Australian Society of Indexers Newsletter

The international organisation of societies of indexers
Letter from the President to members of the Australian Society of Indexers.

Dear member,

In May I had the interesting experience of attending the conference of the American and Canadian societies of indexers, in Seattle. As well as the normal professional sessions and enjoyable social events, this conference provided an unusual opportunity for international communication among indexers.

This was the first time that the serving principal officers of the affiliated British, American, Australian and Canadian societies had all been in the same place at the same time. Out of a number of informal meetings of office-bearers of the societies has come a proposal for the establishment of an international indexing body.

1. Reasons for establishing an international body

Indexing is international. Many of us work for clients based outside our national borders, and many of the problems and opportunities dealt with by the various societies are similar.

At present the only formal international activity is the publication of our international journal, *The Indexer* (see below). Nevertheless, this is often perceived as a British journal. There is also some dissatisfaction with the present affiliation agreements between the societies, which give the British society 'parent' status. There seems to be a real desire to set up a genuinely international body responsible for those indexing matters which are best dealt with on an international basis.

These might include, but are not limited to, services to members such as the publication of a print journal, the establishment of an e-journal, the provision of electronic discussion groups, and the organisation of conferences and workshops.

In addition, an international body would provide a mechanism whereby the existing national societies could co-operate on matters of mutual interest.

2. Problems with the present affiliation agreements

The Society of Indexers (SI) has affiliation agreements with the younger societies operating in the US, Australia & New Zealand, Canada, and southern Africa. These affiliation agreements give the British society a sort of 'parent society' status. Four of the agreements have been in force since the 1970s, and are in need of revision to reflect current conditions. Better still, a new co-operative international agreement could be developed and adopted.

3. A minimalist international body

I have made a proposal for the establishment of a minimalist international body. My proposal does not envisage a large bureaucratic body, such as the International Federation of Library Associations and Institutions (IFLA). Rather than a federation model, I am proposing a bureau model. That is, the establishment of a minimalist structure, supported by the existing national societies, with the express

What's Inside

Noticeboard

NSW Branch Seminar:
The Electronic Haystack: Roles for Indexers.

The NSW Branch will be holding a seminar on the multimedia industry and the indexing profession in the Daruk Room at Penrith Library on Saturday 29 August from 1 pm to 5 pm.

Penrith Library is in the Civic Centre, High St, close to Penrith Plaza and five minutes' walk from Penrith Station. There is free parking across the road.

Cost is $25 for members and $30 for non-members.

Bookings and enquiries to Madeleine Davis on: ph (02) 47876277, fax (02) 47876069, email:redcliff@hermes.net.au (Note Madeleine's new email address).

Session 1: Panel Discussion

Overview of the information industry: directions in multimedia and interactive technology; How to create an information navigation system/providing access to electronic information; Web indexing and design for information access.

Panel Members:

Marius Coomans, Director, Firmware Pty Ltd.
Ben Cardillo, Australian Multimedia Enterprise.
Maureen Henninger, School of Information, Library and Archive Studies, UNSW.
Jonathan Jermey (Moderator).

Session 2: Workshop/Open Discussion

Professional indexers: who are they and what do they do?

Lynn Farkas (Moderator).

Dates for your diary	
ACT Christmas in Winter	28 July
UNSW Indexing Web pages course	12 Aug, late Sept
NSW Seminar - Electronic Haystack	29 Aug
Society of Indexers (UK) conference	9-11 Oct

New members

A warm welcome to new member:

Right Words New Zealand Ltd (Dunedin, NZ)

Society of Indexers (UK) conference

The Society of Indexers' (UK) conference *Bracing Up to Indexing: a Conference by the Sea* will be held in Tynemouth, England from 9-11 October 1998. The conference focus is practical, including electronic indexing (CD-ROMs and the Web), 'transnational' indexing, and business and health issues. Nancy Mulvaney will be speaking.

