Greetings! This issue comes to you from Bondi! I have moved and my new address is: 6/333 Old South Head Rd, Bondi 2026. All faxes now go to my work fax (02) 94383729. The deadline for all future issues is the last day of the month and the issue date is the second week of the following month. Next month’s review: The Australian Writer’s Dictionary edited Shirley Purchase.

Inside is a letter on Professionalism by Juliet Richters. The next issue of the Indexer will be covering education and standards – please forward to me any articles or material I can send on to Janet Shuter. ACT Region Branch has applied to research indexing education.

Re professionalism, surely we can agree on a curriculum and decide on some goals for our profession. E.g. How do we handle the incredible growth of the Internet? Will we be left behind with multimedia. I believe we are on the edge of a new age of information storage and retrieval, a key part of which is the index. From the past two conferences we have built up some valuable input from publishers and practising indexers on how to best tackle the new era of information delivery. I believe with the professionalism debate we can really get our teeth into what we want to do as indexers in the 21st century, board our transporter and launch into hyperspace (or browse into hypertext : )!

See you next issue. Dwight Walker, Editor/Webmaster

Victorian Database Indexing Workshop
July 7 1997 Australian Society of Indexers (Victorian Group) will hold a workshop on Abstracting and indexing for databases.
Venue: ACER Conference Room, 19 Prospect Hill Road, Camberwell. 9am-4.30pm.
Cost $105 ($95 for ASI members) - includes lunch.
Contact: Max McMaster, ph/fax (03) 9571 6341 email: mindexer@interconnect.com.au

SA Group is Still There!
Susan Rintoul
We have not had a meeting for a few months as a group. At least half the members are Society of Editors members (and one has joined Society of Editors) and so we network at these meetings. Numbers are a little small and Bill Phippard, my partner, and I are probably the most active indexers. I have finished (in March) indexing the Records to the South Australian Museum, which took a year.

As SA rep I’ll continue networking at meetings. We also plan a meeting later in the year, maybe in 8 weeks, so members know the SA Group is still there. We’re a small group but still there.

Contact Susan Rintoul on (08) 8235 1335 (h) if you want to join the South Australian Group.

New Members - Welcome!
Ms Caroline Johnson, Palmerston North, NZ
Mr Michael Moran, Curtin ACT
Ms Tracey Powell, National Lib of NZ, Wellington, NZ
Professionalism and Fellowships

Re: proposal on fellowships and associateships (News-letter March 1997, p.3), I would like to see more in the definition of 'professional' to take it beyond the ability to devise solutions.

To my mind, a professional is someone who is part of a collegiate structure or community that goes beyond the workplace, and whose work standards and ethics come from that collegiate group, i.e. a professional does the right thing, not just what his/her employer wants, whether building a bridge or making an index. (Communication between professionals in different settings is essential for this community of shared values and expertise to exist, which is why all professions have journals.)

I would also suggest (I’m really just enlarging the point about a technician compared to a professional) that the ability to devise solutions means that a professional’s practice is reflective. Reflecting on our own work is necessary for the ability to change our own rules – in the case of editors, say, it would be the ability to evaluate existing practice and write a new style manual, not just use the old one.

Just had a contretemps with an academic colleague who thought a quote of $35 an hour was too much to index her book (not from me! I’d have charged $40!), and mentioned a student who would do it for $100 all up. We still have a long way to go with informing people about what indexers do!

Juliet Richters
Research Fellow
National Centre in HIV Social Research
richters@bunyip.bhs.mq.edu.au
17/3/97

Indexing Rates

The 1996 recommended rate for freelance back-of-book indexers has been kept at $35.00 per hour in line with rates for freelance editors. Although the Society recommends this rate, individual indexers are free to charge above or below this as they deem appropriate.

Database indexing rates are more variable, and are usually charged on a per record basis, so rates will vary depending on the complexity of the indexing required.

