A U S T R A L I A N S O C I E T Y O F I N D E X E R S

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SECOND MEETING FOR 1985

Thursday 30 May : 7.30 p.m.
at Agridata, 1155 Malvern Rd. Malvern
Speaker: Robert Utter
Topic: ELECTRONIC PUBLISHING
Numbers for this session are limited.
To reserve a place, contact Karen Borchardt on 846 1820 after 5 p.m.
A publisher's view of indexing
  by Jackie Yowell
New members
Computers for indexing - can you justify it?
  by Kerry Herbstreit
Indexing course
Standard agreement for indexers
Book reviews - indexes mentioned
Notes and news

AUSTRALIAN SOCIETY OF INDEXERS  Postal Address:  G.P.O. Box 1251L
                                        Melbourne, Victoria  3001

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A PUBLISHER'S VIEW OF INDEXING

Jackie Yowell, Managing Editor of Penguin Books Australia Pty Ltd, discussed indexing from the perspective of the publisher at the AusSI seminar, 'Indexing: issues facing today's indexer', held in Melbourne on 10 November 1984. Her talk and the subsequent discussion are summarised in this report.

I should start by emphasising that I will be speaking mainly for Penguin, not for the publishing industry as a whole. However, I would like to feedback to the industry information on your problems and expectations because we are all in the business of producing good books and the better we can work together the happier we will be.

Penguin publishes a wide range of books, many educational in the more general sense. We put out about 120 or so each year and about 40 of these might need indexes. These have to be produced quickly and economically.

Each type of book needs a different kind of index. A handbook needs a completely different kind of index to a discursive or polemical work. An art book requires a different kind of index again. And each kind of index seems to require a different kind of indexer. Most indexers are good at some kinds of index but not at others. It is much the same with editors.

All of our books are directed, not just at the educational market, but the broader general market. So the index must be designed for the general reader as well as being perfectly respectable to any scholar who looks at it. The kind of indexer we are most interested in is one with a sense of what the general reader will look for and how she or he is most likely to look it up in the index. In our experience very academic indexers often seem to lack this sense.

The 'average' Penguin ranges in length from 70-100,000 words or 250 to over 400 pages, with an index averaging 6-12 pages. This represents a range of 20 to 40 hours of indexing.

Indexes much bigger than these are rather unusual in a Penguin. Now I don't know whether or not the norm has been created by what publishers and authors will pay, but somehow a norm has developed.

There are always exceptions, books that need much more detailed indexes than others. The handbook *Woman to Woman* does go quite a bit over the average. It is 93,000 words, or 324 pages, and has a 17-page index. Although there are only 250 main entries, each averages about four sub-subentries and each of those may have four subsubentries. So you have about 2000 entries altogether, and you need it in a book like this, which covers a large range of technical and general information.

For this kind of index we would pay more. We have paid up to $800 for an index, but it is not the norm. The normal range at the moment is between $300 and $600. These are fees calculated on our requirements and they are
based on the length of the book, its purpose and the complexity of the entries we expect in it.

The index is regarded as an integral part of the book and it is the author's responsibility to ensure that it includes a good index. In most publishing agreements, the author is responsible for providing - or paying for the provision of - the index for his or her book. However, publishers become involved because many authors cannot do their own indexes or don't know how to find someone who can. Also, in practice, the publisher often foots the bill initially for the index, recouping it later from author's royalties.

Ideally, we would like our authors to compile their own indexes because they understand the material better than anyone else. Also, if they were more involved in the actual process of indexing instead of handing it over they might be more responsible about their indexes.

In practice, however, not all authors can index well and some index quite idiosyncratically. A delightful example is Gough Whitlam's Index to The truth of the matter, which was compiled by him at the typesetters between four and six in the morning. It includes, if I recall correctly, an entry under the name of Caligula's horse.

In terms of negotiating, we normally ask the author if he or she wants to compile the index. If so, and we can establish that he can do it, that is fine with us. We try to encourage and train those who want to do their own but lack indexing skills.

If the author wants to find her own indexer, that is fine with us too - so long as it isn't someone's sister with nothing to do over the holidays. We usually try to talk to the author's indexer directly.

If we are getting an indexer for an author, we ring the indexer, selected from those known or recommended to us, and ask them for their hourly rate. This seems to range from $13 to $16, averaging about $15. If it's acceptable, we ask them to give us an estimate based on the galley proofs and proceed from there. We like to have the indexer talk directly to the author where possible.