Bookings to Audrey Judkins, Treasurer, on 01429 274731 (with UK prefix). More details from the Editor.

ACT branch meeting

At the ACT June meeting several subjects were discussed, including the midwinter dinner (28 July). The flyers have gone out and the cheques are coming in. The Metadata session is looking even more exciting as the details are discussed. Hopefully the response will be sufficient to encourage at least one more session. The committee was sure that the net could be broadcast much wider than we at first thought and keep looking for more groups; eg. archivists, GIS operators etc. Any more thoughts out there? The committee looked briefly at the kind of material suitable for the back of book indexing exercises coming up later in the year.

UNSW Indexing courses

The School of Information, Library and Archive Studies at the University of NSW is developing two new one-day workshops on *Indexing Web Documents*, and *Indexing Images*.

The *Indexing Web Documents* course on 12th August is full, and another will probably run in September. No date has yet been set for the *Indexing Images* course.

Each course costs $225.

Further information and bookings to Maureen Henninger, SILAS, UNSW, Sydney NSW 2052; ph (02) 9385 3589, fax (02) 9385 3430, email m.henninger@unsw.edu.au, web: http://www.silas.unsw.edu.au/silas/conted.htm

President's letter

The President's letter this month is on the international organisation of societies of indexers and runs on pages 51 and 54 to 55.

▮ Noticeboard

H.W.Wilson Award Winner

The 1998 ASI/H.W.Wilson Award for indexing was presented to Laura Moss Gottlieb at the ASI conference in Seattle. The award was for the index to *Dead Wrong* by Michal A. Mello, an autobiographical account of his 14 years as a capital punishment lawyer, published by University of Wisconsin Press.

Laura Gottlieb is a freelance indexer who specialises in academic books in the humanities. She was awarded a citation and US$1000; the winning publisher received a citation.

[As an aside, it would be interesting to know whether winners of indexing awards tend to be specialists, or whether generalists are just as likely to win.]

ALIA Biennial Conference

The next ALIA Biennial Conference will be held in Adelaide from 25th to 28th October 1998.

Talks of interest include *Educating for cataloguing and indexing: getting the balance right* by Susan MacDougall and *Clearinghouses and the World Wide Web—VOCED and OLEARN* by Sarah Hayman and others.

More details are available at: http://www.alia.org.au/alia/conferences/adelaide98/

National Library Review of Reference Services

The National Library is reviewing its reference services, and has advertised in the *Sydney Morning Herald* for information and advice from individuals, groups and organisations.

They are particularly interested in 'developments related to technology, research and learning which could impact on what information is required and how it is obtained and used.'

More information including guidelines for submission are available from Susan Carey, NLA, Parkes ACT 2600. Ph: (02) 6262 1674. email: scarey@nla.gov.au. web: www.nla.gov.au/refreview. The closing date for submissions is Friday 31 July.

Editors

John Bangsund's web page is a great place to start a search for information on Australian editing, particularly as it has links to web pages of all the state Societies of Editors. It is at http://www.pipeline.com.au/users/bangsund/eds-az.htm

The team leader for website development for the NSW Society of Editors is appropriately named Jean Weber!

A Society of Editors has been formed in the Northern Territory. The current contact person is Joyce Purcell. Email joyce.purcell@nt.gov.au.

The NSW Writers' Centre hosts various courses including Clues on Grammar Workshop with Robert Eagleson (5 Sept); Spring Writing Festival and Workshops (12-20 September); and Publishing Process and Principles of Editing course with Robin Appleton (10,11,18,24,25,31 October and 1 November). Ph: (02) 9555 9757 or look at http://www.ozemail.com.au/nswwc for more information.

From the editor

Getting contributions for a newsletter is a bit like managing a freelancer's diary. When I look at all the articles which have been requested or promised, I am overwhelmed. When I look at the words sitting in my folders, I wonder what I will put in the next issue.

