Branch regional conference 'From pbooks to ebooks' (July 2012): We gathered over a weekend in Bowral with ACT Branch members and local publishers to investigate ebooks and how to index them. (See newsletter article last September)
- Basic Book Indexing (July 2012): Nine students met for Glenda Browne's course over a weekend in the Sydney CBD.
- Introduction to Embedded Indexing (September 2012): Jon Jermy introduced students to LibreOffice Writer and took students through the basic process of adding, modifying and deleting embedded index entries. Mary Coe demonstrated the use of CINDEXT in embedded indexing projects and introduced a range of other tools used by indexers for embedding (Microsoft Word, WordEmbed, DexEmbed, InDesign). Glenda Browne finished the session with a discussion of the use of embedded indexes in ebooks.

The Branch would like to encourage members to attend events run by related professional groups, to ensure that:

- we learn about other people's interests and priorities, and
- other professionals learn about indexers, indexing and the things that matter to us.

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Members of NSW Branch enjoying their end-of-year (in this case 2011) social lunch at Sue and Martin Flaxman's home in Bowral. Round the table from the left: Tricia Waters, Glenda Browne, Madeleine Davis, Mary Coe, Alan Walker, Tim Tyler, Oran Rusidov, Sue Flaxman, Pamela Johnstone, Elisabeth Thomas, Frances Paterson, Jon Jermy.

(NSW Branch, continued from previous page)

NSW Branch offers sponsorship of up to \$100 for attendance at an approved event. An additional allocation of \$50 may be made for long-distance transport costs.

The Branch Committee currently has nine members and meets monthly via teleconference. We are an eclectic bunch, ranging from full-time freelance indexers to students to library professionals.

The committee officers and members for 2012–13 are:

President: Frances Paterson

Vice President: Glenda Browne

Secretary: Mary Coe

Treasurer: Sue Flaxman

Committee Members: Madeleine Davis, Lorraine Doyle, Helen Enright, Elisabeth Thomas, Michael Wyatt

In addition to local and regional matters, the Branch committee has assisted in general ANZSI projects, such as hosting the 2009 Conference in Sydney and the current redevelopment of Indexers Available.

NSW Branch first sent a 'Proposal to Enhance Indexers Available' for discussion at the full Council meeting in March 2011. Since then, feedback from other Branches and recommendations from the P&P Committee have been considered by the NSW Working Party on Redevelopment of Indexers Available. A report and recommendations will be forwarded to the Council for its meeting on 28 March 2013. Final consideration will be made at the full Council meeting in May.

We encourage any ANZSI NSW members to join us on the committee or to contact us with suggestions for events and courses. In future, we are hoping to extend our online course offerings, such as the Intermediate/Practical Indexing course, and to offer one-on-one mentoring for new indexers. If you would like to join the committee or offer suggestions, please contact the NSW Branch Secretary, Mary Coe, at <coe.mary@gmail.com> or <0401 832 865>.

Mary Coe

News from Queensland Branch

A General Meeting of Queensland Branch was held on 26 February. The meeting was well attended and plans were hatched for a new and exciting indexing training adventure using Glenda Browne and Jon Jermey's text *The Indexing Companion* in conjunction with the accompanying *Workbook* by Glenda Browne.

It is a mentoring type of indexing training to be run online by Queensland Branch member Mei Yen Chua for the Branch. It is a pilot run and a work in progress, which will be an exciting adventure for the 11 participants who have so far signed up.

We aim to accommodate all trainees who have a day job, so we have an extended training itinerary. Time frames may shift and morph, so please feel free to join us over the next three months.

Any ANZSI Branch member, or any industry colleague, is welcome to participate in this training adventure online.

All enquiries to Moira Brown <brown5moira@yahoo.com.au> or <0416 097 629>

Moira Brown
President, Qld Branch



At the meeting were (front, l to r): Jeni Lewington, Mei Yen Chua, Moira Brown; (back) Beryl Macdonald, Dr. Peter Mountney, Cate Seymour-Jones, Jane Douglas, Franz Pinz, Teresa Hayward.

