Season’s Greetings............................................................................................................................................... 1
Council update ........................................................................................................................................................ 2
ICRIS welcomes the Irish ........................................................................................................................................ 3
Look us up! Indexers Available .................................................................................................................................. 4
Award to ACER for education database index ........................................................................................................ 4
Indexes behaving (not so) badly III .......................................................................................................................... 5
Book review: Ten Characteristics of Quality Indexes – Margie Towery ................................................................. 6
Seasonal solution-seeking ......................................................................................................................................... 8
What’s in The Indexer? .............................................................................................................................................. 9
Gallimaufry .................................................................................................................................................................. 9
ANZSI events ............................................................................................................................................................... 11
Other events ................................................................................................................................................................. 12
Contact information .................................................................................................................................................... 14

Season’s Greetings

Best wishes of the holiday season to all ANZSI members and their families.

Have a happy and safe festive break.

ANZSI Council and Editor
Council update

The AGM was held on 25 October 2016.

The Annual Report 2015-2016 was presented and approved. The Audited Financial Report 2015-2016 was and approved, subject to a clarification being sought from the auditor.

The 2016-2017 ANZSI Council:

- President: vacant
- Vice-President: Terri Ann Mackenzie
- Secretary: Sherrey Quinn
- Treasurer: Michael Wyatt
- Council Members: Kerry Anderson, Shirley Campbell, Mary Coe, Elisabeth Thomas, one vacancy

Mary Coe will continue the duties of President until the new Council meets and the position is discussed.

The judging panel of the 2016 John Simkin Medal for 2016 submitted its report to Council. After the assessment of the entries, the Medal was not awarded on this occasion. The President was pleased to announce that one index created by Sherrey Quinn was Highly Commended by the judging panel. (Full report follows).

John Simkin Medal 2016 - Report of the Judging Panel

ANZSI Council issued its policy entitled *John Simkin Medal: Award criteria and procedures* on 31 May 2016. This report is based on these criteria.

Eight book indexes were submitted for consideration for the John Simkin Medal for 2016. Two of the books dealt with New Zealand topics, two with Australian topics, and the rest were concerned with international or overseas topics. A variety of disciplines were represented, mainly in the social sciences and humanities, but three of the books had strong life sciences content. Most of the indexes were competently compiled, and several indexes were of a high standard.

Six of the books were published as single-volume print publications, one book was in four volumes, and one was a digital publication. Two indexes in particular related to long and complex texts, and the amount of work required of the indexers was considerable. The substantial indexes produced for these works were impressive. However, there does not appear to be any economy of
scale for long, complex indexes, and the judges found that these longer works suffered from the same flaws as some of the shorter indexes, including incomplete and inconsistent cross-referencing, and missing or incorrect locators. After extensive scrutiny, none of the indexes were judged to demonstrate the outstanding merit required to be nominated for the medal. One is nominated as Highly Commended. The identities of the indexers whose works were nominated were not revealed to the judges until after a decision had been made.

The index to the scholarly text *Global Implications of Development, Disasters and Climate Change: Responses to Displacement from Asia Pacific*, edited by Susanna Price and Jane Singer, 2016, Routledge, is recommended for the award Highly Commended.

This index was compact and economical. It brought together complex concepts in a multi-authored, scholarly text comprehensively and concisely. Its entries ‘development-forced displacement and resettlement in [name of country]’ were noted as a neat solution for avoiding sub-subheadings (the publisher’s house style requests sub-subheadings to be avoided if possible). Entries for ‘resettlements’ were treated similarly. Such entries served the needs of the text in gathering disparate information under well-thought-out headings, and served the needs of the reader by presenting this information in one place. Extensive cross references (both see and see also), accurately used, also served the needs of the reader.

The judging panel recommends that the indexer of this book, Sherrey Quinn, be Highly Commended for her work.

The judging panel was Tracy Harwood (Accredited Editor, Institute of Professional Editors; Accredited Indexer, ANZSI; Certified Editor, Board of Editors in the Life Sciences), Jean Norman (Accredited Indexer, ANZSI and ANZSI Accreditation panel member) and Alan Walker (Honorary Life Member of ANZSI, awarded the Society’s medal in 1989, 2007 and 2013).

*Judging Panel*

**ICRIS welcomes the Irish**

Mary Russell reports that the International Committee Representing Indexing Societies (ICRIS) has unanimously voted to welcome the Association of Freeland Editors, Proofreaders and Indexers of Ireland (AFEPI Ireland) to join ICRIS.

