Greetings! It’s great to be getting overseas members.

Kingsley Siebel digs into the Australian Writer’s Dictionary ed. Shirley Purchase in his review. Judy King writes about the pitfalls of indexing genealogical material. Simon Cauchi gives a comical side to how an author can index his own work. Quite incredible!

Come on! Sign up for the FutureProof Conference in Katoomba in September before 25 July or you pay a $30 late fee. Pam Johnston is the new contact. Latest program details are inside. Clean out your old indexing and editing books and send them to Kingsley who is setting up a national library for indexers in Sydney. See you next issue. Dwight Walker, Editor/Webmaster ~

VISIT TO POLICE HISTORICAL UNIT (VIC)

Following upon our most informative and entertaining tour of not only the Age Pictorial Library, but also the Editorial Room, the Printing Press Bay, Editorial Library, Canteen and collection of corridors the Victorian Branch now has the chance to view the Police Historical Unit on Wednesday September 17th.

As the Unit is unable to stay open after normal working hours, we have arranged to meet in the foyer at 637 Flinders St., Melbourne (next to the World Trade Centre) at 4.30 pm. Once again security passes are a must so I would appreciate knowing numbers and names by Monday 15th September. Mr. Peter Free, Manager of the Unit, will be our host during the tour and talk and will hopefully be able to join us for dinner at a nearby restaurant afterwards.

This promises to be another fascinating hands-on visit and once again numbers (and space) will be limited so first in go to the top of the list to see how realia is indexed, sorted, stored and displayed.

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New Members
Joanne Howard, Kew, Vic
Jacqueline Ryan, Hawthorn, Vic
Linda Kenny Sloan, Carson, California
Gail Umehara, St. Georges, SA

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An Interesting Author Index

The literature of indexing is full of not-altogether-disinterested remarks about the folly of authors who attempt to index their own works without knowing how. I should like to draw attention in this brief note to the index in Dennis McEldowney's book Then and There: a 1970s diary, published by Auckland University Press in 1995. The index was prepared by the author, who either wittingly or unwittingly flouts some of the standard conventions of indexing, and yet it serves its purpose admirably. It is titled 'INDEX OF PEOPLE and what they were at the time' and is headed by a list of abbreviations. Then follow entries such as the following, which I have selected more or less (but not quite) at random:

Adcock, Fleur, poet, 97-98
Anderton, James (Jim), manufacturer, Auckland city councillor, mayoral candidate, 166
Cauchi, Simon, city librarian, Manukau, 13
Chambers, Catherine, young cousin of author, 78-79
Chambers, Christopher, brother of preceding, 77-87
Chambers, John, engineer, father of preceding, 77-78, 137
Chambers, Lorna, wife of preceding, 77-78, 137
Chambers, Sally, daughter of preceding, 78-79, 197
Chambers, Suzi, sister of preceding, 78-79
McEldowney, Eileen (AE), aunt of author, passim
McEldowney, John, driver, All Black, distant cousin of author, 191
McEldowney, Margery (Ma), mother of author, passim
McEldowney, Walter J. (Jock), university librarian, Otago University, brother of author, 44, 51, 147
McEldowney, Zoe (Z.), wife of author, passim
Read, Anthony (Tony), manager, NZ branch, OUP, passim
Recordon, David, diagnostic radiologist, 163
Redgrave, Michael, British actor, 55
Reid, Anthony (Tony), journalist, not in this book, sorry; you must be thinking of Tony Read
Sinclair, Harry, student, 106
Sinclair, Keith, professor of history, AU, AUP author, father of preceding and following, 9-10, 16, 20, 27, 60, 65, 81, 98-101, 105-6, 111, 118-20, 122-6, 132-3, 136, 138, 159, 161, 171, 175-6, 179, 188-9
Sinclair, Stephen, student, 106
Wizard, the Christchurch, 150
Z. (see McEldowney, Zoe)

The interest and usefulness of the index is as much in the brief descriptions as in the locators. Indeed, the use of passim for the author's family and close associates indicates clearly enough that the descriptions on their own are the chief purpose of those entries. (He might as well have used passim for Professor Sinclair as well.) Readers familiar with the later careers of the people mentioned will find it amusing to see how some descriptions are well out of date and others still as true as ever they were. Stephen Sinclair, for example, is now a very successful playwright. Jim Anderton is now a long-serving MP and Leader of the Alliance. Fleur Adcock is still a poet.

