



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

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## In this issue

From the President .....	1	Zakuski .....	11
The Write Edit Index Experience .....	5	ANZSI Events.....	12
Website Update .....	8	Melbourne Indexers .....	13
Ethical guidelines from AIATSIS .....	9	IPEd Survey of Editors.....	14
Education Committee Proposal.....	10	Contact Information .....	17

## From the President



ANZSI has moved from the excitement of the conference to work on the final steps for the ANZSI restructure.

### Council matters

Thank you to Tracy Harwood for joining us in the first part of our last Council meeting, to report on conference organisation and the final stages. There were many perspectives on this wonderful conference in the excellent conference newsletter.

The website is being refined in a number of areas, including the move of Council papers to a Council area, thanks to Kerry Anderson and Ali Bell. There is more website news later in this newsletter.

Thanks also to people who have alerted us to a few problems with search in the new Indexers Available, and to Ali Bell for investigating these so quickly, and finding solutions. We also love positive feedback, with one member writing ‘I like the new web-based Indexers Available format, and the flexibility offered for providing information about our skills and services.’

## Restructure matters

It has been a busy time for the ANZSI executive and others as we move towards the restructure.

Thanks to Kerry Anderson for sending our revised documentation to Consumer Affairs Victoria, for organising the minutes of the Special General Meeting, and for working on updates to the Constitution.

Thanks to Michael Wyatt for work regarding the centralisation of Branch funds, which involved trips to banks as well as a lot of paperwork.

Thanks to groups liaison officer, Lindy Allen, who has been looking into processes for the approval and operation of groups. Of special interest were the results of a meeting she had with representatives of the Australian Library and Information Association about the way they manage groups.

The restructure changes have also brought in new rules for elections. Thank you to Michael Ramsden who wrote the regulations for elections. Michael has now resigned as Chair of the Restructure Working Party. His experience has been invaluable in our move towards a new structure for ANZSI, and we thank him for all his hard work.

## Branches, living on in groups

By the time you receive this newsletter, ANZSI branches will have ceased to exist. This is a historic moment, and although we voted unanimously for this change, there will also be sadness in seeing branches close. They are the parts of ANZSI through which most of us connected with the organisation, held our events, and developed relationships. The success of the branches for so many years is a credit to the founders and the many officials, committee members and participants who supported them over the years.

While branch paperwork will disappear, the spirit and activities of branches can be continued through regional groups. These will not necessarily cover the same areas that branches have, but may develop from branch connections. There will also be opportunities to extend networks by developing special interest groups that have members from many regions.

Branch Presidents will not be ex officio members of Council after 30 June. We have invited Mary Coe (recently NSW Branch President) to join Council as a general committee member. The other ex officio members were asked if they would like to stay on Council, but were happy to take a break, or to focus on other ANZSI activities. We thank them, and Branch committee members, for their hard work and thoughtful support of Council over the years.

Fred Leise, discussing the American Society for Indexing (ASI) in the latest issue of *Key Words* wrote: 'As Ovid famously said in his *Metamorphoses*, 'Omnia mutantur, nihil interit': 'Everything changes, nothing perishes.' Which is a good way to describe ASI.' It applies to ANZSI too — we are building a new structure on firm foundations.

Leise, Fred. 'President's Message' *Key Words*, Vol. 23, No. 6, June 2015, p. 69

## Promotions & Publicity (P&P) Committee

We have had a complete turnover in the P&P Committee. Max McMaster and Karen Gillen have stepped down, and Nikki Davis invited Denise Sutherland and Jane Douglas to join the team. Denise was a major contributor to the P&P presence at the conference, and she and Jane were also official conference tweeters, keeping up our presence on social media. Nikki has now also resigned from the committee.

We thank Nikki, Karen and Max for their work on the committee over the years, and Denise and Jane for taking on these roles.

Major achievements of the P&P committee over the last few years include a promotional campaign to companies about annual report indexing, creation of a logo for Accredited Indexers, a table to promote the new Indexers Available and website at the recent conference, and publication of a book gathering together stories of our Quiet Achievers from the series in the *ANZSI Newsletter*.

## Professional liability insurance

I have had three queries this month about professional liability insurance. It is currently an issue for both editors and indexers, as a major publisher has inserted a clause about this insurance into their contracts.

I have encountered this requirement a number of times over the years, and find that there are different options with different clients. I've noted some possible situations below. This is not legal advice. These options may not suit other people's situations, and may not have been the best option for my own situation at the time. You should see a lawyer if you are at all concerned about the requirements of a contract as acceptance of liability is a major undertaking.

The approaches I have used or encountered include:

Ask for a waiver (or simply cross the liability clauses out).

Get professional liability insurance. Years ago I got a quote for this and it was over \$1,000 per year.

Get professional liability insurance through collective society cover. The NSW Society of Editors has such cover for its members (for a fee). My understanding is that associate members might be eligible depending on the nature of the work they are doing.

I have had a client waive the requirement after doing a 'risk assessment' to show that the risk was low.

I have had a client put my work through an employment agency which would cover the insurance. This cost the client something like \$30 an hour extra. If we always got the type of work that could pay \$30 an hour extra for insurance cover, we could easily pay for insurance. The trouble is, we rarely get these jobs, but would have to always keep the insurance.

Some contracts have liability clauses that limit the potential payment to the amount that will be paid for the job.

Jon Jermey and I once created an incorporated company on the assumption that the company would be liable (to the limit of its assets), not the individuals involved. I wouldn't do this again. See my citations, and especially the article by Kingsley Siebel noted below.

You might lose the job for not having insurance. This has happened to me once.

Contracts that require professional liability insurance may also ask for public liability insurance and either workers' compensation cover or income protection insurance.