Information about AFEPI Ireland can be found at [http://www.afepi.ie/](http://www.afepi.ie/).
Look us up! Indexers Available

Editors, authors, publishers: save time and money – find someone to make the most of your publication by creating the index!

Indexers Available is a directory compiled by the Society to help editors, publishers and authors find an indexer. The indexers listed are all members of ANZSI and all expect to be available to take commissions. It includes Accredited Indexers, whose competence has been assessed by a committee of the Society, as well as other indexers. Find out more about hiring indexers, as well as the recommended rate for indexing and how indexers quote on indexing jobs.

http://www.anzsi.org/indexers-available/

Award to ACER for education database index

ACER Librarian wins excellence award

Recently sent around the ALIAindexers list:

“Hi ALIAIndexers
I’m posting below a link to a YouTube video from the International Education Association of Australia because it highlights one of the indexing services we produce here at ACER for an external client, in conjunction with the Australian Education Index. I happened to get the award, and the video focuses on me, but I can only do my job because only because of the work of indexers and cataloguers and librarians at ACER stretching all the way back to the 1950s. We are always keen for new education indexing projects, let us know if you hear of anything!

Regards,
Stuart

Stuart Hughes
Senior Librarian - Indexing Services
Australian Council for Educational Research”

Indexes behaving (not so) badly III

The cobbler’s children now have shoes, even socks!

Finally – I found a good index in an information studies book! In previous articles in this series, I asked why there were so many bad ones. In the case below, the cobbler’s children do have shoes...and socks, too!

*Theories of Information Behavior*, edited by Karen E Fisher, Sanda Erdelez and Lynne EF McKechnie (Medford, NJ: Information Today Inc, 2005) was designed to be a “ready reference guide to conceptual frameworks relevant to information behaviour research”. It is a collaborative work, with 85 contributing authors. The index to this book was well-crafted, without so many of the flaws that I have seen in indexes to other information studies books (such as long lists of undifferentiated locators, inappropriate cross references, and lack of double posting). And, in the preface, the editors provide this noteworthy guide to using the book:

> “The Contents [table of contents] provide an overall picture of the guide. Following the introductory chapters, the individual entries are organized alphabetically by title. An integrated index provides access to the content by theory title, author, names of the individuals who developed the theories, broad information behavior concepts addressed and, where appropriate, methods associated with the use of the theories. References included in each of the entries point the reader to further resources.

> As a book about information behavior, we felt it was important to structure the text so that *Theories of Information Behavior* could address the many potential information needs, management, seeking, use, and giving strategies that individuals from diverse contexts might bring to the book. Thus, for example, researchers wanting to know how a particular theory has been used in information behavior research could use the index and/or table of contents to find entries with references and to identify selected relevant studies. Doctoral students trying to identify a theory or model to use in their research could use the index to access theory by broad information behavior concepts or associated methods. Practitioners seeking to enrich their work through theoretical understanding could read all or selected relevant portions of the book. Researchers from outside of LIS, seeking a concise, clear, and authoritative description of some information behavior theory, could use the index to find a particular entry.”

How lovely it was to read about the role of the index in using the book – and how fitting that it should be included in a book on this topic. I also found it interesting that the editors note the potential use of two finding aids in the book – the table of contents and the index – and that they
have considered how they may be used together. They offer the table of contents as an “overall picture of the guide”, and the careful organisation of the book is reflected in it. This makes me wonder whether indexers should be involved in writing tables of content as well as indexes, since readers may use the two tools in conjunction? The American Society for Indexing’s Best Practices for Indexing guide states “main headings that reflect the table of contents and/or chapter titles may help users find information more quickly”. A table-of-contents-style index could also be particularly helpful in handling the metatopic, or subject of the book. Imagine a reader looking at the table of contents for a quick overview, then turning to the index to find more specific information already knowing the basic structure of the index.

Several of the theories of information behaviour included in this book might support the combined table of contents/index approach. Kuhlthau developed the Information Search Process, which describes information seeking as a process of construction involving thoughts, feelings, and actions. Kuhlthau’s research demonstrated that people often experience uncertainty and confusion early in the search process. How could indexes be constructed to give people confidence that they will find what they are looking for? Perhaps, giving them a ‘scaffold’, such as a table of contents approach, could be comforting and helpful. Bates’ berry-picking model also suggests that when people are looking for information, their queries can change and evolve while they are searching. In other words, information systems (such as a book index) should not be designed just for one query/one use, they should allow users to ‘berry-pick’ or find pieces of information that will allow them to refine their query. Perhaps, we should not assume that readers will know exactly what they are searching for before they even start looking, but rather give them an opportunity to explore. Why not also give them a safe base (the table of contents and its mirror in the index) from which to start and where they can return if they get lost?

