Editorial

This issue contains a review of Hyperindex 6.1 (indexing software for Macintosh computers), a summary of Graham Greenleaf’s conference talk on AustLII, and reminders about the National, NSW and Victorian AGMs and dinners. The contacts page has been updated to include details of the new ACT Executive—welcome to Lynn Farkas as President, and all other members.

In editing this newsletter technology makes the process much smoother (that is, when it is not making the process highly stressful, but that is another story). Microsoft Publisher makes it easy to move stories and change their formatting, and email makes back and forth contact with contributors simple. Its funny though how little the substance and appearance of the newsletter have changed over the years, even though the methods of creating it are different.

Dates for your diary

AGMs and dinners p. 2
Database indexing and abstracting course p. 2

New Members

Congratulations to newly registered indexer:
   Eve Francis (Qld),
and a warm welcome to the following new members:
   Vera Dunn, ACT
   Kym Holden, ACT
   Tracey Hoogland, ACT
   Faith Howell, ACT
   Janet Perlman, USA

One innovation is the electronic newsletter. Last year Dwight surveyed members and set up a trial run. So far, 22 members have requested electronic delivery of the newsletter, which is being sent in HTML format. If you would like to try it out, let us know.

The newsletter is now using running numbers for each volume, so this issue starts on page 11.

Glenda Browne.

IS THIS YOUR LAST NEWSLETTER?

This will be the last newsletter for members who have not yet renewed their subscription. The subscription renewal form is at the back of the Dec 1997 newsletter, or can be printed from the AusSI website (www.zeta.org.au/~aussi).

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Announcements

National and NSW AGM and dinner

Just a reminder that the National and NSW AGMs and dinner will be held at the Malabar restaurant, Crows Nest on Wednesday 18th March at 6.30 pm. Bookings to Garry Cousins on (02) 9560 0102 by 13th March.

Vic AGM and dinner

And a reminder that the AGM of the Victorian Branch will be held at Graduate House, Carlton, on Tuesday 24th March at 7 pm. Bookings to Jenny Restarick by March 20th on (03) 9545 2178 (work) or (03) 9528 2539 (home).

Abstracting and indexing for databases workshop

The Australian Society of Indexers will hold a workshop on Abstracting and Indexing for Databases at the ACER Conference Room, 19 Prospect Hill Road, Camberwell, Victoria on Monday April 27th 1998 from 9 am to 4.30 pm. Cost $100 ($90 for ASI members)
Contact: Max McMaster, ph/fax (03) 9571 6341 email: rnindexer@interconnect.com.au

New ACT Branch Committee

The new ACT committee for 1998 is:

President Lynn Farkas
Immediate Past President Geraldine Triffitt
Secretary/Treasurer Shirley Campbell
Committee Robert Hyslop
Susan MacDougall
Laurelle Tunks
Hilary Kent
Penny Whitten
Barbara Edwards
Prue Deacon

Announcements

Electronic Publishing SIG

Dwight Walker is canvassing interest for an Electronic Publishing SIG. Benefits would include online chat sessions between members in far flung places, and networking between electronic publishing professionals using electronic mailing lists.

Projects could include Web indexing training and setting up the Indexers Available database on the Web site.

If you have an email account and access to the World Wide Web and are interested in this venture please contact: Dwight Walker, (02) 98902691 (T), (02) 97772058 (Fax), 0412-405727 (M), aussi@zeta.org.au

Poetry and humour

A poem, on the completion of a troublesome index

This pesky entry, “drag and drop”!
I’ve put it under “Photoshop”
The question is: drag what? and why?
I guess I’d better specify.

So now I’ve put it at the top
(this pesky entry, “drag and drop”)And listed all the kinds of filesThat one can drag — a list for miles!

From Illustrator, Quark, and BryceAnd Quark and ... oops, oh no! That’s twice.
This pesky entry, “drag and drop”
I really wish this book would stop.

So now the index is complete.My fingers feel dead on their feet.
I think my brain is going to pop!
This pesky entry, “drag and drop”.

Contributed to Index-L by Ann Norcross, Crossover Information Services, norcross@ix.netcom.com, and reproduced here with Ann’s permission.
Software reviews

Hyperindex 6.1

Simon Cauchi

HyperIndex is the brainchild of Andre De Tienne of the University of Indiana. He devised it in 1992 when he needed to index the fifth volume of the Peirce Edition Project, which relies on Macintosh computers. Version 6.1, reviewed here, was released in January 1998.