I very much doubt if Dennis McEldowney has ever read Mulvany or Wellisch, or studied any national or international 'standards' on indexing, or undertaken any sort of training course for indexers - but he has presumably thought about indexes and perhaps even compiled them, and he must certainly have had experience of editing them. Before his retirement he was managing editor of Auckland University Press.

Simon Cauchi
Freelance Editor and Indexer
E-mail: cauchi@wave.co.nz

Indexing Rates (1997 not released yet)
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.
President’s Letter:
Standards, Sweetie!

My text is from “Absolutely Fabulous”, but whether you recognise it or not, you should certainly have noticed that standards are very much the flavour of the indexing year.

The new International Standard (ISO 999:1996) was reviewed in the last issue of this Newsletter by Kingsley Siebel. There have also been articles on it in the two most recent issues of The Indexer, and the two themes for the October 1997 issue of The Indexer will be indexer standards and indexer training.

Clearly the world’s indexing societies place great importance upon formal standards. I will take up this matter in more detail in the next issue, and will report on the steps the Australian national executive is taking towards having ISO 999 adopted as an Australian Standard.

Incidentally, probably only half of you are aware of the discussions in The Indexer, since, according to our records, only 104 of the 216 members of AusSI subscribe to our international professional journal. This is a great pity, since The Indexer is notably informative, practical, and such a good read. It also raises the question of how seriously our members are interested in the art, craft and profession of indexing. I urge those of you who do not subscribe to reconsider when renewing your membership. [Members of AusSI receive a large discount, Ed.]

Alan Walker
President
1 July 1997

Wheatley Medal 1996 Winners

The Wheatley Medal for 1996 was presented on 17 June 1997 to:

Gillian Northcott and Ruth Levitt
for their jointly produced index to:

Dictionary of Art
published by Macmillan in 34 volumes in 1996, priced at 5750 GBP. (!) [over $11,500 AUD, Ed.]

(N.B. the Dictionary of Art was also short-listed for the McColvin Medal for an Outstanding Reference Work)

The other two short-listed indexes were (A-Z order of title):

A Companion to Metaphysics, indexed by Meg Davies
The Scott Report (official report into the Arms for Iraq scandal), indexed by Jill Ford.

Betty Moys,
Member of Wheatley Panel (SI liaison rep.)

National Lending Library for Indexers - donate indexing books!

AusSI in cooperation with the State Library of NSW is hoping to set up the nucleus of a library in Warringah (North Shore, Sydney). For a start, it will consist of a few of the latest books on indexing (for which Warringah is paying), a complete set of The Indexer, and a set of the AusSI Newsletters.

National Library

This Library is for all members. Interlibrary loans will be possible through your local library. Startup date will be notified soon.

We are appealing to members who have any spare copies of books on indexing or other reference books which they may wish to donate them to the Library. For starters, a NSW member has already donated copies of Collin’s Authors’ and Printers’ Dictionary; Purchase’s Writers’ and Editors’ Guide and Collison’s Indexers and Indexing.

Please send your publications to
Kingsley Siebel,
11/22 Frederick St, Hornsby NSW 2077
(02) 94773149

Dinner with David Crystal

A distinguished ex-President of the Society of Indexers (UK), Professor David Crystal, is visiting Australia this month. Prof Crystal, a linguist, is well known for his work as the editor of reference books in the Cambridge University Press family of encyclopedias, as well as for his thought-provoking articles on indexing, which have appeared in The Indexer.