Mary Coe

Book review: Ten Characteristics of Quality Indexes - Margie Towery


Margie Towery is a well-known as both an indexer and writer on indexing. She has twice won the HW Wilson Award (now the ASI/AIS Award) for Excellence in Indexing.

I read this book quickly in only two sittings – it is enjoyable, interesting and informative. If you are a new indexer, you will learn a lot from this book: there are many examples illustrating the author’s practical advice, and her discussions canvass why you might approach an indexing challenge in different ways. For experienced indexers, the book provides both reinforcement (when you read a
section on a particular issue and think ‘Oh good! I do that too’) and new ideas (‘Ah ha!’ moments when you read her tips for dealing with tricky issues).

Freelance indexers usually work alone, and for Australian and New Zealand indexers not based in or near big cities, professional development opportunities can be limited. This book helps fill that gap.

In chapter one, Towery outlines her own indexing process. Even if your process is different, it is interesting to learn how others do things. She provides valuable tips on learning about audiences and terminology, and reminds us that ‘broad subject knowledge and critical thinking skills are key indexing tools’ (p 11).

Chapter two addresses how to deal with the metatopic (‘the overarching main subject of a text and thus of its index as well’ (p 21)), the key topics and the index structure. Examples are drawn from different genres, including art books, biographies and edited collections. I think it is a must-read chapter for all indexers – for experienced indexers, it is a refresher; for new indexers, it clearly explains how to deal with the challenges of subject analysis and index term relationships, in the context of the overall index structure.

Typically, after her discussion of each key characteristic, Towery suggests tools for achieving that characteristic. For example, following her discussion of aspects of accuracy, she suggests tools such as subject knowledge development, becoming familiar with software features, and being aware of your own typical errors and how to fix them. This pattern – discussion plus tools – is followed in each of the chapters on accuracy, comprehensiveness and conciseness, consistency, clarity, reflexivity, and readability (chapters three to eight).

Her tenth characteristic – common sense – relates to indexing practice, to index components, and when to break with indexing convention. The final chapter – chapter ten – is a useful three-page guide on how to evaluate an index.

There is an appendix of software tips for the author’s ‘em-dash-modified format’ that she uses for long entry arrays.

The index is good – detailed and comprehensive – although I found the use of initial capitals for every main entry distracting when I was looking for generic subjects.

Towery’s knowledge and experience is obvious throughout this short guide. The book is a distillation of wisdom and common sense: the wisdom is shared in a conversational style, with the common sense, practical approach evident throughout the discussions and examples. I highly recommend it for both experienced indexers and new indexers.

Sherrey Quinn
Seasonal solution-seeking

Christmas Ciphers

See if you can crack the codes, and reveal these Christmas quotations!

A few tips:
- single letter words will almost always be A or I;
- ‘and’ and ‘the’ are the most common 3-letter words in English;
- and the word Christmas occurs in each quotation at least once.

1. AJZBGHSGK BG OMH K HBSC OMZ K GCKGMO, XPH K GHKHC ME SBOV. HM AJCZBGJ RCKAC KOV QMMVFBBTT, HM XC RTCOHCMPG BO SCZAD, BG HM JKIC HJC ZCKT GRBZBH ME AJZBGHSGK. AKTIBO AMMTBVQC

2. V XBIK CXQTUA PH RVWD E DKA XS CEAACKVZK SXZ IUVDAPED JVA U E BXAK XB VA DEHVBT, AXHD BXA VBINQWKW. CKZBEZW PEBBVBT

3. WDIVGVEL CBY DYGRUK TY GEE OI RI BGLTHDY GC ABDHRCNCR CHNY THCB CBY YKZEYRR QKDYRCGDKHZY GKY JUCYK RHEEL VQLHKO IU OHUCR HR CBGC TY ZIK’C MQHCY XKIT BIT CI WQC IQD EIYJ HKCI TIDZR. BGDEGK NHEEYD

4. SEJZYKIRY ZY R KZIM NEMB MDMJVXHLV NRBKY EZY CRYK QHJAHKKMB RBL EZY CJMNYMBK JMIMIXMJML. NERK Z LHB’K TZWM RXHPK HQQZSM SEJZYKIRY CRJKZMY ZY THHWZBA QHJ R FHX KEM BMUK LRV. CEVTZY LZTTMJ

5. IKN JD ZKQJDFVCD SEDF AJWY C RCN CF FKY HMMJZY? NHE RH CAA FKY HQW CTR FKY MCF LEN IJFK FKY DEJF LYFD CAA FKY ZQRJF. CTHTNVHED

6. FSTFVS RYS JT PTYLLSN RITXD PW RD DWSG SRD ISDPSSC AWYLJDERJ RCN DWS CSP GSR Y, IX D DWSG YSRVVG JTWXVN IS PTYLLSN RITXD PW RD DWSG SRD ISDPSSC DWS CSP GSR Y RCN AWYLJDERJ. RCTCGETXJ

(Solutions on page 13)

Thanks to Denise Sutherland for the advent addlement.
What’s in The Indexer?