So between the three of us - indexer, author and publisher - it is agreed who will do the index and at what price.

Ultimately, the person who is paying the bill - author or publisher - will be influenced by the expected financial return from the first printing of the book. (The decision however may not be a straightforward one: important books, those which need the most care in indexing and editing are often the least commercial.) Nonetheless, for 'normal' books, a useful formula is as follows: on the first printing of the book, the author usually gets a royalty on retail price of 10%; the editor's fee will probably amount to the equivalent of 3-4% royalty; and the indexer's fee to the equivalent of 1%. So, for a 'normal', straightforward book, retailing at $6.95 with a first print run of 5000, the author may receive $350, the editor $1050 and the indexer $350. The amounts for the indexer and editor reflect payment at the rate of $15 per hour. (I emphasise that this formula, though it works for many typical Penguin paperbacks, cannot be simply transferred to expensive hardbacks or highly commercial books with high print runs.)
The indexer should insist on talking to the author and the publisher/editor. Working in isolation, you are unlikely to be able to please either. The author should be consulted to find out what he or she sees as the most important themes and ideas. Decisions must be made about matters in which there may seem to be some inconsistency, for example, in the form of personal names, used in both popular and exact forms. The editor can provide information about physical features which may not be evident at the page proof stage: for example, how detailed the contents list is; the presence of glossaries, bibliographies and so on. We see it as part of the indexer's job to identify and suggest solutions to problems about the most suitable form and content of the index. For example, should there be separate indexes for names and subjects; what would the problems be if subentries were run-on etc.

In the discussion which followed, several topics were introduced.

How does one break into the business of indexing? Publishers are loath to use someone quite 'green'; they do not want to have to teach the indexer how to do the job. In order, they use someone known or recommended to them; then they will select someone from a directory who appears to have relevant subject knowledge and indexing experience. Publishers are looking forward to the publication of the Society's Indexers available. Those indexers who are still 'green' may take on a job for which there is no great hurry at less than the recommended fee. If the job is well-done there will be no doubt about further offers. Also, they should write to publishers outlining their experience and asking to be kept on file for future work.

The question of the discrepancy between rates paid to designers and those paid to indexers was raised. It was pointed out that most designers have the option of working in the advertising industry, which is generally much more lavish in its payments, so their rates from publishers have to match somewhat those that they can command in the other areas. Also it is easy to see whether a good job has been done with a book's design; to some extent, an index is also visible and can be assessed in its own right.

Have any studies been made to assess whether there is any increased value in a book if there is a good index? Ms Yowell said that the publishing industry has done very little in the matter of market research. The mention of an index in a review, either in praise or condemnation, will have some effect on the sale of the book.

The last question referred to the matter of the advisability of the author doing the index. It is the author's responsibility to provide the index and, if he is an author with whom the publisher expects to have continuing contact, it may be advantageous for the publisher to 'cosset' him and give
guidance in the provision of a satisfactory product. One of the indexers present said that she had been asked by a publisher to prepare a manual for authors wanting to prepare their indexes; in addition, the publisher gives the author information about the availability of suitable indexers. Ms Yowell said that most authors are willing to give the job to an indexer rather than cope with the hassle of the physical preparation, checking the final product for its suitability.

NEW MEMBERS

The Society welcomes the following new members:

Miss H. Carter
Ms R. Cotter
Mrs M. Elischer
Miss H. Garretty
Mrs L. Giles-Peters
Ms M. Hammatt
Ms F. Hegarty
Ms M. Nash
Ms J. O'Toole
Mrs D. Phoenix
Ms K.M. Press
Ms M. Rando

739 Barkly Street
West Footscray, Vic. 3012
1 Fenwick Street
Clifton Hill, Vic. 3068
The Crescent
Sassafras, Vic. 3787
7 Harrow Court
Doncaster, Vic. 3108
7 Turner Street
Abbotsford, Vic. 3067
C/- Blackwell Sci. Publ. (Aust.)
107 Barry Street
Carlton, Vic. 3053
16 Parker Street
Footscray, Vic. 3011
29 Feathertop Avenue
Lower Templestowe, Vic. 3107
56 Hickford Street
East Brunswick, Vic. 3057
10 Carrington Street
Hawthorn, Vic. 3122
71 Claremont Avenue
Malvern, Vic. 3144
304 Cardigan Street
Carlton, Vic. 3053
COMPUTERS FOR INDEXING — CAN YOU JUSTIFY IT?