It is important to research the law regarding professional liability. My understanding is that even if you have professional liability insurance there is a risk in agreeing to take on legal liability for work that you do. This is because this insurance works on a 'claims made' basis, and is only useful while you are currently paying it. So if you stop paying insurance when you finish a job on 31 December one year, and then get sued on 1 January the next year, you'll have no cover. To be certain, you would have to keep on some insurance (of lower cost than when working, but still an ongoing payment) for the period of your liability. Again, I

recommend Kingsley Siebel's article. Note, however, that he wrote 'My comments are not to be taken as being legal advice.' Also, his article was written nearly two decades ago, so the legal situation is sure to have changed.

Browne, Glenda. 'Professional Liability of Indexers' *AusSI Newsletter*, Vol. 20 No. 1, January/February 1996, pp. 2–3, <[anzsi.org/wp-content/uploads/2015/03/ANZSI-Newsletter-1996.pdf](http://anzsi.org/wp-content/uploads/2015/03/ANZSI-Newsletter-1996.pdf)>

Browne, Glenda. 'Professional liability of indexers', *The Indexer*, Vol. 20 No. 2 October 1996, pp. 70–73, <[www.theindexer.org/files/20-2/20-2\\_070.pdf](http://www.theindexer.org/files/20-2/20-2_070.pdf)>

Siebel, Kingsley. 'Contract for the provision of indexing services' *AusSI Newsletter*, Vol. 20, No. 5, June 1996 pp. 6–8, <[anzsi.org/wp-content/uploads/2015/03/ANZSI-Newsletter-1996.pdf](http://anzsi.org/wp-content/uploads/2015/03/ANZSI-Newsletter-1996.pdf)>

## Copyright Agency publisher fellowship

Those of you on social media may already know that I have been awarded a Copyright Agency fellowship to enable me to research the creation of active, linked indexes for ebooks <[copyright.com.au/news-events/media-releases/MRCopyrightAgencyPublisherFellowshipsawarded.pdf](http://copyright.com.au/news-events/media-releases/MRCopyrightAgencyPublisherFellowshipsawarded.pdf)>. The fellowship will pay for me to attend the Indexing Society of Canada and American Society for Indexing conferences in North America next year. I will also organise meetings with various people involved in digital publishing and indexing.

I am a member of Copyright Agency Limited (CAL) through the books I have written. CAL payments based on statutory licensing schemes have made up a substantial part of my earnings from writing, in some years outstripping royalties. Public Lending Right and Educational Lending Right also provide small supplementary amounts.

When I read about the CAL publisher fellowships I thought it was worth a try, given that a couple of my books have been self-published. I was somewhat surprised, and quite delighted, to be one of five recipients Australia-wide.

There are quite a few awards and sponsorships that may potentially be available to indexers. If I encounter these I share them on my indexing Facebook page <[www.facebook.com/pages/The-Indexing-Companion-Book-Indexing-Workbook/82315763536](http://www.facebook.com/pages/The-Indexing-Companion-Book-Indexing-Workbook/82315763536)>, and, if they seem particularly relevant to indexers, on the ANZSI Facebook page <[www.facebook.com/ANZSocietyIndexers](http://www.facebook.com/ANZSocietyIndexers)> as well. I have also written about some of these in an article for *Online Currents*. The article is aimed at librarians, but some of it will also be relevant to indexers.

Browne, Glenda. 'Library and information fellowships, sponsorship, awards and grants', *Online Currents*, Vol. 26, 2012, pp. 243–250 <[webindexing.biz/wp-content/uploads/2012/10/OLCOct2012GBrowneGrants.pdf](http://webindexing.biz/wp-content/uploads/2012/10/OLCOct2012GBrowneGrants.pdf)>.

## Presentations on web

Jon Jermey has been developing a series of screencasts on the use of technology in indexing. The first ones, covering working with PDF documents and an introduction to SKY Index, are available (for free) at <[webindexing.biz/screencasts/](http://webindexing.biz/screencasts/)>. Please send any feedback, and ideas for more, to Jon Jermey <[jonjermey@gmail.com](mailto:jonjermey@gmail.com)>.

*Glenda Browne*

## The Write Edit Index Experience: Canberra, May 2015

It was an honour, a privilege and a complete surprise to have my travel expenses funded by the New Zealand branch of ANZSI, to attend the Write Edit Index Conference in Canberra in May 2015. It was considered that, given the scheduled ANZSI SGM to wind up the branches in favour of a centralised structure with informal ‘interest groups’ under that, it behoved Aotearoa to have a semi-formal representative.

I’m no stranger to Canberra, having visited several times over the last 15 years or so. It’s not like the rest of Australia. The best way that I could describe it to New Zealanders would be ‘Wellington’s culture combined with Palmerston North’s geography and aesthetic’. The capital city of a whole continent contained in what is, by Australian standards, a large country town, with the routine of an economy built around public services, education and conferences, broken up by a quirky but vibrant arts, some stunning semi-arid flora and fauna, and some truly befuddling monumental architecture. The Black Mountain Tower was the creepiest thing I’d ever seen for a long time.

I was lucky to get lodgings at University House, one of the oldest parts of the Australian National University. The peaceful surroundings and koi carp in the ornamental pond were made even more intriguing after hearing the tale of Bob Hawke, later to be Prime Minister, going for a midnight skinny-dip as a student resident and being required to write an apology letter to administrators. The weather was slightly chillier than Auckland, but much drier. I didn’t have to break out the emergency thermals. I heard crows calling in their semi-human voices from the courtyard, and saw a small group of cockatoos fighting in the nearby eucalypts.

The pre-conference reception was held at the venue, at a speakeasy-themed bar at the hotel; only accessible through a barber’s shop, in keeping with the Prohibitionist vibe. Perhaps jet-lag muddled my wits, because I could only find my way there after a quarter of an hour of fruitless searching. But I was warmly welcomed by my Australian colleagues — and took the chance to catch up with the other New Zealand attendees. There were four in total, alongside international guests from Belgium, China, Fiji, the Philippines and the USA.