Indexing degustation



We go on a dizzy tour this month, from Pudding Island (UK) to Timbuktu and Nevada; chasing music, crosswords, endangered documents and legal brothels. Take your pick. There is absolutely nothing that cannot be indexed and I have made it my mission to hunt up some more unlikely subjects for future discussion.

Internet Beatles Recording Index

Back in the 60s I was in thrall to the Beatles, or to be precise, George Harrison. My sister went for Ringo which always was a mystery. We were lucky enough to see them live at Festival Hall and 'see' is the operative word because piercing shrieks drowned all sound.

Imagine my excitement when I discovered the Internet Beatles Recording Index, a site which is bound to stir the cockles of many an indexer's heart. Each song released by the Beatles between 1962 and 1969 has a page made up of sections for producers, engineers, sessions musicians, musical context and lyrical context. One may find all the songs in which the harmonica features, or where George Harrison plays the violin. There is a cross reference of musical and lyrical context, for example, in which songs do the Beatles mention death in their lyrics. Who was the engineer on *Hey Jude*? Song lyrics are included which is a boon for those who suffer from Lady Mondegreens. There are even guitar chords. If you click on the instrument mentioned on a recording page you will find a chronological listing of appearances of that instrument in these recordings. There is also a helpful page on information about the links. I pursued a line which began with songs recorded in 1963, and selected *I Saw Her Standing There*. Here were listed the producer, engineer, date of release, who played the various instruments and sang, and lyrical references, i.e. subjects. In this case, dancing, holding hands, and romantic love. Click on one of these and you get all the other songs that share the reference. Then there are links to the author, covers, lyrics, trivia, notes, oops, other instances where, for example, Ringo Starr provided Ludwig Drums, and live performances. Here was a list of all the performances, including 16 June 1964, when we had our ears bored out. Another link went to all the songs performed on the night. Then there are statistics! What a gem!

<<http://ibri.onemiofilter.com/index.php>>

More on crosswords

As a tyro cryptic crossword enthusiast, I was fascinated to read Michael Shmith's account of *Guardian* crossword setter, Araucaria. *Araucaria* (Latin for the 'monkey puzzle' tree) is really the Reverend John Graham MBE, a 91-year-old vicar. Recently, he announced his terminal cancer in

the cryptic clue; 'sign of growth'. Michael Shmith writes, 'For the cryptic solver of average mind (i.e. me) this clue is fairly straightforward. You just have to deconstruct it to arrive at the right answer. Thus, "sign" is not an indication or a printed notice but, rather, astrological - a sign of the zodiac; "growth" is not positive expansion but something darker and anatomical. Answer: cancer.'

As a paragraph above the grid explained: 'Araucaria has 18 down of the 19, which is being treated with 13 15.' In other words, he has cancer of the oesophagus and is receiving palliative care.' Araucaria creates six crosswords per month for *The Guardian*, several for *The Financial Times* and two a month for the magazine he founded in 1984, *1 Across*, where his premature death-notice crossword first appeared last month. Until then even his brother did not know he was Araucaria. He will be sorely missed.

<http://www.smh.com.au/opinion/society-and-culture/engmatic-to-the-last-crossword-king-araucaria-will-be-sorely-missed-20130116-2ctoy.html>

Index to Nevada's Legal Brothels by Region

A useful little site for aficionados. Speed Racer has divided the state into four regions; click on these for more detail or click on the map of Nevada alongside. Both options take you to the same page; a local map and a list of bordellos within local areas. For example, the trail would go as follows: Main Page - Southern NV - Pahrump-area Brothels (Chicken Ranch & Sheri's Ranch). Once here, there are very detailed directions from Las Vegas and Southern California to the chosen brothel. A potted history of each establishment adds a lot of interest to the site.

Additional information includes weather links for Nevada and surrounding areas, information on major Nevada Road Construction Projects, and tables listing Nevada's Legal Brothels & Locations (by house name) and Nevada's Legal Brothel Websites (by house name). One imagines a visit would be no small matter when wayward roads and weather are thrown into the mix.

