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; the publisher of the winning index will be presented with a certificate.

To be eligible for the award, the index must be in print and must have been first published after 1999. 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, together with a copy of the book (which will be returned if requested) to:

John Simkin,
Australian Society of Indexers Medal Competition,
PO Box 262,
Glen Iris, Victoria, 3146
as soon as possible but no later than Monday 17 December 2002.

For further information, please contact John Simkin on the above address or by e-mail simmo27au@yahoo.com.au

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Christmas celebrations

NSW Branch
The AusSI NSW Branch Christmas lunch will be held at the Sydney Mint Cafe, Macquarie Street, Sydney at 12.00 pm on Wednesday 11 December 2002. If you will be attending the lunch, please inform Carolyn Kearney on 9351 0293 or c.kearney@library.usyd.edu.au.

Victorian Branch
We cordially invite all Victorian, Tasmanian and New Zealand members to join the Committee at an informal pre-Christmas dinner party on Friday 13 December 2002 commencing at 7.00 pm at 208 Kooyong Road, North Caulfield. Please bring your own drinks, plus a plate of food for sharing. RSVP Jenny Restarick ph 03 9528 2539.

ACT Branch
We are having a Christmas barbecue brunch on Sunday 15 December from 9.00 am to midday at Black Mountain Peninsula. Contact Geraldine Triffitt for more details geraldine.triffitt@alianet.ala.org.au or phone (02) 6231 4975.

The Galley Club of Sydney
The Galley Club invites you and your friends to their Annual Christmas Party, 7.00 pm Wednesday 20 November at the Australian Youth Hotel, 63 Bay Street, Glebe. Tickets: $25 for members, $30 for non-members. Tickets include canapés, beer, wine, champagne and soft drinks until the tab runs out, plus entry into the raffle! If you renew your membership to the Galley Club on the night, you also go into the Bonus Draw for a bottle of Moet/Chandon Champagne! For bookings call Sam on 9439 4040 or email samc@bookhouse.com.au RSVP no later than 13 November.

Society of Editors (NSW)
Society of Editors (NSW) Inc invitation to end of year party. Join the Society of Editors to celebrate with Spanish/Portuguese food and wine on Tuesday 3 December at the Don Quixote Restaurant, 545 Kent Street (cnr Liverpool Street, Sydney) 7.00 pm for 7.30 pm. Cost: $45 including drinks (wine and soft drinks). Partners and guests welcome. Send payment to Society of Editors (NSW) by Friday 22 November to PO Box 254, Broadway NSW 2007.

Copyediting: Skills and Issues
Presented by Shelley Kenigsberg, BA, DipEd, President, NSW Society of Editors; Saturday 16 November, 9 am to 5 pm. Cost $99 Society of Editors members; $130 others. For more information contact Pauline Waugh paulinewaugh@ozemail.com.au

From the Editor
Once again, applications are invited for the AusSI Indexers Medal, details on the front page of this issue. We have reports from two workshops held in NSW, ACT and Victoria, and Glenda Browne’s regular ‘From the literature’ article.

Best wishes,
Frances Paterson
An international indexing conference organised by
the Australian Society of Indexers
Sydney, Carlton Crest Hotel, 12-13 September 2003

Delegates from throughout the world are invited to come and share their experience and expertise with
Australian and New Zealand indexers.

During the conference a meeting of representatives of the affiliated indexing societies will be held to
discuss amendments to the international affiliation agreement. Participating societies are based in
Australia, Britain, Canada, China, Southern Africa and the United States.

Call for Papers
Papers on any topic of interest to indexers are welcome—from the traditional to the post-postmodern.
There will be a mix of presentations, aimed at both beginning indexers and experienced indexers.

Among the areas of possible interest are:
- co-indexing and team indexing
- copyright
- database indexing
- editing an index
- evaluating indexes
- publishing into the future
- internet and intranet indexing
- knowledge management
- legislative indexing
- print on demand, re-purposing indexes
- style and style guides
- thesaurus construction, controlled vocabularies, metadata, classification and taxonomies

If you would like to offer a paper or lead a workshop, please send an expression of interest to the
Program Committee vicepres@aussi.org by 1 December 2002.