Members of AusSI who will be in Sydney on the evening of Tuesday 15 July are invited to meet David Crystal at an informal dinner at the Original Peking Restaurant, 23 Pelican Street, Sydney (off Oxford Street, near Whitlam Square).

For details of time and cost, and to book your place, please contact Alan Walker (telephone 02-9386 0174, fax 02-9358 5593, email alan.walker@syd054.aone.net.au).
Conference Update

FUTUREPROOF INDEXER

CONFERENCE PROGRAM

Saturday 27 September 1997

Keynote Address
Life in a time of Cultural AIDS: the equilibrium of chaos
John Nieuwenhuizen Publisher and editor, author of the book "Asleep at the Wheel: Australia on the Superhighway" (Sydney)
The data explosion, the commodification of learning and information, and the "knowledge economy"—what are the implications for education, for the publishing industry and for information professionals?

Panel: The Profession of Indexing
What are an indexer's skills? Education & accreditation of indexers A code of practice for indexers

Concurrent Workshops
Indexing skills for technical communication
Lori Lathrop, technical writer, editor and professional indexer; author of the book "An Indexer's Guide to the Internet" (Lathrop Media Services, Colorado, USA)
Deals with the special problems of indexing technical documents, both hard copy and online.

Database indexing
Lynn Farkas Director, Datascape Information Pty Ltd (Canberra)
Covers database-type indexing, including databases on CD-ROM and in electronic products

Contracts, costing and indexers' rights

Indexing legal materials

Papers
Indexing Electronic Publications
Standards for electronic indexes. Metadata & metasearching
Bemal Rajapatirana National Library of Australia (Canberra)
The development of international metadata standards for indexes to electronic documents: the Dublin Core, the Warwick Framework and the Canberra Qualifiers. Metasearching and content selection devices for labelling and classifying Internet data.

Indexing the AVCC Electronic Proceedings
Dr Bob Jansen CSIRO Mathematical and Information Sciences (Sydney)
In 1996 a symposium on electronic publishing was sponsored by the Australian Vice-Chancellors’ Committee. This paper outlines a project to publish the multimedia proceedings of the symposium, and describes its indexing component.

“Birds of a Feather” discussion groups:
Indexing children's books
Indexing family history
Contracts, costing and indexers' rights
Indexing legal materials

Conference and AusSI Medal 1997 dinner

Sunday 28 September 1997

Will indexers be redundant by the year 2005?
Tony Barry Guru; also Visiting Fellow, Department of Computer Science, Australian National University (Canberra)
What will there be for indexers to do, with all the developments in the big search engines and with metadata?

Papers - Software Developments
Software developments in electronic publishing
Russell Kendrick Dataware Technologies (Sydney)
Software developments in electronic publishing and editing, such as embedded indexing and hypertext linking, which affect the work that indexers do

Automatic index term selection
Dr Richard L Jones InTEXT Systems (Canberra)
Techniques for automated or semi-automated document content analysis, especially keyword selection and document summary extraction

Concurrent Clinics
CINDEX: clinic for users
Garry Cousins Agent for Cindex software in Australia, New Zealand and Southeast Asia (Sydney)

MACREX: clinic for users
Max McMaster Australian, New Zealand and Southeast Asian agent for Macrex indexing program (Melbourne)

Nuts & bolts: practical problems of indexing
Alan Walker President, Australian Society of Indexers (Sydney)
Ask a panel of experienced indexers to discuss topics which interest you, and contribute your own solutions to others' problems

Papers
The Future of Indexing: what do we expect?
What's on indexers' minds?
Glenda Browne Indexer, Blue Mountains Desktop (NSW)
A summary of key issues being discussed on INDEX-L, the indexers' international electronic discussion group
What do our users expect?

Roxanne Missingham Divisional Librarian, CSIRO Division of Wildlife and Ecology (Canberra)
Surveys the expectations of users, and the need for quality indexing and information delivery

INDEXERS MEDAL 1997

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, and the publisher of the winning index will be presented with a certificate. The presentations will take place at the Society's conference, The Futureproof Indexer, at Katoomba, on 27 September 1997.

