



Australian Society of Indexers **NEWSLETTER**

GPO Box 1251, Melbourne, Vic. 3001
Tel. (03) 9571 6341
Email mindexer@interconnect.com.au
WWW <http://www.zeta.org.au/~aussi>
Webmaster Email aussi@zeta.org.au

**Volume 19, Number 9,
October 1995
ISSN 0314-3767**

Editorial

In this month's bumper issue Kingsley Siebel discusses *TaxPack 1995*, Lynn Farkas writes a letter on database indexing rates, Dwight Walker looks at the internet newsreader, 'Free Agent', Max McMaster reviews a booklet for indexers who work in the medical and biological sciences, Garry Cousins helps Cindex users who work with multiple indexes, and there is news about the 1995 AusSI Medal judges and about the inaugural meeting of the South Australian group of AusSI.

Ann Philpott

TaxPack 1995, how to improve*

The media has given much negative publicity to this annual and ignored its usefulness to the ordinary taxpayers of Australia, including those who manage a small business or have a home office. It is certainly an improvement on *TaxPack 1994* (see *Newsletter* 18(7)7-8).

The colour coding is retained in an advantageous manner for the user. For the most part, the colours and headings of the

contents page are carried through to the corresponding segments of the booklet. However, the heading in the contents page, 'Pro rata tax free threshold', is not carried over as a heading to the text on page 68.

It is a practical annual. Each of the various parts of the booklet follow a helpful step-by-step route to matters of importance to taxpayers, such as, 'Income', 'Deductions', 'Rebates', 'Medicare levy', 'Business or professional items', etc.

Media criticism emphasised that some information was incorrect but the Commissioner of Taxation assured taxpayers that they will not be penalised if they fall into error by following the given instructions.

TaxPack 1995 (unlike *TaxPack 1994*) has a real index, which, however, has some blemishes. The index comprises one three column page with 104 headings, which works out to one heading per page, which I think is inadequate for the ordinary taxpayer and for such a detailed publication. Only six headings have sub-headings and there are only two cross-references, both of which are to 'superannuation'. However, most principles in taxation cannot be looked at in isolation.

TaxPack 1995, like many other modern publications, does not seem to be able to get a message across without using a number of acronyms. One should not expect an ordinary taxpayer to know the meaning of the abbreviations. Many of the acronyms are hidden in the index under the term, 'deductions', but some taxpayers are not allowed deductions on some of these expenses.

To be fair, the index does contain headings for terms like, 'eligible termination payment', 'freedom of information', 'prescribed payment system', etc., but ignores others. With the exception of 'Higher Education Contribution Scheme - HECS', the indexer has not followed the usual rule of inserting the abbreviations after the heading, therefore, some users may not connect the abbreviations with the terms, to which they refer. 'HCCA', for example, is used as a heading without explanation of its meaning.

'Refund' and 'rebate' are terms that most taxpayers look for. While the former does not appear in the index, the latter is mentioned in association with only four headings. Surprisingly, the term, 'rebate' itself is not indexed nor are other types of rebates indexed, despite their inclusion in an entire seventeen page colour coded segment in the page of contents under 'Rebates'.

Various types of deductions have been indexed specifically and this is to be commended. However, 'Deductions' is insufficiently indexed at pages 46 to 47. These two pages relate only to details of how to claim various deductions. The page reference, if a range was thought sufficient, should have read '46-66'.

The tendency to use ranges of pages without reading the pages carefully has spoiled the index more than once. 'Dependants' is incorrectly indexed as '72-87': pages 79 to 80 cover 'zone rebates' and page 83 covers 'contribution to superannuation'. Another entry treats two quite independent concepts under one index heading. While 'excepted person and income' both appear on the same page, they are different concepts, requiring separate headings.

In conclusion, the index needs to be much more detailed if it is to be of better use to all taxpayers. It appears to have been compiled by someone too well versed in the subject, like the author of the document, or to have been written only for those who have similar knowledge on the topic. Let's hope that *TaxPack 1996* will be done by a professional indexer. There is at least one member of this Society within the department!.

