

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

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## From the President



Greetings to all members from myself and the new Council. We hope that you will enjoy having multiple ways to connect with ANZSI in the coming year. It was decided at the last Council meeting to continue providing more channels of communication with members. We will be dividing the workload of the volunteers managing the website, newsletter and email system. Our wonderful communications team for 2015–16 will be comprised of Denise Sutherland (webmaster), Elisabeth Thomas (newsletter editor) and Vicki Law (communications officer).

Communications officer is a new role, and will include emails and alerts via MailChimp, assisting with the newsletter and mailing lists, and other duties.

As of January 2016, the *ANZSI Newsletter* will be published bimonthly. Timely reminders about ANZSI activities or news will be distributed via email, using the MailChimp system that we are currently using to distribute the newsletter. A recent example of this new system was the email notice sent to members about the Annual General Meeting in October. Society events and activities will continue to be recorded in the newsletter and on the website.

Past-president Glenda Browne suggested in her last From the President column (September 2015) that cutting back on what you do could free you up to innovate and continue to do the tasks that you keep doing very well. While I'm not sure her 'less is more' approach will apply to my life this year as incoming ANZSI President, I do think her suggestion should be adopted by ANZSI as a whole. To that end, we will be making further changes that will support our very hardworking volunteers to do their jobs well and without an undue burden on their work and personal life.

Our new Vice President, Daphne Lawless, will take on the role of Groups Coordinator. Her job will involve liaising with group conveners, promoting group matters, and acting as a liaison between groups and ANZSI Council. I encourage you to visit the [Groups page](#) on the ANZSI website to join regional and interest groups. You are also welcome to establish a new group by contacting [Daphne](#).

My thanks to Glenda Browne (past President) and Lindy Allen (past Vice President) who retired from the ANZSI Council in October. They guided us through some major changes in the past year, and my hat is off to them for doing it so well and so graciously. I wish them well, and I hope they enjoy their well-earned rest! I also hope that they will return to ANZSI work in some capacity in the future, as they both have so much to offer. I would also like to welcome the new ANZSI Council. I look forward to working with them this year to continue our efforts to do our best with the resources available. We have some very talented and committed volunteers. I consider it my job to support them and inspire them, so that their ANZSI work is a satisfying and enjoyable pursuit.

*Mary Coe*

ANZSI President

## From the Past President

On 20 October 2015 ANZSI held its first 'electronic' Annual General Meeting – by teleconference. Seventeen people called in from New South Wales, Australian Capital Territory, Victoria, South Australia, Queensland and New Zealand. Thank you to everyone who participated. It is this sort of enthusiasm that helps make our society great.

At the AGM we approved the Annual Report (which includes the President's Report), the financial statements and the budget, and elected new Council members.

Thanks to Alan Walker, our Returning Officer, who announced the new Council members, all elected unopposed. Congratulations to Mary Coe (NSW) as President, Daphne Lawless (NZ) as Vice President, Kerry Anderson (NSW) as Secretary, Michael Wyatt (NSW) as Treasurer, and Shirley Campbell (ACT), Terri Mackenzie (Vic) and Elisabeth Thomas (NSW) as general members. What a great team!



At the last meeting of the past Council, I was presented, in a virtual fashion, with a beautiful glass vase, in recognition of my time as ANZSI President. Lindy Allen had seen it on a trip to New Zealand and later had it 'real world' delivered. Thank you so much to Council for thinking of this. I really appreciate the thought, and I just love the vase. It was a wonderful note on which to end the last two years. You have been a wonderfully supportive Council, and I thank you for your support and hard work over the years. I have also been grateful for help and encouragement from ANZSI members throughout Australia and New Zealand, both in and out of official roles.

Although no longer on Council, I will still be involved with ANZSI, both with group activities and with 'behind the scenes' work as required. I will be happy to take a more back seat role for a while. I wish the new Council and all of ANZSI all the best for the future.

*Glenda Browne*

ANZSI Immediate Past President; Convener NSW Indexers Group

## Report on 2015 Society of Indexers (SI) Conference

Recently I was the ANZSI representative at the SfEP/SI (Society for Editors and Proofreaders/Society of Indexers) joint conference, and ICRIS Triennial meeting, held in York, UK. Thank you to both SI and ANZSI for supporting me in this role.

It was great to meet up with some Australian editors who had been at our recent Canberra joint conference (Maree Petersen, Denise Fowler) and Penny Johnson from the RMIT Professional Writing and Editing programs, as well as Mary Russell and Max McMaster from ANZSI.