The next day (Thursday), after the 260+ delegates were welcomed to the traditional country of the Ngunnawal people by Aboriginal elder Matilda House, it was time for business. There were four streams of activity, with generally one or two specifically devoted to indexing at any one time. Generally I followed

## Shop, Indexing

[www.cafepress.com.au/indexing](http://www.cafepress.com.au/indexing)



the indexing streams, though since I also dabble in copy-editing (mainly for ESL academic texts) as well as translation, occasionally other sessions appealed to me. Here are some of the highlights.

South African guest John Linnegar explained to us some of the peculiarities of indexing in his home country, and many of the themes he dealt with were very pertinent to New Zealand indexers in particular. South Africa, like New Zealand, has its own quite peculiar (in several senses!) dialect of English, and if indexing for an international publication, one needs to know whether to double-post or gloss such local terms as *bakkie* (ute), *braai* (barbecue) or *Amabokoboko* (the Zulu word for the Springboks). Where South Africa pulls away from Aotearoa is that, where New Zealand has two official spoken languages, South Africa has eleven! Questions thus arise as to whether place names might be indexed under indigenous or 'Europeanised' spelling, or whether prefixes in indigenous languages should be taken into account in alphabetization. These are questions on which all indexers working in both English and indigenous languages should really be pooling their resources.

As predicted by most observers, the ANZSI SGM voted in 'North Korean' fashion — 100% turnout, 100% YES for the structural changes to the Constitution and the abolition of the branches.

Frances Lennie spoke on 'planning your indexing legacy'. What is going to happen to your indexing knowledge, skills and resources once you retire, or are no longer with us? Without a formal academic structure for training and accrediting indexers, our craft still works on something of a traditional 'apprenticeship' model, where older indexers take younger ones under their wings. (Although I was trained 'on the job' for a firm, I was very lucky that, right at the beginning of my career, a more experienced indexer sent some work my way!) In this way, we perpetuate our own style and way of doing things, and pass on the 'tacit knowledge' that can't be learned from books. Aside from helping bring forth the new generation of indexers, we can 'pay forward' the help we ourselves received in ways, such as participating in our professional community, or bequests. Lastly, we can make sure our records would be usable by others if we fell under the proverbial bus; writing down ways of working, saving templates in a durable PDF format, and so on. The important thing, Frances asserted, was that an indexer's professional life should 'not fade away'.

In his keynote speech on the Friday, Australian cryptic crossword designer and humorist David Astle made particular note of the indexer of his book *Cassowary Crossing*, Sarah Dawson. Sadly, Sarah is no longer with us; but recognition and credit from authors and publishers for our work is an ongoing battle for indexers, and it is very pleasing to see that it is gradually gaining ground.

Belinda Pollard spoke on 'Valuing Our Professions'. It is crucial that freelance indexers understand the distinction between 'billable' and 'non-billable' hours. Belinda suggested — as a rough figure for both editors and indexers — that only about 25 hours of a standard 40-hour week would be 'billable', that is, directly working for clients. The other 15 include accounting, hunting for new work, professional development, networking, and all those other things which are necessary to keep the business going — not to mention sickness and holiday breaks. Therefore, we must be careful to charge for our billable work at a rate which pays for non-billable tasks as well. Clients must be educated on what quality work is, and on the 'pay peanuts, get monkeys' principle; we have to value our own work, or our clients certainly will not.

Madeleine Davis spoke on issues in biographical indexes: whether index sub-headings (especially for the meta-topic) should be in alphabetical or narrative-chronological order, for ease of reader comprehension, was a pressing issue. An indexer should pay particular attention to the most important themes of the work — for instance, a biography of Eric Clapton which did not mention his guitars would not satisfy many readers — and should try to gain a basic knowledge of the subject area. Madeleine told an anecdote of her own career, where in the index of a surfer's biography, she assumed that the gear company Rip Curl was a person!

Donning appropriate Laurence Fishburne-style garb, Glenda Browne introduced us to 'The Matrix of

EPUB indexing! We were introduced to the MOBI, KF8, EPUB2 and EPUB3 formats; the DAISY talking book standard; the Dublin Core Metadata Initiative; and a whole range of other issues which somewhat went over my head, but which we will all have to get familiar with in our professional futures. The EPUB3 Indexes Specification, for example, enables us to do everything that a text-based index can do and more — for example, highlight ranges of entries, filter our views (for example, ‘see only proper names’), highlight locator ranges in the main text, or use interactive generic cross-referencing (for categorical entries such as ‘battles’ or ‘guitars’). For one thing, these advances would make multiple indexes — the bane of many of our professional lives — obsolete. The latest release of InDesign now natively outputs EPUB indexes, which can — crucially — also be reused; ebooks can be mashed up, split up or translated, with index locators remaining intact.

Sherry Quinn gave a brief introduction for editors on how to evaluate indexes (extremely valuable for those of us who wish our clients to become more educated). They were advised to involve indexers in the planning process for a publication, and if possible to let the indexer review the final typeset index (a heartfelt YES here to the second point!) Later, Mary Coe and Alexandra Bell described website indexing, which can be performed either in the same way as a back-of-book index, or with the use of metadata, for example, using invisible keywords in the text. A website is an organic entity, they argued, and quality indexing — including accurate taxonomy and content hierarchy — can drive the structure of the website, as well as users’ search behaviour.