Upgrading of AusSI Web Site

Minimum 1 year’s experience with HTML. Have email and Web access. We plan to redevelop the complete site. It will be broken into chunks e.g. genealogical SIG, Qld Group, conference papers. Applicants will be trained as assistant Webmasters and be delegated an area to design and maintain. Contact the Webmaster if interested on (02) 91304206 or aussi@zeta.org.au.
VICTORIAN BRANCH
VISIT TO THE AGE

We have been fortunate to gain access to The Age newspaper Photograph Library on Wednesday June 18th next. This will be a fascinating tour of the collection, complete with its earlier days of films, negatives, still photos etc. stored in compactus shelving, filing cabinets etc. together with their accompanying card catalogues, lists and so forth, compared to today's computerised, digitised, highly indexed resources.

Come and guess what films are going to be shown on TV next week, by seeing which promotional stills of the old films are being asked for by the editors and journalists.

The talk and tour commences at 6 pm sharp at The Age, entrance 250 Lonsdale St. As all visitors must sign in at the front desk and receive visitors' badges it would be appreciated (and a great time-saver) if all those expecting to attend could phone, fax, email their names to Jenny Restarick, Secretary, Vic. Branch, AusSI, by Monday June 16th. Details below. It is suggested that you park in the Spencer Street Railway Car park and cross the road to the Lonsdale Street entrance.

Dinner

We anticipate that the demonstration of files, databases etc., will conclude at approximately 7.15 after which our hostess Katherine Ryan will join us for dinner at the WAGUNG AGUS - a Balinese restaurant (BYO, Licensed and Smoking) at 305 Victoria St., West Melbourne

(once again it would be appreciated if members could say whether or not they can join us for dinner so that we can pre-arrange a large booking)

Space inside a busy newspaper office is limited so we shall have to limit the number attending to a maximum of 20 people - first in, first confirmed.

Jenny Restarick
Tel: 03 9542 2178
Fax: 03 9542 2175
email: j.restarick@wark.csiro.au

The Indexer Education and Standards Themes

"The two themes for the next Indexer are indexing standards, and indexer training. We are still looking for personal contributions to this issue. Anyone who has something to say should contact Nancy Mulvany, Janet Shuter, or our new corresponding editor for Australia and New Zealand, Dwight Walker. See back page."

Suggested topics to write about:

- the ACT Region research of indexing education;
- Web online tutorials/distance education;
- professionalism debate;
- indexing courses in Australian/NZ universities.

Digital Libraries Project

Scientific American's March editorial asserts that: "For taming this particular frontier [the Internet], the right people are librarians, not cowboys. The Internet is made of information, and nobody knows more about how to order information than librarians, who have been pondering that problem for thousands of years." (p. 6) So it's not Conan the Librarian but Atilla the Indexer? Debate rages between Sciences and Arts.

The Scientific American's March Special Report 'The Internet: Bringing Order from Chaos' is online:

http://www.sciam.com/0397issue/0397intro.html

Articles:

- Multilingualism on the Internet
- Trusted Systems
- Searching the Internet
- Filtering Information on the Internet
- Netsurfing Without a Monitor
- Going Digital
- Interfaces for Searching the Web
- Preserving the Internet

New Key Words Editor

American Society of Indexers has a new Editor for KeyWords: Paula Presley. She brings with her many years of experience and gives Anne Leach a well earned rest. The new editor's details:

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KEY WORDS Editor
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100 E. Normal Street, MC 111-L
Kirksville MO 63501-4221, USA
Voice: +1-816-785-4525, Fax +1-816-785-4181
ppresley@truman.edu
What is a Genealogical Index?

Denise Neville, Pres, Mackay Branch, Gen Society of Qld (denise@m130.aone.net.au)

After what appears to have been a good deal of debate, a genealogical SIG is now establishing itself within our ranks. This development, at least for some, begs the question “What is a genealogical index?” With great trepidation, and complete lack of common sense, I decided to tackle the question ... and I apologise in advance to the editor for the flurry of letters refuting/debating my comments which, no doubt, will follow.