To be eligible for the award, the index must be in print and must have been first published after 1994. It must have been compiled in Australia or New Zealand even though the text to which it refers may have originated 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 together with a copy of the book (which will be returned), to:

The Secretary,
Australian Society of Indexers,
PO Box R598,
Royal Exchange,
Sydney, NSW 1225

as soon as possible, but no later than Thursday 31 July, 1997.

For further information, please contact Alan Walker, telephone: 02 9368 0174, fax: 02 9358 5593, email: alan.walker@syd054.aone.net.au

More Money for Editors! Soc Ed Vic N/L

"On 4 April 1997, Commissioner Peterson varied the Journalists (Book Industry) Award 1996 to increase rates of pay by the third $8.00 arbitrated safety net adjustment. What does this mean? More money for all those editors whose wages are governed by the award."

The new weekly salary rates are in the ranges $441.20-$816.70 (Normal) and $463.30-$857.50 (VDT - this includes an extra allowance made to editors who work on a visual display terminal, or computer screen).

Conference Update

"The Futureproof Indexer" is the title of the forthcoming conference, organised by the New South Wales Branch of the Australian Society of Indexers. Speakers will come from both Australia and overseas, and a range of activities, including papers, panels, workshops and clinics, will be provided.

The program will alert indexers to knowledge and skills needed to operate in the rapidly changing environment of the information industry. While designed for professional indexers, the conference will also be useful for information professionals in fields related to indexing—publishers, editors, librarians, and technical writers.

Topics will include:

The Keynote Address: Life in a time of Cultural AIDS: The Equilibrium of Chaos, will be given by John Nieuwenhuizen, author of "Asleep at the Wheel: Australia on the Superhighway".

Other program topics include The Profession of Indexing, Indexing Electronic Publications, Software Developments, and, The Future of Indexing: What Do We Expect?

Workshops will be held on: Indexing Skills for Technical Communication, Database Indexing and Newspaper Indexing and Abstracting, and, clinics on CINDEX, MACREX and a nuts and bolts practical session on indexing have been organised.

The conference will be held at the Mountain Heritage Country House Retreat, Katoomba NSW, over the weekend of 27-28 September 1997. Mountain Heritage, built at the turn of the century, is a member of the Historic Hotels of Australia.

Full cost for delegates, including registration, accommodation and all meals, is $285.00 (AUD).

For further details please contact Pamela Johnstone:
Phone: (02) 99587099
Fax: (02) 99580699
E-mail: pnj@pnc.com.au
or visit the Society's home page:

REPLY BY DATE: 25 JULY 1997
Reply today!
A $30 late fee applies for applications received after this date.
Genealogical Indexing

I’m Glad This Book Is History

I like history, but in this case I am glad The History of Liverpool and Its People is, well, history for me.

Indexing community histories and family genealogies, I discovered the hard way, is very different from indexing a traditional humanities text. For instance, this 393-page book included approximately 20 pages that were nothing but names—three columns of students at the various community schools and churches. And the history book committee wanted each of those names indexed. There were also around a dozen group photographs with perhaps 30 people to be indexed in each.

The last half of the book consisted of family histories written by members of the local clans. All manuscripts submitted were included in the book, so one family, for instance, had its story told three times—surprisingly with many inconsistencies in the spelling of names.

The book committee chairman (that in itself is a red flag—that you will be dealing with a committee) told me to index a “few important things” besides the names. Being more experienced in editing than indexing at that point, I failed to ask precisely how many he had in mind. After I indexed probably a hundred entries that would have been helpful to include, the chairman narrowed the entries down to about 20. I had wasted a lot of time, and had I been told to choose two dozen topics, as an outsider, I would not have chosen the same ones he did.

Since history is for learning from, here are some questions I have learned to ask before bidding on other similar projects:

What purpose does the author (committee) have for the index?