*Who will cast the first stone at this inverted heading?

Kingsley Siebel

1995 AusSI Medal Judges

The following have agreed to act as judges for the 1995 AusSI Medal:

* Boyd Rayward, Professor of Librarianship, UNSW

* Jeremy Fisher, Managing Editor of Academic Titles, McGraw-Hill

* Lynn Pollack, until recently, Librarian of the Supreme Court of NSW

Garry Cousins

New members

The society welcomes the following new members:

Ms B. Burke, North Adelaide, SA

Ms K. Grimmond, Calwell, ACT

Next Newsletter deadline:
Wednesday 1 November 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

Letter to the Editor

Dear Editor,

It was with great interest that I read the items under 'National/Vic. News', as reported in the September 1995 issue of ASI Newsletter, particularly the item, 'Recommended rate for database indexing and abstracting'.

While I applaud the Society's intentions to deal with this issue, I have the following reservations about the item in question:

1. The setting of recommended rates by a professional body is a serious responsibility. The industry will view these rates as the consensus results of a process which sets a considered, fair and unbiased value on services. To the best of my knowledge, there was little consultation on the rates with the NSW or ACT branches, nor with any individuals aside from the two

mentioned in the item. I would have expected more open discussion, perhaps through the pages of the *Newsletter*, before such a rate was fixed.

2. The rate provided is also of some concern, primarily because it fails to clearly spell out what it is addressing. Why is 'complex technical' material singled out as the basis for the pay rate? What constitutes 'complex technical'? Is there a different norm for the number of non-complex technical items to be done in an hour? Or complex non-technical items? Or items in a specialist subject area, or using a difficult thesaurus?

3. There are a number of differences involved in the structure of freelance database services as opposed to freelance back of book indexing, which I feel this rate does not acknowledge or address. Back of book indexing is very much like consulting services: individuals are engaged on a one-off basis and are paid rates which recognise that their employment conditions might be sporadic over a year. Their rates also take into account that they have complete, final responsibility for the work they produce, and that they are responsible for all their own overheads (including computers, etc). Database indexing is more akin to part-time professional work: individuals are employed on a steady basis and are expected to provide long-term services, usually as part of an indexing team. Their employment often includes provision of tools and may be on a salaried rather than a freelance basis. If they work for an indexing company, much of the administrative responsibility for finding work or running a business is removed from their shoulders.

These fundamental differences have a bearing on reasonable rates of pay one should expect. If the rate recommended by the Society was applied to a database indexer working full-time on an information database, the indexer would be paid \$65,520 per year. How many publishers would be prepared to keep a full-time book indexer on staff for that salary? Yet many national databases employ more than one full-time equivalent person. It may be reasonable for them to expect to pay such a fee and more for the provision of a complete database service which includes database editing, technical support, project

management, promotions etc. However, is it reasonable to expect them to pay a rate so high above their own salaried staff, for one professional function out of many needed for the project - and one which is probably equivalent to that of other lesser-paid specialists on the project? The present rate makes no distinction between the rate a single freelance indexer should expect to be paid for his/her services, and that which a client should expect to pay for the complete indexing process. It can thus be misleading to clients and indexers alike, each of whom might interpret the figure quite differently.

4. I was surprised to see myself included in the item. While I have spoken to Max McMaster and many other members of the Society on a number of occasions about the need to address rates for database services, I was in no way involved in this particular exercise. I am concerned that members of the Society might infer from the wording of this item that I had officially requested the setting of this rate, that I had done so in some official capacity of the ACT Branch, and/or that I was party to the deliberations which set the rate noted. None of these are the case.

I would prefer to see the Society retract the current 'recommended rate of pay for database indexing and abstracting' and use this figure instead as a starting point for proper deliberations on pay rates for database services. Ideally, these deliberations should be handled by a properly constituted subcommittee, with branch representation or consultation. I sincerely hope these changes will be implemented.