It is easy to quote examples of genealogical indexes commonly in use (burials, monumental inscriptions, school admissions registers, shipping indexes), but the difficulty arises in defining what constitutes a ‘good’ genealogical index - that is, from an indexer’s point of view. From a genealogist’s (or user’s) point of view, it is one that provides the maximum amount of information possible from the original source. Ideally, it eliminates the need to consult the source material.

Forms of Indexes

Family historians use various forms of indexes, some of which are similar to back of book indexes. They simply indicate where references to information about say a particular surname are located in the source material - e.g. surname and location.

In other indexes, a little more information is provided to allow the researcher to determine the references relevant to their needs. Shipping/immigration indexes are good examples of this. They usually provide name, age, ship and date of arrival, and possibly indicate family groupings. This helps narrow the search if some of the ancestor’s details are already known.

Source materials hard to obtain

With both of these indexes, for the researcher to obtain all possible information, he must consult the source material. In many cases the source material is not easily accessible, particularly for people living in regional areas, and, given the mobility of many Australians’ ancestors, much of the required information can only be found in overseas repositories.

In the latter case one must approach the holding institution to request a copy or transcription, or hire a ‘local’ researcher to obtain a copy on your behalf. The problems here are that many institutions do not provide a research service or have sufficient staff/time/funds to answer such requests. Also hired researchers are generally not privy to all the nuances of the hirer’s research and, therefore, often overlook vital clues or information.

Genealogical Indexes

Ideally, a good genealogical index will provide:
- sufficient information to confirm some already-known facts (eg. personal details which confirm this to be the required ancestor),
- new information towards enhancing existing research (eg. a date of place of death or a list of children’s names), and
- sufficient clues to facilitate ongoing research.

Example Genealogical Index

In many instances a good index will eliminate the need to access the original source. Primary sources however should always be checked whenever possible to avoid being sidetracked. An example of such an index would be the Transfer of Real Estate by Death indexes published in Queensland from information contained in the Government Gazettes. Each index consists of two parts:

1. an alphabetical list of all names mentioned and their page numbers, and
2. details of transfer notices as they appeared in the Gazettes.

The index allows searching by surname, regardless of whether deceased or beneficiary. Details provided are the salient points from the original notice, including deceased’s name, usual residence, brief details of the property involved and its location, beneficiaries (including relationship in the case of immediate family), date of death, date of Will, and Government Gazette reference. An entry might confirm that the deceased was the required ancestor, who had owned real estate. It would indicate that there was probably a Will, and possibly information on other family members and their whereabouts at that time, the latter providing the clues for further research.

So, what are genealogical indexes? ..... They are usually database indexes and, generally, they provide what amounts to a precis of the source material, as well as specific source references for easy access if desired. Another important point is that genealogical indexes are not restricted to just births, deaths marriages, monumental inscriptions and shipping information. Also a good local history index may well prove an excellent genealogical tool as ancestors can be studied in the context of the community in which they lived. A good local history index, whether it be of newspapers, land records, or whatever, will help ‘flesh out’ a family history and give ancestors real meaning.
Index of References to Furniture and Furnishings in Advertisements in the *Sydney Gazette* 1803-1824: Work in Progress 1803-1814, compiled by N. Welsh, 1997

The advertisements in our first newspaper, the *Sydney Gazette*, make it an abundant source of reference material on furniture and furnishings of the colonial period. From the first issue on 5 March 1803 to the last in 1842, property, goods and services were advertised regularly by government authorities, traders, tradespeople and private individuals. Until 1824 it was the only newspaper in New South Wales in which they could advertise.

The Historic Houses Trust of New South Wales is pleased to announce the publication of the Index of References to Furniture and Furnishings in Advertisements in the *Sydney Gazette* 1803-1824: Work in Progress 1803-1814 (comprising Introduction, chronological Index, Appendix of references re-listed alphabetically under subject headings and Select Bibliography).