I envisioned a listing that would inform genealogists as well as historians. The committee wanted little more than a listing of names—and even there we had different goals. They said to index the names as they appeared in the book. I saw the need for full names, consistent names, entries that separated persons who shared the same name, and other issues that are presented below. The difference was mainly my familiarity with indexing versus their familiarity with the community being written about.

Is the length of the index limited?

That will determine how detailed an index you can provide in addition to names. The bare-bones index we ended up with averaged 20 entries per page. I made my price estimate after having seen sample pages from the first part of the book, which was the history of the community. What multiplied the number of listings so rapidly was the second half, which consisted of family histories. If I had seen that beforehand, I would have realized that many of the stories were mostly three or four generations of names. When you start with six or ten children, as many of the families had, and add all their children, spouses, spouses’ parents, and then all the grandchildren and their spouses and sometimes even great-grandchildren, you can easily end up with a few dozen names on a page.

What topics, if any, are to be indexed?

Historical events? Places? Community issues? Organizations? Are there any topics you should avoid? I should have asked the chairman to be more specific about the extra entries. For instance, I indexed references to the large companies that employ many in the community. The chairman kept only three of those entries—those, it turned out, who were going to be asked to help finance the book. I wish I had known that from the beginning!

Has the book been edited by a professional editor?

This book had not been. With more than 20 years of editing experience, I found several dozen typos and more than 300 discrepancies in names. That, of course, resulted in corrections to the text that changed page numbers. Urge the author to engage an editor, or at least make some allowance in your bid for redoing page numbers after corrections are made to the text.

When two or more persons with the same name are encountered, will the indexer or the author be responsible for determining which references refer to which person?

In my project this was not clarified at the beginning. When I mentioned it after finding the first few problems, the committee’s reaction was “Just index what you find.” My professionalism would not allow me to do that. If I had, we would have had several people indexed under the same name entry and other people listed under two or three (or more) names. For instance, one Mr. Callihan was variously referred to as “Allie,” “Ally,” “Bud,” “Alexander,” “Alex,” and “A.A.” It took much careful reading to discover that they were one and the same. To have left them as separate entries would have been a disservice to the reader. Consequently, resolving the questions took three times as many hours as I had estimated for the entire book.

How does the author want to distinguish between two people by the same name?

We identified their relationship to each other (if they are related), e.g., “Humbird, George Edward (grandson)” and “Humbird, George Edward (grandfather)” or distinguished them with an identifying phrase, e.g., “Knape, Ida (daughter of Axel)” and “Knape, Ida (Mrs. Carl).”

How should you handle two people with similar names, e.g., Jeff Knape and Jeffrey Lynn Knape—use an identifying phrase for each of them or leave them as is since the names are not exactly the same? Say you find three listings under “Clement” for “Sue Ellen,” “Susan,” and “Susan Viola.” If the person...
you are looking up went by “Sue,” you would have to look up all three. But if the listings were “Clement, Sue Ellen (daughter of John Fredrick and Catherine)”; “Clement, Susan (Mrs. Joseph, Sr.)”; and “Clement, Susan Viola (daughter of William Henry and Mattie Sophen Goodwin),” you could find the one you want with much less hassle. However, such precision requires more space. In our project, the committee chose economy over clarity—an unfortunate, if not uncommon, choice.

Are people with only a last name to be indexed or identified?
Miss Follett was a teacher, but her first name was not included and she was not mentioned another time. The committee decided to include such people with an identifier such as “teacher” in parentheses. Other times when the person could be identified, the first name was added to the text.

