



Australian Society of Indexers

NEWSLETTER

Volume 19, Number 1, January/February 1995

ISSN 0314-3767

Editorial

Happy New Year to all AusSI members! This issue not only welcomes in the new year, but also includes an information update: two book reviews and news of new CD-ROMs. There is also the usual conference notices and a last reminder for those who have not yet registered for the AusSI first international conference. The date approaches!

Rebecca Smale

AUSSI CONFERENCE

The AusSI conference, 'Indexers—Partners in Publishing', will be held in Marysville, Victoria, from 31 March to 2 April 1995. Early registrations close 1 March 1995. For more information, contact Margaret Findlay, Conference Organiser, 3a Goodall St, Hawthorn Vic., 3122, Tel./Fax (03) 818 1760.

CINDEX at Marysville

Frances and Peter Lennie of Indexing Research in New York, producers of CINDEX indexing software, will be attending the Society's international conference at Marysville in March. They will be demonstrating prototypes of both a Windows and a Macintosh version of CINDEX, which up to now has only been available in a DOS version (see advertisement in this issue of the Newsletter). Exact release dates and pricing details are not yet available.

Index to the Newsletter

A ten-year index for the AusSI Newsletter, covering volumes 10–18 (1985–1994), has been prepared by Kingsley Siebel. We are very grateful to Kingsley for his time and effort on this project, and for making it available to the Society.

Anyone wishing to obtain a copy of the index should send their name and address, along with a cheque/money order for \$5.00, to The Secretary of the Society. Responses by 1 March 1995 would be appreciated.

ACT Branch Forthcoming Events

The Annual General Meeting will be held on Thursday 21 February 1995 at 7 pm at the Turkish Pide House, 2 Lawry Place, Macquarie. (This is across the road from the Jamison Centre, on the town side.)

Further details are available from Geraldine Triffitt, tel (06) 246 1177.

Subscription Renewal and Committee Nominations

All members will receive a 1995 Subscription Renewal form and a Nominations for the 1995 National Committee form. Members are asked to respond promptly.

Science Proceedings Literature on CD-ROM

Reproduced from NFAIS Newsletter, volume 36, number 11, November 1994.

The Institute for Scientific Information (ISI) in the United States announced the release of two new CD-ROM products: the Index to Scientific and Technical Proceedings (ISTP) and the Index to Social Sciences and Humanities Proceedings (ISSHP). These multidisciplinary products provide electronic access to complete bibliographic data from the science, social science, and arts and humanities conference literature. Produced as five-year files, each product includes full coverage of important

international conference proceedings that are published as monographs, series, reprints, or in any other form. Individual conference papers from the international journal literature have also been selected for indexing in these products. ISTP includes approximately 840,000 full papers from 21,000 recent conferences, with an estimated 45,000 papers and 1,100 conferences to be added with each quarterly update. ISSHP includes 115,000 papers from 18,000 conferences, with 6,000 papers and 800 conferences to be added with each quarterly update. ISSHP will cumulate in the future to hold as much as ten years of data. For more information, contact ISI in the United States at 800/386-4474, routing option #2.

Book Reviews

Australian Book Publishers Association, Introduction to Book Publishing (2 ed., Sydney: ABPA, 1994), 52 pp., ISBN 0 959 97968 9

We can all be grateful to the Australian Book Publishers Association for their initiative in putting out *Introduction to Book Publishing*. Addressed to authors, neophytes in the publishing profession, teachers, users and to lovers of books, it gives a useful summary of what is involved in publishing books.

However, members of the Australian Society of Indexers may be disappointed that indexing is given only minimal treatment, being mentioned only twice: once on page 10, where it tells of an editor "organising an index"; and once on page 39 where it lists the address of the Society.

It would have been good to see indexing given its due also on page 6 where the task of the publisher is listed, and on page 14 where the task of the production manager is summarised, and especially on page 15 which graphically lists the stages of producing a book.

