



— AUSTRALIAN SOCIETY OF INDEXERS —
NEWSLETTER

Volume 15 Number 7 August 1991 ISSN 0314-3767

EDITORIAL

I hope members will excuse the brevity of this issue - it was necessary to get it out in time to give adequate notice of coming events, notably the NSW Branch AGM, and the Introductory Course in Indexing to be held in Melbourne.

Some members, especially those currently preparing income tax returns, may be wondering what happened to the promised article based on a 'tax talk' given by accountant, Vesna Iskra (apologies to Vesna for misspelling her name last time - that 't for tax' crept in somehow). Well, Vesna has kindly offered to revise the talk notes and provide a more comprehensive article on taxation for indexers, upon her return from overseas.

Friends, Romans, contributors lend me your disks! The Victorian Branch of the Society has now acquired Macintosh PC and future issues of the Newsletter will be produced with its help (once the Editor has become au fait with it) - for this reason, contributors are invited to submit their offerings on 3.5" Mac disk, with accompanying hard-copy.

In particular, this would be appreciated for longer articles intended for publication in the next 'extended' issue (October). Look forward to a 'snazzier' Newsletter in the near future.

Helen Kinniburgh

ANNUAL GENERAL MEETING OF NSW BRANCH

The first AGM of the NSW Branch of the Society will be held on 28 August 1991 at the State Library of NSW. The meeting will take place in Seminar Room 1 on Level 11, and will immediately follow the talk by Elizabeth Moys scheduled for 6.30pm. Elizabeth is the founder of the Moys Classification System, which is used by most law libraries in Australia. She is currently the President of the British and Irish Association of Law Librarians, and editor of BIALL's Manual of Law Librarianship. She will be speaking on 'Legal vocabulary and the indexer'.

The main business will be the election of a new committee.

All members are cordially invited, not just to elect the new Branch committee, but to hear what promises to be an interesting talk by Miss Moys.

A small donation will be requested to cover costs.

Garry Cousins
NSW President

NEW MEMBERS

The Society welcomes the following new members:

Ms E. Riley
3 Tangmere Street
Chapel Hill QLD 4069

Ms C. Roberts
33 Gordon Street
Mosman NSW 2088

Mrs G Woodhatch
32(A) Balfour Avenue
Heathmont VIC 3135

NEW REGISTERED INDEXER

The Society congratulates Ms Jean Dartnall, who recently qualified as a Registered Indexer.

COURSE: INTRODUCTION TO BOOK INDEXING

The Australian Society of Indexers (Victorian Branch) is offering a course on back-of-book indexing. Introduction to Book Indexing is being offered to those in the information profession and/or publishing industries who have limited knowledge of the art of indexing. The course is designed to have a large practical component, but will also provide a grounding in the theory of indexing.

The course will be held in Melbourne at the Australian Society of Accountants, 170 Queen Street, on Monday evenings for six consecutive weeks from 23 September.

Full details are provided with an application form sent to all Victorian members with this issue of the Newsletter. Other members who are interested can obtain further information/application forms by contacting:

Max McMaster
President
Australian Society of Indexers
PO Box 1251L
Melbourne 3001
Tel: (03) 418 7335
Fax: (03) 419 0459

'EXPANDED' ISSUE - OCTOBER

In addition to our usual short Newsletter, the Society publishes two lengthy issues of the Newsletter each year. Longer contributions and articles are invited, and early receipt of these will assist planning of the whole issue.

SOCIETY OF INDEXERS MEDAL

A final reminder that the closing date for Medal entries is Friday, 23 August 1991. Anyone attempting a last-minute dash may wish to telephone either the Secretary, Ian Odgers, on 418 7275, or the President, Max McMaster, on 418 7335 during business hours.

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'Index-learning turns no student pale, yet holds the eel of science by the tail.'

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POPE, The Dunciad Book I,
line 279.
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**DEADLINE: SEPTEMBER ISSUE**  
Contributions should reach the Editor at the address below by 30 August 1991. Contributions on 3.5" Mac disk appreciated.