Kerry Herbstreit, freelance editor and indexer, discusses the use of computers in indexing in this paper, first published in the Society of Editors' Newsletter, November 1984.

If you've ever had to compile a book index you'll know how tedious much of the work is — often you need to write or type the entries two or three times before you're finished, and for a big index this takes a lot of time — and Tipp-Ex! Besides that you have all the sorting of headings and subheadings, and cross-references.

There are now a few different computer programs for sale which streamline this process in various ways, and as you will know if you talk to a computer salesperson there are plenty of computers to choose from to do the job.

But can you justify all of this? In many cases, unless you do an awful lot of indexing, the answer in financial terms is probably not. But if the convenience of it all has wooed you, as it has me, it may be worthwhile on a mixture of financial and subjective grounds.

There are two distinct types of programs (software) available, and your choice will be based very much on the form of the manuscripts you are likely to index.

One style of software acts as a computerised method of creating, displaying, editing, manipulating and printing an index, derived from a conventional (hard copy) manuscript. The indexer follows the time-honoured system of reading the manuscript, selecting appropriate indexing terms, then types these into the computer, where they can be arranged in a variety of ways, and finally be printed out automatically.

The second main category of software relies on a manuscript which is already stored in a computer-readable mode, for example, a Wordstar file you have already keyed in on a floppy disk or a cassette tape. These programs search through the manuscript and allow you to identify, mark and arrange terms in the manuscript you want to index, or to (in some cases) insert in the index concepts discussed but not named as such in the manuscript.

Some 'hard-copy manuscript' programs available on the market are Index4 (by Data Access Australia, Melbourne), Indexer, Comdex (UK), Micrex and Macrex (UK), Microindex (UK). There are also several 'computer-readable manuscript' programs, including DocuMate/Plus, StarIndex, and WordIndex.

As for the computer itself, there are dozens to choose from, but the cheapest for this purpose would be about $1800, and there are many quite suitable computers ranging up to about $4000. You would need one with a full-size typewriter-style keyboard, one or two disk drives for floppy disks, and a reasonably large monitor screen — small ones produce display which is too small to read for long work sessions.
The printer can be either a dot matrix or a daisy-wheel variety. Dot matrix printers are generally cheaper, faster, produce different type styles automatically but have a 'computer-dot' style of print, which may not be suitable for all purposes. Daisy-wheel printers are usually more expensive, slower and have a high-quality typeface like a good electric typewriter. Because it uses a wheel with flexible spokes as the typing medium, each time a new typeface or size is required, it must be stopped and changed by hand. Both styles of printers come in low or high-speed models, and in versions producing A4 pages or wider, 15-inch paper. Colour printing is also available if you're into the big time.

Some publishers are interested in you being able to produce an index on disk which can be handed to their typesetter, who can read it straight into the typesetting machine. If you are likely to want to do this, it's worthwhile checking if the computers you are looking at produce a disk format which can be read by a Babar Disk Reader - a clever little black box that many typesetters use which translates a wide variety of disk formats (but not all!) from the one you submit to a format their typesetting machine can accept. Some computers can also add to the disk the typesetting codes for margins, typesize, leading, etc.

Whatever computer you choose, it is an advantage to buy all parts of it from the one supplier. It's also important to check that adequate and convenient service and advice is available locally. Check if the company has an extended-period guarantee and if, under that, they will provide you with a replacement while your computer is being serviced. When choosing your software program, check what backup or advice there is with it. Is there personal help from someone experienced? If not, is the manual supplied with the program clear and adequate? Above all, learn a bit about computers first, from some of the computer magazines available in newsagents, and don't be afraid to ask questions or admit you don't know all the answers.

* * * * * *

INDEXING COURSE

The short course in indexing, arranged by AusSI in association with the Department of Librarianship, Royal Melbourne Institute of Technology, was held in March-April 1985.

The course was designed to introduce students to the techniques used in manually indexing a monograph or serial and to provide them with the skills to index a simple monograph. It was conducted by Michael Ramsden, Head of the Department of Librarianship, in five two-hour sessions, each consisting of an expository lecture followed by supervised practical work.

The course covered:
- types of indexes; length, scope and depth of indexes
- alphabetical arrangement and arrangement of identical headings
- choice and form of headings and subheadings; combination order;
  vocabulary control and authority files; references and cross-references
- headings for persons and corporate bodies; author and title entries
- subject indexing
- editing; layout and style.