How are married women to be indexed?
Does the author want them listed under both married and maiden names? Or if a woman has been married more than once, is she to be listed under each name? With a professional genealogist in my family, I know the value of listing people by each name in case someone knows only one name and is trying to find that person. Another question is whether to list all reference locators under both married and maiden names or to list each locator only under the name that appears on that page of the text and use a see also reference. Should the husband’s name be listed in parentheses after the married name, e.g., “Smith, Mary Ann (Mrs. James K.)”—again for help with identification? Should the maiden name be listed after the middle name, e.g., “Smith, Mary Ann Holt,” and/or the married name be listed in parentheses between the first and maiden names, e.g., “Holt, Mary Ann (Smith)”? The committee did not include any genealogists, only longtime residents of the community. They failed to see the value of more than one listing for a woman because they know everyone’s maiden and married names, so they decided to use only the married names (and the latest one, at that) without a cross-reference.

How are nicknames to be listed?
Usually they are put in quotes after the full first and middle names, e.g., “Hoskins, Isaac Coleman ‘Ike.’”

How will spelling discrepancies be handled?
The committee did resolve some of my questions but did not want to spend the time to resolve them all. Therefore, for some names we put one spelling in parentheses, e.g., “Mellen (Mellon),” and listed all references under that heading. Another choice was to list each spelling with its locators and use cross-references.

Will initials have a space between them—M.G. or M. G.?

Genealogical Indexing

Does the committee want unnamed babies listed?
If so, should they be listed as “Collins baby” or “Collins, unnamed infant”? There were approximately 20 in this book, but the committee did not see the genealogical interest in listing them. However these issues are handled, try to have them resolved early in the editing process. The first time a person is mentioned, for instance, be sure the full name is given along with any nicknames. Then ask that that person consistently be referred to by the same name.

The same is true for organizations, events, etc. Being consistent will save much frustration during the indexing process. If you don’t know which of several spellings is correct, ask that the text say so, so the reader doesn’t think a typographical error was made. Hopefully from that point on, one spelling can be chosen and used throughout the text.

Caution the author not to invent names to resolve identity questions. I was able to dissuade the committee from designating a father “Sr.” and his son “Jr.” (to distinguish them) because the men did not go by those names.

Some of my frustrations could have been prevented if I had discussed goals, limitations, and indexing philosophy with my clients before we signed our contract and if I had asked to see samples of both parts of the book. I, of course, had no idea the second part was so different and the committee did not know there was a difference in indexing the two subject matters.

I was disappointed with some of the committee’s decisions but have to remember it is their book and their pocketbook.

Regardless, I know the book has a much better index than it would have had if I had followed the committee’s naive instructions to the letter. And I know I am a better indexer after identifying problem areas to investigate before I bid on another unfamiliar type of text. That’s one thing I love about history—we learn from it and hopefully avoid repeating its mistakes.

###

Judy King is a professional editor, writer, and indexer and the author of three books—the sesquicentennial history of the oldest church in Houston, a children’s memory book, and a gift guide that has sold more than 750,000 copies. She is currently at work indexing another family genealogy. She can be reached at P.O. Box 35038, Houston, Texas 77235-5038 USA; +1-713-721-3003; or JudyKing@msn.com.

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Key Words Vol. 5 (1):1, 5-6 Jan/Feb 1997
Book Review

*Australian Writer's Dictionary,*

This is a new edition* of *The Australian Writer's and Editor's Guide* 1991, and takes a leap forward from Guide (permissive) to Dictionary (authoritative), like its renowned predecessor**, which survived through 10 editions and many reprints since 1905. AWD will be my side as AWEG was for the last 6 years. It will always be my first reference for confusing words [diaspora; emphysema *not* emphysemena; tricky spellings [expressible, *not*-able]; singular and plural (crematorium pl. -a; ellipsis pl. -es]; hyphenation [eyelash (one word) *but* eye-muscles]; unusual words I wish I knew [paraph, the flourish at the end of a signature]; foreign words which have become part of the English language [force majeure (Fr.) circumstances beyond control]; quick meanings [elision (typ.) suppression of letters or syllables in contractions like 'I'd, you've. In Eng., Fr., and Ger. set close up. In It. set close up where apostrophe follows a consonant (e.g. *dall'aver but a' miei); synonyms [calendar, an almanac; abbr. cal.]; and homonyms [calend/or, to make smooth (cloth, paper, etc.); -erer, one who does this]; related expressions differently written [night-long (hyp.), night nurse (two words), nightshade (one word)]; and a host of other means of assistance.