So please, think about what you would like to contribute to the newsletter. It needn't be big – I'm looking for letters, fillers, humour, handy hints, personal experiences, questions...

Write and tell us what you think about Alan's proposal for an international society for indexing. Lets have some discussion before Alan goes to Tynemouth and takes the issue further with other international representatives.

Indexes in children's fact books are now considered important (I don't yet dare say essential) by most publishers. I have therefore published a brief account of my son's school experience with indexes.

Glenda Browne.

International societies, cont. from p. 51

purpose of performing designated international functions.

4. Participating societies

Such a body, or bureau, might be established initially by the four 'national' societies whose office-bearers met in Seattle. Actually, it is not accurate to speak of 'national' societies, since AusSI's membership includes New Zealanders, the Society of Indexers has a number of Irish and overseas members, and there is a southern African society which is also trans-national.

The participation of other appropriate societies should be encouraged. As well as the southern African society, which recently affiliated with SI, there is a China Society of Indexers (CSI), founded in 1991 and reported to have over 300 members in 1993.

5. Publication of an international journal

The Indexer has been published since 1958, originally as the "journal of the Society of Indexers", and currently as the 'journal of the Society of Indexers and of the affiliated American & Australian & Canadian Societies'. *The Indexer* became the journal of these societies as part of affiliation agreements with SI, adopted by ASI in 1972, by AusSI in 1977 and by IASC/SCAD in 1979.

Despite these agreements, and despite the efforts of successive editors to encourage international contributions, *The Indexer* is generally perceived to be a British journal.

At present, members of the British, American and Canadian societies receive *The Indexer* as part of their membership subscription. Members of AusSI can choose whether or not to take *The Indexer* as part of their subscription, at a discount rate; about half the members of AusSI subscribe. The ASI Board is also investigating un-bundling subscriptions to *The Indexer* from the membership fees, which would certainly have some effect on the journal's budget, though not, I hope, on its viability.

Discussion of these issues led to suggestions that it would be more appropriate for an international journal, such as *The Indexer*, to be published by an international body; there have also been suggestions for changes of name and focus. Personally, I think *The Indexer* serves us well, as it has done for forty

'I now take the view:

1. That an international body, separate from, but established by the existing national societies, should be established.

2. That its major function should be, initially, to publish a high-quality international journal.

3. That it would be likely to develop other roles best performed on an international basis – perhaps establishment of an electronic journal, or running international conferences.

4. That, failing (or pending) the establishment of such a body, the affiliation agreements should all be revised and (if possible) brought into line.'

Extract from an email from Alan Walker, President of the Australian Society of Indexers, to the principal officers of the American, British and Canadian societies (2 June 1998).

years, and I treasure and use my own full set. I would also be sorry to see the name change, both because it is a good, clear and recognisable one, and because (as an ex-librarian) I abhor title changes.

Whether *The Indexer* continues in its present form, or with a change of name or publisher, what is important is that such a publication survives and develops. The continued publication of a high-quality international journal for indexers is vital for our profession.

6. Some other possible functions for the international body

The following are examples of functions for which the bureau might be given responsibility. Any initiatives in such areas would be possible only after the body were established, and in accordance with its charter.

- Publication of a new international electronic journal for indexers, particularly for the dissemination, through its electronic format, of articles of a type not so easy to accommodate in print journals.

- Provision or sponsorship of electronic discussion groups.

- Coordination of the international program for conferences and meetings.

- Providing a mechanism for formal communication and an international forum for the societies to discuss matters of mutual interest, and to negotiate benefits for each other's members (such as discounts on membership, publications and conferences).

7. How might the body be established and managed?

The following points are based on my own suggestions for the organisation of the international body. They have been circulated to the other societies as a basis for discussion.

An agreement, with a set of bylaws, would be drawn up, and endorsed by each of the participating societies.

