



Australian Society of Indexers

NEWSLETTER

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ACT Region Meetings

The Branch's first activity will be a 'Meet the Book Indexers' discussion meeting on 18 May at 5 pm. The venue is the Griffin Centre, Room 2.

A similar activity to 'Meet the Database Indexers' is planned for June. Venue and time to be finalised.

A dinner meeting is planned for August and a one-day workshop on setting up a small business in October.

NSW Meeting: Thesauri

The May meeting of the NSW Branch will be on *Thesaurus construction*. Speakers will be:

Elizabeth Drynan, Enterprise Information Management Pty Ltd --
The construction of Enterprise's Legal and Tax thesauri

Alan Walker, AusSI NSW Branch President -- *Standards for thesaurus construction*

Graham Whittall, Systematics Pty Ltd-
TINTERM thesaurus construction software (The software will be demonstrated).

Venue: Seminar Rooms 2/3, 11th Floor, State Library of New South Wales, Macquarie Street, Sydney

Time: Wednesday, 5 May 1993

6:00 for 6:30 p.m. start.

\$5 donation to cover costs of meeting

Enquiries: Alan Walker 380 5875

thesaur'us *n.* (*pl.* -i). storehouse of information, esp. dictionary or encyclopaedia; list of concepts or words arranged according to sense or chosen for use in indexing etc. [L, f. Gk *thesauros* treasure]

Vic Workshop: Macrex

There will be two separate half-day workshops on the use of Macrex indexing software. The first will be an introduction to Macrex for new users. This will be followed by an advanced workshop for current Macrex users. Both will be presented on Saturday, May 22, by Max McMaster at RMIT, Swanston Street, Melbourne.

Contact: Ian Odgers: (03) 418 7275

RSVP: Friday, May 14

NSW Courses

The Faculty of Professional Studies at the University of New South Wales is offering several courses in indexing and information handling skills. These courses will be presented by members of the NSW Branch of our Society.

Indexing Technical Material

Designed for those who are producing technical documentation, manuals and technical reports.

July 29 - September 2; 6 pm - 9 pm

Cost \$265

Computer-aided Indexing

A one-day workshop for all information professionals with a background in the theory and practice of indexing.

July 8; 9 am - 5 pm

Cost \$195

Indexing Workshop

Offered to all information professionals who have limited or no knowledge of the art of book indexing. The course is designed to have a large practical component, but will also give a strong basis in the theory of indexing.

July 5 - 8; 9 am - 5 pm; Cost \$465

Indexing/Abstracting for databases

A one day workshop in writing abstracts of journal articles and applying indexing terms for national, government or private databases.

July 15; 9 am - 5 pm

Cost \$195

Thesaurus Construction

A three day workshop examining theory plus a large practical component. Includes consideration of computer software packages for thesaurus construction.

Dates & times to be finalised.

Cost \$495



BOOK REVIEW



Copy Editing

by Judith Butcher
Cambridge (UK): Cambridge University Press, 1992. 3rd ed., 480p., 23 cm., index. ISBN 0-521-40074-0 \$45

Reviewed by Elizabeth Wood Ellem

This is an excellent book for the hands-on book editor, and I advise newcomers to the profession to sit down and read it through three or four times before putting pen to someone else's paper. However, I do have some criticisms.

I have been a book editor and indexer for twenty-five years. I was trained in what was once called the "Oxford system", and now use the *AGPS Style Manual* (4th edition) and *The Chicago Manual of Style* (13th edition) for reference when editing and G. N. Knight's *Indexing, The Art of* for reference when indexing.

Needless to say, when I received this book I turned first to the index. I found 27 pages of index for a 444-page book. A good start. But, rather curiously, I found that although the cross-references in the text are to chapters, sections and sub-sections (e.g. "section 4.1.1"), the index refers to pages. The reason for this difference is not clear.

Managing Archives - Introduction

A ten day workshop to expose participants to basic theory together with the latest developments in archival theory and practice, from appraisal to administrative planning.

September 27-28; 9 am - 5 pm

Cost \$725

Venue: All courses will be held at the University of New South Wales, School of Information, Library and Archive Studies, located on the fourth floor of the Mathews Building (next to the Biomedical Library).

Contact: Maureen Henninger, UNSW
(02) 697 3589

Then I proceeded to some spot-checking: "preliminary pages, sequence" (yes for "preliminary pages", no for "sequence" and no for "order", but I found what I was looking for under the sub-heading "contents of"); "citations" (no) and "references" (yes); "bibliographical references" has a cross-reference to "references".