In the meantime, since I disagree with the methodology used to determine this rate, and with the rate itself, I would prefer to publicly disassociate myself from this item of the 'National/Vic. News' in the September issue of the *Newsletter*.

Lynn Farkas

News from South Australia

In response to a call from the National Branch of the Australian Society of Indexers, an inaugural informal meeting

was held on 14 September at the office of Professional Editing Services.

Those members present agreed on the desirability of forming a South Australian Branch to meet informally and probably bi-monthly.

If an indexer from another state is visiting Adelaide at some time in the future and is prepared to be a speaker at a meeting, the South Australian group would welcome such an opportunity.

The South Australian group also expressed interest in receiving visits from trainers from other states.

Next Meeting

Members and other interested people are invited to meet at the Wilmar Library in November. Please telephone Glen Ralph (08) 43 7728 or Susan Rintoul (08) 235 1535 for details.

Susan Rintoul

Free Agent: browsing Usenet newsgroups

This month I will cover the newsreader, 'Free Agent', by Forte. This is a freeware product and has optional registration. It is available freely through the internet.

First, what is Usenet? It is the 'world's largest bulletin board'. It is a hierarchical list of thousands of topics which are carried across the internet. It varies from the sublime to the ridiculous, the content varying from the latest gossip on rock stars to serious discussion in the social and scientific arenas. Always test the truth of what is said!

The key categories are: comp, news, rec, sci, soc, talk, misc. These are official groups.

comp covers large swags on operating systems, software, hardware

news covers the running of the internet and newsgroups and carries helpful FAQs (frequently asked questions)

rec covers all forms of recreation and entertainment

soc covers clubs and culture

sci covers all manner of scientific endeavour

talk involves heated discussions

misc covers 'for sale' directories

There are several alternative groups: alt, bionet, bit, biz, de, fj, hepnet, ieee, info, gnu, k12, relcom, u3b, vmsnet, clari. Some local newsgroups available are: aus, fido, nz, uk, za.

alt is the largest group covering rock star fan clubs, binary files (pictures, software, sound files) plus some quite zany ones

aus covers all the Australian content: job advertisements, societies, computer groups

Content of the articles on the newsgroups may vary from text, which appears much like email, to encoded binary. The binary may be a piece of software or an image. Free Agent can decode the files into the binary, including when it is broken into several messages.

For example, alt.binaries.sounds.midi contains MIDI files which play back rock or classical music on a PC with sound equipment.

Use of Free Agent

Firstly, you will need to set up the newsreader to read from the news server, for example, news.zeta.org.au. In version 1.0 select Options / Preferences / System Profile. In earlier versions, dig around under File. Type in the names of the news server, for example, news.zeta.org.au, and mail server, for example, mail.zeta.org.au. Also set up your email details under 'User Profile'. It is most likely that you will only be able to read a news server from your own service provider although there are some public news servers, for example, news.connect.com.au.

Secondly, you will need to read in the whole list of newsgroups that your internet service provider has available. Very few providers have all 10,000 groups available. The number may vary from 2,500 to 5,000. Select Online / Refresh Groups List. This could take up to five minutes for all the hundreds of newsgroup names to be downloaded to your PC. You need only update this every so often.

Thirdly, you are now ready to navigate through all the newsgroups and find something to read! Let us suppose that it was to do with Microsoft Windows. Start with the comp.* group. Dig until you find the operating systems subgroup: comp.os.* Digging further you will find: comp.os.ms-windows.* Free Agent also has a free text search facility where you can search for part of a word and all the newsgroups which have it will be found.

Once you have found some newsgroups which are of interest to you, it is best to 'subscribe' to them. In Free Agent this means clicking on the 'newspaper' icon once the newsgroup is selected in the long list of newsgroups.

Now that you have a newsgroup, download the headers of the newsgroup: Online / Get New Headers... This loads all the subject details. From there select a message and the text is downloaded for you to read. In Free Agent you have the option of choosing how many headers to download at a time. I choose fifty to make sure the hard drive isn't completely filled!