Hardware and Software Requirements

HyperIndex 6.1 requires a Macintosh with a 68020 processor or higher. For the greatest ease of use, fastest processing speeds, and best results, you need to run it on a PowerMac with a screen of at least 17 inches and a keyboard that has function keys — but this review is based on my experience of running it (and the two previous versions) on a Macintosh LC 575 without function keys. The program is not stand-alone: to run it, you need HyperCard 2.2 or higher, and preferably version 2.3 or higher, or else an equivalent version of HyperCard Player. The regular version of HyperCard is much to be preferred, since it gives you access to the program code, useful for fixing minor bugs according to Andre De Tienne’s e-mailed instructions. At least 4 Mb of application memory — preferably 5 or 6 Mb — must be allocated to HyperCard. With all its associated stacks (if you choose to keep them — they have nothing to do with indexing), the HyperCard folder requires 9 Mb of storage space; the application itself requires no more than 1 Mb. The HyperIndex folder with its regular stack, storage stack, and associated documents requires 3.7 Mb of storage space. The regular stack takes up about 2.5 Mb and the storage stack about 350 Kb. You are advised never to use the originals of these stacks but to work only with duplicates of them. Needless to say, the duplicates grow considerably in size when data is added to them. Unless you have a Zip drive or some other method of backing up large files, it is necessary to export the regular stack, or rather its duplicate that you are working on, to a storage stack so that it can be backed up on a 1.4 Mb diskette.

The HyperIndex Card Structure

The HyperIndex stack consists of cards, just as any HyperCard stack does. Each card or set of cards has its own function. Card 1 is for inputting data from hard copy (i.e., proof sheets). Card 2 is for indexing an electronic text. Cards 3–16 hold the database of stored entries, your work-in-progress. The database can be edited as you go along — you can ASCII-sort the entries, there are quality control checks that can be carried out, and selected entries or groups of entries can be previewed — but it is recommended that merging, sorting, and preformatting the entries should be deferred until the database is complete. Card 17 is the formatting card. Once you have merged, sorted,

(Continued on page 14)
and preformatted the entries, gathered them, and selected your formatting options, you leave the computer to do the formatting automatically while you find something else to do for half an hour or an hour. If it is a very big index, you might have to wait even longer. Once the formatting is done, card 17 holds the finished index, which can be printed out directly from that card or else exported as either a text-only document or (preferably) an RTF (rich text format) document created in the word processing application of your choice. Card 18 is the template from which the index cards (cards 19 and up) are produced, where the merged entries are sorted and preformatted and from which they are gathered into card 17.

Here I must confess that I have never yet managed to produce an acceptable index the first time round, but have printed out my first attempt, annotated it heavily, taken in the required changes in the database, deleted the index cards, emptied card 17, and gone through the merging, sorting, preformatting, and formatting stages once again. Probably I should be making more use than I do of the previewing facility. Similarly, I have always found some — usually very minor — imperfections in HyperIndex’s formatting of the index or sorting of sub-entries, and have had to add some finishing touches in the exported RTF document.

Initial Specifications

When you open a new duplicate copy of HyperIndex, a Welcome window appears on the screen with three questions you are required to answer. The first two concern locators. You give (1) the highest numbers of the pages, footnotes, or endnotes, and lines per page that you intend to index; and (2) the type of locator you intend to use (page numbers only, or page numbers and line numbers, or one or two prefixes — e.g., volume numbers and issue numbers — with page numbers). The highest number used in the different categories of locator should be exact — 375 pages (say), not 999 — so that the program will refuse to accept a mistyped locator that exceeds the upper limit or limits. The third question concerns the language of the index: English, French, German, or Spanish. The choice of language determines the rules for sorting entries and the use or automatic recognition of cross-references, articles, indicators (e.g., ‘def.’, ‘fig.’), etc. All these initial specifications can be altered later, if need be.

Inputting Data

You can create up to three indexes in a single stack: a ‘regular index’, an ‘index nominum’, and a ‘tertius index’. The Latin names are not significant. You can use any of the three indexes for any kind of material. If you inadvertently enter data into the wrong index, it is easy to transfer it to the right one.

Inputting from proof sheets (card 1)

Your initial specifications determine the interface you are presented with in card 1. There are fields for entering a main entry, a sub-entry, a sub-subentry, locators, and a cross-reference. HyperIndex does not provide for more than three levels of heading. There is no limit to the length of an entry.