For further information
Contact Alan Walker vicepres@aussi.org or check the website of the Australian Society of Indexers:
http://www.aussi.org
Some notes on journal indexing
Panel/Workshops held Saturday 24 August 2002

The NSW Branch held Panel/Workshops on Journal and Biographical Indexing on 24 August 2002. The morning Panel/Workshop on indexing periodicals, including journals, magazines and newsletters, was introduced and chaired by Deidre Ward with Alan Walker on the Panel. These notes were taken by Frances Paterson.

Rules about scope in indexing newsletters
Are there illustrations, or pictures of people? Is so, it increases the job enormously. The Australian Credit Union wanted them included because the magazine is for their archives. Advertisements were excluded but advertorials were included.

An annual is technically a periodical which may include text and statistics. A compendium is an annual reference book but each issue is one-off, so it should be indexed as a Back of Book index, not as articles, as in a scholarly journal. It’s possible to use the old index as a template.

Scholarly Journals
These include refereed papers, abstracts (which are helpful because you won’t have to read the paper if they have been done well); they are not so difficult to index as the indexer doesn’t have as many decisions to make as they do in newsletters and magazines.

Newsletters and magazines
Many names will be involved, which must go in as an historical record. This again involves a different type of indexing. An example given is the Australian Journal of Management which includes papers plus substantial book reviews. You will need to assign two or three subject headings to the book reviews and a thesaurus will be needed if it is an ongoing project.

How much do you index in newsletters? You can spend just as much time for a social filler as for a 20-page article. The question is what to exclude. Advertisers are indexed in medical journals.

Another example presented was the 1980-1996 Australian Credit Union monthly magazine. Decisions about what to include needed to be made, as well as questions of style. A thesaurus was built up but in time an index can be its own thesaurus.

Locators

Volume numbering stopped in 1997 and the title changed. It wasn’t possible to go on using Volume numbers since they became imaginary at a certain point. The solution was to use month and year, with occasionally duplicated or combined months.

An important decision at the beginning was whether it would be a short or long index with a long index giving title and author of article under the subject heading. The longer version was clearly much more useful.

A topic may start as a letter to the editor, and there are often discussions leading on from this. It’s important to ensure you enter them all under the same heading.

Supplements
Supplements mean you need to modify the index, using perhaps an ‘S’ prefix. Look at journals in the libraries for ideas.

How do you change a system mid-stream? You can’t change retrospectively, there’s no point. The index will get huge if you show all the information. An Indexer’s Note should show all inconsistencies, explain abbreviations, etc. You can rely on the editor for advice since they know the readership.

Style
How to treat names of credit unions (which change over time—some becoming abbreviated) corporate bodies, names of people, places in Australia and places outside (Canada vs Dandenong Valley CU). The indexer used the fullest form of name available from photos (there were lots of Smiths). Women’s names may be a challenge if they are single, married, divorced and then single again. Visiting dignitaries should be treated under the library rules or use see reference, e.g. double-barrelled names under both.

Orphan subheadings may be allowed in periodical indexes and are “no great crime” according to some.

Another example of a magazine
This one was published first in 1875 and had its own peculiar problems. As a school magazine, the names were treated strangely — there were no Christian names. Because it was a girls’ magazine, readers could be expected to know, for example, that Maggie Smith became Maggie Robinson.

Australian Treaties
Madeleine Davis said that AustLII was about to index 3000 Australian Treaties covering Recognition, Diplomatic Relations, Human Rights, using the United Nations thesaurus. Here are some site details accessed on the Internet on 27/10/2002.

Australian Treaties Database http://www.austlii.edu.au/au/other/dfat/ You may have noticed the Australian Treaty List as a new searchable database on AustLII. This is the first small instalment of what will in time become the Australian Treaties Library, a comprehensive database of all treaties to which Australia is a party, plus supporting information. The Department of Foreign Affairs and Trade is funding AustLII to develop the database in co-operation with it.

Levels of heading for periodicals
As few levels as possible are recommended — no more than two or three.

Format
You can use square bracket after a title to give modified information.

