

ANZSI Newsletter

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

NZ Conference papers now on web



Most of the NZ Conference papers or reports on presentations have been added to the website <www.anzsi.org/site/2013Confpap.asp>. Worth a look, particularly if you were unable to attend the Conference.

Web indexing award for 2013

Members are invited to enter the Web and Electronic Indexing SIG's Web Indexing Award for 2013. Details at <www.web-indexing.org/web-indexing-award.htm>. The winner will be announced at the ASI annual conference in April 2014.

SI Publishing Technology Group website

If you haven't explored this website, you are in for an informative time. To quote SI 'The UK Society of Indexers Publishing Technology Group (PTG) website goes public at <www.ptg-indexers.org.uk/>!'

The PTG is a working group set up by the Society of Indexers (SI) in 2011, its remit being to advise SI members, publishers and authors on reconciling powerful text retrieval techniques with emerging publishing technologies.

The website covers topics such as linked and embedded indexes for use on devices with fluid pagination, embedded indexing to cut turnaround times and to facilitate multiplatform delivery, and the prospects opened up by the arrival of standards like EPUB3.

It also looks at widespread misunderstandings about ebook indexing; explains why many non-fiction ebooks are barely usable and looks forward to a maturing of retrieval technologies that builds on but goes beyond existing techniques."

I would say this is essential reading to help you to understand all the various aspects of ebooks <www.ptg-indexers.org.uk/>. Well done, SI.

International Digital Publishing Forum

ANZSI Council has decided to renew membership to IDPF while the work on indexes in the EPUB standard continues.

ASI Conference

I am just back from an enjoyable time in the US attending the ASI Conference. Details of the Conference are in a separate article on pages 6–7.

Mary Russell

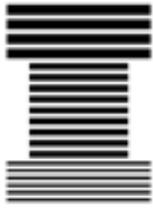
The VIC in April – Indexing software

While you may have compared the three indexing software packages (Macrex, CINDEK and SKY) when you started out indexing and selected one to purchase, have you gone back and looked at the others again?

This was the basis for The VIC session in April. We had the three indexing packages loaded with the same sample index and asked users of each software package to explain how they would enter entries and edit the index. We also asked them to show features of their software they could not live without.

I am not sure many will be changing their software packages, but it was very interesting to see how differently the packages handled basic and advanced indexing processes. Also expert users of each package were able to answer questions from other users in that package. It turned out to be a very informative session for all present.

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>.

Queensland Branch is five years old

We were born on 28 April 2008, so last month we celebrated our fifth birthday. In this time we have been 'staying alive' and keeping afloat because our solid achievements in the service of our members convince them to pay their annual fees – and to keep doing so, year after year. Without them there would be no branch.

It all began with Jean Dartnall, our current North Queensland contact. She managed to hold several meetings of indexers in local Brisbane hotels or at the University of Queensland back in the 1990s. Then, in 1997, the Society of Editors (Qld) President, George Bernard Sterling, invited local indexers to join his editors at their meetings, to give them an avenue to network with colleagues in the industry, because at that time they had no branch of their own.

A well known and respected indexer, Ian Odgers, was the Queensland contact for ANZSI for many years in the 1990s up until the 21st century, when I (Moirira Brown) came along and was keen to network with fellow indexers. I became the ANZSI contact in Queensland in 2006.

It was not until March 2008 that things started to move, when Max McMaster of the Victorian Branch came up to Brisbane for a 'nuts and bolts of indexing' meeting and to run five indexing training courses. With the support of over 25 industry colleagues (editors and librarians) and six brave souls who came on the night and made it happen, the Queensland Branch was inaugurated on 28 April 2008. This was some 32 years after the Australian Society of Indexers (AusSI, now ANZSI) was formed in 1976.

Venues and Branch activities

The meeting rooms of the Toowong and Carindale Libraries, and the Salisbury Hotel in Brisbane, have been the free venues for our General Meetings over the last five years, in which time we have enjoyed 25 different guest speakers.



ANZSI President John Simkin was our first guest speaker on a rainy Wednesday evening in June 2008. John travelled up from Melbourne especially to celebrate with us. His knowledge of his field was impressive and we all had a great thrill from his attendance. The photograph shows John and Moirira on that auspicious day with the brand-new Branch logo.