Labour-saving devices abound. The ‘clairvoyance’ facility, if it is switched on, can save you a lot of typing by completing entries or sub-entries automatically, once they have been entered the first time. This is useful, but can
(Continued from page 14)

sometimes be more of a nuisance than a help. I blame it (and my own inadvertence) for conflating two men into one in one of my indexes — their names both began ‘Clendon, J ...’ but they lived a hundred years apart. Alternatively, you can compile a list of ‘frequent entries’ and by selecting one and clicking a button you can add it to the main entry or sub-entry field. A third device is to assign frequently repeated text to a function key. Another extremely handy device is the intelligent ‘swap entries’ button (and its corresponding buttons in a floating palette). Thus the main entry ‘law’ and sub-entry ‘evolution of’ can be swapped, and will appear as ‘evolution’ (main entry) and ‘of law’ (sub-entry).

Part or all of any heading or subheading can be put into italics or bold. A dialog prompt appears if a heading is entered that begins with an article. You are asked if it is a title and, if so, whether the article is to be ignored in sorting. Even more ingenuously, the program provides ways of quickly and painlessly converting a main entry such as ‘Woolf, Virginia’ and a sub-entry such as ‘The Waves’ to a second main entry, ‘The Waves (Woolf)’. Similarly, if an entry begins with a numeral, you are asked whether it is to be alphabetized as a numeral, before the A’s, or as if spelled out.

Locators likewise can be made italic or bold, or have an indicator attached to them. The program will not let you enter manifestly impossible arabic page ranges such as ‘73–73’ or ‘39–32’, but it is not quite so clever with roman numerals.

**Inputting from an electronic document (card 2)**

I have no experience of this in real life, so to speak, but have done some trial runs, with mixed success. Briefly, you import and paginate the text, and create entries by any one or more of a variety of methods (entering them manually, using a floating palette, creating them automatically, or creating them by marking them — i.e., selecting words or phrases in the text). I suspect that the frustrations I experienced were caused partly by my own inexperience, partly by the inadequate size of my LC 575 screen, and partly by the unsuitability of the material I was attempting to index for this method of inputting. Andre De Tienne makes high claims for card 2: that it is very easy to use, and that it has convenient features unmatched by any other indexing program. For example, once a person’s full name has been entered, you can select the person’s bare surname in the text and the program will supply the full entry. Andre De Tienne used card 2 to input the data for the index to the HyperIndex manual, and indeed it is a good, serviceable index. (The manual is to version 6.0; the ‘New Changes’ for version 6.1 are detailed in a 35-page supplement.)

**Editing the Database (Cards 3–16)**

The entries you create are distributed to the database cards according to their alphabetical order. Card 3 stores entries beginning with a special character, a numeral, or the letter A. The other cards store entries beginning B, C, EFG, HI, JK, L, MNO, P, QR, S, TU, and VWXYZ. Each card has seven fields: one each for the regular index, a backup thereof, the cross-references, a backup thereof, the index nominum, the tertius index, and lastly the ‘continuous index’, which offers a continuous view (from pre-A to Z) of any one of the three indexes. A field switcher button enables you to access the different fields and shows which one is currently displayed.

The database is the best place to do all the editing of the entries and to make all but last-minute changes. There are various tools for (1) creating more entries — by duplicating them, or copying them back into card 1, or cutting and pasting them from one index to another, or importing them from another stack; (2) editing headings and subheadings — by making corrections directly in the entries, or using the ‘find and replace’ buttons, or previewing selected entries, or checking and standardizing the use of italics, bold, etc.; (3) modifying locators — by globally or selectively adding to them or subtracting from them, or checking and standardizing the use of indicators, italics, bold, etc.; (4) verifying the index’s consistency and
accuracy — by comparing two sets of entries, or viewing in page-number order the entries for a specific range of pages, or identifying faulty or troublesome cross-references, or checking page numbers, etc. (but note that HyperIndex does not have a built-in spelling checker); and (5) sorting entries — alphabetically, or numerically by locator, or (by using the back-up fields) both.