Continuing the techno-theme, Jenny Wood and Judith Cannon discussed ‘Indexers as curators: the role of the indexer in big data’. Curatorship is the current ‘big thing’ in the world of art and museum studies, and it’s certainly appropriate to the area of big data — the exponentially expanding collection of data on all aspects of human existence. Raw data is unusable in itself; it needs a curator to find patterns in it, to map out paths of actionable intelligence, and after that to weave these paths into a database. The indexer, the librarian and the archivist all use similar skills, and these crafts blend at the point of data curation; we produce the visualisations which enable meaning to be easily grasped by end users. However, their specialist trades are at threat in the face of basic ‘keyword’ searches (such as Google Books), which substitute patterns of letters for patterns of meaning. Our particular craft as weavers of information into meaning must, as several other speakers noticed, be promoted and understood by policy-makers and data-users. Indexers can literally ‘save the planet’ by creating maps by which users can find their way through the exponential multiplication of knowledge.

Indexers broke up into specialist workshops for discussions on the final day. My own work includes both scientific and humanities indexes, but I opted for discussion on the latter as being closer to my true interests. Among the vital topics discussed were the level of background knowledge required, whether the metatopic is always obvious, issues of consistency in spelling and vocabulary (including synonym control) when indexing multi-authored books, and proper names in various languages. It was very good to be part of a dialogue for at least this session, as opposed to being the audience for a series of (fascinating!) speakers. Other highlights of the final day included a discussion of mentoring, including comparison of the different editors’ and indexers’ procedures; and the announcement of a winner of the competition for a collective group of editors, which will be known forever more as a cardigan. What would be the equivalent for indexers, do you think? Are we close enough to the same demographic?

May I just add that the food laid on by the QT hotel was opulent, excellent, and other superlatives. The variety, quality and quantity — with provisions for special dietary habits — were such that I was kicking myself for having committed myself to losing weight the previous week. Never mind. The same could be said for the official conference dinner, held in the truly Hogwartsian Great Hall of University House, where the grandeur of the surroundings no doubt made the food more satisfying. I also had the joy of going out

to dinner with Glenda Browne and other indexers to a fine Thai restaurant, at which I was introduced to the culinary delights of spicy fried crickets. Mmm, chitinous.

My plane going home was delayed, I ended up missing a connecting flight and got diverted to the Gold Coast for no very good reason. But nothing could put a dampener on my wonderful Canberra experience. Thanks to the conference organisers and my generous funders who made it all possible. And thank you to all the writers, editors and indexers I befriended. See you again.

*Daphne Lawless*

Auckland

## Conference website

The conference website has been retired now, but speakers' bios and abstracts, blog posts and photos have been **archived on the ANZSI website** (under Publications > Conference papers). Speakers' papers and PowerPoint presentations will be put up on the site too, as they come to hand. — DS

## Website Update

The new website launched on 5 May, and has been visited 50,403 times so far. We hope you are enjoying it, and welcome any feedback.

We have had some technical issues with a recent update for the software we're using for the Indexers Available search. The issues are associated with the use of punctuation in some fields, causing these fields to not be recognised by search in the same way. Thankfully, we were alerted to the situation quickly, and have been able to take action to make things better. We have made some changes to the search box, removing the component that is affected by these issues. The available search fields have been tested and will provide accurate results. We have been in contact with the developers of this plugin, who have confirmed that this is a known issue, and it should be resolved with the next update. Once we can confirm our installation is working as it should, we will return the search form to its original state.

## New web manager

I will be leaving the web manager role in August, as I am expecting my second child. Denise Sutherland has agreed to take on the role, and Council has welcomed this. We would also like to find a backup person who could make changes to the website if Denise was unavailable, and who could give general support in the position.

We are looking for an ANZSI member with website development experience, especially using WordPress and its plugins.

If you have these skills, and are able to spare a small amount of time each week, please contact Ali Bell <[alexandra.jane.bell@gmail.com](mailto:alexandra.jane.bell@gmail.com)> or Denise Sutherland <[denise@sutherland-studios.com.au](mailto:denise@sutherland-studios.com.au)>.

*Ali Bell*

ANZSI Webmaster

## Ethical Guidelines from AIATSIS

The Aboriginal Studies Press at the Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) has recently put out 'Guidelines for the ethical publishing of Aboriginal and Torres Strait Islander authors and research from those communities'. They hope that by using the guidelines, 'writers and publishers can create new works that reflect the diversity and richness of Australia's Indigenous histories and cultures'.

The new Ethical publishing guidelines PDF can be downloaded from [aiatsis.gov.au/aboriginal-studies-press/getting-published/ethical-publishing-guidelines](http://aiatsis.gov.au/aboriginal-studies-press/getting-published/ethical-publishing-guidelines).

While the guidelines have a largely editorial focus, there is certainly information that will be helpful to indexers. The guidelines summarise an approach that recognises cultural sensitivities, acknowledges the diversity of Indigenous cultures, and focuses on Indigenous rights being central to published works.

For example: Pages 11–13 relate to 'What people prefer to be called', including:

- legal definition of an Aboriginal person
- appropriate use of 'Indigenous' or 'Indigenous Australians'
- when to capitalise 'Aboriginal' and 'Indigenous'
- preference for 'Aboriginal people' rather than 'Aborigines'.

A valuable resource for all of us to add to our reference libraries!