<http://www.sex-in-nevada.com/directions/index.html>

Historic Timbuktu texts saved from burning

As French tanks were closing in on Timbuktu on the night of 23 January, the al Qaeda-backed militants who had governed Timbuktu since April left a departing blow. They broke into one of the world's most valuable libraries, ripped centuries-old manuscripts from shelves, and began burning the priceless artefacts. However, to the relief of bibliophiles the world over, the vast bulk of the library was saved by wily librarians and a security guard—and help from modern technology. About 28,000 of the library's artefacts were smuggled out of town by donkey cart, stashed into bedrooms and over the next few days were carted to small boats along the nearby Niger River. From there, the boats

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(Indexing degustation, continued from previous page)

sailed four days south to the first town under government control, Mopti. A truck carried the priceless artefacts to the capital, Bamako, where officials with the University of Cape Town said they were safe.

The rescue mission was yet another example of local determination to preserve their heritage from invading armies. Locals have long stashed ancient documents under the brick floors of their houses, or under furniture to keep them safe. Others were plastered into the house's walls by a great-grandfather who had accused French soldiers of stealing and destroying his parchments when they conquered this desert in 1905.

More recently, technology offered a way to put Timbuktu's ancient manuscripts out of reach of pillagers. In 2008, the University of Cape Town helped finance a multi-story, glass-panelled library and preservation complex, whose staff sought to digitize Timbuktu's written heritage. It was fortunate that the the papers burnt by the gunmen had been digitised.

However, locals were slow to bring in their papers and only 2000 texts were stored at the centre. About 28,000 parchments stayed in Timbuktu's older, more modest library nearby.

Both institutions came under threat in April, when the city fell to separatist rebels fighting to carve this northern half of Mali into an independent nation for the Tuareg people. The gunmen looted the town, and several tried to break down the doors of the new library.

AQIM (Al Qaeda in the Islamic Maghreb) and an allied militia called Ansar Dine stopped the looting. Islamists sent a more-menacing message on 30 December, when they came to the old library, which housed the bulk of the literature. They had plans to convert the building into a Quranic school, but, to the relief of all involved, these plans were thwarted.

<http://online.wsj.com/article/SB10001424127887323926104578276003922396218.html?mod=WSJ_hpp_LEFTTopStories>

Jane Purton

ACT Region Branch Conference catch-up, Canberra, 22 April

ACT Region Branch members are cordially invited to attend a 'Conference catch-up' meeting in Woden Library meeting room, Monday 22 April, from 5.30 to 7.00 pm. Members who attended the Conference in Wellington will share information and opinions about its papers and proceedings. Please RSVP (for catering purposes) by close of business Thursday 18 April to <sherreyquinn@gmail.com>.

See: <www.anzsi.org/site/calendar_details.asp?id=312>.

Sherrey Quinn



Website Indexer & Metadata Analyst needed ...

- Great central Sydney location
- Be responsible for indexing NPS digital content
- 12-month maternity leave contract

We are a highly regarded not-for-profit organisation aimed at making Australians more medicinewise.

Forward-looking, with a culture of innovation, we develop evidence-based, unbiased information about medicines and medical tests. We connect people with this knowledge, to enable more informed conversations and healthier decisions about medicines and medical testing. We can offer you a number of benefits including salary sacrifice, a professional development allowance, additional leave arrangements and flexible working conditions.

The team

Our Content Development and Distribution unit manages the creation, editing, production and distribution of external print and online publications and resources. The Digital Producer will fulfil a key role ensuring the ongoing development of NPS's presence and effectiveness in the digital environment, working in a collaborative team which delivers to the needs of stakeholders across the organisation.

The role

For the duration of this 12-month maternity leave contract you'll be responsible for indexing NPS digital content, training and mentoring others in the optimal use of metadata tagging and maintaining the NPS website thesaurus.

This role assists in showcasing NPS content to effectively help consumers make the best decisions about medicines and meeting the organisation's key performance indicators (KPIs) on audience reach.