Like email, you can choose to reply to a posting with your own. You can also send email straight to the author.

There are two types of newsreaders: offline and online. Free Agent is an offline newsreader. The article headers are downloaded, then articles of interest are marked for retrieval and downloaded online. Replies and new articles are posted. This saves you money as most time online is spent reading the articles. With Free Agent you can choose to download all the message headers and bodies in a newsgroup for reading after logging off.

Happy browsing!

Bibliography

The whole Internet: user's guide & catalog
by Ed Krol, 2nd ed, 1994, Ch 8

Dwight Walker

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

Book Review

Indexing the Medical and Biological Sciences, by Doreen Blake, Michèle Clarke, Anne McCarthy and June Morrison. Society of Indexers Occasional Papers on Indexing No.3, 1995. 70pp, ISBN 1 871577 15 2 £11.00.

This is the third in a series of 'Occasional Papers on Indexing' commissioned by the Society of Indexers. According to the introduction, the booklet is intended to contribute to raising the standards of indexing in the field it covers as well as being useful to librarians and others concerned with the retrieval of medical and biological information. With such excellent ideals I approached reading the booklet with relish.

The booklet is aimed specifically at the competent, specialist indexer, and is not designed for the novice, although students wanting to get into medical indexing would find it useful. The general remarks section on choice of subject headings and subheadings, as well as the section on form of entry of names, are both particularly noteworthy. The booklet covers indexing of both books and journals, methods of indexing, editing and proofreading the finished index, as well as a list of useful reference books, and, thank goodness, an index!

My first impression, based on the title, of having a fifty-fifty split between medical and biological topics, quickly faded. On reading I discovered that the booklet covers ninety percent medical sciences (medicine, nursing, human physiology, physiotherapy, etc.) and ten percent biological sciences, covering veterinary science, botany (plant physiology and ecology), zoology, agriculture and palaeontology. Treatment of scientific (Latin) names is covered but mainly in reference to medical micro-organisms and then in the standard genus-species format. Even where the Ross seal (*Ommatophoca rossii*) is included, there is no mention of the zoological requirement for both genus-species and species-genus entries.

The sections dealing with treatment of biochemical compounds, organic molecules and pharmaceuticals will be particularly

well received as they can be an area of considerable confusion. However, there were a number of areas which caused me concern. The statement on length of index for an undergraduate medical text I found incredulous. To state that a thousand page textbook would have around ten entries per page seemed amazing. Assuming a two column index, with fifty lines per column means the index would take up one hundred pages. I cannot think of any book - outside of an encyclopaedia - which would have an index of that size, and certainly no publisher would allow it or could possibly afford it!

It might only be pedantry on my part, but where a definition of a term appears in the text, for example, 'biomass', the index entry becomes 'biomass, definition' rather than 'biomass, defined'. To me, and more importantly the user, the latter is easier to understand. I also disagree with the booklet's authors when they discuss the indexing of chapter headings. They specify that if the bibliography is at the end of the chapter then it should be included in the page range. The bibliography is not an indexable part of the text.

Statements declaring that certain prepositions, such as 'for', 'in', and 'with', can be ignored in filing of subheadings, whilst others, namely 'without' and 'following', should be included, just makes an indexer look indecisive, and makes life more difficult for the user. Considering the purpose of the index is to guide the user to their required topic with the least possible inconvenience, why impose artificial and unnecessary barriers?

One final comment, the authors state you should proofread the index very carefully. In their case they should have spent more time checking their text.

For example their ecology entry:

'water meadow *see* fen', yet under 'fen' (and swamp)', we have the subheading 'watermeadow'. Apart from the misspelling, the cross-reference should be 'water meadow *see under* fen (and swamp)'.

Another example:

'wetlands *see* boglands, estuaries, fen and swamp; lakes; rivers and streams 11'. The additional 'and', and the page number, '11', look rather odd.