The conference, titled 'Collaborate and Innovate', was held at York University from 5 to 7 September 2015 (<http://www.sfep.org.uk/pub/confs/conf15/2015-Conference-programme-%28provisional%29.pdf>). It included workshops and presentations running for either one or two hours. It was splendidly run (by Ann Kingdom, among others) and all sessions were interesting.

At times there were eight concurrent sessions, which gave a great variety of options of interest to both indexers and editors, but also made it difficult to choose. There were also eight 45-minute sessions which each ran twice. One of these was called 'Lightning talks: have your say in 5 minutes flat'. Because each speaker only had five minutes, these talks were varied, and gave a lot of people the chance to contribute. This concept has great potential for both conferences and other meetings.

On the first day there was a special pre-dinner drinks session to give conference first-timers the chance to meet the SI Executive Board (it was probably equally valuable as an opportunity for first-timers to meet with a smaller group). Before dinner on the second day there was a Tweetup, which gave Twitter users the chance to put faces to names. There seems to be more interest in Twitter in SI than in ANZSI.

At the dinner it was a pleasure to meet Sam Leith, the Honorary President (patron) of SI. He is the editor of the literary pages of *The Spectator*, and a judge of the Booker Prize. Sam presented the Carey Award to Maureen MacGlashan for her contributions to SI, especially her dynamism as editor of *The Indexer*, and her long-term role as SI International Liaison for ICRIS.

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You can see samples of Sam's writing at <http://www.mhpbooks.com/telegraph-makes-its-books-editor-redundant/> and <http://www.spectator.co.uk/books/books-feature/9641652/shakespeares-london-where-all-the-world-really-was-a-stage/>.



Sam Leith, Maureen MacGlashan and others at conference dinner (photo: Glenda Browne)

The after-dinner speech was given by David Crystal, a linguist and speaker at an AusSI NSW meeting many years ago. I bought a signed, pre-publication copy of his latest book as a gift for our daughter Jenny, who is studying linguistics. (I am reminded of T-shirts that say 'My parents went to England, and all I got was this lousy T-shirt' and picture Jenny saying 'My parents went to York, and all I got was a book on punctuation'.)

David Crystal's book has been reviewed by Sam Leith

([http://www.theguardian.com/books/2015/sep/17/making-a-point-pernickety-story-english-punctuation-david-crystal-review?CMP=share\\_btn\\_tw](http://www.theguardian.com/books/2015/sep/17/making-a-point-pernickety-story-english-punctuation-david-crystal-review?CMP=share_btn_tw)), so I dined with both writer and reviewer.

## ICRIS

Thank you to ANZSI for officially hosting the ICRIS meeting (chaired by Mary Russell, with Max McMaster as note-taker), and to SI members (including Maureen MacGlashan, Paul Machen and Ann Kingdom) for local planning.

Mary Russell has written a report on the meeting which you will have seen in the October newsletter. Congratulations to Mary on her reappointment as International Coordinator for another three-year term. You can now tentatively add October 2018 to your diaries for the next ICRIS Triennial meeting, which will be held in Shanghai.

Some of the discussions we had at the meeting may provide guidance for ANZSI planning.

Decreasing membership and challenges for volunteering in the three largest societies (SI, ASI and ANZSI) continue to cause concern, with no clear solutions available. Some societies are looking at different ways to communicate, for example, relying more on email and less on newsletters for announcements.

Many of the societies are also considering different options for conferences. SI will be having a one-day conference next year, and ASI has found regional conferences to be successful. These have about 35 attendees, and pack a lot of content into one day.

With respect to training, one observation was that indexing work is moving away from indexers (to some extent), and that training non-indexers to understand indexing, and even to do it, is going to become more important. This is food for thought.

Maureen MacGlashan explained that Swets Information Services declared bankruptcy in 2014. It was the agency used by many libraries to manage their subscriptions to *The Indexer*. It seems that when libraries had to move subscriptions to another agency, some inevitably took the opportunity to re-evaluate their purchases, and didn't renew. Thus a seemingly unrelated bankruptcy had a flow-on effect to purchases of *The Indexer*.

Nic Nicholas talked about the importance for viability of *The Indexer* of institutional subscriptions, from where over the years the bulk of its marginal return of income over costs has come. If you have a connection with a university or other institution that could benefit, please suggest a subscription to *The Indexer*, if they do not already subscribe.

## Papers

Many of the papers at this conference touched on the future of publishing.

The first keynote speaker, John Thompson, spoke on sociological research into changing structures in the Anglo-American trade publishing industry, and described the polarisation of the field (companies being very big or very small, with Faber and Bloomsbury being two remaining in the middle) and the preoccupation with publishing 'big books'. Ebook statistics collapse all types of books, which can obscure the differences between popularity of ebooks for romance fiction compared to relatively low use of ebooks for travel, cookery and children's books. Number three of his predicted short-term trends was the struggle for visibility online, as it is difficult for people to discover new books when they can't browse. Online index samples could be part of the solution to this problem. He also stated that it is hard to make predictions because there are many variables, and we don't know what technological innovations will arise, and what choices readers will make.