Let us hope that the Australian Book Publishers Association redresses these omissions when the book goes into its merited third edition.

Robert Hyslop

Linda K. Fetters, Handbook of Indexing Techniques: A Guide for Beginning Indexers (Texas: FIMC, 1994), vii, 72 pp., US\$20

As the subtitle indicates, this is a useful guide for would-be indexers. Accordingly, the first chapter takes the reader through the available formal courses, training manuals and standards. The criteria for the Wilson Award is also set out, perhaps to indicate that it should be the aim of even a novice to satisfy such requirements so as to make a good index.

Chapter 2 asks, "What is an index?" and answers the question by advising that it is not a summary of the content but a finding tool "for locating information in the document" by "accommodating the needs of different types of readers".

On writing the index, Fetters suggests the "reading of the mss, making notes of concepts for subdivision, dividing complex topics into subheadings and phrasing or editing the headings or subheadings". She discusses classification, terminology, flipping entries, adjective-noun phraseology and problems with names. According to Fetters, "Selecting headings and subdividing them into meaningful chunks of information is the essence of indexing. Phrasing and editing your entries increases the precision of the index and improves the accessibility of information for the users".

"References" is the heading of the next chapter and these include page-ranges in locators, references to footnotes and cross-references and their verification. Double entry, instead of cross-references, is also mentioned.

The last of the instructions for beginners is contained in chapter 5 (chapter 6 deals with special formats) and is aptly titled "Finishing Touches". Fetters' clarity in sorting out the difference between letter-by-letter and word-by-word arrangement was most suitable for beginners. Instead of using the familiar phrase "something for nothing" – which hardly conveys anything – she explains that letter-by-letter "ignores spaces between words and treats the entire entry as if it was one long word" whereas word-by-word "considers each word letter by letter after each space". She also says

"there is no real standard for sorting symbols" – which reminded me of when I tried to file the term 'IN>Sort'.

Fetters is not rigid about the filing of initial prepositions which she (like the *Chicago Manual*) says are "usually ignored". Her advice is, however, constructive: "It is better to avoid using prepositions at the beginning of subheadings whenever possible". I cannot disagree.

On editing an index she gives an example of re-writing subs., compressing entries, and running-in where there is one subheading, for example, 'Ordination of women' instead of 'Ordination: women'. This dictum, of course, applies to a stand-alone index, as most jobs are.

Fetters gives visual examples of all of the principles espoused. There was another feature of this book which attracted attention. Her bibliography was not isolated at the end of the book. Instead, it was subdivided and relevant groups were placed at the end of each chapter, where it seemed more useful for the reader.

I recommend this book as preliminary reading for those who attend a formal course of training. It may also be suggested for reading immediately thereafter, so as to consolidate the many rules that trainees are required to absorb over two or three days of intensive work.

Fetters' style of writing is uncomplicated, so this adds to her ability to instruct beginners. The only small flaw I found was in the first index entry, "abbreviations, *See* references for, 36". The inverted form was unnecessary, and there was no double entry under "*See* references". It may, however, have been included under the sub. "other types 36–37".

Kingsley Siebel

AusSI-approved indexing rates

The recommended indexing rate for 1995 is \$35.00 per hour.

New Members

The Society welcomes the following new member:

Ms E. Francis, Chelmer, Queensland
Mr T. Absalom, St Kilda, Vic
Ms M. Bell, Eastwood, SA
Ms C. Clarke, Greenwich, NSW
Ms J. Bailey, Woodford, NSW
Ms K. Harper, Brunswick East, Vic
Mr D. Embury, Grafton, NSW
Ms I. Hillermann, Penrith, NSW
Mr M. Micallef, Sydney, NSW
Mr B. O'Loughlin, Elwood, Vic

[ADVERTISEMENT]

CINDEX™

THE ULTIMATE INDEXING SOFTWARE

CINDEX is the program with unsurpassed performance in the indexing of books, periodicals and journals. It handles all the time-consuming operations (for example: sorting, formatting and checking cross-references), freeing you to concentrate on identifying the facts and ideas developed in the text.