Well-known and highly regarded indexers and published authors Mei Yen Chua and Max McMaster have spoken to us several times, along with Franz Pinz (editor, indexer, records manager, librarian), Alice Stephens (librarian, researcher, indexer), Wendy Sargeant (editor, poet, author, publisher), Carl Craig (editor, musician, publisher), David Mason (librarian, researcher, Secretary of the Historical Society of Beaudesert Museum), Margaret Shand (teacher, librarian, indexer), Colin Sheehan (ex-John Oxley Librarian,

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(Queensland Branch is five years old, continued from previous page)

researcher, historian), Hazel Bell (UK indexer, ex-President of SI – via DVD), Frances Lennie (owner of CINDEK computer software, indexer, ex-ASI President), Elisabeth Wheeler (archivist, research consultant), William S. Kitson (surveyor, ex-Curator of the Museum of Lands, Mapping and Surveying) and his successor Curator Kaye Nardella, and Gary Thorpe (Manager of 4MBS FM Radio Station and Museum).

It was also a great honour when Mary Russell (our own ANZSI President, mathematician, librarian, author and indexer) came especially from Victoria to be our guest speaker at Queensland Branch's AGM held on 26 July 2011.

Other guests have included Adam LeBrocq (editor, writer, indexer), Sue McQuay (editor, indexer, publisher), Belinda Weaver (University of Queensland research data strategist), Lesley Bryant (researcher for University of Queensland, librarian, indexer, author, historian), Amanda Greenslade (graphic designer, website maintenance, copywriter, editor and PR communicator), Lisa Jones (Master in Museum Studies, archivist, Curator of the Queensland Police Museum), and Dr. Susan Turner (science historian, palaeontologist, Fellow of The Geological Society, Fellow of The Linnaean Society of London, editor, indexer).

For our fifth birthday our guest speaker was Jane Douglas, a freelance writer, a blogger, a student in the home stretch of a Bachelor of Arts in Writing and Publishing and an indexer-in-training, who was lucky enough to attend the ANZSI Conference in Wellington, New Zealand in March 2013.

Regional Branch meetings

These have been held in Townsville in North Queensland on two occasions. Firstly, Jean Dartnall and her husband Allan provided a luncheon at their home for seven interested members and industry colleagues in September 2008, just five months after our new Queensland Branch had been formed. I, as Queensland Branch President, was lucky enough to travel to Townsville for the occasion where I met Branch members. Many thanks again to Jean Dartnall for her continuing assistance to our Branch.

In August 2012, indexing guru Max McMaster conducted a 'Dinner with an indexer' at a local Townsville restaurant. Max, along with local indexers Jean Dartnall and Suzie Davies and other industry colleagues enjoyed a successful evening discussing indexing and networking.

News from Queensland

Over the years, items included in the *ANZSI Newsletter* have been written by visitors (i.e. industry colleagues attending our meetings) or by new indexers, who had undergone indexing training with Jean Dartnall, Max McMaster or Glenda Brown. Among these authors were Jacinda Wilson, Maureen (Mo) Dickson, Mary Trabucco,

Mei Yen Chua and Des Stephens (ex-Queensland State Librarian). Our thanks to all of you for your contributions.

Indexing training

A number of courses have been held by Queensland Branch for the benefit of its members and interested industry colleagues in 2008, '09, '10, '11 and '13.

This year, our Branch has a new project for members' continuing education. It is an online indexing training/mentoring project running from March to June 2013. We have 12 colleagues who are undergoing this pilot project, using an Australian-written and -designed textbook by Glenda Brown and Jon Jerney. Mei Yen Chua, a very experienced indexer, is coordinating the online training. Anyone is welcome to join us in future projects of this kind.

As you know, indexing training can only be held when you the indexer makes a show of interest in different training spheres, so keep a look out for our future plans.

Our interest in EPUB and its adjuncts, pointed out by those Queensland members who attended the ANZSI Conference in New Zealand (Jane Douglas and Sandy Liddle), is another path which we in Queensland hope to pursue.

Thanks to Max McMaster, Jean Dartnall, Glenda Brown, Mary Russell and Mei Yen Chua (to mention but a few in ANZSI), for their care and concern for others to gain and maintain their continuous professional education. We are well aware that a professional indexer needs to stay ahead of the many challenges facing our industry today.