— *Denise Sutherland, and Bernadette Vaughan (Manager, Information Services, ARPANSA)*



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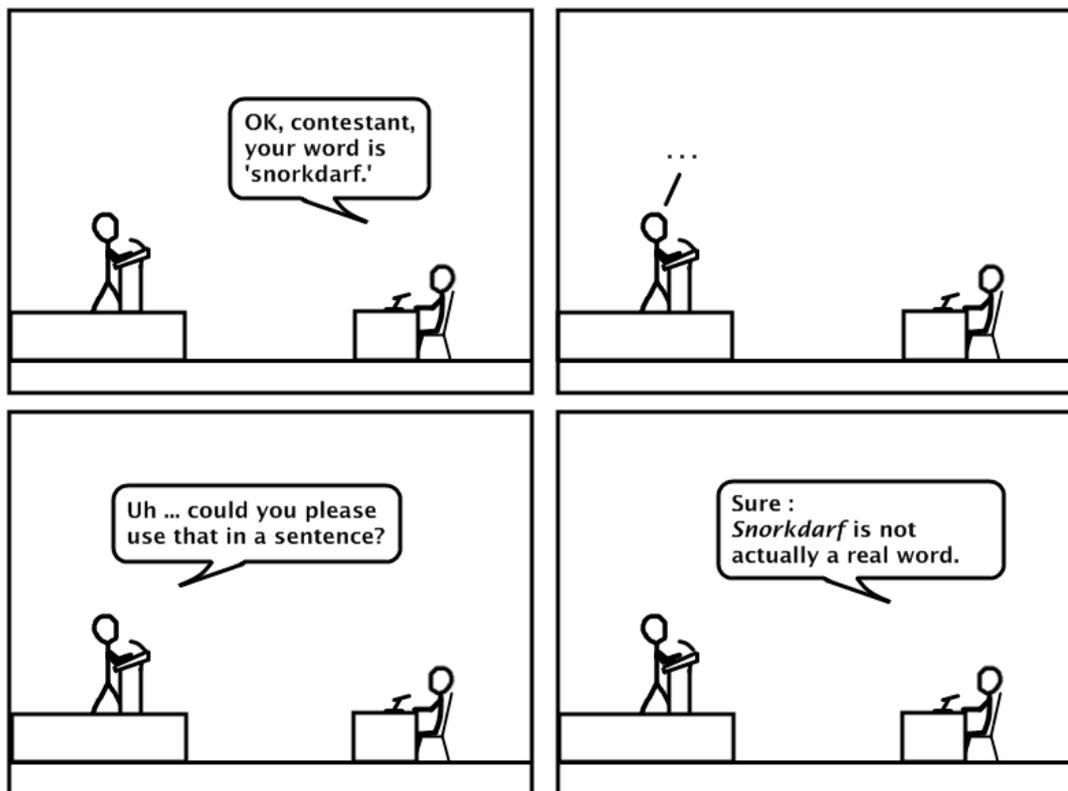
## Education Committee Proposal

I believe that education is important and broad enough to warrant the reformation of an Education Committee. ANZSI has a Publicity and Promotion Committee, an Accreditation Committee etc., and has had an education committee in different forms in the past. Glenda Browne has raised that we should be thinking about how education would work under a restructured ANZSI.

Ideally, I'd like to form a committee with two to three others, including someone with experience in either mentoring, teaching indexing, accreditation/assessing, or conference organisation. To read my full proposal, visit the ANZSI blog <[anzsi.org/proposal-to-form-education-committee/](http://anzsi.org/proposal-to-form-education-committee/)>.

*Lindy Allen*

ANZSI Vice-President and Education Co-ordinator



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## Zakuski

Welcome to another delicious dollop, with Terri Mackenzie.

### Beware the Evil Indexer and Vile Editor

Oh well, the very successful editors and indexers conference is done and dusted, and the Evil Indexers and Vile Editors had a great time. Of course we had some drinks and nibbles as well as a quiz, and we were very fortunate to secure Word Nerd David Astle for the event. We all enjoyed ourselves immensely and the prize of the book *The Evil Librarian* by Michelle Knudson was enjoyed by a few members of the group. Yes, I found this illustrious title whilst browsing through the Readings Book Shop catalogue, and could not believe my luck. This book, set in an American high school, is about a handsome male librarian who is very friendly but is in fact a demon. Incidents prevail in this quite amusing book. Congratulations to my editing colleague Cheryl Betteridge from Western Australia who recognised the anagram for 'Evil.'



### Beary cute

I happen to be a huge collector of teddy bears and came across an interesting article in the ALIA bulletin. Since 1987, the New York Public Library is the proud home of the actual toy teddy bear that once belonged to the AA Milne's son Christopher Robin Milne. The library's conservation and preservation strategy is quite strict, and the conservators have to monitor, record and control the environment where the toys are stored and exhibited. When the toys are displayed, they are kept in a secure case and are stored in acid-free boxes and tissue, when they are not on display. In a domestic home, mould, dust and temperature changes are not conducive for storing and displaying objects such as soft toys. Better stick to glassware!

<[www.nypl.org](http://www.nypl.org)> ALIA Weekly, Vol. 3, Issue 17

### For all you cat lovers

In Las Cruces, New Mexico, there is a library with no books, but kittens. These kittens come from local animal shelters and they are available to employees of the Dona Ana County building to borrow or even adopt. These cute kittenpusses, even assist with your typing. Perhaps an interesting index has been created when your kitten has walked across the keyboard? The cute creatures roam the office and offer much stress relief from the daily office grind. What a purrrfect life.

<[www.cbs.org](http://www.cbs.org)> ALIA Weekly, Vol. 3, Issue 22.

Cats — they're everywhere! Canberra is all set to open its first cat café soon, and Melbourne already has one! <[ab.co/1JhSNkS](http://ab.co/1JhSNkS)> — DS

## ANZSI Events

### Council meetings

21 July      1 September

### Events

#### NSW: Introductory book indexing course, 24–25 July

A two-day introduction to book indexing, with Glenda Browne. There are no prerequisites. One exercise is emailed to students for completion before the course starts. You just have to bring pen and paper.

