



Australian Society of Indexers NEWSLETTER

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Editorial

This issue has been shortened to allow room in the envelope for the inclusion of enclosures from Professor Irene Wormell, Chairperson of the International Federation for Information and Documentation Education and Training Committee. Dwight Walker looks at the Internet tool, 'archie', Garry Cousins looks at finding CINDEX records with more than seven page references and there is news from the national and ACT committees.

Ann Philpott

Reminder Indexers Medal

The Australian Society of Indexers is again offering its annual Medal for the most outstanding index to a book or periodical compiled in Australia or New Zealand. The Medal will be presented to the indexer responsible for the best index submitted if it is of sufficient quality. The publisher of the winning index will be presented with a certificate.

To be eligible for the award the index must meet the following criteria:

- * be still in print
- * be first published after 1992
- * be compiled in Australia or New Zealand (although the text to which it refers may have come from elsewhere).

For the award indexes are judged at the level of outstanding professional achievement, thus sufficient material is required, both in quality and quantity, for appraisal. The index should be substantial in size, the subject matter should be complex, and the language, form and structure of the index should demonstrate the indexer's expertise, as well as serving the needs of the text and the reader.

Publishers, indexers and all interested persons are invited to nominate indexes which meet the above criteria, and which they regard as worthy of consideration.

Indexers are encouraged to nominate their own works.

Please send recommendations with bibliographic details and, if possible, a copy of the book (which shall be returned) to:

The Secretary,
Australian Society of Indexers
(NSW Branch),
PO Box R598
Royal Exchange
Sydney. NSW 2000

as soon as possible but no later than

Friday 29 September 1995.

For further information please contact Alan Walker, telephone (02) 380 5875, fax (02) 361 0651.

Alan Walker

Reminder Introduction to book indexing: a short course (Vic.)

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.

Venue

The course will be held at RMIT, Department of Information Management and Library Studies, 4th Floor.

Time

9:30 am to 4:30 pm, September 25-27, 1995.

Course Fees

Fees are \$250 per participant (\$225 for AusSI members), and will include all instruction, course notes, morning and afternoon teas.

For further information contact:

Max McMaster, Australian Society of Indexers, GPO Box 1251, Melbourne 3001 Tel: (03) 571-6341
Fax: (03) 571-6341
e-mail mindexer@interconnect.com.au

New members

The society welcomes the following new members:

Mr J. Anderson, Toorak, Vic.

Mr G. Clayton, Blacktown, NSW

Ms M. Stroebel, North Fitzroy, Vic.

Next Newsletter deadline:

Monday 18 September 1995

Contributions and letters to the Editor are always welcome

Floppy disks will be appreciated where articles are longer than one A4 page. My computer only accepts formatted 3.5" Macintosh Microsoft Word Version 4.00D disks. I do not have easy access to fax or email. Please send all contributions to:

The Editor
Ann Philpott
1/6 Scheele Street
Surrey Hills. Vic. 3127

Local Group Activities

The AusSI *Newsletter* would like to encourage any member from any state or territory, where there is no official AusSI committee, to arrange a meeting, dinner, discussion, Christmas function or other activity by sending details of time, date, venue, cost, contact person and contact number and address to the editor at the above address.

Archie: finding files on the Internet

This month I will be covering a very useful tool for finding files on the Internet. Its name is 'archie', short for archives! It was invented early in the Internet's history to collate all the file names all over the Internet. In short, it is a database of files and their paths or locations for easy access. We will use it along with ftp (file transfer protocol) to find and download information or programs.

Archie has one shortcoming: it uses the literal spelling of the name of a program or file, so if you make a typographical error, it won't find the program or file. Further, if the file name is obtuse, typing in the English name of the program won't help. You must type in the actual file name not its description. This is a 'catch 22' situation when you don't know its name to start with!

A common way around this dilemma is to search the Usenet newsgroups where you may read an article which gives the exact name of the file. You can also post a query in a newsgroup for information. Once a month in newsgroups, FAQs (frequently asked questions) are posted with some very valuable sites for files, too. You can then ask archie to search for it and ftp to download it. (More on newsgroups another time.)

There are several methods of getting onto archie. The most direct and successful way is via telnet (direct logon). This is logging in as a dumb terminal.

Around the world there are approximately twenty-five archie servers for public access.

Method

Telnet to the Internet name or IP address of an archie server, for example, archie.au is the Australian archie server.

Using a previous article on telnet:

Host Name: archie.au
archie prompts you for login:
login: archie
then prompts you for the search command (it defaults to using substrings):
archie.au>prog wsarch
(this searches for the program starting with wsarch)
archie then puts you in a queue and blinks at you (0=0=0=) while it processes your request.

If the output is very large, you can mail the information to your email address, for example,

archie.au>mail dwalker@zeta.org.au
What comes back is the location of the file, for example,
Host ftp.dstc.edu.au (130.102.181.31)
Last updated 23:37 19 Aug 1995
Location: /u2/pub/pc/winsock
FILE -rw-r--r-- 174837 bytes
09:00 22 Jan 1995 wsarch07.zip

Use that information to retrieve the file.
You're home!

Bibliography

The whole Internet: user's guide & catalog
by Ed Krol, 2nd ed., 1994, Ch 9

Dwight Walker

URL: <http://www.zeta.org.au/~aussi>

ACT forthcoming event

The ACT branch will meet to hear from practising indexers and you are invited to dinner afterwards at a restaurant which is still to be decided.