Now we've made CINDEX version 6.0 for DOS even better.

New features include:

- User-selectable views of the index; continuous or discrete entries
- Seamless movement of entries between indexes
- Simpler, more efficient editing
- Easier double-posting of entries
- Improved spell-checking
- Even better management of cross-reference
- Enhanced resources for splitting and combining indexes
- Tracking the date and time entries were added and edited
- Improved access to concurrently open indexes
- More flexible export and import of index entries

To prove that CINDEX is a must we offer an inexpensive demonstration disk that lets you explore its rich capabilities.

Send or call today for full details.

Indexing Research

100 Aliens Creek Road, Rochester, NY 14618
Voice: (716) 461-5530 Fax: (716) 442-3924

Australia and New Zealand:
Garry Cousins
2/27 Whatmore Street
Waverton, NSW 2060 Australia
Voice: 02-955-1525

The Wonderful World of Indexing

Conferences

If you would like to notify AusSI members of any events, send information (including dates, venue, cost, theme and contact) to the Editor.

22-24 March 1995

*Information Policy in the Public Sector
Plus a Workshop on Setting Up a Formal
Data Protection Policy*

VENUE: Sydney Boulevard Hotel, Sydney NSW

COST: Two-day conference \$1495; Half-day workshop \$495; Both days \$1790

CONTACT: IIR Conferences, PO Box 2133, North Sydney NSW 2059, Tel. (02) 954 5844, Fax (02) 959 4684

31 March-2 April 1995

*Indexers - Partners in Publishing: First
International Conference*

VENUE: Marysville, Vic

CONTACT: Margaret Findlay, Conference
Organiser, 3a Goodall St, Hawthorn Vic
3122, Tel./Fax (03) 818 1760

19 October-20 October 1995

Eleventh National Cataloguing Conference

VENUE: Park Grand Hotel, Elizabeth St,
Sydney

THEME: Reinventing cataloguing

CONTACT: ACMS, PO Box 468,
Paddington NSW 2001, Tel. (02) 332
4622, Fax (02) 332 4066, email:
whfoda_acms@interconnect.com.au

Next Deadline—Friday 31 March 1995

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).

AUSTRALIAN SOCIETY OF INDEXERS:

GPO Box 1251
Melbourne VIC 3001

President: George Levick
(03) 534 4843

Vice Pres: Mary Long
(03) 286 9125

Secretary: Ian Odgers
(03) 418 7275

Treasurer: Joyce Gillespie
(03) 654 8527

or (03) 710 1270

Editor: c/- Rebecca Smale
(03) 646 4200

Fax: c/- (03) 646 3251

e-mail: c/- AusSI@isb.csiro.au

Committee Members:

Max McMaster: (03) 571 6341

Heather Hillman: (055) 62 5084

Rosemary Bunnage: (03) 565 2605

John Simkin: (03) 429 8817

Josephine McGovern: (03) 596 1555

NSW BRANCH

PO Box R598
Royal Exchange SYDNEY, 2000

President: Alan Walker
(02) 380 5875

Fax: (02) 361 0651

Secretary: Michael Wyatt
(02) 281 0460

Treasurer: Kingsley Siebel
(02) 477 3149

Committee: Garry Cousins, Mary Turner,
Lorraine Doyle, Christine Winning
Dwight Walker

ACT REGION BRANCH

GPO Box 2069
Canberra ACT 2601

President: Geraldine Triffitt
(06) 246 1177

Fax: (06) 249 7310

Secretary: Jenni Cole
(06) 243 4211

Treasurer: Susan MacDougall
(06) 201 2645

Committee: Olga Howell
Laurel Tunks
Robert Hyslop
Barbara Dickens