The Future

Queensland Branch currently has 29 members scattered about the State. Seventeen of these are in and around Brisbane. We are urging them to consider helping to run their State indexing branch. If no one helps or makes an effort, it will fall over!

General Meetings: We need members' continuing support – by attending 'General Meetings' for just one to two hours a month they can network with industry colleagues, editors or publishers who may become prospective employers, while being entertained and educated by a guest speaker.

Queensland Branch Committee

We hope that Branch members will continue to offer their time and knowledge in the Branch Committee. Here they have the chance to put forward their opinions and be at the decision making end of the Branch activities. The Branch has worked hard to help and support its members ever since it was formed five years ago. It needs their help to secure and develop the future.

Moir Brown (President, Queensland Branch)

Queensland Branch's birthday meeting

On our fifth birthday, we welcomed our new indexer-in-training, Queensland member Jane Douglas, as our guest speaker for the evening. Jane had just returned from the 2013 ANZSI Conference in New Zealand, bringing back the latest news in the indexing world as told by fellow indexers from America, Canada, the UK and Australia.

What great tidings she brought back to us. It was a mind blowing evening, but oh, so enlightening. We wished that we had all had the opportunity to attend the Conference. EPUB, EPUB Standards and electronic indexing and techniques are the way forward for indexers in this 21st

century. ASI Digital Trends Task Force updates were also on the agenda – Jane involved us all in these fascinating and intriguing conference sessions.

Jan Wright's wonderful keynote address, Mei Yen Chua's 'Publishers, Editors and Indexers' panel session, together with Mary Russell's closing address on 'Indexing without boundaries' were the highlights of our evening.

We thank Jane for a very comprehensive, entertaining and educational evening on this important birthday date.

Moira Brown (President, ANZSI Queensland Branch)



At the fifth birthday celebration were (left to right): Cate Seymour-Jones, Jane Douglas (guest speaker), Jeni Lewington (standing), Moira Brown, Franz Pinz, Graham Potts (kneeling) and Marisa Trigger. Lesley Bryant took the photo; David Crosswell also attended but left early.

Queensland Branch entertains a palaeontologist extraordinaire

Pressure on space prevented publication last month of this account of Queensland Branch's March meeting, where they welcomed Dr Susan Turner, a distinguished palaeontologist (*the photo shows her relaxing with us after her talk*).

Dr Turner gave a lively account of her scientific career and work, which began in post-war England and eventually brought her to Australia. Palaeontology as a discipline does not have a very high public profile, so it was fascinating to hear a first hand account of what palaeontologists do, as well as learning about the environment in which they work. Dr Turner was a student of geology and palaeontology, who became interested in vertebrate palaeontology and pursued an interest in fossil fish throughout her career.

So the audience quickly learned about living fossils. One such example is an ancient species called a Coelacanth, which has survived over hundreds of millions of years in a few isolated locations, such as the Comoro islands, and also in Queensland. Palaeontologists go into the Australian bush in their hunt for ancient bones and fossils. They love it and have all sorts of stories to tell. But they are not rough Indiana Jones types, fighting dramatic battles to recover these treasures. They are ordinary – yet extraordinary – people,

dedicated to their scientific work, often poorly paid, with no fixed tenure, who pursue their interest under tough physical conditions.

Dr Turner is from a generation where women scientists, and especially earth scientists, were an extreme minority. Most of the time they were the only woman in their university year and then, if they pursued a career in their field any further, at the workplace.

In this regard, Brisbane has a proud tradition of being somewhat of a trailblazer. When our guest speaker Dr Susan Turner arrived here in the early 1980s, following her new university lecturer husband, she found some exceptional women palaeontologists at the Queensland Museum and the University of Queensland. Mary Wade and Dorothy Hill are widely recognized role models for successful women scientists.

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(A palaeontologist extraordinaire, continued from previous page)

Dr Turner also spoke about the precarious financial situation of scientific niche subjects. Traditional employers for palaeontologists are universities and natural history museums. In the last 20 years or so many of these institutions have closed these 'unprofitable' departments. Scientists who may have spent a lifetime of work in the field lose their livelihood and have to find outside project funding, consulting work or career opportunities abroad.

This situation led Dr Turner to China, where she was able to pursue her teaching and research interests, and to Canada. Through UNESCO, she is now also involved in the establishment of geological parks at places all over the world that have interesting geological features.