The September issue of The Indexer is now available on Ingenta and will appear on Lulu soon. Some of the articles in this issue:

- Diacritics for indexers Gale Rhoades
- CPD and language learning Pierce Bosschieter

THE INDEXER
The International Journal of Indexing

December 2016 issue now out, with articles including:
- Heather Hedden on multiple entry points
- Gale Rhoades on diacritics for indexers
- Pierce Bosschieter on CPD and language learning
- Fred Leise on pan-granularism and specificity
- Articles on indexing letters and oral history
- ... plus reviews, indexes reviewed and more.

Subscribe online
ANZSI members 4 issues £40.00 (approx. A$65.00)
(Pay using a credit/debit card or a PayPal account)
http://tinyurl.com/subscribe-online
Email: subscriptions@theindexer.org

Essential reading for anyone interested in promoting the cause of analytical indexing in the digital age
www.theindexer.org

Gallimaufry

From the Twitterverse

@indexers comment “Designers and indexers both need to get it right. @gray on typesetting an index” as they retweet Creative Review magazine “the end matters – on designing a book's index: while designing a book’s index allows for little creative expression, it's a task that has its own rewards – turning a collection of page into a working object.”

@pubperspectives reports “IDPF Members Approve W3C Merger: A controversial merger of the EPUB standard organization...” Article at https://t.co/qPDsGo3XF5.

@SkySoftware1 tells readers “Curious about what's coming in SKY Index Professional 8.0? Check it out here: http://www.sky-software.com/si8/whats_new/whats_new_in_si8.htm ...”

@AFEPI_Ireland tweets “Looking for a freelance editor, proofreader or indexer in Ireland? Check out our directory http://ow.ly/UUQ47”

@Jickle says “I’m putting together an index for an academic book this week and some of the essays in it are absolute corkers...The very first one I read gave me a ‘woah, this is really important’ reaction, which I haven't had in ages since I've been teaching-focused.”

Editor
Simplicity
Power
Elegance
Flexibility
Sophistication

CINDEX™
for professional indexers

SIMPLE installation, begin adding entries in 3 easy steps. No formatting pre-sets necessary.

POWERFUL capabilities for easy and efficient data entry and editing: search and replace, macros, abbreviations, auto-completion and more.

ELEGANT and intuitive user interface.

FLEXIBILITY allows you to adapt the program to your preferred work habits: user-selectable views, work with entry subsets or multiple indexes simultaneously. Assign text to hot (function) keys. Print the same index file directly from the program in multiple formats.

SOPHISTICATED integration with other essential software: drag & drop between indexes and word-processors, embed index entries in RTF-compatible documents, export & import files to and from other indexing, spreadsheet and database programs.

www.indexres.com

Visit our website and download a FREE demo version and a PDF of our acclaimed User’s Guide.

Student and Publishers’ Editions are available. Please contact us to find out how these might best suit your needs

CINDEX™ is proudly developed and supported by

Indexing Research
ANZSI events

For full details, follow the link from the title of each event to the website.

Melbourne Indexers are running a competition open to all ANZSI members. To provide indexes for an evaluation training event, members are invited to enter an index to a small book. The indexes will then be evaluated at a meeting of Melbourne Indexers in early February 2017. Indexes are to be submitted by 31 January 2017. Details of the selected book and other information is on the website https://www.anzsi.org/events/melbourne-indexers-melbourne-indexers-challenge/. For further information and to register, please contact Mary Russell.

Wednesday 7 December

Melbourne Indexers: How are books constructed?
6:00 for 6:30 pm, Holy Trinity Anglican Church Hall, 1 Pakington St, Kew, Vic 3101
7:45 pm meal at Café La Q
Have you ever made your own book? After a brief discussion on the process of how a book is bound there will be a chance to make your own simple booklets from sheets of A4 paper.
Please email Mary Russell.

Sunday 10 December

Canberra Region: Christmas brunch
11:00 – 1:30 pm. The Oaks Brasserie, Weston Park Rd, Yarralumla, ACT
Come along to our Christmas brunch. Doggy friends on leashes are welcome too.
Please RSVP to Denise by Monday 5 December, along with pre-lunch orders.