Topic: Indexers in action

Speakers: Marjorie Gilby will speak on indexing the journals of the Canberra District Historical Society; Beryl Strusz, formerly Curator of Printed Records at the Australian War Memorial, will speak on 'What is on a postcard?'; Robert Withycombe will speak on indexing archives

Date: 26 September 1995

Time: 5.00-7.00pm

Venue: Griffin Centre, Bunda Street, Canberra, Room 3

Contact: Shirley Campbell (Work) (06) 234 2225 (Home) (06) 285 1006

National/Vic. News

Treasurer's Report

29 June - 9 August 1995

National

Expenditure: \$1,633.96 Income: \$229.00

Assets: \$10,444.40

Victorian branch

Expenditure: \$800.55 Income: \$1,299.63

Assets: \$8,040.56

Conference

At 9/8/1995 cash in bank: \$5,571.22

The Treasurer's report was accepted.

World Wide Web Page

After discussion it was decided that the best option was Zeta, the company being used for the temporary Web site. A payment of \$100 was made to set up a permanent account for AusSI, which, at an overall charge of \$15 per month, will provide funding for about the next six months.

Recommended rate for database indexing and abstracting

Lynn Farkas (ACT branch) had previously spoken to Max McMaster about setting a recommended rate for database indexing. Sherrey Quinn and George Levick advised that from their experience indexing and abstracting at a rate of three items per hour was the norm for complex technical material. It was noted that advertisements had appeared offering very low rates for database indexing and requiring inadequate qualifications. AusSI will query any such advertisements. It was decided that the present recommended rate of \$35 an hour would also apply to database indexing. A rate of \$12 per item would thus apply to indexing and abstracting complex technical material.

Yellow Pages

Max McMaster advised that the *Yellow Pages* are inviting businesses to submit more suitable categories. Max McMaster will contact the Society of Editors to formulate a suitable category for editors/indexers and notify *Yellow Pages*.

National Conference 1997

As the ACT branch has expressed interest in holding the 1997 National Indexing Conference, it was proposed that the conference be held in Canberra to coincide with the AGM in March 1997.

Correspondence

A letter has been received from Warren Yeates, a recently registered member of the Society, who is working as a freelance indexer in Ireland. He is being invited to make contact with Irish indexers.

Advertising rates

AusSI Newsletter

Full page: \$80
Half page: \$40
Quarter page: \$20

AusSI Indexers Available 1995/96

Full page: \$100

The Indexer (UK)

Full page: 120 pounds sterling
Half page: 80 pounds sterling
Quarter page: 55 pounds sterling
Eighth page: 35 pounds sterling
There is a special order form to be completed when lodging advertisements in *The Indexer*. For order form and copy deadlines, please contact:
Mrs Hazel Bell, Hon. Editor,
139 The Ryde, Hatfield, Herts AL9 5DP
Tel: 01707 265201 Fax: 01707 273601

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The following two items appeared in the Australian Government Publishing Service, *Stylewise*, April 1995, Vol.1 No. 3.

Thumb indexing

Thumb indexing of dictionaries and encyclopaedias is rare today, largely due to the costs involved.

A thumb index is an alphabetical or subject index where the divisions are cut into the edge of the fore-edge of a book but not 'stepped' as distinct from cut-in and tab indexes. The cutting can be carried out either by hand or machine.

A cut-through index looks clumsy on thick books such as dictionaries. A neater appearance is obtained by a semicircular thumb cut which is cut to coincide with printing on the fore-edge of the leaves. Alternatively, shaped pieces can be pasted in afterwards.

Indexes become worn quite quickly so it is often necessary to strengthen them by backing the letters with linen. Such a backing must extend well beyond each side of the letter or it will be ineffective. All-in-all, quite an expensive procedure. *'Commonwealth of Australia copyright reproduced by permission'*

The following cartoon appears under the heading, 'Non-discriminatory portrayal of the sexes...in Scotland (AGPS Style Manual for Authors, Editors & Printers, 5th edition p. 126). *'Mr Patrick Mackerras copyright, reproduced by permission'*

Confusion reigns in a Scottish public toilet



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CINDEX™

Nuts & Bolts



Number 6

Using patterns

Locating records with more than 7 locators

The powerful patterns feature in CINDEX can be used to find any records which have accumulated more than seven page references (or whatever your rule of thumb is beyond which you supply subheadings).

To do this, first give the command SQUEEZE/COMBINE (or just SQ/COM). This will merge all like entries into one record with multiple page references. Then give the command:

```
FIND/PATTERN/FIELD=p {?}*.{?}*.{?}*  
                    {?}*.{?}*.{?}*.{?}*  
                    {?}*.{?}*.{?}*.
```

except type it all on one line. This command will search for page fields (FIELD=p) which contain at least seven commas, interspersed with any text, represented by {?}*}. Any page field with seven commas must, by definition, have at least eight locators in it. Of course, you can change the number of locators by changing the number of times the sequence {?}*} appears in the pattern. Once CINDEX finds the first record, press "A" for "All" and all of the records with more than 7 locators will automatically be placed in a group for easy editing.

Next issue: working with multiple indexes

*If you have a tip for other CINDEX users, or a problem you need solved, write to
Garry Cousins Indexing
2/27 Whatmore St, Waverton NSW 2060
Tel/fax (02) 9955 1525*



MACREX

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LOCAL AGENT
covering Australia, New Zealand and
South-East Asia.

For details of the MACREX package or
advice on how MACREX can help with
your indexing situation, contact:

Max McMaster
MASTER INDEXING
44 Rothesay Avenue
East Malvern Vic. 3145
Australia
Phone/fax (03) 571-6341

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.

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- 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.

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