The entries as shown in the database are not WYSIWYG (What You See Is What You Get), but are displayed as a series of comma-separated items. For example:

children’s literature, types and themes; [adventure story], 22-27,
engines, internal combustion, 028, <fig.>

The first entry, with a main heading, subheading, and sub-subheading, is from a (fictitious) book of (say) 96 pages. The second entry, with a main heading, subheading, and indicator, is for a figure in an equally fictitious book of 100+ pages. Note that the full form of the locators is supplied automatically, as is all the punctuation around the separate items. What I typed in was 'children’s literature', 'types and themes', 'adventure story', etc., in their appropriate fields, and the locators '22-7' and '28' (with its '<fig.>' inserted from a ready-made list of indicators); the program did the rest. The database entries look a little forbidding at first (especially if you have a particularly complicated entry, such as a book title that begins with 'a' numeral), but one quickly learns how to read them properly.

When you are finally ready to do the merging, sorting, and preformatting, which can be done either all together or one after the other, you need to specify your preferred choices: whether main entries are to be sorted letter-by-letter or word-by-word; whether sub-entries are to be sorted in alphabetical order or in numerical order of first locators (and, if alphabetically, whether or not any introductory articles, prepositions, and conjunctions are to be ignored); and which index of the possible three indexes is to be created — any one or all three at once.

Formatting the Index (Card 17)
A WYSIWYG version of the final index is displayed after formatting. After gathering the entries from the index cards, you choose your formatting options in a big dialog box: the index to be formatted; the index style (run-on, indented, or one of two hybrid styles); the choice of punctuation between headings and locators (comma, colon, or two spaces, etc.); digit deletion (with five options, the fifth being none at all); the style (typeface) and treatment (whether repeated or not) of locator prefixes; the placement and style of cross-references; the treatment of the initial letter of an entry (capitalized or not); the treatment of locators referring to notes (39n-40n or 39-40n, 6n3 or 6n.3, etc.); the style of indicators (italic or not, and whether spaced or closed up against their locators); and lastly whether 'wrapping around' (for hanging indents) is to be done by HyperIndex or left to be performed after the index has been exported to a wordprocessor.

HyperIndex correctly sorts and formats such potentially troublesome entries as the following, from the index of a (real) book about historical linguistics:

cherry, 150
The Deeper Meaning of Liff (Adams and Lloyd), 201
/kumala/, 301
language change
attitudes to, 26–9
causes of: anatomy, 196; climate and geography, 196–7;
[etc] 'Time of Darkness', 292–3
Wörter und Sachen technique, 302–4, 315–16

The treatment of names of Scottish and Irish origin beginning with Mac and Mc follows the older practice of sorting them all as if spelt Mac. In a future version of HyperIndex this should be made optional, and the default option should be to sort these names as they are spelt. In one respect this is already the case, since names beginning with M' are treated normally. The
apostrophe is simply ignored, so that 'M’Neill' among the Ms is sorted in the same way as 'O’Neill' is among the Os.

The final index is held in up to twelve fields, each with a maximum capacity of 25 000 characters. Thus the maximum capacity of all twelve fields together is 300 000 characters, enough for an index of 70 to 90 typeset pages.

A Choice of Methods

HyperIndex offers many alternative ways of doing the same operations. The procedures are explained in the manual or its supplement, and the explanations are also accessible through the on-line help system, which is a particularly good feature of HyperIndex. You take your pick among the options.

Buttons and Fields

Each card has its own sets of buttons and fields, and the proper use of these is the first thing to learn. Clicking on a button either performs an operation or else brings out a dialog box or pop-up menu.

The Pull-down Menus

In each card there are various pull-down menus, some accessible from any card and some available only in a particular card. Among the most useful of these are the 'Show' menus, which provide or enable you to compile various useful lists: of articles, of indicators, of entries with indicators, of entries with a special typeface (italic or bold), of personal work notes, and a table of main entries. These and the other pull-down menus have been radically improved in the latest version and are a pleasure to work with.

The lists of articles and indicators are both customizable, as also are the lists available in the 'Merge' menu of 'initial words to ignore' and 'subsequent words to ignore' (these latter being necessarily compiled by the indexer, since the default lists are empty). Using the 'subsequent words to ignore' list (which Andre De Tienne added at my request), you can specify, for example, that honorifics such as 'Sir' and 'Dame' are to be ignored in sorting when they appear between a person's surname and his or her forenames or initials. (There is a bug in this part of the program, but I am assured it has been fixed.)

The Floating Palettes

These have been mentioned earlier. The screen on my LC 575 is not big enough to accommodate them and still reveal the full card area. On a large enough screen they would no doubt be very convenient, but everything you do with them can also be done in the cards themselves.