The final keynote speaker, Eben Muse, spoke on the future of reading (<https://prezi.com/3ybtwpmakoc/>), saying that we used to read intensively, and we now read extensively. He suggested using tools to get an idea of the structure of students' work. If he were indexing, he would use word trees (<https://www.jasondavies.com/wordtree/>, <https://developers.google.com/chart/interactive/docs/gallery/wordtree?hl=en>) to see words in context. He also described 3D modelling of information, and said that there are now 3D mind maps, which can make multiple connections.

Chris Jennings spoke on 'From pBook to eBook' and examined the ways in which publishers' workflows have to be adjusted to enable quality design for both print and electronic formats.

There was also a crystal ball panel session which responded to questions on the changing publishing environment. Comments I noted were that processes will have to be simplified, and that those which add to the price but don't add value will be cut. Content will be repurposed in different formats, eg, a dinner, a T-shirt, a luxury item. This made me think of Julia Gillard's misogyny speech, which is now published on a tea towel. Other ideas were that more would be done in the cloud, and that there will be a shift from product to service (producing texts with added functionality).

As a librarian and database indexer, I was interested in a paper by Janine Burr-Willans from Emerald Group Publishing. She discussed various stages of editing, and the importance of tagging of content, and refinement of language within the manuscript to ensure discoverability. Emerald uses a three-level taxonomy on the delivery platform (allocated by copy editors), supplemented by keywords (provided by authors). They use Orcid IDs to identify researchers (<http://orcid.org/>). Metadata indicating that a paper has been peer reviewed is crucial, as without this many papers would be excluded by common search refinement approaches.



I went to an unusual session by Paul Johnson called 'The magic of the movable book'. Paul travels around schools teaching children how to make small paper books by folding and cutting pieces of paper or card. They then write and illustrate stories in the books they have made. The technique helps students gather and express their ideas. Paul emphasised the value of the page in this process. See more at [http://www.bookart.co.uk/book\\_art\\_courses.html](http://www.bookart.co.uk/book_art_courses.html).

Also with the aim of broadening my knowledge, I went to a session on the structural editing of fiction by Allyson Latta from Canada. One exercise looked at writing opening sentences; this gave me food for thought for my non-fiction writing (although looking back I see I have used a straightforward conventional opening for this report).

Pilar Wyman and I presented an updated version of our Matrix talk on EPUB ebook indexing, and are hoping to do an expanded version together (with other speakers) at the combined ASI/ISC conference next year.

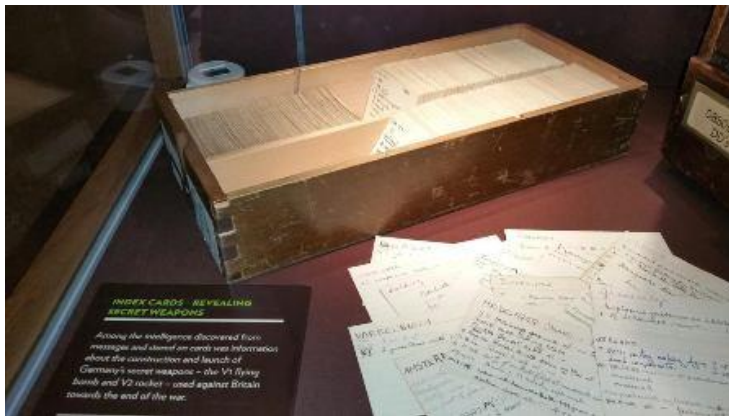
There were also workshops and other talks on indexing, and many on editing, but as I didn't attend them, you'll just have to look at the papers. (<http://www.sfep.org.uk/pub/confs/conf15/2015-Conference-programme-%28provisional%29.pdf>).

### Literary tourism and intelligence indexing

I missed the conference-planned literary tour of York as it overlapped with Jon Jermey's SKY Index workshop. On the rest of our visit to England, Jon and I visited a number of libraries and museums, including the Bronte Parsonage in Haworth (and other Bronte locations that we walked to), medieval Chetham's Library in Manchester (where some of the books are still chained to the shelves), Chatsworth House (used in the BBC series of *Pride and Prejudice*, and home of a magnificent library), Leeds Library (a stunning building in a cultural complex), the Working Class Movement Library in Salford (a great grass-roots collection of books, banners and more), the Marx Memorial Library in London, and Bletchley Park, near Milton Keynes, where Alan Turing and many others cracked the Enigma cipher.