Frances Paterson
Attention all CINDEX users

Frances Lennie will be offering an Advanced Cindex workshop in Sydney on Friday January 10, 2003 from 9.30 am to approximately 12.30 pm. At this stage the venue has not been finalised or the cost (which should be minimal). It would be helpful if anyone who is interested could email Madeleine Davis mdavis@austlii.edu.au to indicate that they would like to attend. Frances will be demonstrating the more sophisticated and advanced aspects of the software and is also happy to provide a specific problem-solving forum as well. So, you can bring all your individual needs, queries and examples with you to discuss.

Full details will be provided in the December Newsletter.

Frances established her company, Indexing Research, sixteen years ago to develop and market its best-known product, CINDEX indexing software.

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November 2002
Database indexing course

This workshop was held on Saturday 7 September, with the morning spent on database indexing in general, and the afternoon spent on MeSH (Medical Subject Headings). It was fully booked, which was very pleasing, though some people came only for one session, and with several people sharing computers.

In the morning, between 9 am and 12 pm, Lynn Farkas took us through the basics of electronic or database indexing, giving us definitions, components of each type, and characteristics and skills required for each. The first level is current awareness indexing, which requires only a brief citation and a few broad keywords, e.g. for vertical files or newspaper indexes. More detailed is document indexing, which requires a full bibliographic citation and detailed indexing terms, usually from a thesaurus. Even more detailed is indexing and abstracting, which provides a full bibliographic citation, an abstract which is a summary of the contents of the work, and indexing terms, again usually from a thesaurus. The final kind of database indexing discussed was webpage indexing or metadata, which provides cataloguing-like details for information resources on the World Wide Web, using standards such as the Dublin Core, which has 15 elements. Lynn then gave us exercises to do, and showed us how to scan and skim an article to understand its content, and how to compose an abstract. One such was on Aboriginal children involved in a court case, and how their customs would not allow them to answer questions as required. We were asked to do an abstract, and suggest headings, and shown how different databases had compiled entries for the article.

In the afternoon session, from 1 pm to 4.30 pm, Sandra Henderson, who was formerly in charge of the Medline Section at the National Library, told us about MeSH, the Medical Subject Headings thesaurus compiled by the United States National Library of Medicine, which is used world-wide by medical and other libraries. This is available free online to everyone at http://www.nlm.nih.gov/mesh/Mbrowser.html.

The thesaurus is regularly updated, with new headings added and out-of-date ones deleted, as new concepts, drugs and diseases are absorbed into the system. There is a Supplementary Concepts section which contains the most up-to-date headings. American forms of names are used, and this can cause problems, as many drugs in Australia have different trade names. However, whatever form of heading you search, you are led to the form of heading closest to what you want, and each heading sets out the alternative entry terms, and the forms of sub-heading which can be used with it, as well as a definition.

We were then let loose on the computers, and able to search for headings and see how the complete entries

Continued on page 111

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Scrabble, condoms and thesauri

On Thursday 10 October, a score or more of indexers, librarians, and archivists met at Women's Health Victoria for a panel discussion on the diverse taxonomies of Victorian thesauri.

All our speakers had trialled and tested many precedents of thesauri in their respective subject areas but each panelist also felt that there was a lack of the 'perfect match' and so they all decided to start from scratch and build up new lists, rather than try to adapt existing ones to their users' needs.

Our hostess, Mary Russell, Library Manager of Women's Health Victoria, started the ball rolling by explaining the various services her organisation provided. It acts as a clearing house for information on women's health and social aspects, eg gambling, government policy, women in prisons, etc.; it provided a library role in the collection of material on these topics and it had a Health Information Service which organised public forums, provided an advocacy agency, etc.

The 'client' groups her library services are health professionals, women's organisations, political parties, etc. Her major problem was finding a uniform or mutually and politically acceptable list of terms, subject headings, etc. as the collection is arranged under broad subject categories to enable ease of use for people unfamiliar with Dewey or other classification schemes.

The thesaurus she is compiling is based on that of the Commonwealth Government's Health and Aged Care listing and MESH (Medical Subject Headings) — but with an Australian bias in spelling, terminology and simplicity of use. The listing (in progress) is of a hierarchical nature and uses Multites DB/Textworks thesaurus software and Excel.