Intended for the researcher and general reader alike, it is not simply a dry listing of objects, but fascinating documentation of the colony’s economy largely omitted from other indexes. The indexed subject categories range from Cedar, China and Cutlery to House Design, Paint, Textiles and Trades. From this index emerge hitherto unremarked aspects of early colonial life:

- What was the unusual sales pitch of the carpenter wishing to sell his farm bounded by the water at Farm Cove and Woolamoola Bay?
- Where was the steam engine to be erected?
- How much was offered for the return of the copper tea kettle?
- Would you have bought a ticket in the raffle for the exquisite Chinese wallpaper?

### Table

<table>
<thead>
<tr>
<th>Date</th>
<th>Reference</th>
<th>Subjects</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 5 1803</td>
<td>To be sold by auction at His Majesty’s Store at Sydney; J. Palmer, Commissary 2a</td>
<td>Textiles, Ironmongery</td>
<td>Iron pots</td>
</tr>
<tr>
<td>Mar 19 1803</td>
<td>To be let: property now in the occupation of Mrs S. Broadhurst; apply to I. Nichols, Hospital Wharf 4c r</td>
<td>House design</td>
<td>Chintz, blue gurrah</td>
</tr>
<tr>
<td>Mar 26 1803</td>
<td>Sales by private contract; property formerly in the occupation of Mr R. Guise; particulars Mr T. Whittle, Serjeant, South Row 4a r</td>
<td>Furniture, House design</td>
<td>Inkstands</td>
</tr>
</tbody>
</table>

Australian Society of Indexers Newsletter, Volume 21 No. 4, May 1997
Fiction

Gerald Fowler on indexing fiction

'Hallo. Come in do. Meet people. Tell them what you do.'
'I'm an indexer.'
'An indexer? Aoh, oah. A mathematician.'
'No. I use words.'
'Words?'
'Yes. You open a book, and at the end of it there's probably an index. Or there should be. In alphabetical order. Or it should be. With page-numbers. Or there should be.'
'My death! How boring!!'
'Not so. It's an art.'
'An art? What is? Shuffling all those words?'
'Yes. "Indexing, the art of." That's a title of a book.'

'For some authors - the sort of people who use jargon and cliches all the time, and nouns as adjectives, most of the time - you could compile an index of a page of writing.'
'Really?'
'Really. Try indexing an Act of Parliament. Titles, parts, sections.'
'Maybe it's the Members at the House need sorting into order!'

'Surely not all books? How about novels?'
'Oh yes. Yes indeed.'
'Indeed.'
'Not necessarily by deed. Certainly by character and place. By names.'
'Tell more.'
'Now that might well be boring.'
'Then, bored us.'
'Well. As a matter of fact, I am indexing a novel.'

Most of the guests were not by any imagination book or bookish people - not in writing, publishing, printing or distribution. There was a librarian, who asked, 'And who are you compiling for?'
'Keri Hulme of the The Bone People - at her request.'

Keri Hulme's The Bone People was winner of The Booker McConnell Prize in 1985

There have been 6 editions in English; the English index is based on the Picador paperback edition of 1985.

Postscript

Some authors whose novels have been indexed are:
Richard Adams, Jane Austen, AS Byatt [by Hazel Bell], Honoré de Balzac, Charles Dickens, George Eliot, Henry Fielding, Thomas Hardy, Clive James, George Orwell, Anthony Powell, Marcel Proust, Mary Renault, Samuel Richardson, Dorothy L. Sayers, Walter Scott, JRR Tolkien, Leo Tolstoy, Kurt Vonnegut, HG Wells, Virginia Woolf.

Gerald Fowler
Feb, 1992 (posthumous)
[This index was never published. Keri Hulme still has the index. Ed.]

American Society of Indexers
Special Interest Groups

Coordinator: Margie Towery, 40 Paradise Court, Lafayette, IN 47905-8758 USA, +1-765-449-1718, mtowery@aol.com.