Basic funding might be a small percentage of membership fees from each society. This might mean (for example) that $2 out of each AusSI member's annual subscription would go towards supporting the international body's expenses (mainly stationery and communications costs). International publications, conferences and other activities would have to be self-funding.

There should be a board of directors, including at least one representative of each participating society. In addition, there would need to be committees for particular functions, such as editorial boards for journals (including e-journals).

Most communication would be by email. In addition, meetings could be held during appropriate conferences, which are now being held about three times a year in various parts of the world. The budget would not normally cover travel expenses.

To the extent that a headquarters is needed, it could be attached to the office of one of the societies, or some other appropriate institution. As with other operations of the societies, most of the work would be done in the offices of the office-bearers, whose expenses should be reimbursed.

8. The next step

The next conference of an indexing society is being organised by the Society of Indexers at Tynemouth in October this year. The British society has offered free places at the conference to representatives of the other societies, and I will be taking up the offer on behalf of AusSI. We aim to have a constructive international planning meeting at Tynemouth.

In the meantime, I would appreciate receiving your views on these proposals, so that I can convey Australian and New Zealand indexers' attitudes as fully as possible.
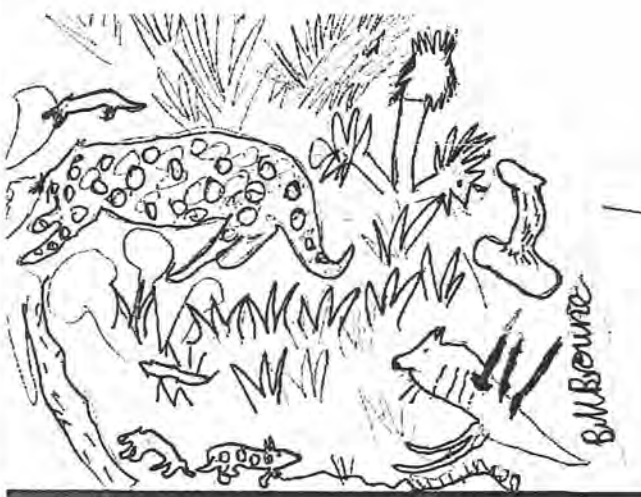
Alan Walker, 30 June 1998.

Quoll-ity index use

I noticed in my son's school newsletter that a student had received a merit award for 'excellent use of an index'. I therefore asked Bill to write what his class learns about indexes.

> *'This week we wrote a report. Mine was a quoll. This is what we done: First the teacher said "Get a book and look at the back and hopefully youl find an index, and then go to the page it said and find what you wear looking for". (My book didn't have one so I had to scim).'*

Bill's teacher tells me that Year 2 students are meant to be familiar with tables of contents, indexes and glossaries. This class quite competently used indexes to research information about native animals.

Bill Browne is a Year 2 student at Blaxland Public School.

Conference reports

See this and other conference papers on the AusSI Web page at http://www.zeta.org.au/~aussi/resources/conferencepapers.html.

What's on indexer's minds?: Key issues on Index-L

by Glenda Browne.

What is Index-L?

Index-L is an electronic mailing list available through the Internet. A mailing list enables a group of people to send messages to, and receive messages from, all other members of the group. The distribution of mail is fully automated, and the list-owner coordinates the list, and deals with any problems.

Index-L is a forum for discussion of issues related to indexing, ranging from practical issues such as scheduling and quoting, to personal issues such as what indexers do in their spare time. Specific indexing choices are discussed (e.g. styles and entry words) as are general policies and relations with editors. Some jobs are advertised, and notice of meetings and conferences is given.

> "Paradoxically, however, one of the joys of this newsgroup is discovering what the other contributors are like, as people."

Index-L is an important source of information and support for indexers and enables indexers from around the world to share ideas. This type of communication is particularly important in a field such as indexing, where many people work in relative isolation, communicating professionally with other indexers only at meetings and occasional conferences.