This is not all. Purchase gives us frequently used Latin terms and their plain meanings [non compos mentis, of unsound mind]; usage of apostrophe [no man's land, unclaimed territory (apos., three words); some general knowledge of Australian interest [Fraser (Dawn), champion swimmer; (Malcolm) PM 1975-83; (Neale), tennis player; ACT suburb; Island in Qld and River in Brit. Columbia]; a list of 13 long established Master's degrees; full names of many statesmen around our region, with correct spelling [Mao/Zedong (-Tse-Tung) 1893-1976, Chairman of Chinese Communist Party 1954-76; Mara (Ratu Sir Kamisese Kapaiwai Tuimacilai), Fijian Prime Minister]; Mahathir bin Mohamed (Dato' Seri), b. 1925, Malaysian Prime Minister from 1981); Suharto (General), b. 1921, President of Indonesia 1967- *not* Soc]. Purchase finds room for the local names of a large number of representative Assemblies or Parliaments; lists accents and special sorts in various Eastern and Western languages; records noteworthy US spellings which are different from Australian, British and New Zealand usage; gives astronomical symbols, and names and details of world famous persons like Bacon, Sir Francis (often incorrectly Lord) 1561-1626, Baron Verulam and Viscount St Albans — or that Baconian refers to the 'theory that Sir Francis wrote Shakespeare's plays'; Kazantzakia (Nikos) 1885-1957 the author of *Zorba the Greek; Helpmann (Sir Robert Murray) 1909-86, Australian dancer and choreographer; Paderewski (Ignace Jan) 1860-1941, the Polish pianist and statesman, first Prime Minister of independent Poland, 1919.

Did you know that Bangladesh means 'Land of the Bengalis, formerly East Pakistan; indep. 1972'; that Esperanto is an artificial universal language, invented by L.L.Zamenhof, 1887; that 'Hughes (Edward James 'Ted') b.1930' was not the famous Australian Prime Minister, but that the latter was 'William Morris'; that the 'Holtzer nugget' is named after Holtzmann (Bernhardt Otto) 1838-85 the German-born Australian goldminder and promoter of photography; that Le Carre (John) was the pseud. of 'David Cornwell, b. 1931, the English writer of spy fiction'; and that Pakistan got its name from 'Punjab, Afghan province, Kashmir, Sind, and Baluchistan'. Do you know the names of the 'Commonwealth of Independent States (CIS) developed from the former USSR' in 1996, or who are the 'Latter Day Saints'? Do you know who are the 'Navaho', or who is the 'Neanderthal man'. You can find out for yourself.

Purchase answers all these questions and many more. She also gives a list of proof corrections; concise hints to persons embarking on manuscripts; three pages on Punctuation and how to set out References. I found a simple blemish amongst this wealth of other interest. There was a cross-reference from Cornwell to Le Carre, but there was no cross-reference from Marian Evans to her pseudonym George Eliot. However, she made up for that minor omission in the enjoyment I received from this short foray into the breadth of knowledge which makes up this new reference work. What more can I ask? I can recommend it without hesitation to writers of any description, to editors and certainly to indexers who will save so much time when that odd name or forgotten word is encountered — and how often we do need a helping hand.

Kingsley Siebel
* See Reviews in *Newsletter* Vol. 15 (6) by George Levick, and (10 & 11) by Kingsley Siebel
** Authors' & Printers' Dictionary. F. Howard Collins, OUP.

Collective for Indexers #2

More suggestions sent to *Offpress,* the newsletter of the Society of Editors (Queensland) and the *Newsletter* for collective nouns for a group a indexers include "an index of indexers" (Jenny Beale) and "a column of indexers" (Mary Anne Seeker). Any more?