Vicki Court spoke to us about preparing a thesaurus for local history collections in Victoria. There are currently 250 historical societies affiliated with the Royal Historical Society of Victoria (RHSV) and many public libraries also have local history collections. Material included covers books, manuscripts, maps, brochures, photographs, etc. These collections are increasingly used by researchers — particularly those undertaking genealogical research.

Vicki is currently wearing two hats: IT Manager of the RHSV and information libraries/local history project officer at Whitehorse Manningham Regional Library Corporation (WMRLC). Both of these projects involve working with volunteers in historical societies who are cataloguing their collections. The records are then combined into databases for publication on the Internet. The RHSV has five different databases to be combined eventually and parts of two of these databases are already included in our History Victoria Database at http://www.historyvictoria.com.au. The WMRLC project combines records from four historical societies and public library local history collections to form the Whitehorse Manningham Local History Database at http://www.web.vic.gov.au.

There is no one thesaurus suitable for cataloguing local history collections in Australia. A local history thesaurus needs to reflect Australian terminology and culture, accommodate differences between states and regions, and provide terms suitable for cataloguing photographs — usually a major component of local history collections. Managers of these projects usually develop a thesaurus specific to their region and type of items in their collection.

Regional thesauri are usually based on terms selected from existing thesauri, particularly from Flint and Berry (originally Flint and Franklin's Local Studies Collections, published in 1981 and 1985).

Cataloguing photographs requires the use of specific and concrete terms (rather than the broad and abstract terms used for books) to describe the images and components of the image. For example a photograph of a wedding, not a marriage. The Australian Pictorial Thesaurus available online at http://www.picturesthesaurus.gov.au will increasingly be used for cataloguing local history collections providing standardisation of terminology. The use of this thesaurus is recommended for organisations wanting to include photographs in the PictureAustralia project, see http://www.pictureaustralia.org. Unfortunately many volunteers cataloguing local history collections do not have access to the Internet, whilst cataloguing and printing out the thesaurus results in a 700 page document much too daunting for the use of most volunteers.

An important part of Vicki's role is to provide guidelines for using/choosing headings for the volunteers cataloguing their regional collections in order to provide consistency of approach.

Vicki is now working on the fourth edition of the Whitehorse Manningham Heritage Project Thesaurus created for that database and incorporating its ongoing additions to the collection.

The thesaurus program, Multites, is used for the project. A thesaurus will also be prepared for the RHSV project based on a selection of terms already used, headings from Flint and Berry and the regional thesauri and terms from Australian Pictorial Thesaurus.

Anna Gifford manages the Australian Education Index thesaurus for ACER (Australian Council for Educational Research). Known as the Australian thesaurus of education descriptors, it is based on the ERIC thesaurus, and is now in its third edition, due to appear in 2003. ACER is moving towards the vocational education area, reflecting the current trends in educational policy, so Anna is looking at changing scope notes to better describe the change in thinking, mindset, etc. as new topics emerge, eg. international education. Does this cover international students studying in Australia or students in Australian schools studying for international examinations, eg. Baccalauréat? She also uses Multites thesaurus software and a hierarchical arrangement of terms. EdResearch online is another product of ACER and it uses Anna's thesaurus for searching online.

All of our panelists, and those who asked questions, wished there was some other term which could be used in place of thesaurus/thesauri — and our speakers said they would never

Continued on page 111
Key Words
Vol. 10, No. 3, May/June 2002
A number of articles in this issue discuss the use of 'Peer reviews as a solution to index feedback deprivation', as Martha Osgood titled her article. She discusses the use of face-to-face group peer reviews by the Pacific Northwest ASI Chapter, and the IndexPeers mailing list at yahoo groups.com, which offers a forum for people to request peer reviews from other group members.

'Dancing backwards in high heels: an introduction to database indexing' (pp. 70-74) is a report on a panel discussion held by the DC/ASI group. The title (which would be a false drop in a free-text search by a chiropractor or shoemaker) refers to the comment that Ginger Rogers did everything Fred Astaire did, but backwards and in high heels. It was nice to see a photo of Shelley Greenhouse, one of the panellists, as I know her from Index-L discussions and email correspondence. The others were John Heffernan and Helen Ochej.