At the Marx Memorial Library, the books are grouped in subject categories, starting with shelves of books by or about Marx, then Engels, then Lenin. Similarly, in *The Indexing Companion\**, we quote Robert Dessaix on his studies in Russia: '...the bibliography had to begin with the letter L for Lenin, then go on to M for Marx, E for Engels and only then to A, B, etc. No one minded or thought it odd. We were just giving unto Caesar'.

At Bletchley Park there are displays showing the index cards used to provide access to the information that came into Bletchley Park from deciphered messages and other sources. This was a multilingual (mainly English, German, Japanese and Italian) ongoing indexing effort done with great urgency. Content was often incomplete and garbled, and concepts were cutting-edge. Passing mentions were important to index, as the accumulation of content could show trends. What we now call metadata (eg, the frequency of ciphers sent from various locations) was also important.



*'Indexing revealing secret weapons' and boxes of card files on Japanese warships and more, at Bletchley Park (photos: Glenda Browne)*

You can read more about the indexing at Bletchley Park at [http://www.theindexer.org/files/22-1/22-1\\_031.pdf](http://www.theindexer.org/files/22-1/22-1_031.pdf) and <https://www.asis.org/History/24-brunt.pdf>, about women at Bletchley Park at <https://theconversation.com/the-female-enigmas-of-bletchley-park-in-the-1940s-should-encourage-those-of-tomorrow-36640>, and about indexing of military intelligence at [http://www.theindexer.org/files/22-4/22-4\\_187.pdf](http://www.theindexer.org/files/22-4/22-4_187.pdf). Bletchley Park has even inspired the creation of a series of luxury watches that display their serial numbers using punch cards from the computer system that was used to manage the intelligence index (<http://www.watchprosite.com/News/Bremont-Watch--Codebreaker/index.jsp?page=wf.forumpost&fi=112&ti=872133&pi=5940728>).

All in all it was an informative and enjoyable trip, and a terrific opportunity to connect with indexers and editors from around the world.

\*Browne G and Jerney J, *The Indexing Companion* Melbourne: Cambridge University Press, 2007, p109.

*Glenda Browne*

ANZSI Immediate Past President; Convener NSW Indexers Group

## ANZSI Council Profile – Mary Coe

I have been working as a book and database indexer for 25 years. I moved from Washington, DC to Sydney in 2006, also making the leap from American Society for Indexing (ASI) to ANZSI membership. I have been an active ANZSI member since 2007, taking on several roles, including NSW Branch Secretary, NSW Branch President, and ANZSI Council Committee Member. In addition to running a freelance indexing business, I am employed part-time as a website indexer and metadata analyst at NPS MedicineWise, and I am Co-General Editor of the journal *Online Currents*. I recently completed a Masters in Information Studies (Applied Research) course at Charles Sturt University. As a freelance indexer and student, often working alone from a home office, the ANZSI network has been very important to me. I feel privileged to be a part of it and hope to contribute for many more years.

*Mary Coe*

ANZSI President

## Introduction to Taxonomies Webinar

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On 21 October 2015 we were able to join in a live webinar with Heather Hedden. Heather is the author of *The Accidental Taxonomist*, and came to taxonomy via indexing.

The 1-hour webinar was being run in the evening, by the Simmons College, School of Library and Information Science in Boston — so this meant we had the very civilised 10–11 am AEST for joining in. We put in a good showing: there were six Australians attending (five from ANZSI) out of nine participants!

Taxonomies, and other controlled vocabularies, serve the purpose of ‘findability’. They are usually most useful on team projects, where there are a lot of people all working on a single site or database.

They are authoritative, restricted lists of terms.

There was obviously a limit as to how much detail Heather could go into in only an hour, but we got a good basic introduction to the world of information taxonomy, thesauri and other controlled vocabularies, including a brief introduction to synonym rings, and some of the software used to create taxonomies. I now know what a whole bunch of acronyms mean, such as BT (broader term), NT (narrower term), and RT (related term). And that relationships between terms are reciprocal.

While I have attended several ASI webinars, they’ve always been broadcast at inhospitable hours (3 am is really not a great time to concentrate on subheadings), so I’ve watched them later at a convenient time. While this means I can still see the recording of the webinar and ‘attend’ that way at any time, it also means I can’t interact with the trainer or other participants at all.

So it was quite a treat to be able to attend my first *live* webinar. And having signed up, I can still watch the recording of the presentation again any time. It was easy to log in via the College’s website, using some special meeting software (GoToMeeting).

There was also time at the end for questions, which we could either speak or type to Heather.