Gardening/Environmental Studies SIG: 12 people, Barbara Cohen, 1708 Ridgegala Dr, Champaign, IL 61821-5452 USA, +1-217-397-1220, becchen@prairenet.org

History/Archaeology SIG: Margie Towery

Medical/Science SIG: 28 people, Cynthia Bertelsen, 1866 Azalea Dr, Blacksburg VA 24060-1702 USA, +1-540-552-8655, cbertel@usit.net

Indexers Collective wanted

We all know that it's a 'flagon' of editors but one of our members wants us to come up with a collective for indexers. She starts the ball rolling with:

- an order of indexers
- a hierarchy of indexers
- a collation of indexers
- a list of indexers
- an alphabet of indexers

Any more?

reprinted from OffPress, Newsletter of Soc of Ed (Qld), April 1997, PO Box 1524, Toowong Qld 4066
Although a year old, this article points to many interesting internet indexing projects.  

Indexing the internet – A Job for Machine? (Or does it take human intervention?)

Reprinted with permission from NFAIS Newsletter Vol. 38, no. 4/5, pp. 78-80, April/May 1996

In opening our session on the Internet, Paul Evan Peters, from the Coalition for Networked Information noted, “Just at the point where we feel that the World Wide Web has given us the content mechanism we’ve been looking for, and the Internet is giving us the networking platform we’ve been looking for, the new problem is how to get content in its proper financial, user support, and intellectual context. Which is why I think specialists in abstracting and indexing are going to be very important in the next five years.”

“The solution right now,” he observed, “is to throw machine capacity at the problem. There are too few Web searchers who know about exact title searching, etc.”

A panel of speakers proceeded to comment.

OCLC Tackles the Job

Rick Noble reported that OCLC has three efforts under way to help people navigate the Internet.

INTERCAT – coordinates a worldwide effort among librarians to provide access information for Internet materials. It uses the same model as OCLC’s WorldCat to develop the databases: Librarians enter records for Internet resources just as they would for books in their collections. The service has been running since October 1, 1994, with 215 participants, who have created about 3100 records. The project ends at the end of March, but will remain available for demonstration purposes. To view the database: http://www.oclc.org.

NETFIRST – a commercial database launched in December 1995 and available on both OCLC’s FirstSearch and EPOCH search services. It currently contains records on 40,000 sites, with 1,000 to 2,000 being added per week. Coverage is not just Websites, but listservs, electronic journals, newsgroups, FTP sites, etc., with updates daily. “We are looking for resources of lasting value and exclude personal Home Pages.” It is created in the traditional way that databases are created. We have an editorial staff and write abstracts for each site. The staff also review sites on a regular basis and update records. The service is available by search and subscription.

PURLS – a concept OCLC developed for matching URL addresses. If a site name has changed, this service would accept the earlier address and connect to the new address. The project is still regarded as a research effort. Between January 1 and February 14 of this year, 4400 PURLS were created, 107,000 resolutions have taken place, and there are a little over 2000 users. OCLC is distributing this software to interested parties free of charge and contemplates that there will be many servers that use the technology.

Mitre Consultant Advocates a Machine Approach

Avra Michelson, speaking for the Mitre corporation – who has done research in the area in conjunction with the Coalition for Networked Information – observed, however, that the Internet presents some severe challenges to traditional indexing and cataloging.

“Cataloging, as typically performed in libraries,” Michelson observed, “is not designed for the ‘granularity’ of the Internet, rather on meaningful aggregates (such as books, maps, etc.). Cataloging is performed at a higher level than many of the objects we encounter on the Net. A&I services do deal with objects of a more granular nature. Within the print realm we have neat layers. We haven’t had the opportunity to implement this on the Internet.”

“Secondly,” she said, “cataloging is extremely labor intensive, as a strategy for the Internet, it simply doesn’t scale. The wisdom of librarians and indexers need to be applied, but by modern operations. The future lies in our ability to take advantage of advanced technologies for extracting data and integrating it across domains.”

“Thirdly, we have yet to devise formalized mechanisms for managing metadata through intermediaries. What we have on the Internet is mass decentralized publication. We have not developed scalable strategies for managing this type of content over time.”