I was curious to know if Butcher differentiated between the caret and the solidus in proofreading. "Caret" does not appear in the index (although it does appear in the glossary); "solidus" appears in the index, but not when it is used as a proofreading symbol.

The index is over-wedded to inversions and also to the use of prepositions, rather than using the least number of words consistent with clarity. This point is important as chapter 8 (appropriately entitled "Indexes" not "Indexing") consists of guidelines for the book editor checking whether an index is adequate for a book or not. (Butcher gives useful checklists on pages 184-6 and 385).

I agree that a book editor should be able to assess an index, but professional indexers would surely prefer queries on the index to be referred back to them, rather than the

book editor fiddle with their creative efforts in the way suggested here.

The remainder of the book is excellent, with the exception of the section on "Biases and parochialisms", which is half-hearted and inadequate (the comparable chapter in *Style Manual* is very good indeed). I found the section on preparing electronic typescripts particularly helpful.

Butcher is aware of the rights of authors vis-a-vis the duties of book editors. Her comment that a book editor's task is to do to a text what the author would do if she/he had the time and experience is spot on.

On the other hand, my experience tells me that what she advocates is a counsel of perfection, and her advice has to be weighed against what a publisher will pay for.

Yes, book editors should check everything at every stage, but how much unpaid work should we be doing?

LETTERS

Indexing on the Mac

After reading the article in the Jan/Feb issue of the Newsletter about the talk on MACREX given by Meredith Healey I wish to obtain further information.

I am an Apple Macintosh user and presume that there must be a satisfactory computer indexing program suitable for the Mac. I have seen a demonstration of CINDEX (an IBM program) which impressed me greatly as keeping the intellectual integrity of indexing while removing some of the hack work.

Olga Howell
(Aranda, ACT)

Ed. In the Nov/Dec 1992 issue of the Newsletter, Max McMaster reviewed In>Sort indexing software package for Macintosh and IBM PCs. However, Doug Williams responded with a letter to the editor in the Jan/Feb issue, advising the Macintosh version has been withdrawn from sale. It seems there is still a gap in the software market for a Macintosh-based indexing program.

The -ypographical error

The typographical error is a
slippery thing and sly
You can hunt 'til you are dizzy,
but it somehow will get by.
Til the item itself comes off the press
it's strange how still it keeps
It shrinks down in the corner and it
never stirs or peeps.
That typographical error, too small
for human eyes
Til the ink is on the paper, when it
grows to mountain size.
The writer stares with horror,
then grabs his hair and groans
The reader drops his head upon his
hands and quietly moans.
The remainder of the item can be
clean as clean can be
But the typographical error is the only
thing you see.

Submitted by Pip Cole

The above item was originally published in *The Genealogist*. It is reproduced here by permission.



Can you spot the typographical error in the above cartoon?

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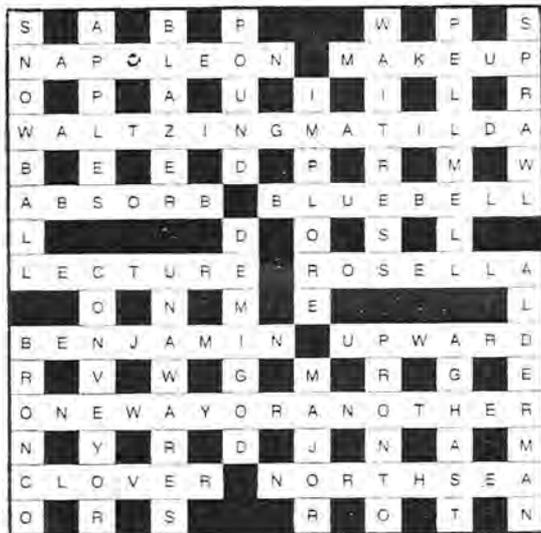
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New Registrations

The following members have met the standards required for becoming a registered indexer of the Society:
Susan Rintoul; Patricia Clarke.

Solution to March Puzzle

The solution to the Rubicon is:
ANIMALS FROM ORWELL'S ANIMAL FARM: Napoleon; Bluebell; Benjamin; Clover; Snowball; Major.



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Next Deadline - May 20, 1993



News, views and reviews are always welcome. Floppy disks will be appreciated where articles are longer than one A4 page (preferably 3.5" Macintosh disks; Microsoft Word software; IBM is also OK).