You can discover more about Heather and taxonomies on her blog:

<http://accidental-taxonomist.blogspot.com.au>

and website: <http://www.hedden-information.com>

I enjoyed reading through the slides of her ASI Conference presentation, *Thesaurus Creation and Indexing Compared*.

[http://www.hedden-information.com/Thesaurus\\_Creation\\_and\\_Indexing\\_Compared.pdf](http://www.hedden-information.com/Thesaurus_Creation_and_Indexing_Compared.pdf)

(By the way, don’t buy a copy of *The Accidental Taxonomist* just yet – she is just finishing up the second edition, which will be out in 2016.)

Denise Sutherland



## Advertising in Indexers Available

After several years and extensive consultation with users, advertisers and other stakeholders, a brand-new *Indexers Available* was unveiled at the Write Edit Index Conference in May 2015. Advertisers' data was ported across to the new system, and advertisers were advised of a new password to access their information.

The new version has a number of additional and changed features, so it is important that you review and update the information you initially supplied.

### The Webpage

From the *Indexers Available* menu in the header, users are directed to choose either a Simple Search or an Advanced Search.

If the user selects a Simple Search, they are presented with a box captioned 'Search Indexers' with the instruction 'Search by indexer name, subject specialties, location or additional services etc...' Searches on terms typed in this box access all free-text information provided by advertisers, see explanation below.

If they select an 'Advanced search', they have access to additional search boxes: Indexer or Business name, State/Territory, Country, Accreditation, Broad subject categories, Materials and formats, Publishing categories, and Additional services. Apart from Indexer or Business name, all the boxes present a drop-down box for selection.

### Indexer Profiles

Clicking on 'Search' or 'Filter' brings up a list of indexers fulfilling the search criteria. All lists are presented in random order, with Accredited indexers listed first. Clicking on an indexer's name takes the user to the 'Indexer profile'. The 'contact information' is taken from the general database of members; all other information is provided by the advertiser specifically for *Indexers Available*. The detail varies depending on how much information the advertiser has provided, but can include:

Background and qualifications: Background, Qualifications, Specific skills

Indexing experience: Accreditation, Broad subject categories, Materials and formats, Publishing categories, Software skills, Languages other than English, Additional services, Recent publications indexed.

### Advertising in *Indexers Available*

The first step is to log on, using the password the Membership Secretary sent you in May or when you joined the Society. From the main page click on 'Member area', then 'Your indexing business', and finally 'Advertising in *Indexers Available*'. Follow the instructions for payment options.

You will be notified when your account has been activated. In the Member area click on 'Your Account. Select 'Edit profile'. Extra profile fields will be made available once payment is received – fill in those you wish to display. Scroll to the bottom and save changes.

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## Tips and Guidelines

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The *Tips and Guidelines for Advertising in Indexers Available* for editing your profile have been updated. They appear below. These Tips and Guidelines are also available from Your Profile page on the website.

The most significant change for advertisers writing or editing their profile is the method of selecting and presenting subject categories, materials and formats, and additional services. There are two separate sections for this information.

In the 'Background and Qualifications' section is a box marked 'Specific skills'. This is a free text area, which users can search using the 'Simple Search'. The terms are not controlled; you can type in any relevant terms concerning your skills and experience that you consider searchers may look for. There is no limit.

The terms in the 'Indexing Experience' section are controlled, which users can search using the 'Advanced Search'. In each of the subsections ('Broad subject categories', 'Materials and formats' and 'Additional skills') place a checkmark against any of the terms in which you have demonstrated skills, a 'Subject Guide' is provided down the side of the screen to help you select appropriate terms. It is important to be aware that the items that appear in the 'Indexing Experience' section cannot be accessed via the Simple Search, so you should consider repeating the terms you selected in the 'Specific skills' box. I urge all existing advertisers who have not done so to check their profile and review their selected terms.

Michael Wyatt

on behalf of the ANZSI *Indexers Available* Working Group

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## Tips and Guidelines for Advertising in *Indexers Available*

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### Professional Ethics

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Your *Indexers Available* entry allows you to advertise your skills across a range of materials and formats, subject specialties and additional services offered. It also allows you to provide evidence of those skills with details of your qualifications and recent publications you have indexed. While ANZSI takes no responsibility for the accuracy of members' entries, the Society expects that its members will not include false or misleading information about their skills, expertise, qualifications or experience.

### Skills and expertise

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To increase your chances of gaining work that is within your range of expertise, and in obtaining further work from your existing clients, it is vital that the information you provide accurately reflects your current skills and expertise.

### Contact information

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When a user goes to *Indexers Available*, they are presented with a list of advertisers consisting of

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vignettes in random order. Accredited indexers appear before non-accredited indexers in all listings. Each vignette contains your picture if you provided one, your name, and electronic contact details such as email and social media.