“I would argue,” she concluded, “that there are other traditions – from database management and advanced computing – that need more presence as we craft scalable solutions.”

CAB Counters that Database Management Tools Are Inadequate

Simon Jones, speaking for CAB International, said: “The current solution in the Web culture is to apply search engines to the task of improving search and retrieval. This approach is not like our bibliographic databases, but comes from the database management culture. The tools are mostly automatically generated by Web robots, spiders, or crawlers, and they have various ways of indexing the titles or the first part of the document or the whole of the document. Some are almost household names, LYCOS, YAHOO, WebCrawler, and in the U.K., a new one called GOD.”

Quick Guide 13:

Indexing Your Book by John Vickers

The Society of Authors (UK), 1996

Send a cheque/money order (no credit cards) for $6 made out to “D Walker” for “John Vickers’s indexing booklet” to:

AusSIL Editor, 6/333 Old South Hd Rd, Bondi 2026

Australian Society of Indexers Newsletter, Volume 21 No. 4, May 1997
Need to Know: indexing biographies

Gerald Fowler (circa 1994, posthumous)

When compiling indexes for biographies, I need to know your house-rules or instructions for the items in these notes. The program I use is the new version 5 of CINDEX, which can be modified to deal with these points.

Headings and subheadings call for special attention, and chronological order rather than alphabetical may be preferred for subheadings. Subentries are usually run-on, instead of being indented.

Relationships of biographical characters may be placed in brackets, after names. When names change in the text, cross-references will be used in the index.

Strings of page-numbers will be avoided, using the convention that there should be not more than three to five references for one entry. I can also tell CINDEX to observe Hart's Rules and abbreviate, conflate or suppress strings. [What are Hart's Rules? Ed.]

If pages are added to or deleted from page-proofs, when the index has been completed, this used to induce nightmare in indexers. No longer so: with CINDEX, I can tell the gadgetry to go ahead and repaginate the index. Not that I wish to encourage publishers to make sweeping changes to page-proofs at deadline date; and it does mean telling the word-processor to repeat the printing.

The new CINDEX also provides for searches using Boolean functions, which should come in very useful with indexes of biographies.

Central Register of Indexing Projects in Australia

The Central Register of Indexing Projects in Australia aims to prevent duplication, and to create a finding aid for those seeking indexes to help with their research. To prevent duplication, it is essential to have one central point where people register their existing indexes and their plans for future indexes.

Genealogical, historical and indexing societies, and individuals, are invited to participate (free of charge). An Australian contact address is required. Indexes suitable for submission include pioneer registers, local history collections, newspaper indexes and cemetery indexes.

Before you commence an index, make sure that it hasn't already been done by someone else. Send a brief message outlining your project, with sources and date range, and request a search in the Central Register. Write enclosing return postage, or send an e-mail.

Next you will be asked to submit additional details of your project using a special entry form. Forms may be photocopied from the “Specialist Indexes” (1996 ed.) or obtained by writing (with a stamped self-addressed envelope) to the Post Box below. I am aware that some people wish to keep their index secret until after it has been published. This is easily arranged - just mark your entry form “confidential” and no details will be released.

If you require any further information, please write enclosing return postage, or send an e-mail. This is a non-profit venture, and your cooperation is essential if this free service is to continue.

Judy Webster, PO Box 2044, Salisbury East QLD 4107, Australia
E-mail: judyweb@st.net.au
Vowels to Bosnia

John Bangsund (who found this article on the Internet and forwarded it without comment) — reprinted from OffPress, Newsletter of the Society of Editors (Qld), April 1997, p.5

Cities of Sjlbvdny, Grzny to be first recipients

BEFORE AN EMERGENCY JOINT SESSION OF Congress yesterday, President Clinton announced US plans to deploy over 75,000 vowels to the war-torn region of Bosnia. The deployment, the largest of its kind in American history, will provide the region with the critically needed letters A, E, I, O, U and is hoped to render countless Bosnian names more pronounceable.