Twenty-four students were issued with a 'Certificate of attendance' by AusSI President, Jean Hagger, on completion of the course.

As the course was oversubscribed, AusSI plans to conduct a further course this year. Details will be forwarded to members in the near future.
STANDARD AGREEMENT FOR INDEXERS

The Society of Editors (Melbourne) has recently released its

- draft standard agreement between freelance book editors and
  publishers
- draft editorial work specification.

These documents, reprinted below, were compiled by members of the Society
over several years, most recently by Kerry Herbstreit.

The draft standard agreement should provide a useful basis for a draft
standard agreement for indexers. The work specification has been designed
specifically for editors and proofreaders but could be used as an indication
of a work specification for indexers.

We would be most interested in your views on the introduction of a standard
agreement for indexers. If you have any comments or suggestions, please
send them to the Secretary, Australian Society of Indexers, G.P.O. Box
1251L, Melbourne Vic. 3000 by Monday, 1 July 1985.

STANDARD AGREEMENT BETWEEN FREELANCE BOOK EDITORS AND PUBLISHERS

A. GENERAL

1. This is an agreement between

   (the Freelance Book Editor)
of .............................................(address)

   and ..............................................(the Publisher)
of .............................................(address).

2. It is agreed that the Freelance Book Editor is commissioned as
   follows: ..........................................
   (This to be specified in detail in Schedule 1: Editorial Work Specification)

3. On final payment, or on publication of the work, whichever is later, the
   Publisher shall provide the FBE, free of charge, with a copy of the completed
   publication.

4. The FBE shall be entitled to an imprint page credit for work of an
   editorial, indexing, illustrative, design, or other significant nature,
   unless agreed to otherwise, as follows:

   We agree that no imprint page credit will be given to
   ..............................................(FBE) for work on this commission.
   ..............................................(Publisher) ..............................................(FBE).

B. ASSESSMENT, ESTIMATES

5. The Editor shall be allowed a period of ............... days, in order
   to fully assess the commission and prepare an estimate or quotation.
   A minimum charge of $20.00 (or $....) will be made for this assessment and/or
   estimate if the Publisher fails to accept the estimate. The rate for this
   assessment shall be $ .......... per day/hour.

C. PAYMENT

6. The fee agreed to for completion of the commission shall be as follows:

   $ .......... in total, or
   $ .......... per day, or
   $ .......... per hour, or
   other .......... (specify)
   with a minimum of ............days/hours/$
   and a maximum of ............days/hours/$
7. The payment shall be in ..........(number) parts:
   Part 1 at ......................(stage) of $............
   Part 2 at ......................(stage) of $............ etc.
8. The fee shall be due and payable upon receipt of invoice. In the event
   of payment after thirty days after receipt of invoice, the fee shall attract
   interest. If payment is not made within 90 days of receipt of invoice, legal
   action will be taken to recover the sum, including accrued interest.
9. The Publisher will be liable to pay extras.

D. PUBLISHER'S DUTIES

10. It is agreed that the Publisher shall provide the FBE with all necessary
   materials (manuscript, galleys, etc...) for the work to be undertaken
   by ......................(date) for Stage 1, by ......................(date)
   for Stage 2......
   Provision of these materials after this/these dates will incur a penalty as
   follows: $............per day/week.

11. The Publisher undertakes to provide all relevant information,
   including style notes, schedules for production (if a multi-stage prod-
   uction), reference materials and copies of the originals of quoted
   material (e.g. Acts of Parliament), and the last edition of the book
   (if the assignment is a new edition). If a dummy is to be made up,
   the Publisher will provide a folder and layout pages as well as a
   spare set of galleys for use in paste-up.
12. If some or all of the work is to be undertaken at the Publisher's
   office, reasonable facilities are to be provided, including work area,
   access to and reasonable use of telephone, staff amenities, references.
13. The Publisher shall insure the Ms. against loss, fire, theft, etc.
   at all times, including while on the premises of the FBE, and while in
   transit from the premises of the Publisher to the FBE and vice versa.

E. FREELANCE BOOK EDITOR'S DUTIES

14. The FBE undertakes the above commission giving an assurance that a
   high professional standard of work can and will be undertaken, and that
   (s)he will render her/his services to the best of her/his ability and make
   reasonable efforts to complete the work by:
   Stage 1: ..../....(date)
   Stage 2: ..../....(date) etc.
15. The duties of the FBE shall be to notify the Publisher of all matters
   which may delay completion. The editor also agrees
   to return the work in such a state that it may be given directly to the
   designer, typesetter or printer, etc., as applicable.