Strong and supportive personal relationships are a feature in the life of scientists pursuing a common interest. It starts with strong teacher-student relationships and continues amongst these dedicated professionals, ignoring political or racial boundaries, demonstrating the truly international scope of science. Building upon earlier work as an editor of scientific journals, Dr Susan Turner has also developed a freelance career as editor and indexer in her scientific fields.

It was an absorbing evening, hearing a first hand account of the problems and successes in the life of a dedicated scientist.

Franz Pinz (Branch Treasurer)

Quoting to a budget

Don Jordan adds a postscript to last month's discussion. Is there anybody else out there with strong views on this topic?

In looking more closely at this issue, I became aware of several things. One was that the number of words per page varies enormously from book to book, for a variety of reasons. The first edition book that I'm indexing is almost unreadable because of its tiny font. There are roughly 770 words/page – about twice the number in my informational books. The other two texts had 450 and 550 words/page. It is obviously unwise to use a rate per page as a basis for estimating unless you are sure that the new book has the same number of words per page. Also, many books include pages containing material that is not indexable, so in keeping records of books indexed, this statistic should be included. I hadn't thought to estimate the words/page of books I've worked on in the past, so my database is lacking in that regard. I would love some guidance from others as to what records they keep of their indexing work, and in what detail, so that they have ready access to reliable and useful data on which to base quotations for work?

The editor of the books that sparked all this subsequently told me that the basis for the budgets for the two books I didn't get to index (which were 2nd and 5th editions) was what the indexer of the previous editions charged, upgraded in line with inflation. But that puts later indexers at the mercy of what their peers have charged, and we don't know what standard those peers have indexed to. I was sent indexes to the previous editions, together with a representative chapter of each, but I didn't take much notice of them as I prefer to index each book from scratch. I've had some bad experiences trying to update earlier indexes, even of my own, so I tend not to use them. However, if editors are basing their budgets on these, then it's obviously going to be a good thing to look at them at quoting time!

Another potential trap I discovered was that I was given a manuscript copy of a chapter of the first edition book, and not a page proof. The manuscript chapter contained 22 indexable pages of text and 7 pages of end-matter, which the editor said could be used to estimate the proportion of indexable pages for the book. However, the final page proofs

had 20 indexable pages and only 4 pages of end-matter in this chapter. This makes a big difference to the calculated proportions – $22/29 \times 100 = 76\%$ compared with $20/24 \times 100 = 83\%$. The number of pages that I was given for the book was 544, whereas it finished up at 598. The indexable pages then calculated are 413 and 496, respectively. As I based my estimate on the average number of entries per page for the manuscript version of chapter 9, it can be seen that my estimate was going to be seriously wrong. After I had finished the index, I discovered that chapter 9 contained proportionately more entries than the other chapters, so that led to a considerable estimating error also.

Don Jordan



ASI Conference in San Antonio 18–19 April

About 100 people attended the ASI Conference, spread over Thursday and Friday with workshops on the Saturday. While most were from the US, there were several from Canada, three Australians, a couple from UK and one from The Netherlands.

ICRIS meeting

On the Wednesday afternoon the ICRIS group met. This is a great opportunity to hear what the other societies are doing. One topic that was discussed was the various societies' equivalents to *Indexers Available*, as the Society of Indexers prepares to launch their updated version. I was surprised to learn that ANZSI is the only society that doesn't charge their members to advertise in their *IA*. Costs to advertise your services on the list range from about \$40 to \$150 per year. ASI has found that while their membership numbers had dropped their revenue from their *IA* equivalent has not dropped.

Hines Award

The ASI Hines Award is ASI's highest award and is given in acknowledgement of services to the Society. This year the award was presented to Jan Wright, seen receiving it at right. This was such a popular choice that Jan received a standing ovation. The citation can be found at:

www.asindexing.org/i4a/pages/index.cfm?pageID=3341#hinesrecipients.



Wilson Award

The Wilson Award was awarded to Kate Mertes for her index to *My Thoughts (Mes Pensées)* by Montesquieu, translated and edited by Henry C Clark and published by Liberty Fund. A section of the index can be found at www.asindexing.org/files/Wilson/Wilson_2013_Mertes.pdf. In future this award will be known as the Ebsco Publishing Award.