You will have

- Tertiary or industry certifications in a relevant discipline (information management or information architecture), or experience equivalent to same.
- Demonstrated indexing and abstracting skills.
- Proficiency in MultiTees or other thesaurus construction software.
- Demonstrated ability to manage and maintain an electronic database.
- Proficiency in Microsoft Office, internet and email.
- Demonstrated ability to work independently and as part of a team.
- Excellent communication and negotiation skills.

More information: Ami Khandhar on 02 8217 8619

For a full position description and to see why NPS is such a great place to work at, please visit:

<<http://www.nps.org.au/careers/job-opportunities>>

You must be eligible to work in Australia.

Please note that while NPS appreciates the effort you have taken to submit your application we will only be contacting those candidates who have successfully been shortlisted for further consideration.

Consult a higher authority

When space permits, the Editor would like to look back occasionally to earlier issues of the newsletter to see what concerned us then. This item is taken from the Jan-Feb 2005 issue.

‘**Consult a higher authority**’ was the title of a discussion held by AusSI ACT on 17 August 2004, on problems posed by indexing. We had notified our members of our plans and several people had sent queries, which Geraldine Triffitt, the ACT President, passed on to experts in Australia, NZ, USA and UK. Thirteen people attended, including local experts Michael Harrington and Barry Howarth.

Max McMaster opened the discussion with his ‘Thoughts on speeding up the indexing process’:

- The major determinant of indexing speed is the quality and style of writing of the text. If the document is well structured, with appropriate headings, and is well edited then it will be considerably easier to index. Unfortunately the indexer has no control over the quality of the original text.
- Ensure you have a reasonable knowledge of the subject before you begin. If you don’t, maybe you shouldn’t be compiling the index.
- Skim the text to get a feel for the content.
- Know the audience for whom the text has been written.
- If there are page constraints on the length of the index, calculate how many entries you can include in the index, and then determine the approximate number of entries per indexable page. If you are only allowed five pages for an index, there is no point wasting your time compiling a 10-page index, as you will have to spend further time cutting it back.
- During the indexing, make one pass through the text only, rather than going through the pages several times.
- If highlighting text is slowing you down, don’t highlight. Key the entries directly into the indexing software, and if you need to go back and check what you have indexed from a given page/series of pages, use the software to put the index into page number order.

Tracy Powell, Thesauri Administrator, Bibliographic Services, National Library of New Zealand gave the following tips for indexers and managers:

Indexers:

- Use your system as much as possible for those things at which computers are much better than humans; spell checks, validations (e.g. start every text field with a capital letter), macros, run reports to check for common errors, etc.
- Aim for perfection but focus on the important stuff; how is the usefulness of your indexing going to be measured? We focus on the ‘searchable’ data; cosmetic stuff comes second.

Managers:

- Ensure that your Quality Assurance process and accuracy and timelines standards are the basis around which your indexers work. They need to know what you expect of them.

- Design your QA process to be flexible enough to work around the strengths and weaknesses of individual indexers – no point in treating them all the same if they produce work of differing standards.
- Recruit carefully – we give interviewees an indexing test to assess their comprehension and literacy skills.
- Give them constant feedback until they reach the required level of competence and then give them some space.

John Simkin said, ‘I don’t aim to speed up jobs while not allowing them to stretch indefinitely. If this was my concern I would have invested in the niftiest indexing software I could find. In fact I take the point of view that I am part of the team creating the book ... It means that I do whatever grows out of the indexing job which will put the work in the best possible shape for publishing.’

Garry Cousins keeps copies of old indexes, so that if he gets a new edition, he can load the old version into the computer, delete the page numbers and add new ones. (Michael Harrington does this as well, especially annual report indexes). Garry uses Cindex. He recommends frequent breaks, every hour or so, which he finds increases his productivity. Michael disagrees but this is obviously an individual preference ...

Glenda Browne wishes she had practical answers to this for herself, and suggests the following: ‘Editing a bit as you go probably saves time as you are indexing to a consistent structure from early on. I try to keep a bit of extra detail in my entries in case later indexing shows a need for a different approach ...