9:30 am – 4:30 pm each day

Sydney Mechanics School of Arts, 280 Pitt Street, Sydney

Cost: \$555 for ANZSI members, \$620 for non-members, \$333 for **members** travelling a long distance

**Bookings close 9 July.** For more details, please see the event listing on the ANZSI website:

[anzsi.org/event/introductory-book-indexing-course-with-glenda-browne/](http://anzsi.org/event/introductory-book-indexing-course-with-glenda-browne/)

#### ACT Region: AGM & Dinner, Tuesday, 18 August. 6:15 pm

We invite you to our 2014–15 AGM and dinner

Tuesday, **18 August** 2015, at the **Hotel Realm** (Boardroom 3 & 4), 18 National Circuit, Canberra

*Please note the different venue. Our usual venue, Brassey House, is undergoing refurbishments.*

Members, past members and friends are cordially invited to enjoy a convivial evening after the brief AGM deals with ANZSI business matters, including the restructure of the society and plans for future groups and activities.

Join us at 6.15pm for the AGM at 6.30 pm, followed by dinner at around 7.15 pm.

For dinner you can choose between two main courses, and two desserts, and tea or coffee for \$52.50 per person. Drinks will be the responsibility of the individual.

RSVP to Sherrey Quinn by close of business Monday, **10 August** 2015 on [sherreyquinn@gmail.com](mailto:sherreyquinn@gmail.com). Please advise if you have special dietary requirements.

Prepayment is requested by **10 August**. The preferred method is by direct deposit to :

Bank: CBA

Account name: ANZSI ACT Region

BSB: 062 907

Account number: 1002 9711

Please quote your name in your payment.

If you have any questions, please contact Sherrey.

## Melbourne Indexers

### Welcome

The Melbourne Indexers is a new regional group of ANZSI formed under the new arrangement following the disbanding of the Victorian Branch. It is a group based on the successful Victorian Indexing Club (VIC) model, which has been running for six years.

### Benefits of joining

- Professional development and network opportunities through attending the meetings and access to the Melbourne Indexers Bulletin (newsletter).
- In depth discussions on a wide variety of indexing topics with occasional guest speakers and visits to local institutions.
- Access to free one-on-one professional indexing advice at the Indexing Clinic held before most meetings.
- The opportunities to join other members over a meal at a near-by restaurant after most meetings (at own expense).
- Be kept informed of Melbourne Indexers' events as well as other talks, training, exhibitions and events of interest to members, through the monthly email Bulletin. The Bulletin will also include write ups of past events, reviews of books of interest to members and tips and hints on indexing.
- Access to the extensive library of books on indexing from the Victorian Branch collection.

### Meetings

The list of monthly meetings for 2015 is included [on the ANZSI website](#). I welcome suggestions for 2016.

### Join

While we are called Melbourne Indexers, we welcome any ANZSI members. Join by contacting Mary Russell <[russellmf025@ozemail.com.au](mailto:russellmf025@ozemail.com.au)>.

*Mary Russell — Convenor*

### Former Victorian Branch Library

The newly established Melbourne Indexers group has taken over responsibility for the administration of the former Victorian Branch Library.

Library-related news and updated lists of the collection can now be found on the Melbourne Indexers page on the ANZSI website <[anzsi.org/about-us/groups/melbourne-indexers/](http://anzsi.org/about-us/groups/melbourne-indexers/)>. Members of the Melbourne Indexers group will also be kept up-to-date on Library matters via the Melbourne Indexers monthly Bulletin. To join the group and subscribe to the Bulletin please contact Mary Russell <[russellmf025@ozemail.com.au](mailto:russellmf025@ozemail.com.au)>.

### Borrowing from the Library

The collection will be available for loan during the monthly meetings of the Melbourne Indexers (for details of upcoming meetings see ANZSI events listed in this newsletter or on the ANZSI website <[anzsi.org/events](http://anzsi.org/events)>). The loan period is one month. To borrow items outside of meeting times, or to reserve or renew items, please contact Karen Gillen <[kamgillen@gmail.com](mailto:kamgillen@gmail.com)> or (mobile) 0413 222 109.



## IPEd National Survey of Editors, 2014

The Institute of Professional Editors (IPEd) surveyed members of the seven societies of editors during November 2014 using an online survey. In order to get a breakdown of differences between the state societies of editors, an identical survey was run by each society, creating state-specific data, which has been combined to create the national data that is the focus of this report.

The survey was promoted through the societies of editors using their newsletters and websites, and through IPEd's Twitter feed and Facebook page.

The survey had 391 respondents from 1495 members\* (26%), with the breakdown by society as follows:

- Canberra Society of Editors: 75 of 130 (58%)
- Society of Editors (New South Wales): 56 of 356 (16%)
- Society of Editors (Queensland): 46 of 214 (21%)
- Society of Editors (South Australia): 22 of 90 (24%)
- Society of Editors (Tasmania): 11 of 25 (44%)
- Editors Victoria: 140 of 568 (25%)
- Society of Editors (Western Australia): 41 of 112 (37%)

\* Membership numbers at 31 August 2014, except for NSW (31 May), SA (30 November), WA (31 May).

### Inside this issue

March General Meeting: Belinda Jeffrey Young Adult fiction <i>Carmel Karras</i>	3
National Mentoring news	4
Letters to the editor	7
Committee report <i>Kerry Davies AE</i>	8
Post mortem on QWC Trial Editing Program 2014 <i>Judy Fredriksen</i>	9
Training news	10
SfEP/SI Conference	10
IPEd notes	11
What's on	12

### The typical Australian editor

Based on the survey, 82% of Australian editors are female with the typical Australian editor most likely to be aged from 36 to 55, with 51% of editors in this age bracket. Eleven per cent are aged under 35.

When it comes to experience, 34% have between four and ten years of experience, while 43% have more than ten years of full-time equivalent editing experience.

### Qualifications and training

Australian editors are well educated, with 93% holding a degree or higher, 65% holding a qualification higher than an undergraduate degree and 34% being Accredited or Distinguished Editors.

Making the profession more professional is a benefit of Accredited or Distinguished Editor status for 82% of respondents. Sixty-three per cent identified increased confidence in their editing ability as an advantage of accreditation, while 64% believe their clients' increased confidence in them is an advantage.