This information is carried across from the membership information you supplied when joining the Society. You can amend or expand it at any time.

If you wish your picture to appear in the vignette and your profile page, upload it here. Otherwise we will supply a random illustration. The 'Name' is the one you wish to appear in listings and on your profile, so amend it if it is different from the name that appears in on your membership details.

**Business name:** Your business name appears on your profile, and is searchable in both the Simple Search and the Advanced Search. Your business logo can be uploaded as an image, and is displayed on your profile.

**Social media:** As well as your email address and website, list here the URLs for your Facebook, LinkedIn and Google+ profiles as well as your Twitter user name. These links are displayed in the listings vignettes and at the top of your profile.

### Background and qualifications

Information provided here can be accessed from the Simple Search page or the Simple Search box on the Advanced Search page.

**Background:** List relevant experience, eg working in a specialised field, or the number of years you have worked as a full-time freelance indexer.

**Qualifications:** In the field provided, you should include tertiary qualifications and training courses, especially indexing training.

Note that, wherever possible, your qualifications and experience should support your claims to specific subject specialities. For example, if you have an arts degree but want to claim expertise in a specialised area such as medicine, it might be wise to point to any experience you have that would support your claim to such expertise.

**Specific skills:** List any specific skills relevant to a free text search, such as: specific subject specialties, materials and formats, industry types, and additional services. Be aware that the broad subject categories, materials and formats, publishing categories and additional services selected in the next section are not available for free text searching, so consider repeating relevant terms here.

### Indexing Experience

Unless otherwise stated, information provided here can only be accessed from the dropdown boxes in the Advanced Search page. It cannot be accessed from the Simple Search page or the Simple Search box on the Advanced Search page, so it is important to consider adding terms from the dropdown box to the 'Specific Skills' area of the previous section.

**Accredited:** This information is supplied centrally. If you have Accreditation but do not appear as Accredited here, contact the [Membership Secretary](#).

**Broad subject categories:** Select from the subject categories those areas supported by your qualifications, knowledge, experience, interests and competence, such as indexing several works in the subject, indexing works at a tertiary level, or as a result of tertiary study. Refer to the subject

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guide in the sidebar for help with choosing categories.

**Materials and formats:** Select from the list materials and formats with which you have either demonstrated competence, or are reasonably confident that you will be able manage efficiently within a commercial timeframe.

**Publishing Categories:** Select from the list the areas in which you have worked. It is not necessary to have indexed in these areas; for example, you may have carried out editing work for a trade publisher, or manuscript assessment for a scholarly press.

**Software skills:** List the proprietary names of any software in which you have skills relevant to information management or publication, such as programs for indexing, word processing, desktop publishing, e-books, database management, thesaurus construction, bibliographies, website construction/management. These program names are searchable from the Simple Search page or the Simple Search box on the Advanced Search page.

**Languages other than English:** List any languages in which you possess sufficient skill to construct a professional index. These language names are searchable from the Simple Search page or the Simple Search box on the Advanced Search page.

**Additional services:** When selecting additional services, only choose those for which you have relevant qualifications and/or experience.

**Recent publications indexed:** List here the titles of recently indexed publications. All information provided here is searchable from the Simple Search page or the Simple Search box on the Advanced Search page. If you are familiar with HTML, you can incorporate basic coding such as bolding and italics and also links to other websites and pages. (If you aren't confident with HTML, and would like a link to an online index you wrote added, you're welcome to send the URL to the Webmaster, and they can add it to your profile for you.) Although there is no restriction on the number of titles you can list, bear the following in mind:

The operative word here is 'recent'. For someone returning after a break from indexing, it may be a good idea to include an explanatory statement along those lines, eg "After a five-year break, whilst I ....., I have now returned to freelance indexing". This could be particularly useful if you have spent time developing specific subject knowledge in a particular occupation.

**Full and correct citation of the publication.** One of the reasons for listing your recently indexed publications is so that potential clients can locate and review your work. You should assist this process by providing full and correct citation details using a recognised citation style. The preferred style for *IA* is: author, date, title, edition (if not the first), publisher, place of publication. If the index is available for inspection on a public website (such as the "Look Inside" feature on the Amazon website), add the appropriate link (or send it to the Webmaster to add for you). If you wish to mount the index on your own website and link to it, ensure that you are not infringing the publisher's copyright before you do so – some contracts may assign copyright to the publisher.

Do not include a publication unless you have checked the page proofs of the index or the published index. Errors may be introduced into an index after it is submitted to the publisher, and these will detract from the quality of your work in the eyes of a potential client. For example, typesetting errors can create havoc with the filing order (eg, subheadings appearing as main headings). While you know the errors in the published index were not your fault, that may not be obvious to a potential client.