Similarly, the example on prostate cancer has the subentry:

'treatment with peptide analogues *see* treatment with LHRH analogs'. A user finding this entry would have assumed they should look under 't' for treatment, however, the required entry is also included as a subheading under 'prostate cancer'. Even then, the user got it wrong, the subheading reads: 'treatment with LHRH analogues'.

In spite of all my criticisms, this booklet has its place on the shelves of medical indexers - simply because it covers specific and sometimes peculiar indexing problems unique to the field which are not covered in general indexing tools.

Max McMaster

Max was formerly a medical/technical librarian and currently works as a freelance indexer.

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

AUSTRALIAN SOCIETY OF INDEXERS

NATIONAL AND VICTORIAN BRANCH

GPO Box 1251
Melbourne Vic. 3001
Phone: (03) 9571 6341
Email: mindexer@interconnect.com.au
World Wide Web URL:
<http://www.zeta.org.au/~aussi>
Webmaster Email:
aussi@zeta.org.au

President:

George Levick
(03) 9534 4843

Vice Pres:

Mary Long
(03) 9286 9125

Secretary:

Ian Odgers
(03) 9418 7275

Treasurer:

Joyce Gillespie
(03) 9654 8527 or (03) 9710 1270

Editor:

Ann Philpott
(03) 9830 0494
1/6 Scheele Street
Surrey Hills Vic. 3127

Committee Members:

Max McMaster
John Simkin
Josephine McGovern
Michael Ramsden
Sandra Whitbourn

NSW BRANCH

PO Box R598
Royal Exchange
Sydney NSW 2000
Email: dwalker@zeta.org.au

President:

Michael Wyatt
(02) 281 0460
Fax: (02) 281 4498
Email: keyword@ozemail.com.au

Secretary:

Garry Cousins
Phone/Fax: (02) 9955 1525

Treasurer:

Kingsley Siebel
(02) 477 3149

Committee Members:

Lorraine Doyle
Neale Towart
Mary Turner
Alan Walker
Dwight Walker

ACT REGION BRANCH

GPO Box 2069
Canberra ACT 2601

President:

Geraldine Triffitt
(06) 246 1177
Fax: (06) 249 7310
Email: grt@aiatsis.gov.au

Secretary:

Shirley Campbell
(06) 234 2225
Fax: (06) 234 2237
Email:
Shirley.Campbell@Radford.act.edu.au

Treasurer:

Susan MacDougall
(06) 201 2645

Committee Members:

Robert Hyslop
Barbara Dickens

CINDEX Tip N° 7

Working with multiple indexes

CINDEX allows you to work on more than one index concurrently. The only limit to the number of indexes you can have open at a time is your computer's memory; generally you can have at least three open at any one time. This can be useful if, say, you want to work on an author index and a subject index concurrently, or a subject index, table of cases and table of statutes for a law index.

To start a new index once you already have a first index open, just give the command `CREATE xxxx`, where `xxxx` is the name of the new index. The screen will clear and open at the new index, ready for you to begin work. Subsequent indexes can be created in exactly the same way. You can keep track of which index you are in simply by checking the file name at the top of the screen.

To open indexes created previously, use the command `OPEN`, followed by the name of the index; for example `OPEN NAMES`. Using `OPEN`, you can open as many indexes as you require, or as your computer's memory will allow.

To move between indexes use the command `CHANGE`, or just `CH`. CINDEX will move through the indexes in alphabetical order. If you want to move to a specific index give the command followed by the filename of the index you wish to call up. For example `CHANGE AUTHOR` will move to the index named `AUTHOR`. To close a particular index, but leave the others open, use the command `CLOSE`. To close all indexes and return to DOS, use the command `EXIT`.

If you have a tip for other CINDEX users, or a problem, write to the Newsletter or contact Garry Cousins Voice/fax (02) 9955 1525



MACREX INDEXING PROGRAM

now available from
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.

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 Allens 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