The question on seeking accreditation was answered by 255 respondents, with 26% (65) saying they would seek accreditation and 40% undecided. Of those who would seek accreditation, 30% (46) would seek it the next time it's offered.

Of the respondents who would not seek accreditation, 48% did not believe that they would gain more work because of

# IPed National Survey of Editors, 2014

it and, for 43% of respondents, clients do not ask that they have accreditation. Thirty-four per cent believed that with extensive experience they don't need it and 35% believed the exam is too expensive. Just 14% of respondents are waiting for an onscreen exam.

## Australian editing work

Most survey respondents (56%) were freelancers, an increase from the 2011 survey, which recorded 53% as freelance. Twenty-three per cent were employees and 16% were a mixture of both, with 27% of respondents working full time, 30% part time and 21% having editing work as part of a broader job description. Many respondents commented that their editing work was casual and could be as little as 12 hours a week or up to 60 hours a week.

For part-time editors, 43% earned more than half their income from editing and 18% earned between 26% and 50% of their income from editing.

In terms of sectors where the majority of editing income is generated, 46% was from public organisations, 41% from private organisations and 19% from individuals who self-publish.

Education and educational publishing generated the most income for editors, followed by government; publishing; health, welfare and medicine; self-publishers; environment and science; agriculture; and marketing and advertising.

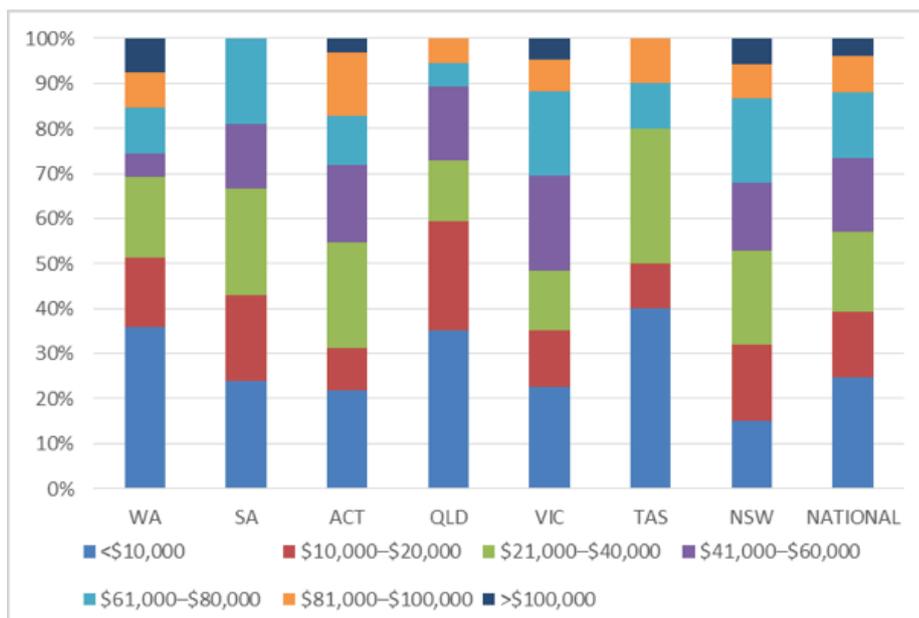
The arts, media, real estate, architecture, design and building industries were identified as further industries employing editors.

When it came to identifying specialist areas, 37% of editors identified themselves as generalists, 32% as academic editors, 26% as science editors, 25% as education specialists, 19% as health editors, 14% as literature editors, 13% as history editors and 10% as legal editors.

It is clear from the responses to the question 'From which media did you generate most of your editing income in financial year 2013–2014?' that many respondents did not understand the intent of the question. They responded as to

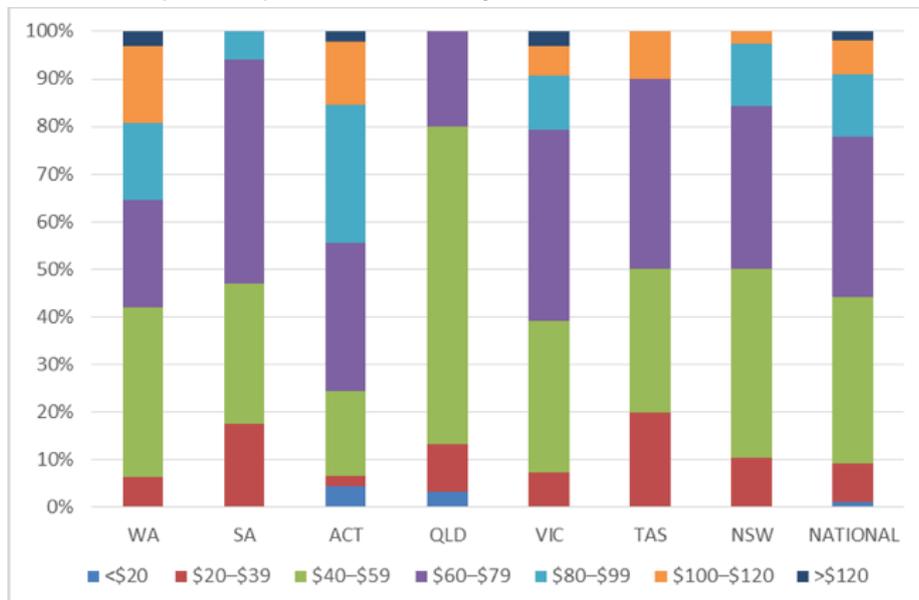
## Editing income

Question 29: Please estimate your gross income (before tax and expenses) from editing in financial year 2013–14.



## Standard hourly rate for freelance editing

Question 32: Regardless of whether you publicise your rate or not, what is your standard hourly rate for your freelance editing work?



how they generated enquiries for editing services rather than the media they were editing. This will be reworded for the next survey.