Newsgroups are democratic, and enable people to share ideas no matter what their qualifications, sex, colour, or whatever. No-one need know who you are or what you look like; all that matters is what you write. Paradoxically, however, one of the joys of this newsgroup is discovering what the other contributors are like, as people. Discussion of political correctness in indexing brought personal responses from people from minority groups. A query 'What else do indexers do?' brought an avalanche of responses including other work, and also lists of hobbies and other lifestyle choices. A question of mine on combining indexing with family life brought a number of personal responses and good advice.

Of course the flip side of the democratic nature of unmoderated newsgroups means that useless messages are mixed with the useful. On Index-L this is a minor problem, and the useless messages are mainly unsubscribe messages that have been sent to the wrong place, and the occasional spam (inappropriate advertising message).

After subscribing for a number of years you find that there are recurrent issues for discussion (e.g. rates, getting started, multiple indexes, use of prepositions). Judicious use of the archives (and sometimes a textbook) would free the list of this repetition. It is much nicer, however, to interrogate a vital friendly list than the huge unorganised archive, and the questions and responses continue.

How to subscribe and contribute

To subscribe to Index-L you need a computer, modem, and Internet connection. Subscription is free, but you will have to pay charges for Internet access and for online time and downloading data (different Internet Service Providers have different charges).

To subscribe, send the message:
Subscribe Firstname Lastname
to the list address:
LISTSERV@BINGVMB.CC.BINGHAMPTON.EDU
replacing '*Firstname Lastname*' with your name. If you have an automatic signature file you should turn it off.

You will then receive subscription information. You should save this information as you will need it if you want to unsubscribe, and you may need it for other information about the list. There is a list of Frequently Asked Questions (FAQ list) and answers. This list includes details about indexing software, useful publications, etc. It is updated from time to time, and the new FAQ is then sent to all subscribers (this was last done in June 1998). Its aim is to prevent

the list getting clogged with these common questions.

The subscription message gives details of how to write to the list and reply to other messages. Most subscribers start by lurking, that is, reading messages to get a feel for the tone of the list before replying. Many then introduce themselves in their first message as a 'newbie', and receive warm welcomes to the list.

Who is on Index-L?

Subscribers are mainly book, journal and online indexers. Different perspectives on indexing are given by editors, academics, and technical writers. Many subscribers are 'wannabes' who are studying indexing, or hoping to branch out from related fields such as librarianship.

At the moment subscribers come mainly from the United States with a smattering from Europe (including Great Britain), Canada and Australia.

There are many more subscribers than contributors, so your writings reach more people than you might expect. As one subscriber warned with a smilie wink: 'Be careful what you say about the editors who employ you, as they might be lurking'.

What are Index-Lers like?

As many newbies have commented, Index-Lers in general are helpful and dedicated. In 'water-cooler' discussions they share the trials and joys of indexing. They tell how they exercise, what else they do, and how they got started. They tend to be educated and interested. Some live in the country and intersperse bursts of indexing with chores such as chopping wood and milking cows. Because of this ways of speedily sending page proofs and indexes are crucial, hence much discussion of the FedEx system (in the U.S.), and some of electronic delivery.

INDEX-L discussion topics

In the conference talk I highlighted a number of INDEX-L discussion topics including practical issues of importance to freelancers such as marketing and coping with deadlines, and nuts and bolts issues such as the correct form of names, use of multiple indexes, and organisation and order of page numbers. Philosophical issues such as whether an index should be 'dumbed down' to ensure that a wider range of people will be able to use it have also been discussed. Index-L is a good source of information about indexing software and hardware, including ergonomic keyboards, lighting, and uninteruptable power supplies.

Developing issues

Much of the content on Index-L is practical discussion of issues currently facing indexers. Developing issues include electronic indexing (including indexing of CD-ROMs and webpages), and embedded indexing (e.g. using FrameMaker). Announcements of developments such as the free availability of Medline through the Internet keep indexers up-to-date, as have brief discussions on the concept of metadata.