Order of the Kohlrabi

Members and non-members of ASI are recognised for their contribution to ASI beyond the call of duty. In recognition for their services they are presented with a certificate and membership to the Order of the Kohlrabi (yes the vegetable). One of this year's recipients was Glenda Browne for her work on the IDPF Indexers Working Group. For the history of the award and the reason for the kohlrabi see www.asindexing.org/i4a/pages/index.cfm?pageid=3604.

Papers

ASI Conferences start with a group breakfast before the speaker starts at 8.00 am. The Plenary sessions were good. Judith Pascoe, author of the article 'My last index' in *The Chronicle of Higher Education* <http://chronicle.com/>

article/[My-Last-Index/131162/](http://www.chronicle.com/article/My-Last-Index/131162/) spoke about indexers and indexes mentioned in books, particularly books by Barbara Pym.

Joshua Tallent then spoke on ebooks from the point of view of ebook producers, which was interesting. He was tagged by Dave Ream on EPUB3 Indexes 1.0 draft.

I then went to a session by Kate Mertes on indexing historical documents from before about 1850. This type of indexing has many problems not typically faced by indexers indexing present-day books. Obviously seeking guidance from the author is not possible, but are you actually working with original texts or is it a translation of a translation, for example translated from Latin to French and then to 18th century English. Terminology of the day could have different meanings today and the spelling is sure to be different. Kate provided useful tips on what to look out for, how to cope with spelling variations by using square brackets in the index and the importance of qualifying entries. Knowing the period in which the book was written is important, as is knowledge of what present readers are likely to be interested in. For example it may be of interest to index every quote, as this gives an indication of what literature the author had access to. I found it a fascinating session and full of useful tips and hints.

Another interesting session was by Kay Schlembach explaining how the indexing company Potomac compiled a subject index to Bartlett's *Familiar Quotations* to assist the development of it as an App. There were approximately 20,000 quotes. There were five facets: aboutness, emotional content, positive/negative, use for special occasion (e.g. Mother's Day) and special qualities, such as humour. The indexers needed to assess each quote against each of the five facets. They ended up using 16 indexers, who were paid \$0.75 per quote and expected to index 18-20 quotes per hour with entries expected in up to five fields. In addition they had to develop their own controlled vocabulary and all in a three month time frame. An amazing accomplishment. The App can be purchased in iTunes for A\$4.49. Further details on the project can be found in Seth Maislin's article at www.potomacindexing.com/newsletters/The%20Slice%20Vol%206%20No.%201%20.pdf.

Friday was another early start with breakfast and ASI Business meeting. Next was a presentation on DTTF (the ASI's Digital Trends Task Force), which was very similar to the Wellington presentation.

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(ASI Conference, continued from previous page)

ASI has created a publications index mash-up to a few of their publications, something publishers are becoming very keen to do. This gives you a wonderful idea of what they are talking about and how it could look <www.asindexing.org/files/mashup/default.htm>.

Kay Schlembach presented a session that was written by Seth Maislen on image tagging strategies for business. This was really how you would set up a database for images for a company and determining the sort of fields you would require and developing an input screen including setting specific options for the various fields. This was a very new area

for most in the room. To assist, Kay ran a very useful exercise to highlight and explain how stakeholders in a project like this can have very different requirements. Dividing us into four groups we had to come up with things that would be important to each of four different stakeholders for school lunches. What would the child consider important factors in their lunch? How would these requirements vary from the person preparing the lunch (such as parent), the



ANZSI at ASI (l to r): Elizabeth Riley (QLD Branch), Terri Mackenzie (V-P Vic Branch, who provided the photos) and Mary Russell (ANZSI President).

person buying the supplies and the school, who may have also to prepare lunches? Quickly thinking of things and putting them on post-it-notes enabled us to group these in to two or three main themes. This exercise would then assist in determining the various options for the fields.

At the international session I promoted the ANZSI Conference 6-9 May 2015. A few ASI members told me they were keen to visit Australia 'one day' and would keep those dates in mind.

The Conference concluded for me with an Alamo Battlefield tour. I hadn't known much about the Alamo and so I was able to

visit the buildings later with greater understanding.

Attending an ASI Conference is a wonderful opportunity to combine a holiday with your continuing professional development. In 2014 the ASI Conference will be 30 April – 3 May in Charleston <www.asindexing.org/2014AnnualConference/>. Why not consider going?