**Strategic use of space.** You may choose to demonstrate either your depth of expertise within a particular subject area, or the breadth of expertise across a range of subject areas.

Alternatively, you may use this space to promote the fact that you have received awards for particular indexes.

Beginning Indexers with no published indexes: If you do not yet have any published indexes then you could use the available space to explain why. For example, a beginning indexer could state that they are a beginning indexer keen to take on work.

### Optimise your emails

If you are listed in *Indexers Available*, you have a unique link for your name that you can use to promote your skills and experience. See the article below, or view the webpage for tips on how to add your unique link to your email signature.

Michael Wyatt

on behalf of the ANZSI *Indexers Available* Working Group

## Promoting Your Skills and Experience in Your Email Signature

If you are listed in *Indexers Available* you have a unique link for your name that you can use to promote your skills and experience. You can find your unique link by searching *Indexers Available* on your own name and clicking to view full details. Your unique link will appear at the top of the page. Jo Bloggs' link, for example, would be <http://www.anzsi.org/profile/Jo%20Bloggs/>

Most email packages allow you to create a signature for your emails. If you have this facility in your email package, then you can include a link to your *Indexers Available* entry in your email signature. Below are some guidelines on how to include your unique link in your signature for some common email tools.

### Microsoft Outlook

- Open a new email
- Click on the Signature button on the top line and select Signature
- In the E-mail Signature tab click new.
- Type a name for this new signature.
- Type the contact details you want.
- Add the text you want to cover the link to *Indexers Available* (eg you might type 'Link to my indexing specialities and experience').
- Highlight the text.
- Click on the Insert Hyperlink button (looks like blue dot with chain under it).
- The text you typed should appear on the top line.
- Paste your unique *Indexers Available* link in the Address field near the bottom.
- Click Save at bottom of small box (not OK at bottom right).



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## Gmail

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- Sign into Gmail.
- Click on the gear icon on the top right-hand side of the screen.
- When the drop down menu appears, click on 'Settings'.
- Scroll down to find the 'Signature' setting and paste your unique *Indexers Available* link into the Signature field along with any other contact information you wish to provide.
- Scroll down to the bottom of the page and click on 'Save changes'.

## Mail (Windows 10)

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- Open Mail
- Click on the gear icon on the bottom left-hand side of the screen.
- Click on 'Options'.
- Scroll down to find the 'Signature' setting. Move the slider to 'On' and paste your unique *Indexers Available* link into the Signature field along with any other contact information you wish to provide.
- Click anywhere outside the 'Options' panel.

## Mail (on a Mac)

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- Open Mail (in this case Version 5.3 Apple Inc.)
- Select Mail Preferences and click the Signatures button.
- Enter what you want in panel in box.

## Mozilla Thunderbird

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- Open Thunderbird
- Select Tools, then Account Settings.
- In the left pane, click select the account for which you want to use the signature.
- Paste your unique *Indexers Available* link into the Signature field along with any other contact information you wish to provide in the Signature text field.
- Click on OK.

*Michael Wyatt*

Member, ANZSI *Indexers Available* Working Group

**THE INDEXER**  
The International Journal of Indexing

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**September issue now out, with articles including:**

- Mary Coe on index users' expectations
- Jenny Wood and Judith Cannon on indexing Australian indigenous collections
- Linda Dunn on name authority control in large projects
- Linda Dunn's resources on name-checking

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## ASI Web and Electronic Indexing SIG Ebook Survey Results

Now available on the website – the American Society for Indexers (ASI) Web and Electronic Indexing Special Interest Group (SIG) Ebook Indexing Survey results of 30 September 2015:  
<http://www.web-indexing.org/ebookindexingsurvey20150930.pdf>.

The results highlight the more dominant formats, software used, and size and types of works. Most replies were from US indexers; thanks to ANZSI members for your responses.

*Dwight Walker*

Web and Electronic Indexing Special Interest Group, American Society for Indexers (ASI)  
[www.web-indexing.org](http://www.web-indexing.org)

## ASI Web and Electronic Indexing Award 2015 – Entry reminder

A reminder that the Web Indexing Award, offered by the American Society for Indexers (ASI) is still open for entries, including from Australian and New Zealand indexers, until 31 December 2015.

For an eligible entry: "The index should be a browsable hyperlinked index for a Web or electronic publication including content management systems, wikis, blogs, ezines, ebooks, XML and PDFs."

For more details, go to: [www.web-indexing.org/web-indexing-award.htm](http://www.web-indexing.org/web-indexing-award.htm).