The report covered 'indexicals' (legitimate indexing terms), defining the collection, defining the indexables (indicating the needed granularity, or depth of indexing), and defining the vocabulary (a thesaurus is mandatory).

More specific examples followed, with samples of indexing from two databases with different aims, showing the different indexing terms which had been applied. Illustrations of MeSH online were also given, with information on indexing for Medline with the National Library of Medicine (US).

Pilar Wyman’s review of Hazel Bell’s book Indexers and Indexes in Fact and Fiction (pp. 77-78) bemoaned the fact that 'there were not more American (US) excerpts' saying also 'This is clearly a very British text' and 'What might an equivalent modern, US collection include?'. It must be rare for someone in the US to feel culturally swamped, although much of the rest of the world does a lot of the time. (See the Society of Editors (Vic.) May 2002 section below.) I agreed with the reviewer about the cover, though. I didn’t relate at all to the old-fashioned image.

Vol. 10, No. 4, July/August 2002
Kate Mertes, in her President’s File (pp. 88-89) discusses five aims for ASI in the coming year: professional validation, employment opportunities, increased skills/education, enhanced communication and collegial association. Professional validation involves development of a set of core principles of good practices that define basic beliefs and standards. Employment opportunities covers the online Locator (similar to Indexers Available from AusSI) and a possible jobs hotline. Education, Kate feels, has always been a strong point of ASI, but could be extended by involvement in the USDA course or creation of an ASI course for indexers.

Pages 92 to 94 cover the announcement of the presentation of the Hines Award for exceptional service to ASI to Jessica Milstead, and her response. Jessica Milstead has been an academic and practitioner in the fields of indexing, thesaurus development and information science for many years, and was involved with ASI from the beginning (34 years ago). She is now Principal of The JELEM Company (www.jelem.com).

The 2002 ASI/H.W. Wilson Award for Excellence in Indexing was awarded to Margie Towery for her cumulative index to the six-volume Letters of Matthew Arnold. The report, and her speech, are on pages 96 to 98. The judges commented that 'The language of the index is lovely.' Margie found Arnold a ‘charming companion’, and she thoroughly enjoyed learning about him and his age through his letters.

Brief reports from the 2002 ASI conference at Galveston, Texas are given on the following topics: ‘XML: a DTD for indexers’, ‘What you should know about book publishing today’, ‘Why you don’t want to index e-books’, ‘Indexing the San Antonio Register’ and ‘Information architecture for indexers’ (pp. 100-104).

There is also a page about Blogs, from a workshop at the conference (p. 105). Blogs (Web logs) are chronological publications of personal thoughts and Web links. Bill Meisheid called on indexers to index blogs and presented his own site as an example at http://william.meisheid.com Keeping an index to a daily log of random thoughts up-to-date? He’s got to be kidding!

Another interesting innovation at the conference was pre-scheduled one-on-one peer reviews (for a separate fee). Participants received a written checklist and had discussions with the reviewer, and were positive about the useful feedback they received on indexes they had done.

Society of Editors (Victoria) Newsletter Vol. 31, No. 9, May 2002
'Editing speculative fiction for kids' (pp. 3, 7) is a report on a meeting with speakers Paul Collins and Meredith Costain who created the ‘Spinouts’ series. They discussed constraints on educational publishing including 'trangulation of language to fit American expectations' and the removal of unfamiliar words (with 'corroboree' replaced by 'pow-wow', for example). They said they 'mourned the tendency to extinguish any local colour (or color) that might
challenge the monolithic American culture portrayed in most children's literature there.' What a shame that 'corroboree' had to be replaced rather than explained.

Indexers used to going uncredited might sympathise with the author whose name was removed from the covers of a 48-book set on the grounds that it made the cover 'too busy', and 'You don't want to see your name 48 times.' She commented 'Says who?'

Vol. 32, No. 2, August 2002
'Fair pay for editors' on p. 3 is a report of a meeting at which members discussed the role of the editor's union, the MEAA (Media Entertainment and Arts Alliance, which includes the old Australian Journalist's Association) and the need for the society to set a recommended minimum hourly rate for its members. The guest speaker was to have been an MEAA representative but she cancelled at the last minute because, as the editors later discovered, the union staff were on strike. The guest speaker was replaced at short notice with a panel. There was some feeling that the MEAA didn't do much for editors, particularly as it is strained trying to cover a broad variety of members. Another comment was that if more people joined the union they could strengthen it and promote change.