Mary Russell

ZAKUSKI



Hi, I just wanted to welcome you to my new column entitled *Zakuski*, which is taken from a Russian word meaning 'appetisers'. I feel honoured to be following in the footsteps of Jane Purton, who has decided to step down from writing this column. I will alternate with Nikki Davis every other month, and provide you with quirky snippets about indexing and other matters which take my fancy.

I thought of many different titles for this column but decided that since most of our indexing events take place around a meal, this would be appropriate.

Volunteering in indexing

I happen to be a member of my local U3A and just recently an advertisement appeared requiring an indexer at the Box Hill Historical Society. Needless to say I jumped in and said 'yes'.

The project requires me to create an index to their ratebooks from 1947 to 1953 using Microsoft Access database, and to key in data from original handwritten rate assessment books, which are held at the society's premises at the Box Hill Town Hall. I am also going to create indexes /indices to any of their books that do not have one. Volunteering with a historical society is the best way to practice one's indexing skills.

(Their website is at <<http://u3aboxhill.com.au>>.)

From the Box Hill U3A home page...

We have just observed another ANZAC Day. In 2015 it will be the centenary. To commemorate this occasion an Avenues of Honour research project is being set up.

This is a national initiative to honour with a tree the memory of every individual who has fought in wars. This involves documenting, preserving and reinstating the original and establishing new Avenues of Honour .

The first stage is sourcing out the existing and lost Avenues and the people commemorated by them. The project will use all aspects of digital media such as blogs, mobile apps, wikis in order to collect and share information. Darren Peacock and David Lawry are the coordinators of this project. (Website <<http://u3aboxhill.com.au>>.)

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(*Zakuski, continued from previous page*)

Barbara Pym

A few weeks ago I was lunching with some friends and we were talking about indexing. One of them mentioned the books written by British author Barbara Pym, who actually has characters in her books who are indexers. While my friend could not mention the title of her books, the following day I went on the web and looked her up. On the Barbara Pym website there is a very detailed index which has been created by our English colleague Hazel Bell (*pictured below*).



Hazel was one of the delegates at the San Antonio Conference and let me say what a pleasure it was to meet her.

Coincidentally, Barbara Pym was discussed in great detail in the ASI's keynote address, *The secret lives of indexers*, delivered by Judith Pascoe.

Check out Hazel's index on <www.barbara-pym.org>.

Are you an evil indexer?

At the recent ASI Conference in San Antonio a post-Conference celebration took place: *The League of Evil Indexers Pub Crawl and River Walk Extravaganza*.

The league originated at the previous ASI conference in San Diego in 2012. Paul Sweum, Steve Ingle and myself got up to some mischief one night and were discussing in the light of the session on *Ethics in indexing* who could be an evil indexer. Think about it – have you been tempted to put something in your index that may or may not be kosher? Needless to say it was a fun event and 16 evil indexers enjoyed the fun and frivolity at a nearby pub. Due to the fiesta it was impossible to get a table by the River Walk. We adjourned to the Hotel Contessa later in the evening so that I could read a poem dedicated to evil indexing. This poem is written by Graeme Turner, a Melbourne poet and writer who has a very quirky sense of humour and has recently attended some indexing events. Everybody enjoyed the poem immensely. Here it is ...

Literary Ethics

So you've morphed in your career,
From a dubious librarian
From a suspect primary teacher
To a palpably terrifying evil indexer of books.

I thought that sinister actuaries, spooky museum attendants,
Corrupt curators, anarchic archivists and chilling children's authors are bad.

When you with your macabre scheming
File every human reference
Under D for dead.

You turn over an old leaf,
Use the blackest ink,
Print in .6 gray on gray
And before you're finished
You're drinking quantities of what they call cold tea.

You play Scrabble to the death or at least
Some grievous bodily harm, where it is more
Than a figure to triple score.

You're filing with a fiendish intent,
Labelling lasciviously,
Ordering content orgasmically
And engaging in unprintable things between covers.

You are the indexer who can't be named
Who embraces the dark side of the page,
And can only be defeated
By the white cataloguer of light

Whose mind is perfectly ordered.
You are the arch organizer
The perpetrator of bibliophilia
At least until arrested.
And I'm going to place you under N
For naughty.

Graeme Turner (2013)

Terri Mackenzie

Queensland Branch General Meeting

Tuesday 28 May 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 is through the Meeting Room 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.