The Function Keys

The operations that can be assigned to the function keys may be either global (the same in each card) or local (specific to one card). They can be used, for example, to type strings of characters, or clear text, or move from one card to another, or preview the index, etc.

Conformity with Standards and Publishers' Requirements

HyperIndex's sorting of homonyms exactly conforms to ISO 999 and to Nancy Mulvany's recommendations in Indexing Books, 1994, pp. 118-119. The run-on and indented styles, and one of the hybrid styles, conform to the prescriptions of the Chicago Manual of Style; the other hybrid style conforms to the ANSI/NISO Standard Guidelines for Indexes. The old-fashioned treatment of names beginning with Mac or Mc flouts both current international standards and the magisterial pronouncements of Hans H. Wellisch, but none of my clients has objected to it. The particular requirements of Oxford University Press are not to be found among the five digit-deletion options.

Conclusion

Version 6.0 of HyperIndex represented a radical improvement over the earlier versions, and version 6.1 adds further significant improvements. Although it is not so powerful in some respects as the much more expensive

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programs Cindex and Macrex (the latter, in any case, not available for the Macintosh). HyperIndex is reliable and easy to learn, and it produces a formatted index that can be made presentable with very little subsequent tinkering. I warmly recommend it to other indexers who, as I do, combine indexing with editing and other work and who are commissioned to produce (say) about a dozen indexes a year. If you are a full-time indexer, you will probably find it worthwhile to invest in Cindex.

Andre De Tienne's postal address is 7590 Harcourt Road # 106, Indianapolis, IN 46260-3143, USA. His e-mail address is adetienn@iupui.edu. The price of HyperIndex 6.1.2 (an update on the reviewed version) is US$100.00 (plus US$12.00 for shipping to Australia and other countries).

P.S. Simon Cauchi sent an earlier version of this review to Andre De Tienne. Andre replied with some comments, which included the following passage:

"You might want perhaps to insist a little more on how much difference it makes if one has a fast computer, such as a PowerMac... I let the people here run HyperIndex on one of our fastest machines (PowerMac 9500), and boy, did it fly! What would have taken about an hour on my office Quadra 650 took eight minutes on the PowerMac, from merging to final formatting. The final index is 28 pages long, in two columns, eight-point size."

I strongly urge you to buy an extended keyboard: function keys are a great help, as I have now vividly experienced with this index."

From the literature

Indexers broken down by sex and age?

Looking through the list of American Society of Indexers (ASI) officers, directors and contacts in Keywords (the ASI newsletter), it struck me that ASI has many more female than male officials (8 female and no male officers and directors; 27 female and 3 male chapter and area contacts). This trend is confirmed by the 1997 Professional activities and salary survey reported in Keywords Vol 5(3-4) p 37 in which 18.7% of the respondents were male (71 in total) and 81.3% were female (308 in total). On the other hand, the current AusSI National Executive has 3 male and 2 female members. Counting branches we have 12 male and 21 female officers.

And at the 1995 AusSI conference in Marysville an indexer from the UK said that it was so nice to see so many young people, as indexers in the UK tend to be in their 50s or older.

I wonder what the reasons are. Maybe Australian indexers come from different professions or backgrounds to our overseas colleagues. Any suggestions?

To the literature

If you would like to contribute to The Indexer, the international indexing journal, contact Dwight Walker, the corresponding editor for Australia and New Zealand.

If you would like to contribute to the AusSI newsletter, send contributions to Glenda Browne.

Contact details are on the last page.
Conference reports

Papers from the Futureproof Indexer conference are being published in a number of sources.


Below is the outline of Graham Greenleaf and his colleagues’ paper from the conference. See AustLII’s World Law Index (which won third prize in the AusSI Web Indexing Prize) on the web at: www.austlii.edu.au/links/World/

Future-proofing a global internet index by a targeted web spider and embedded searches

by Graham Greenleaf, Geoffrey King, Andrew Mowbray, Daniel Austin, Philip Chung & Jill Matthews

1. The internet and the future of legal research
   - Subject-specific indexing and the internet
   - The ‘world law library’ already on the net
   - Delivery of legal information
2. The problems of finding law on the internet
   - Two types of tools — ‘intellectual’ and ‘robot’/automated indexes
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3. A new approach to finding law on the internet
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6. The targeted web spider - From indexing to searching
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7. Searching the full text of laws worldwide—DIAL Search
   - Display of results
   - Storing DIAL Searches in the DIAL Index—A self-maintaining index
8. Conclusions and future challenges

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Write to:
Training Administrator, Society of Indexers, Mermaid House, 1 Mermaid Court, London SE1 1HR, UK
Newsletter contacts

Editor: Glenda Browne
Immediate past editor: Dwight Walker
Webmaster: Jonathan Jerney
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This newsletter is sent free to all members of the Australian Society of Indexers. It is published 11 times a year, with a combined issue for Jan/Feb.