"For six years, we have stood by while names like Yrgrjvslhv and Tzlnhr and Glrm have been horribly butchered by millions around the world," Clinton said. "Today, the United States must finally stand up and say "Enough." It is time the people of Bosnia finally had some vowels in their incomprehensible words. The US is proud to lead the crusade in this noble endeavor."

The deployment, dubbed Operation Vowel Storm by the State Department, is set for early next week, with the Adriatic port cities of Sjlbvdnzv and Grzny slated to be the first recipients. Two C-130 transport planes, each carrying over five hundred 24-count boxes of Es, will fly from Andrews Air Force Base across the Atlantic and airdrop the letters over the cities.

Citizens of Grzny and Sjlbvdnzv eagerly await the arrival of the vowels. 'My G-d, I do not think we can last another day,' Trszg Grzdnjkln, 44, said. 'I have six children and none of them has a name that is understandable to me or to anyone else. Mr Clinton, please send my poor, wretched family just one E. Please.'

Said Sjlbvdnzv resident Grg Hmphrs, 67: 'With just a few key letters, I could be George Humphries. This is my dream.'

The airdrop represents the largest deployment of any letter to a foreign country since 1984. During the summer of that year, the US shipped 92,000 consonants to Ethiopia, providing cities like Ouaouoaus, EEaoiiuae and Aao with vital, life-giving supplies of Ls, Ss and Ts. [...]

CINDEX Tip N° 22
Page references

Roman numbers
If you are indexing material which uses roman numbers for page numbers, for example a book's preliminary pages, you need to alert CINDEX to the fact so that the roman numbers will file as numbers, and not letters, and also file before the first arabic numeral in an entry. To do this, give the command SET SORT with no index open (or just the command SORT if you have an index open and only want the setting to apply to that particular index).

CINDEX will display a table of sort options. In the second column is the option References: Type precedence. By default this is set to 1a. The I stands for letter and the a stands for Arabic, and because the I appears before the a, letters will take precedence over Arabic numbers in the sorting of page references (e.g. 'Plate' will come before 113).

You need to add an r (for Roman) to these two letters so that CINDEX will also recognise Roman numbers. With both r and I in the setting CINDEX will first consider letters as Roman numerals, only treating them as text if it cannot form a number. Once you have changed the setting so that it reads r1a press Enter. CINDEX will resort the index and the new sort order will be in effect.

Merging and suppressing volume numbers
If you have page references with two elements, a volume number and a page number, you may wish to suppress the repeated appearance of like volume numbers, so that instead of:

III:34, 111:46, 111:58, VII:123

the references appear as:

III:34, 46, 58, VII:123

To do this, give the command SET FORMAT and in the option PAGE REFS: suppress to type a colon. If you are using some other character to separate volume numbers from page numbers enter that instead, including spaces if you have used them. Press Enter for the change to take effect.

If you have a tip for other CINDEX users, or a problem, write to the Editor or contact Garry Cousins Phone/fax (02) 9560 0102 or email: pacificsales@indexres.com

Society of Indexers (UK)
TRAINING IN INDEXING
Open-learning course for indexing books, periodicals, images and other information media. Write to:
Training Administrator, Society of Indexers, Mermaid House, 1 Mermaid Court, London SE1 1HR, UK
To prove to yourself that CINDEX is a must, we offer inexpensive demonstration versions for PC and Macintosh that let you explore the rich capabilities of this program.

Advertisements and Photographs

Please send image files in Windows TIFF, JPEG, CorelDraw or EPS with embedded fonts format. Send camera-ready or good quality hardcopy with EPS in case the fonts won't transfer across. Photographs / camera-ready can be scanned at high resolution by the printer. Quark Xpress: Mac users need to send the Quark Xpress file and the fonts by Mac disk or use the Extensis QX-Tools add-on which will embed the fonts. PageMaker produces EPS with embedded fonts already.

AUSTRALIAN SOCIETY OF INDEXERS

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Australian Society of Indexers Newsletter, Volume 21 No. 4, May 1997