## Technology and editing

Proofreading is done using onscreen mark-up by 57% of respondents and 22% use hard-copy mark-up, while 17% use about the same for both. Editing is done using onscreen mark-up for 83% of

respondents and 5% use hard-copy mark-up, with a further 12% using about the same for both.

The majority of editors (62%) use PCs, 21% use Macs and 17% use both.

## Editing income

The question about income from editing was answered by 352 of the total 391 respondents (90%), with 25% having

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# IPed National Survey of Editors, 2014

earned less than \$10,000 from editing in 2013–14, which is higher than in 2011, when 21% indicated this level. On the other end of the scale, 4% of editors earned over \$100,000 in 2013–14, with 1.8% in this band in 2011.

The other income bands are fairly equally distributed, with 32% of respondents having earned between \$10,000 and \$40,000 in 2013–14 and 31% of respondents having earned between \$41,000 and \$80,000.

## Freelancer information

Compared with the past five years, the average freelance hourly rate fell from \$66 in 2009 to \$64 in 2011\* and in 2014 rose again to \$66.

The average hourly rate charged by members of each of the societies of editors was as follows:

Canberra Society of Editors: \$75

Society of Editors (NSW): \$62

Society of Editors (Queensland): \$51

Society of Editors (South Australia): \$58

Society of Editors (Tasmania): \$60

Editors Victoria: \$67

Society of Editors (Western Australia): \$72

When charging by the hour, 35% of respondents charged between \$40 and \$59 per hour, while 34% charged between \$60 and \$79 per hour and 22% charged over \$80 per hour.

When determining an hourly rate, 60% of respondents set a rate based on the client budget or what the market will pay. Just 15% determined what they needed to earn, less expenses, while 34% compared their rate with that of other editors and tried to be competitive.

Forty-six per cent of respondents charged different rates for different kinds of work. Comments reflect that government and

corporate clients generally paid more than publishing clients, and students needing their theses edited were charged the least. Copyediting fees per hour were greater than proofreading fees, and a flat fee was often charged for manuscript assessment.

The average (mean) rate for proofreading was \$52 per hour, for copyediting \$64 per hour and for substantive or structural editing \$71 per hour. Writing was charged at \$79 per hour and thesis editing at \$55 per hour.

The most popular way for providing a quote was by an estimate for the job based on an hourly rate, which was how 63% of respondents quoted, with 39% providing a firm quote for the job and 30% providing an hourly rate and charging the number of hours the job takes. Some respondents charged by the word and some preferred to view a sample of the text before providing a quote. There were also respondents who quoted a budget ceiling and then charged by the hour.

Sixty-seven per cent of respondents reported the cost of running a freelance business to be under \$3000 for the year, while 25% of editors estimated business costs to be between \$3000 and \$9999. Ten respondents, or 4%, estimated their business costs to be greater than \$15,000.

## Professional development

When it came to professional development, the survey responses reflected that growing your freelancing business and developing business skills were a high priority. Marketing and promotion for freelance editors was identified as important by 48% of respondents, and the need to develop business skills was identified as important by 39% of respondents.

Networking was seen as important by 41% of respondents and training in word processing and design software was important for 40%. Just 34% of respondents reported needing professional development in grammar usage and style.

Many respondents identified training in InDesign, marketing and business skills, and eBook editing and technology as areas for professional development.

## IPed and editors

Advocacy and promotion of editing by IPed was identified by 69% of members as an activity they would like to see IPed undertake. More professional development programs developed by IPed and the societies was identified by 54% of respondents as important. The promotion of self-employed editors was important for 49% of respondents and for 31%, the promotion of accreditation of editors was important. Twenty-nine per cent of respondents would like to see IPed offering a centralised employment brokerage.

Advice on rates of pay for editors or pay scales for freelancers was also identified as important for respondents.

Some members live in regional areas or find it hard to attend society meetings or workshops and so would like to see more self-study courses and workshops, webinars or online training.

Only 35% of respondents had attended an IPed conference.

When asked the benefits of conference attendance respondents highlighted meeting other editors for networking, exposure to new ideas and trends, improving their skills and knowledge, and finding out about different areas of work.

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\*The 2011 survey reported an average national freelance rate of \$62; however, subsequent analysis, using the same method (mean) for both 2011 and 2014, produces an average rate of \$64 for 2011.

## Contact Information

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

### ANZSI Council

President: **Glenda Browne**

Vice-President: **Lindy Allen**

Secretary: **Kerry Anderson**

Treasurer: **Michael Wyatt**

Council members: **Judy Richter, Terri Mackenzie, Elisabeth Thomas** and **Mei Yen Chua**

### Branch and regional contacts

ANZSI Inc. is being restructured, with the dissolution of branches and their replacement by informal regional and special interest groups. Branches and their Presidents will no longer officially exist after 30 June. In the transition period, however, branch officials are playing an important role in closing branch accounts, and in running the final AGM for the branch. For this reason, we have kept their contact details in this newsletter. Regional contacts have been kept in the list for people interested in exploring options for regional groups in their area.

ACT Region: **Denise Sutherland**

New South Wales: **Mary Coe**

New Zealand: **Julie Daymond-King**

Northern Territory: **Frieda Evans**

Queensland: **Jane Douglas**

North Queensland: **Jean Dartnall**

South Australia: **Jane Oliver**

Tasmania: **Christopher Brennan**

Victoria: **Mary Russell**

Western Australia: **Shelley Campbell**

### 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 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 August 2015. The contribution deadline is **Friday 31 July**.

Please send contributions by email to the editor Denise Sutherland at [denise@sutherland-studios.com.au](mailto:denise@sutherland-studios.com.au)

### Advertising rates

For advertising rates, [please visit our website](#).