Program

6.00 pm: Networking & nibbles with Queensland Branch members & industry colleagues, including registration.

7.00 pm: Elizabeth Riley – Highlights of the 2013 ASI Conference in San Antonio, Texas.

Quiet achievers – Jenny Restarick

Who has been the greatest influence on your career?

I can't really pinpoint anyone in particular - perhaps my mother who found my first job for me (CSIRO Dairy Research Laboratory at Highett – on the train route) after years of my childhood obsession with stamping books and setting up a small lending library for the neighbourhood kids – with my books and paper recording systems

How did you come to an indexing career?

I saw the approaching demise of special libraries, so I enrolled in the late 1980s with Michael Ramsden at RMIT. Fortunately, with a knowledge of scientific terms and how to spell them, work came along in regular bursts.

What do you see as your greatest achievement?

Encouraging the use of the invaluable tool SSAL (Scientific Serials in Australian Libraries) by library staff, in the days when one 'looked up' paper-based finding aids.

SSAL, in its huge looseleaf format, contained amazingly invaluable information regarding serials titles and their publishers, authoritative institutions etc. – a veritable treasure trove of knowledge in alphabetical order, complete with *see* and *see also* references – also useful for standing on, in the absence of steps, and as door stops !

What has been your biggest challenge?

Changing roles in 1997 from front-of-house Librarian in a CSIRO Library to Information Officer in a world-wide one-call answering service for the organisation meant losing personal contact with the scientists and support staff who had supported me, to gaining a wider knowledge of the 'whole' of CSIRO and, with my years of service, I became a keeper of its corporate memory.

How do you try to achieve work–life balance?

I have been fortunate to get job-sharing, short stay locums for 9-day fortnights, recreational and confinement leave positions for 25 years whilst my family was growing up. This was the era of social change in the workplace and I was lucky to be a part of it.

What do you like most about your work?

What do you like least?

Least: Confinement to barracks during the working day – little interaction with scientific staff and fellow indexers.

Most: Meeting peer groups (indexers, editors etc.) at conferences, visits, meetings etc

What advice would you offer to indexers just starting out?

Join and attend as many clubs, workshops as you are interested in, to enlarge your network of friends and contacts; offer to assist these groups to organise their records, publish their newsletters etc. Marry someone whose subject speciality is different to yours so you can always ask for advice re terminology etc.



Jenny with husband Cliff.

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

Dame Elisabeth Murdoch – for the patience she showed over the years, for the never-ending acts of generosity and her personality, which somehow seemed to rise above politics and petty 'gossip' and made her such an endearing lady.

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

All of them – A to Z – I love words, languages and order which is most appealing to an indexer.

Authors' lists of keywords

Fergus Barrowman, a publisher-speaker at the ANZSI conference in Wellington, said that he asks authors to provide a keyword list for indexers. I commented that many indexers find these lists useless and time-wasting, but was told by another indexer (Frances Paterson) that she sometimes asks for lists of keywords when indexing complex post-graduate texts. Why the different experiences?

Determining what terms to include is usually the simplest step in indexing. Choosing when to include them (i.e. selecting important discussions) and creating meaningful subheadings and useful cross references are more difficult, and are not aided by a simple list.

Indexers usually work through texts in page number order, so an alphabetical list means the indexer has to take their focus away from the book to the list and then back again. A list organised chapter by chapter, or better still, page by page, is more useful.

The most frustrating thing about these lists – which happens with surprising frequency – is their inclusion of terms for concepts that are not in the book. When authors are finally queried they check and say 'Sorry, I forgot that I had removed that section'. The lists are also inevitably incomplete, so exclusion from the list doesn't necessarily mean that the concept shouldn't be included in the index.

When the lists have been structured they sometimes break indexing rules, e.g. by using adjectives as main headings ('social' as main heading with 'class' and 'studies' as subheadings).

Indexers who are provided with these lists may look at them before indexing and then load them into their indexing software. Here they can function as prompts, and the indexer can check at the end that they have all been included in the index (if appropriate). When used in this way they are more an aid to quality control than an aid to index construction.

Some of the guidance that could be provided by authors would be especially useful for multi-author works, but this is when lists are least likely to be available.

Lists of terms are more important for books that assume knowledge rather than leading the user through the topic step by step (as a textbook should), especially when they are academic works on obscure topics.