F. EXTRA OR URGENT WORK

16. If the FBE is notified that deadlines have been brought forward
   significantly, or if work of an urgent nature is to be performed (e.g.,
   involving evening, weekend, or otherwise extended hours) at the request
   of the Publisher, the resulting work shall attract a loading of 50%.
17. If extra work is found to be necessary, beyond that specified in the commission which is the subject of this agreement or in the attached Schedule 1, and that work is agreed to by the Publisher, that work shall:
   a) attract a loading of 10%, or
   b) be the subject of a separate agreement.

G. INABILITY TO COMPLETE

18. Sub-contracting. The FBE may, with the agreement of the Publisher, assign his/her obligations under this agreement.

19. If the FBE is unable for any reason to complete the work specified in this agreement or in Schedule 1, s/he must notify the Publisher as soon as possible, to enable alternative arrangements to be made with the minimum of delay. The Publisher undertakes to pay the FBE 100% pro rate for work undertaken up to this time.

20. The FBE shall not be responsible for any unavoidable delay on her/his part caused by late - or non-delivery of necessary manuscript or materials by any other party.

H. CANCELLATION

21. In the event that work is cancelled by the Publisher after the signing of this agreement, the Publisher shall pay to the FBE a sum of $........ to compensate for unused time allocation.

I. ARBITRATION

22. In the event of a dispute arising under the terms of this agreement, the parties to the dispute shall refer the dispute to arbitration. The parties shall nominate an arbitrator, or, in the absence of agreement, will use an arbitrator selected by the Secretary of the Society of Editors. The parties shall agree to be bound by the decision of the arbitrator.

J. SIGNING

This agreement with any necessary alterations initialed by both parties is made between

.................................................. Publisher
.................................................. Signature of Publisher

or agent and

.................................................. (Freeland Book Editor)
.................................................. (Signature of FBE)

on this date .../.../....

K. COPIES

23. Three copies shall be made of this agreement, to be distributed as follows:

Copy 1 - kept by the FBE
Copy 2 - signed by the FBE, and sent by the FBE to the Publisher, who keeps it for reference.
Copy 3 - signed by the FBE, and sent by the FBE to the Publisher, who signs it, and returns it to the FBE.
SCHEDULE 1: EDITORIAL WORK SPECIFICATION

Date of drawing up of this schedule ........................................
Publisher ..................................Publisher's editor .................
Phone ................................ Address .....................................
Freelance editor .................................................................
Phone ................................ Address .....................................
Job title .................................................................
Length of work:..............pages of double/1 1/2 / single spaced typing
..............pages of illustrations
..............pages of tables
..............pages of handwriting
..............other, please specify:...

Editorial tasks to be undertaken:

1. Text
   a. House style (specify style preferences and/or occurrence of the following, otherwise AGPS style will be used).
      spelling: or/our ise/ize am/amme
      grammar (Australian/British/American ...)
      capitalization
      italics
      punctuation
      quotation marks; single then double, or double then single
      abbreviations and contractions; stops in all none....
      some... (clarify what basis)..............................
      numbers, quantities, dates
      special terms (technical or academic vocabulary)
      'difficult' copy (e.g. maths, science, music, foreign
      languages, accents, etc.)
   b. Literary aspects of style
      | attention | generally not |
      | required  | required      |
      | basic copy edit |     |     |
      | mark up for typesetter | | |
      | sub-edit (deeper than copy-ed) | | |
      | revision of less than 5% | | |
      | revision of more than 5% | | |
      | major restructuring | | |
      | flow of language | | |
      | consistency | | |
      | anachronism | | |
   c. Specialist editing
      series editing - one of a series / total series
      anthology editing
      ghost writing
      foreign language - in parts of work / whole work

2. Other parts of the book - tick aspects requiring attention.
   Detail here or on attached sheet.
   a. prelims - compilation
   b. footnotes and/or endnotes
      - sub-edit to style
      - cross-check and spot-check
   c. bibliographies / reference lists
      - sub-edit to style
      - spot-check for accuracy
d. glossary/ies
   - sub-edit
   - compile

e. appendix/es (number of ?)