‘Certain types of indexes lend themselves well to the use of macros. If you have a lot of acronyms, for example, and they all need to be entered as acronyms and doubled as full text, or as acronyms with See references from full text, this can be done quickly by entering only one form and letting a macro do the rest. Similarly with treatment of common and scientific names of plants. Some people use the Grouping function in indexing software to good effect ...

‘For simple well-structured texts (e.g. with subheadings throughout chapters) don’t read first. Mark up page ranges for chapters and sections then start indexing.

‘Work to the brief from the beginning. Always find out space limits, specific requirements for appendixes, notes, names, etc. from the beginning. Overindexing wastes time at the entry stage and at the editing stage. So if there are four pages for the index, calculate roughly the average number of entries per page and then try to stick to a bit above this as you enter (as some will usually be discarded at the editing stage). Target indexes to the budget available. A cheap index can often be OK if it is a good index to a more limited scope, rather than a quick index trying to cover everything.’

Barry Howarth suggests that a computer indexing software program would help an indexer work more quickly. Some of the other experts have taken for granted that an indexer would have one.

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(Consult a higher authority, continued from previous page)

Madeleine Davis indexes many different kinds of publications, relies on dictionaries, suggests asking for full text, including abbreviations, glossary, etc.

Frances Lennie sent tips on using Cindex to best advantage.

Michael Harrington started off the discussion by commenting that all the tips were mechanical things, and what was needed was practice and experience. However we are trying to help new indexers, and all these tips would do that. Barry Howarth said we had all had the problem of working to deadlines, and how to do that was a matter of individual preference. On the question of checking names, raised by Madeleine, Michael and Barry differed, Michael saying he would not check them for annual reports unless it could be done quickly but would for other publications. Barry said it depended on the economy of the situation, that sometimes double entry can be quickest.

Another question was, 'What authorities do indexers use?' Most of the experts present cited *Indexing from A to Z* by Hans Wellisch and *Book indexing* by Nancy Mulvany. Also mentioned was the chapter on indexing in the *Style Manual for authors, editors and printers*; 6th edition edited by Loma Snooks. Tracy Powell uses an in-house manual and Glenda Browne uses clients' style manuals. Hazel Bell, long associated with *The Indexer* has written a bibliography for indexers, published in *Logos*, which we hope to reproduce in our newsletter.

Lynn Farkas spoke next on how and where cataloguing and indexing diverge. She sees the two disciplines as having a difference of purpose, and being different ways of accessing information. Every kind of indexing is matching up information access with the needs of the user. Cataloguing has standard rules, e.g. MCRI, LC Name Authorities, and is used to enable the sharing of cataloguing information. Indexing does not, and each data base has its own manual. These manuals should be more standardised and shared. There are indexing standards, though they do not apply to data base indexing. Perhaps indexers should be consulting the cataloguing rules more.

Prue Deacon asked about the problems of website indexing. If a website is fairly static, then a good back-of-book index will suffice. However if terminology changes, then global changes will have to be made, which is what Prue does with metadata. Do websites change much? Yes, they do, and the index entries must change with them to be useful to readers. Website managers need to know how to create thesauri, and to have a concept of good searching. Links between web managers and indexers would be useful. Perhaps this work is the job of the information architect. Prue suspects that the work flow problem is not solved and doesn't think the issues outlined above are solved yet.

All of those present found this discussion very helpful, and we hope that our fellow members who could not attend will do so as well.

Edyth Binkowski

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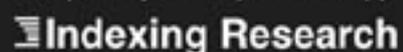


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Quiet achievers: Sherrey Quinn

Who has been the greatest influence on your career?

My working life has been spent in libraries or working with libraries, and indexing has been part of that work for many years. I learned the principles of information organisation from rigorous teachers like Carmel Maguire and Jack Nelson whilst studying for my post-graduate library qualification. These principles underpin much of the most interesting work I've done in libraries, including database design and indexing, back-of-book indexing and work with controlled vocabularies.