Conclusion

On Index-L you can participate as much or as little as you like. You can lurk only, or you can share your own expertise, while gaining from the expertise of others. Index-L is a great way to communicate with the international community of indexers, and to share the feelings of interest, stimulation, frustration, exhaustion and exhilaration than indexing brings.

My Seattle Trip! *by Dwight Walker*

I had a wonderful time over in USA. I landed in Vancouver then took a ferry to Victoria on Vancouver Island. From there I caught another ferry to Seattle. By this stage I had gotten over my jetlag. I stayed at the Youth Hostel which came with an internet terminal! USA is much faster than Australia. I had to find an ISP so I got a local internet cafe to sell me access. That has remained as a USA Web site for my company. The American Society of Indexers and IASC had a combined conference at a huge hotel – Cavanaugh's on 5th Ave. There must have been 200 indexers there from all over USA and parts of Canada and Australia. Lori Lathrop did a great job as organiser. We had a vendors' room where I put up my WWWalker Web Development stand. Macrex, Cindex and Sky Indexing and ASI's publisher were there – Bella signed her book for me! I had quite a lot of interest in my interactive Web indexing course from USA people. USA is a lot more competitive but people give you a go which was very encouraging. There was not so much of the tall poppy syndrome as over here.

In the first two days there were training sessions. I went to Seth Maislin's indexing methodology which used summarising to kind of pre-empt indexing terms in a book. James Turner's image indexing session was great – had plenty of exercises indexing from different perspectives and at different depths. At the end I went to Jan Wright's embedded indexing course for online help using Word. All were very good. My favourite was James'. It had some Canadian lumberjack video to be indexed! I met Kari Bero my alter ego as ASI Webmaster while I was AusSI Webmaster.

W e had a wonderful dinner at a dining hall in the hotel. There was a murder mystery to solve – we all had clues. Lori had doctored up some VHS video and Dave her husband was a murdered millionaire and we had to find out the culprit! There was much fun and laughter. Yankees love a good time as do Aussies! We had a meal in a steak house – buffalo steaks for me – followed by gelati! The last Seinfeld episode was in Seattle too. I saw Betty Moys and Hilary and Drusilla Calvert there from UK. Cobbers!

I found it wonderful the number of people who singled me out because I was an Australian. They made us feel very much at home. Several Texans gave me a warm welcome. They were into Web indexing but needed some training. Seth Maislin does similar kind of indexing but for FrameMaker. We all mixed well. Sometimes the excitement wore you out!

S eattle is a very beautiful place. You overlook Puget Sound right next to Downtown. Pike St Markets are right next to the Sound. You can catch a ferry to Bainbridge Island and look back to see the skyline - all green like an emerald. In Seattle too there are many beautiful places to see. I saw the Woodland Park Zoo, the Space Needle and a week after the conference Folklife Festival – an international music extravaganza in the Seattle Centre, the home of the 1962 World Fair.

There were some controversies in the conference. Certification was a hot issue. USA was split 50/50 over it. UK and Australia put the case of having registration but some USA people thought it would inhibit the freewheeling entrepreneurial spirit of USA! Others thought it would give a better supply of qualified indexers.

The SI Secretary Jill Halliday was there. She was interested in how USA was developing SIGs and chapters. As they described their conferences and training days, Jill said they were trying to improve communication. It was a truly international affair. Jill's husband is doing the SI Web site which I saw a glimpse of when I was later in UK – pre-release! It is well on its way.

C hapters and SIGS had special meetings. USA has many more branches than Australia – about 15 to 20 states have branches compared to our 3 plus 2 groups. So there were folk there from Colorado, Florida, Boston, New York, Chicago, Ohio, Indiana, Seattle, San Francisco, Los Angeles, Phoenix...I lost count!

One lady speaker in her 70s told us about how she indexed the paper in a Minnesota library for 30 years – they solved all the local crime and building scams! She loved the gossip! They sold the information to the public!