f. other end-matter (specify)

g. indexing
   - production of index
   - liaison with freelance indexer

h. illustrations (photos, pictures, diagrams, graphs, maps..)
   - photo/picture research
   - caption writing
   - checking for content
   - checking for publishability
   - numbering and location in text
   - sub-editing (diagrams, graphs, etc.)

i. tables
   - checking for content against text
   - numbering and placement in text
   - sub-editing
   - writing of captions/headings
   - recasting

**Additional editorial tasks**

a. writing blurb

b. writing advertising copy

c. writing catalogue copy

d. selection of book title

e. obtaining copyright and permissions

f. preparation of contracts

g. selection of artists, contributors, other freelancers

h. liaison with:
   - author
   - artist
   - photographer
   - publisher
   - typesetter
   - printer
   - researcher
   - indexer
   - other (specify)

i. preparation of briefs for
   - production department
   - illustrator, photographer, cartographer, etc.
   - proofreader (incl. house style)
   - other (specify)

j. letter-writing/phone calls

k. typing

l. proofreading

m. dyeline or page proof checking

n. colour separation checking

o. necessary travel associated with commissioned work
   (specify nature and financial arrangements)

p. other (specify)
BOOK REVIEWS - INDEXES MENTIONED

'Entries are arranged by broad subject, and there is a good index.'

'It contains an excellent biographical index as well as numerous lists in the appendices. You should have little difficulty finding your ancestor if he/she is mentioned.'

'...the growing band of Australian library historians ... will no doubt forgive some of the rougher edges of the first and perhaps a little tentative edition: the slips in proof-reading, the abbreviated imprints and the lack of comprehensiveness in the index.'

'...thoroughly researched, well-illustrated, well-indexed.'

'The index is quite satisfactory.'

'It has a good index too.'

'...the index is excellent.'

'There is also a very detailed index running to 15 pages. There must be a number of people who will buy the book just to see if their names are included.'

'Interesting indexes, especially that for characteristics, which help you to identify a number of librarian heroines (even if you can't identify with them.)'

'It is usefully annotated and indexed.'

'Given the amount of text in the "Atlas", it is unfortunate that the indexes are not, as they ought to be, called gazetteers and supplemented with a real index to the text. Two gazetteers and a table of contents do not provide a sufficient guide to the information (on maps or in text) in the volume. While the "Index to Australia and New Zealand" gives two references under "Melbourne" both of them with latitude and longitude and both referring to the detailed map on page 365, it does not guide us to the maps of Melbourne on pages 175, 191 or 192. Nor does it, or the "Index to World Maps", tell us on which page we can find Melbourne on an Australian map. We just have to work it out from the latitude and longitude. Sydney fares a little better: besides sending us to the detailed map on page 365, we are also referred to page 128, and find Sydney on the page opposite, page 129.'


'There are organization charts, well-selected bibliographies, contact names and addresses, useful chronologies and an outstanding index.'


'... the two-column index facilitates speedy reference from tale to commentary.'


'... it should be noted that the extensive subject index helps materially to overcome the difficulties inherent in having each thesis listed under one subject only.'


'An index by countries (using German versions of names) adds something (but not much) to the usefulness of the work.'

NOTES AND NEWS

AusSI is to conduct a workshop, 'Indexing and computers', as part of a three-day seminar on books and computers to be held at the University of Melbourne from 26 to 28 August 1985.

The seminar is being organised by the Australian Book Trade Committee under the auspices of the Australian Book Publishers Association, the Australian Booksellers Association and the Library Association of Australia. It will include basic workshop sessions for the smallest booksellers and publishers, plenary sessions covering the most sophisticated links between librarians and library suppliers, and major displays of systems and equipment.

For further information contact Seminar Secretariat: Jennie Marriott, Sue Wood & Associates Pty Ltd, 122 Neville Street, Middle Park, Vic. 3206 Telephone: (03) 690 3911.
AusSI has received a gratifying response to its request for submissions for the Australian Society of Indexers Medal. The five-member judging panel includes two representatives of AusSI, a publisher, an author and a reference librarian. The Medal will be presented at the AusSI August general meeting. Details of the meeting will be announced in our next Newsletter.

The British Standards Institution has revised one of its standards relating to indexing:

BS 6529: 1984 Examing documents, determining their subjects and selecting indexing terms.

BSI has also reaffirmed without amendment:


The standards, in photocopy form, are available from state offices of the Standards Association of Australia.