At the Australian Road Research Board I was fortunate to learn from Mary Bays (I've tried to emulate her achievements in information service delivery) and from Max Lay, former Executive Director ARRB, whose leadership and strong belief in the value of information services is admirable. I've learned a great deal from my partner, Ian McCallum, with whom I've worked on many projects in libraries and in our consulting business.

How did you come to an indexing career?

I came to indexing via librarianship. My first job, at the National Library of Australia, was in cataloguing (descriptive and subject cataloguing) and I recall that my first boss, Frances Rose, was a stickler for accuracy and thoroughness. I also worked after-hours in the main reading room dealing with readers' enquiries. So whilst I received a solid grounding in the practice of cataloguing and information description, early on I also learned another fundamental lesson – why it matters, that accurate and consistent indexing is vital in helping people find relevant information.

Next I worked for many years in special libraries and information services in research organisations, where amongst other duties I indexed for various Australian and international databases and in-house ones as well – subject matter such as roads, transport, vehicles, engineering, general science, physics, metallurgy, earth sciences and natural resources exploration and conservation. My interest in controlled vocabularies stems from this period – as well as using them in online searching in a wide range of online databases, I also used thesauri in indexing and developed them for databases I worked on.

I became interested in creating back-of-book indexes in the late 1980s, and I joined AusSI in the late 1980s or early 1990s, I think at the suggestion of colleagues at what was then CSIRO Information Services. The flexibility I had when working on various databases and indexing projects at CSIRO was invaluable to me when my children were small. I've been a Registered Indexer (now Accredited Indexer) since 1992. Since the late 1990s I've worked as a library and information consultant through my company Libraries Alive! Indexing projects of various types have always been a significant part of my practice.

What do you see as your greatest achievement?

In life, bringing up my daughters – two bright, intelligent and independent young women.

In work in indexing and libraries – making a contribution to research projects; connecting people with the information they need, whether that is by finding the answers ('the thrill of the chase'), or creating the information resources they need to make the connections themselves; and helping libraries refine their services and their customer focus. Specific projects of which I am particularly proud include: helping to make Australian information more easily findable through specialised subject databases; developing a large corporate glossary (the Australian Defence Glossary), involving specifying a host system, managing its development and overseeing its implementation and population with diverse vocabularies from across a very large organisation; developing a whole-of-government thesaurus (TAGS – Thesaurus of Government Subjects); and, with Ian, writing the services specification for a public library branch to replace a 25-year old demountable temporary building, and a few years later attending the opening of the brand new library.

I'm proud that our company is successful in our chosen line of work. I'm proud of winning the RD Williamson Award for contribution to information science in Australia, and of being made a Fellow of the Australian Library and Information Association (ALIA).

My professional associations ALIA and AusSI/ANZSI have been major sources of learning, encouragement and comradeship and it's been important to me to find time to contribute to them by serving on committees and in other ways.

What has been your biggest challenge?

My biggest work challenge is estimating how long it will take me to do something. Fortunately my partner has an innate and precise sense of time, which I rely on a lot. I also keep detailed records of indexing projects to help in tasks like quoting and planning. I have no trouble meeting deadlines – I do the job to the best of my ability in the time available, and have the flexibility to work late or early to get things done.

How do you try to achieve work–life balance?

This is another big challenge. I've worked in my own businesses for a total of more than 25 years, and I have learned that work can consume all time if you let it (and if you love what you do). It's certainly easier to manage peaks and troughs of work demands in my current two-person business than when I worked alone. Work-life balance? This

(continued on next page)

(Quiet achievers: Sherrey Quinn, continued from previous page)

is especially important when your work partner is also your life partner – we make time to read, cook, garden, spend time with family, walk the dog, go motorcycle touring (me as pillion), spend days at the south coast of NSW (two hours' drive from home in Canberra). The flexibility of working from home is great – you can work as long as you need to get the job finished, then take time off as the opportunity arises. The downside is that work stuff can take over. Good lessons to learn – shut the door on the home office when you've finished for the day and regularly cull accumulated records.

What do you like most about your work?

What do you like least?