---

* 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
Letters to the Webmaster

New Genealogy Info-Page

At 23:36 24/02/97 +1000, you wrote:

>glad to hear you now have a Web site...I've linked it to our Genie SIG page

The page re the Central Register of Indexing Projects was previously http://www.tsm.com.au/~chris/cri/cri.html but this is about to become defunct. However, I now have my own Web site, so I have moved the Central Register page there (and updated it).

I just uploaded my pages today, and although they seem OK, I guess there could be one or two bugs (using other browsers) that I haven't detected. If you find any, please let me know.

The main page,

http://www.st.net.au/~judyweb/index.html,

is a "table of contents" with brief details, leading to 12 more detailed pages, including:

Central Register of Indexing Projects in Australia:
http://www.st.net.au/~judyweb/register.html

What's New for QLD Research:
http://www.st.net.au/~judyweb/announce.html

Tips for research in QLD:
http://www.st.net.au/~judyweb/tips-qld.html

Old Age Pensions, QLD:
http://www.st.net.au/~judyweb/pension.html

Hospital Admission Registers, QLD:
http://www.st.net.au/~judyweb/hospital.html

South-West QLD Local History Project:
http://www.st.net.au/~judyweb/sw-qld.html

Police Station Watchhouse Charge Books, QLD:
http://www.st.net.au/~judyweb/police.html

Unwanted Certificates Indexes:
http://www.st.net.au/~judyweb/certs.html

[This includes addresses for indexes for NZ & the UK, as well as Australia]

Professional genealogical research in QLD:
http://www.st.net.au/~judyweb/prof.html

Indexing - rules, methods, good & bad features [still under construction]
http://www.st.net.au/~judyweb/methods.html

I will put a link to AusSI on this page - it still needs a lot of work and may not be fully functional for a couple of months.

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Genealogy Info-Page:

7 July 1997

CINDEX Tip No 23

Working with subheading indents

CINDEX can format subheadings in a variety of ways and indents in particular can be adjusted easily. You may not always want the default of a two-space indent for your subheadings. For example, you may want subheadings to appear flush left, aligned with the main heading, and sub-subheadings to appear indented, as in this table of cases:

**Commonwealth**
Crimes Act 1914
s 110, 3400, 4020
Customs Act 1901
s 34, 4005, 5060

**New South Wales**
Crimes Act 1900
s 556A, 3005, 4050, 5380
s 558, 2010, 5600, 5605
Sentencing Act 1989
s 34, 9600 etc

To achieve this layout first give the command SET FORMAT. Then press Alt-H to go into the menu used for formatting individual levels of heading. This menu opens at the menu for formatting the main level of heading. Press PgDn to get to the next level: the first level of subheading. Move to the second column and remove any white space in the setting for Lead text (whatever appears in this option is what will precede a subheading). With the Lead text option empty, press Enter.

This will bring you back to the SET FORMAT menu. Go to the third option **Indent: type** and change it from "a" for automatic to "f" for fixed.

This is important: the changes you made to the heading formatting won't take effect unless you change this setting as well. Press Enter. Your subheadings will now be aligned left, flush with the main heading.

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

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 Vicker's indexing booklet" to:
AusSI Editor, 6/333 Old South Hd Rd, Bondi 2026

Australian Society of Indexers Newsletter, Volume 21 No. 6, July 1997
To prove to yourself that
Special student demos are also available.
sions for PC and Macintosh that let you explore the rich capabilities of this program.
itures designed especially for professional indexers:
items (for example: sorting, formatting, and checking cross-references) free-
indexing you to concentrate on identifying the facts and ideas developed in the text
Quark Xpress: Mac users need to send the
camera-ready can be scanned at high resolution by the
Please send image files in Windows TIFF, JPEG,
and 'See also' differently) from DOSCindex,database
Macintosh applications as you work
references from authority list programs
Australian Society of Indexers Newsletter, Volume 21 No. 6, July 1997