Bob O'Brien from Microsoft covered search engines and how Microsoft was researching how to improve the search quality. They had information on numbers of words on average per search and demography of searchers. They were looking to use intelligent assistants for homonyms and synonyms.

I held a Web indexing roundtable – this was well attended. We covered the new field as best we could

Online observations

New on the Website
http://www.zeta.org.au/~aussi

The AusSI web site has a new index, and a Webliography with links to key sites of related organisations. Please send any comments on the index or ideas for the Webliography to Glenda Browne.

Electronic newsletter

One of my duties as Webmaster is to promote electronic means of communication within the Society. As a step in that direction, following an initiative of Dwight Walker's, I have been converting the monthly Newsletter to electronic form and sending it off as an email attachment to those members who request it. Numbers vary, but at the moment about thirty people receive their Newsletter in this way, up to a week earlier than their paper-based colleagues.

Like any new venture, the transmission has had its problems – some due to human error, others to computer failures. About half the recipients have made no comment on the newsletter, and we can only assume that they're happy with it: from the feedback we get from the others we can see where we should be heading and perhaps foreshadow some of the problems that will arise as we move into the Brave New World of electronic documents.

One perennial problem is the IBM/Mac divide. The easiest and quickest way for me to send multiple files is to package them up in a compressed (ZIP) file and then convert that to a self-opening program. Trouble is, Macs won't run Windows programs, even self-opening ones. While there have been great improvements in compatibility over the last decade, Mac users are still out on a limb as far as communication with the mainstream is concerned, and will continue to be so for the foreseeable future.

Some users have complained how 'difficult' it is to access the files once sent. I suppose it is, in that it requires several steps. But then so does the printed version – you go to your mailbox, open it up, take the envelope out, carry it inside, slit it open…these are steps we're familiar with since childhood, so we take them for granted. To read the Newsletter electronically requires a different set of steps that are relatively new and unfamiliar – and will change, no doubt, as everything else to do with computing is changing.

At the moment the electronic newsletter takes the form of a set of Web pages with a linking 'table of contents' page. This has the advantages of being relatively compact and being available as a by-product from the program (Publisher 97) which is used to lay out the Newsletter on paper. Problems with this format include some inflated file sizes arising from the current Editor's policy of jazzing up the Newsletter with drop quotes, pictures and fancy first letters. Other file formats also have their merits and demerits and no doubt future Editors and Webmasters will try those too.

Minor glitches aside, producing and delivering electronic documents is becoming easier all the time in comparison with printing out hard copies, stuffing envelopes, etc. Eventually, I suspect, the balance will tip and the majority of members will move to receiving the Newsletter electronically. It will be interesting then to hear how the remaining diehards feel about being the last postal recipients in an online world.

Jonathan Jermey, Webmaster.

in an hour or so. It covered such issues as what do you index on the Web, can you make any money out of it (a common question from all there) and what skills do I need to do it? Due to the newness of the field answers were general but I was encouraged by the diversity and need for indexing in this new field in America. America because it is so much bigger than Australia can foster new efforts much easier than out here. I hope to work with some Americans in the next year or two in this field. I also attended the session on having a Web page.

*M*any new recruits were concerned if it made any money. Also was it easy to do your own? What ISP should they use? Most people were just finding out the pros and cons. One guy Martin White had a philosophic approach – it showed you were not a Luddite!

I had a very stimulating time. I wish we could have had more time to talk about local indexing conditions. Next time!

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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. Opinions expressed in the newsletter are those of the individual contributors, and do not necessarily reflect the opinions of the Society.

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. The editor reserves the right to cut and edit material.

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).

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.

Advertisement charges

Full page: $80; Half page: $40; Quarter page: $20.

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Membership charges

Melb, Sydney, ACT: $50
Rest of Australia: $40
Overseas: $40

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