Copy should be sent to the editor by the last day of each month for publication in the middle of the next month. I would be delighted to receive contributions, both large and small, from members. Please contact me if you have any questions about suitable items for publication.

If greater than one A4 page, please send files on a disk or via email in one or two of Rich Text Format, Word for Windows, or plain text (ASCII). Contact the editor about unusual formats.

Graphics

Please send image files in Windows Metafile (WMF), JPEG, or PCX format. Photographs and camera-ready copy can be scanned at high resolution by the editor. Contact the editor about other formats.

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Send copy to:
Glenda Browne
PO Box 307
32A Ross Crescent
Blaxland NSW 2774
Tel: (02) 47 398 199
Fax: (02) 47 398 189
Email: Diagonal@bigpond.com

Membership charges

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The Indexer (International indexing journal)
Janet Shuter, Hon. Editor
Shuter@cix.compulink.co.uk
Corresponding Editor AustNZ: Dwight Walker
(02) 9890 2691, (02) 9777 2058 (fax), 0412 405 727 (mobile), dwight@zip.com.au
Cost: $28 for AusSI members.

NATIONAL EXECUTIVE

PO Box R598, Royal Exchange NSW 1225, Ph: (02) 9560 0102, email: gcousins@onaustralia.com.au
President: Alan Walker (02) 9368 0174, fax (02) 9358 5593, email alan.walker@s054.aone.net.au
Vice President: Kingsley Siebel (02) 9477 3149, fax (02) 9476 4378
Secretary: Lorraine Doyle (02) 9936 6229 (w) (02) 9876 4218 (h), fax (02) 9888 2229
deyolel@ozemail.com.au
Membership Secretary: Garry Cousins (02) 9560 0102
email: gcousins@onaustralia.com.au
Treasurer: Tricia Waters (02) 9416 7664 (h), (02) 9438 2399 (w) (Tue-Thu)
Webmaster: Email: aussl@zeta.org.au

NSW BRANCH

PO Box R598, Royal Exchange NSW 1225
President: Michael Wyatt (02) 9331 7764 (w), fax (02) 9331 7785, keywor%d@ozemail.com.au
Secretary: Madeleine Davis (02) 9438 5354 (w), fax (02) 9436 0026, email: mdavis@matra.com.au
Treasurer: Pamela Johnstone phone/fax (02) 9710 1270
Committee Members: C. Colton, P. Johnson, G. Robertson

VICTORIAN BRANCH

GPO Box 1251, Melbourne Vic 3001
President: John Simkin (03) 9429 8817, email: simmo@enternet.com.au
Vice Pres: Max McMaster tel/fax (03) 9571 6341
email: mindexer@interconnect.com.au
Secretary: Jenny Restarick, (03) 9545 2175, fax (03) 9545 2175, email: j.restarick@ffp.csiro.au
Treasurer: Joyce Gillespie (03) 9654 8527 or phone/fax (03) 9710 1270
Committee Members: G. Levick, M. Findlay, E. Wood-Ellam, J. McGovern, M. Ramsden

ACT REGION BRANCH

GPO Box 2069, Canberra ACT 2601
President: Lynn Farkas, (02) 6286 3529, fax (02) 6286 6570
Immediate Past President: Geraldine Triffitt (02) 6246 1177; fax (02) 6249 7310, email: grtriffitt@hotmail.com
Secretary/Treasurer: Shirley Campbell (02) 6234 2225; fax (02) 6234 2237
email: Shirley.Campbell@Radford.ac.edu.au

QUEENSLAND GROUP with Soc. Ed. (Qld)
Contact: Julie Forrest (07) 3353 0120 (h)
email: J.Forrest@mcauley.acu.edu.au

SOUTH AUSTRALIAN GROUP with Soc. Ed. (SA)
Contact: Susan Rintoul (08) 8235 1535 (h), fax (08) 8235 9144 email: seaiview@seaviewpress.com.au