Friday 13 January 2017

New South Wales: New Year lunch
12:00 – 2:00 pm. The Kirribilli Club – Watergrill Restaurant, 11–23 Harbour View Crescent, Lavender Bay, NSW
The Kirribilli Club is within walking distance from Milsons Point Station and from government bus stops in Blue St, North Sydney. As a bonus, Wendy Whiteley’s garden is opposite if you wish to stroll through.
The Kirribilli Club is a registered club, so photo ID is necessary for admission for those who live further than 5 km away. Anybody within the 5 km zone will be required to become a member.
Please RSVP to Tricia Waters by 6 January 2017. Any ANZSI members visiting Sydney over the holidays are most welcome.
Wednesday 1 February 2017

**Melbourne Indexers: Indexers challenge**

6:00 for 6:30 pm, Holy Trinity Anglican Church Hall, 1 Pakington St, Kew, Vic 3101

The ever-popular communal indexing event is back with a twist! To prepare an index to the small publication *Yalukit Willam: The River People of Port Phillip* by Meyer Eidelson. Details are available at [this address](#). Send your index to the coordinator (Mary Russell) by 31 January 2017.

---

**Other events**

**Medical Indexing – an introduction (ASI training)**

18 and 25 January, 1 February 2017, online

Dr S Anne Fifer, DO PhD will present a three session course in Medical Indexing.

The three sessions of 60 minutes each will introduce medical indexing, beginning with an overview of the kinds of work that fall under the rubric of medical indexing. Medical indexing presents some interesting challenges because of dynamic way in which terminology is used. We will explore some of the challenges in dealing with terms derived from Latin and Greek. The third session will cover aspects of term choice, and requirements specific to medical indexing including helpful references.

Dr Fifer indexes not only American medical and pharmaceutical books, but also British and European. For any indexers wanting to broaden their skill sets and widen their client base, this is the ticket.

Registration will be available starting in December at [http://www.asindexing.org/online-learning/medical-fifer/](http://www.asindexing.org/online-learning/medical-fifer/).

To access the ASI registration discount ‘coupon code’, go to the ICRIS links page in the Member area of the ANZSI website.

**ASI Annual Conference**

Thursday 15 – Saturday 17 June 2017, Portland, Maine, USA

Indexing Symposium
Society for Editors and Proofreaders
Thursday 22 – Friday 23 June 2017, Oxford, UK
Organised by Dennis Duncan (who is writing a history of the index and indexing); To be held in Balliol College, Oxford

Answers to Christmas Ciphers

1. Christmas is not a time nor a season, but a state of mind. To cherish peace and goodwill, to be plenteous in mercy, is to have the real spirit of Christmas. Calvin Coolidge

2. I once bought my kids a set of batteries for Christmas with a note on it saying, toys not included. Bernard Manning

3. Probably the reason we all go so haywire at Christmas time with the endless unrestrained and often silly buying of gifts is that we don't quite know how to put our love into words. Harlan Miller

4. Christmas is a time when everybody wants his past forgotten and his present remembered. What I don’t like about office Christmas parties is looking for a job the next day. Phyllis Diller

5. Why is Christmas just like a day at the office? You do all the work and the fat guy with the suit gets all the credit. Anonymous

6. People are so worried about what they eat between Christmas and the New Year, but they really should be worried about what they eat between the New Year and Christmas. Anonymous
Contact information

General email: info@anzsi.org

ANZSI Council

President: Mary Coe (interim)
Vice-President: Terri Ann Mackenzie
Secretary: Sherrey Quinn
Treasurer: Michael Wyatt
Council members: Shirley Campbell, Elisabeth Thomas, Mary Coe and Kerry Anderson.

Branch and regional contacts

Please consult the ANZSI website for details of regional and interest groups, and their contact people.

Newsletter

Published by the Australian and New Zealand Society of Indexers Inc.
PO Box 43, Lawson NSW 2783, Australia
ISSN 1832-3855
© Australian and New Zealand Society of Indexers Inc.
Editor: Elisabeth Thomas

About the Newsletter

The Newsletter is published six times a year, every two months.

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

Submissions may be edited for clarity, space and uniformity of style. Selection of content is at the discretion of the Editor / ANZSI Council.

Schedule

The next Newsletter will appear in February 2017. The contribution deadline is Friday 20 January 2017.

Please send contributions by email to the editor, Elisabeth Thomas, at editor@anzsi.org.

Advertising rates

For advertising rates, please visit our website and go to the Newsletter pages.