Page 6 notes the forthcoming Style Council conference to be held in Brisbane on 22 to 24 November. This one is focusing on style and the Internet, with themes such as 'The outlook for e-publishing'. More info at http://www.ling.mq.edu.au/style.

Database indexing
Continued from page 108

were constructed. We were given a list of headings to search so that we could find out for ourselves the types of headings and sub-headings used.

Prue Deacon then spoke briefly about the Department of Health and Aged Care and the Healthinsite database, which is based on MeSH headings, with Australian and common use versions of some headings. We were given copies of the 5th edition 2001 thesaurus, which is about to be updated. Everyone who attended the workshop agreed that both sessions were excellently presented and extremely useful. All agreed that the mix of lecture and exercises was exactly right.

Edyth Binkowski

Thesauri
Continued from page 109

again try to give a ten minute address on the topic until suitable alternatives had been found for these tongue-twisting words!!

After question time and a vote of thanks to both our panellists and hostess, we adjourned to a nearby Greek restaurant for dinner, capping off a very informative and successful meeting.

Jenny Restarick

Offpress
Newsletter of the Society of Editors (Queensland) Inc.

'Accreditation — important notice to members' (pp. 5-7) is a useful 'issues paper' from the CASE Working Group on Accreditation.

They list the potential benefits of developing an accreditation system as: capitalising on the 'Australian standards for editing practice'; quality assurance; recognition and protection; remuneration;

The required principles are that the system be: fair; transparent; appropriate; inclusive; consistent; flexible; acceptable; practical; sustainable, and accountable, and that it takes into account the training already available.

The issues are: terminology (what does accreditation mean, and is it the best term to use?); who/what is being accredited (individuals not institutions or courses); scope (perhaps different categories for different skills); who guards the guardians? (legitimacy of accreditation body); new entrants and established editors (entry for people of diverse backgrounds); difficulties of measuring higher-level skills; set-up and operating costs; responding to change; complaints and appeals; industry acceptance; membership of societies (not required); and education and training (must provide something so people can learn to meet the required standards).

There are 'three obstacles in the area of education: the absence of a nationally available set of courses ... ; the drift away from in-house training; and the proliferation of tertiary courses in media and professional writing that cover editing in a superficial fashion'.

Under the point on 'new entrants and established editors' they note that 'Editors with established professional reputations have a right to expect that they will be accredited with a minimum of fuss. The system will assess competence, not excellence.' This area is a bit worrisome — I understand the desire to speed the process for people who have been doing very well without the accreditation system, but, to be consistent, acceptable and accountable, the system will surely still have to assess the competence of established editors just as it assesses newcomers. And what to do when an established editor can't show the required competence?

This report was also published in the June/July 2002 issue of the Society of Editors (Victoria) Newsletter.

Ancestor
Continued from page 109

Vol. 26, No. 3, September 2002

'From research to release: your family history book' by Kath Sharpe (pp. 14-15) is an introduction to the practical issues to do with publishing a family history book. Topics include the title page, CIP information, bibliographies and THE INDEX. She says that computer software doesn't handle name variations or subject analysis, and that writers should have the final pages before they start indexing. She finishes with inserting the index at the end, beginning with a right-hand page, and mentioning it in the Table of Contents. 'A comprehensive index saves time for all of us, and makes the book much more useful for outsiders.'

Ilawarra Mercury
Tuesday, 8 October 2002

An article on p.12 notes the success of the new northern Ilawarra publishing company Otford Press. Its founder praises local talent, including 'Wombbarra indexer and editor Frances Paterson' (AusSIL member and Newsletter editor).
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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 in Feb & Mar. 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 fourth Friday of each month for publication in the middle of the next month. We are delighted to receive contributions, both large and small, from members. Please contact us if you have any questions about suitable items for publication. The editor reserves the right to edit and material, if greater than one A4 page, please send files on a disk or via email in Rich Text Format, Word for Windows, or plain text (ASCII). Do not embed footnotes in Word files.

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