*Dwight Walker*

Web and Electronic Indexing Special Interest Group, American Society for Indexers (ASI)  
[www.web-indexing.org](http://www.web-indexing.org)



## Website flyers for all!

The P&P committee had a bunch of flyers printed for the Canberra conference, advertising the new ANZSI website, and the new *Indexers Available*.

I still have a full box of them left over. Rather than creating a massive fleet of paper airplanes, I'll be sending (modest) packs of them to each of the group conveners over the next few weeks.

You guys can do what you like with them, perhaps giving them to local editor societies, or sending some out to local publishers?

If anyone has a great idea of what to do with hundreds of the things (someone has suggested adding them to some conference satchels, but we just need to locate an appropriate conference ...), I am very open to suggestions! You can email me : [denise@sutherland-studios.com.au](mailto:denise@sutherland-studios.com.au)

Otherwise, it's the paper airplane thing ...

*Denise Sutherland*

Chair, P&P Committee

## Vale John Adams

The ANZSI community is sad to hear of the death in September of John Adams. John was a long-standing member of AusSI / ANZSI, having joined in 1982. He was an Associate of the Australian Library and Information Association; and a Fellow of the Royal Historical Society of Victoria since 1976. He was Honorary Indexer to the RHSV and they published his book *Indexing for historical societies* in 2001. A noted local historian, he had several books to his credit dealing with the Gippsland area in which he grew up and Heidelberg where he lived for many years. Ave atque vale.

*Michael Ramsden*

## ANZSI events

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### Wednesday 4 November

#### **Melbourne Indexers: Training in indexing – the UCB way**

6:00 – 7:45 pm, Holy Trinity Anglican Church Hall, 1 Pakington St, Kew, VIC 3101

Max McMaster, as a course instructor, and two recent course graduates, Alisa Dodge and Sharon Lapkin, will outline their views and experiences of the University of California, Berkeley Extension six-month, part-time, online indexing course. Dinner afterwards.

For full details, see the [ANZSI events webpage](#)

### Tuesday 10 November

#### **National: Council meeting**

6:30 – 8:30 pm, Held via teleconference

### Tuesday 17 November

#### **Canberra Region Indexers: Roundtable Discussion**

2:00 – 4:00 pm, Denise Sutherland's home, [contact Denise](#) for the address.

Come along to this roundtable session, to discuss the indexing projects you've been working on lately. It's an opportunity to ask questions, get some advice, and talk about your work in general.

Please bring a little something to share for afternoon tea!

For full details, see the [ANZSI events webpage](#)

### Wednesday 2 December

#### **Melbourne Indexers: Index surprise packages**

6:00 pm - 7:30 pm, Holy Trinity Anglican Church Hall, 1 Pakington St, Kew, VIC 3101

Indexing Clinic – free indexing advice then discussion. Dinner afterwards.

For full details, see the [ANZSI events webpage](#)

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## Other events

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### Wednesday 11 November

#### **Society of Editors (NSW) Inc.: Markup languages: A practical guide for editors – and indexers**

9:30 am – 4:30 pm, UTS Short Courses, Level 7, 235 Jones Street, Broadway, Sydney, NSW

The Society of Editors (NSW) invites ANZSI members to this course.

What are markup languages? Isn't tagging for designers and coders, not editors (or indexers)? Do editors and indexers really need to learn about digital markup?

This is a hands-on, practical workshop. BYO laptop is required.

Bookings can be made at Society of Editors (NSW) rates (\$220). Simply enter 'ANZSI' as the code at checkout when booking.

For full details and bookings, go to <http://editorsnsw.wildapricot.org/event-2010008>.

**STOP PRESS: Only 1 or 2 places left!**

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## Contact information

ANZSI's general email: [info@anzsi.org](mailto:info@anzsi.org)

### ANZSI Council

President: **Mary Coe**

Vice-President: **Daphne Lawless**

Secretary: **Kerry Anderson**

Treasurer: **Michael Wyatt**

Council members: **Shirley Campbell, Terri Mackenzie** and **Elisabeth Thomas**

### Branch and regional contacts

Branch and regional contacts for ANZSI Inc. are being restructured, with the dissolution of branches and their replacement by informal regional and special interest groups. Branches and their presidents no longer officially exist.

Please consult the **ANZSI website** for details of new regional and interest groups.

### Newsletter

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Editor: **Elisabeth Thomas**

### About the Newsletter

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Opinions and statements expressed in the Newsletter are those of the individual contributors, and do not necessarily reflect the opinions of the society.

### Schedule

The next Newsletter will appear in December 2015. The contribution deadline is **Friday 27 November 2015**.

Please send contributions by email to the editor, Elisabeth Thomas, at [<editor@anzsi.org>](mailto:editor@anzsi.org)

### Advertising rates

For advertising rates, **please visit our website**.