Useful information to provide to indexers

Rather than receiving a list of keywords, I would like to have a brief that:

- articulates the general ideas that a keyword list might display;
- describes the author's preferences for index structure;
- describes the author's preferences for language use in the index;
- includes guidance on new concepts and potential problem areas;

- provides information that the author has found useful in their own work with the text.

General ideas

One keyword list that I was provided with informed my indexing because I discovered that the author was interested in providing access to brand names of all equipment, rather than to the categories to which the equipment belonged. This preference could have been more directly provided to me as the instruction 'Please index brand names of all equipment'. Similarly, it is useful to know whether the author wants pharmaceuticals indexed by brand name and drug name, and whether plants should be indexed by common name and/or scientific name, but the indexer doesn't need to see them all listed.

I have also had useful instructions from an author that included suggestions on how to decide which of the many place names in the book should be indexed.

Index structure

If the author has preferences for the way they would like terms displayed in the index they should say so. Suggestions could include treatment of names (e.g. single and later married names of students in a biography of a school principal) and grouping of entries (e.g. indexing of artworks under the name of the artist or as entries in their own right or both).

Language use

If the author has preferences for the use of language in the index, they should say so. Suggestions could include sensitivity issues (eg, use of people-first language such as 'people with disabilities' not 'disabled people' and use of terms such as 'half-blood') and the use of foreign languages (eg, Indian translations of recipe names in a cook book).

New concepts and potential problem areas

When terminology has recently changed, it is useful to indicate to the indexer the version that is preferred (e.g. when 'appropriate dispute resolution' started to replace 'alternative dispute resolution' the journal I indexed included both options, so I changed my index entry to 'alternative/appropriate dispute resolution (ADR)').

It would be difficult for an author to identify all problem areas, but if they are aware of concepts that often get confused, they should mention them. For an information management book, for instance, they might explain to the indexer that IEE and IEEE are different, and note that the acronym OCLC has changed its meaning over time.

For legal works it is important that the indexer knows that some words and phrases are used with specific legal meanings and should not be changed (e.g. a 'Charge and Summons' is one single document, even though the words

(continued on next page)

(Authors' lists of keywords, continued from previous page)

'charge' and 'summons' can also be used individually). In most cases, however, a legal dictionary is likely to be more useful than a selective list from the author.

Supplementary information

General supplementary information that the author has gathered— even if it is not to be eventually published — can be the most useful material. This includes family trees, timelines, military hierarchies, lists of abbreviations, and glossaries (including alternative terms). The concepts and relationships that the author has struggled with are likely to be those that the indexer also needs guidance on.

So many decisions in indexing and the commissioning of indexes depend on the nature of the book and the indexer. Communication between editor and indexer, rather than simply relying on one standard set of guidelines, will help to ensure the best possible indexes for all books.

Glenda Browne

A different insight into the ANZSI New Zealand Conference.



We have just received this photograph, taken by Jan Wright, which is too good to miss, showing Uili Fecteau (NZ archivist) and Ray Price absorbed in professional discussion during a lunch break. You have to admire their choice of seats!

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Branch events

Date and time	Organiser	Name of activity	Venue	Contact details
Sat 11 May 2.30 pm	Vic Branch	Indexing Asian names	State Library of Victoria	RSVP for catering via < www.anzsi.org/site/calendar_details.asp?id=314 >
Tues 28 May 6 for 7.00 pm	Qld Branch	Highlights of the 2013 ASI Conference in San Antonio	The Ward Office, 2/63 Annerley Road (cnr Crown St) Wooloongabba, Brisbane	Details on page 8 and at < www.anzsi.org/site/calendar_details.asp?id=318 >
Wed 5 June 6.00 pm	Vic Branch	The VIC: Visual indexing	Holy Trinity Anglican Church, Kew	Details at < www.anzsi.org/site/calendar_details.asp?id=313 >
Thur / Fri 11/12 July 9.30 am–4.30 pm	NSW Branch	Introductory Book Indexing Course	Sydney Mechanics School of Arts (smsa.org.au), 280 Pitt Street, Sydney	Queries to < glendabrowne@gmail.com > and <i>see</i> < www.anzsi.org/site/calendar_details.asp?id=317 >

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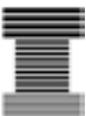
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