I most like the range of different library and indexing projects that I do. I love indexing – it's endlessly interesting to read books on all sorts of subjects, and I enjoy the intellectual challenge of making the information accessible in an organised way. I bore my family with fascinating, odd (and occasionally useful) facts. I like to learn how to use new software.

We do many interesting jobs for libraries – services reviews, strategic plans, and various other projects and training for libraries all over the country. We have fun running workshops for readers' advisers in public libraries – the staff who help people identify books that they are likely to enjoy reading – we work and talk with library colleagues about books, reading, authors, genres, and related information resources. *Biblio Turismo*, "The Mild Ones" annual tour for librarians (and friends) on motorcycles to promote regional public libraries, is also enormous fun.

I like working at home and I like the flexibility that has enabled me to be available when my family needs me, compensating by working late or at weekends.

Like everyone else in the indexing world I'm usually juggling deadlines. All deadlines can slip, but I like least the jobs in which the time allocated for indexing is eaten up so much by deadline slippage earlier in the project that there is insufficient time to do a thorough index. I also dislike it when a late project (that is, late for external reasons) has a major impact on my other projects and deadlines. This can lead to late nights and very poor work-life balance!

What advice would you offer to indexers just starting out?

Join ANZSI (of course), network and talk about indexing with your colleagues. Buy and read the standard textbooks (especially Browne & Jermy, Booth,

and Mulvany). Practise indexing (perhaps start with a pro bono or collaborative index). Find a mentor. Read indexes and look at indexes in a constructively critical way so that you learn from them. Practise time management – it's vital that you can meet deadlines. Learn some basic (at least) editing skills. Be flexible. Foster contacts with other indexers with whom you can share work and balance workloads when projects and deadlines change.

If you could dine with a famous historical figure, who would it be?

I'd like to dine with Queen Elizabeth II. Her reign has spanned almost my entire life, and I'd like to hear her insights into the enormous social and political change that has taken place since the 1940s. If Edyth Binkowski agrees I'd also like to join her dinner party with King Richard III. After being colleagues on the ACT Region Branch Committee for some years I discovered only through Edyth's Quiet Achievers column that we share an interest in Richard III. Indexing always leads to the discovery of unexpected things.

If you were a letter of the alphabet, which letter would you be and why?

I think I'd stay with 'Q', because I have an enquiring mind so – question, query, inquiring/enquiring, quiet (I'm not an extrovert), quite and quibble (I'm pedantic and I 'do detail'), quality (always striving for quality), quantity (I get through a lot of work), quick (at indexing); I like quizzes and quinces. But I'm conciliatory rather than quarrelsome, and independent rather than quiescent.



[For motor cycling enthusiasts: the bike is a Honda VFR, 1994 model (750cc, V4, sports-tourer). I asked specially! Ed.]

ANZSI and Branch events

Date and time	Organiser	Name of activity	Venue	Contact details
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 >
Tues 26 March 6.00 for 7.00 pm	Qld Branch	Palaeontology Dr Susan Turner	Salisbury Hotel, 668 Toohey Rd, Brisbane	Details at < www.anzsi.org/site/calendar_details.asp?id=310 >
Wed 3 April 6.00 pm	Vic Branch	The VIC: indexing software	Holy Trinity Church, Kew	Details at < www.anzsi.org/site/calendar_details.asp?id=299 >
Mon 22 April 5.30–7.00 pm	ACT Region	Conference catch-up	Woden Library meeting room	Details at < www.anzsi.org/site/calendar_details.asp?id=312 >

ON OTHER PAGES

ANZSI News	1
ANZSI 2013 Conference – final update	1
ANZSI Newsletter	2
The VIC – Indexing with gusto	2
NSW Intermediate indexing workshop	3
NSW Branch	4
News from Queensland Branch	5
Indexing degustation	6
ACT Region Branch – Conference catch-up	7
Consult a higher authority	8
Quiet achievers – Sherrey Quinn	10

ANZSI Newsletter

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Newsletter schedule

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The contribution deadline is Thursday, 28 March.
The editor welcomes your contributions submitted by email to <peter.judge@bigpond.com>



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