AUSTRALIAN SOCIETY OF INDEXERS  
GPO Box 1251L  
Melbourne, Victoria 3001

|            |                  |                |
|------------|------------------|----------------|
| President: | Max McMaster     | Phone 418 7335 |
| Secretary: | Ian Odgers       | Phone 418 7275 |
| Editor:    | Helen Kinniburgh | Phone 418 7320 |

Membership of the Society is open to persons and institutions engaged in indexing or interested in promoting the objects of the Society. The annual subscription, due on 1 January each year, is \$20; a half-yearly subscription for entry after 1 July is \$10. All material appearing in the Newsletter is subject to copyright but may be reproduced for non-commercial purposes, provided that appropriate acknowledgement is made. This publication is indexed and abstracted by the Australian Clearing House for Library and Information Science for Australian education index and Library and information science abstracts.

## INTRODUCTION TO BOOK INDEXING: A SIX WEEK COURSE

The Australian Society of Indexers (Victorian Branch) is offering a course on back-of-book indexing. Introduction to Book Indexing is being offered to those in the information profession and/or publishing industries who have limited knowledge of the art of indexing. The course is designed to have a large practical component, but will also give a strong basis in the theory of indexing..

Those who will benefit from the course include those who are or who are planning to become:

- freelance indexers
- indexers in publishing houses
- editors responsible for indexing
- librarians responsible for compiling indexes
- authors responsible for their own indexing

The six-week course will cover the following topics:

- Introduction to indexing
- Methods
- Selected terms
- Principles of subject access
- Headings and subheadings
- Cross references
- Alphabetical arrangement
- Style
- Editing for publication
- Dealing with editors and publishers
- Indexing as a business

Practical exercises will be conducted throughout the course and as a major exercise a book (provided with the course material) will be indexed.

### About the instructors:

Rosemary Cotter MSc, GradDipLib, ALIA, is Senior Reference Librarian at RMIT. George Levick MAgrSc, DipEd, is Manager of the Australian Bibliography of Agriculture

database. He is the author of the chapter on indexing in the AGPS Style Manual, and was the past Chair of the Australian Society of Indexers Panel of Assessors.

Josephine McGovern BA, TPTC, ALIA, is the past Parliamentary Librarian of the Victorian Parliament. She is a registered indexer.

Max McMaster BAgSc, GradDipLib, is President of the Australian Society of Indexers and is a member of the CSIRO AUSTRALIS team involved with databases. He is also a freelance indexer.

All have extensive experience in the teaching of indexing. (Other guest lecturers will also be used.)

Venue: Australian Society of Accountants, 1st floor, 170 Queen Street, Melbourne  
Time: Monday evenings, from 6.00pm to 8.30pm for 6 consecutive weeks, 23 Sept. - 28 Oct. 1991.

Fees: \$250 per participant (\$225 for AusSI members), including all instruction and light supper.

Training Guarantee Scheme: This course meets the requirements as laid down under the scheme. Certificates: Applicants who successfully complete the course will be provided with certificates verifying their attendance at these training sessions.

For further information contact:

Max McMaster  
President  
Australian Society of Indexers  
GPO Box 1251L  
Melbourne 3001  
Tel: (03) 418 7335  
Fax: (03) 419 0459



Australian Society of Indexers

### APPLICATION FORM

INTRODUCTION TO BOOK INDEXING COURSE, September 23 - October 28, 1991

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ORGANISATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PROPOSED AREA OF WORK: (eg. technical, legal, newspapers, genealogy, etc.)  
\_\_\_\_\_

TEL: \_\_\_\_\_ FAX: \_\_\_\_\_

PLACES WILL BE ASSIGNED ON A FIRST COME, FIRST SERVED BASIS.

Please make cheque or money order made payable to the Australian Society of Indexers.

Mail completed application to:

Ian Odgers  
Secretary  
Australian Society of Indexers  
GPO Box 1251L  
Melbourne 3001

