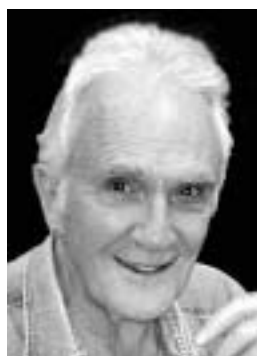


From the President



In my experience this time of year is quiet for freelance indexers. In my case the busy period is from June to October, related to the cycle of textbook publishing, since I find myself working mostly with educational publishers. But this year has been different. A very challenging assignment arrived just after Christmas and two others were already imminent. I trust that other freelancers are getting work to counteract the pervading economic gloom.

I have been looking over the list of members who have joined since November 2007 when I became president and began writing welcoming letters. The distribution of these new members follows the pattern of the branches but I have noticed a considerable number from 'out of town'. This is particularly noticeable in New South Wales where, of the fourteen new members, ten live in places far from Sydney. How can the society best serve these distant members?

Holding meetings in regional centres can help. NSW Branch held their end-of-year gathering in the Blue Mountains and, with the ACT Branch held a forum on evaluating indexes in Bowral. The Victorian Branch held informal gatherings and committee meetings at Warragul and Yarragon in Gippsland and a visit to Colac with the local historical society. The Queensland Branch held a meeting in Townsville.

Are there other ways to help isolated members to be less isolated?

Perhaps it could be possible to organise a 'pairing' program so that isolated members can have a point of contact – a kind of development of the old 'pen friends' system.

The Indexer rates held for 2009

Annual subscription (4 issues) remains at £26, including p&cp. This is a real bargain, so if you are not yet a subscriber, why not take out your subscription now?

Current subscribers will receive an automatic renewal reminder. Otherwise, just visit *The Indexer* website <www.theindexer.org> and click on 'subscriptions'.

These are now on a rolling basis, so that if you took out your subscription in, say, July 2008, this will run to June 2009. If you renew early, don't worry – your existing subscription period will simply be extended by a year.

With the much-discussed financial difficulties travel agents and airlines are trying to tempt us to go places. And governments give tax concessions for attendance at conferences. Perhaps this is the time for indexers to think of going to an international conference and, on the way visiting some of the places they've always dreamed of. This year there is a considerable choice: Association of South African Indexers and Bibliographers, Maropeng, Cradle of Humankind World Heritage Site, 9–10 March; The American Society for Indexing (note the change of name), Portland, Oregon, 23–25 April; Indexing Society of Canada/Société canadienne d'indexation, Toronto, 3–4 June; Society of Indexers, York, 11–13 September; Australian and New Zealand Society of Indexers, Sydney, 15–17 October.

Well, there we are. Five countries on four continents. Plenty of choice.

Council has begun the year with a number of matters carried over from 2008. Deliberations by Council often take considerable time because the ex officio members – the five branch presidents – contribute at long distance. Council has adopted a procedure for submissions which aims to put all members of Council on as equal a footing as possible.

The results of Council deliberations will be reported as decisions are made.

I would be interested to hear of any influence for good or ill caused by the current recession and also of any likely effects for indexers of the parallel importation review.

John E. Simkin, ANZSI President

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Deadline for the next issue: 27 February

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Website: <www.anzsi.org>

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It is *your* newsletter, and we are totally dependent on contributions, both large and small, from members. Please contact the editor if you have any questions about the suitability of items for publication. The editor reserves the right to edit or abridge contributions.

Please send files via email in MS Word, .doc files or .rtf, but NOT .html or .pdf. And please, no images or footnotes in Word files.

Next deadline

27 February for the March 2009 issue.

Graphics

Image files can be accepted in most common formats. **Do not embed images in text files.** Camera-ready art and photos can be scanned by the editor. Note that photos need to be clear, sharp and contrasty if they are to copy well in black and white.

Advertising charges

Full page A\$175; half page A\$90; quarter page A\$35; full year 10 for the price of 8.

Membership charges

A\$70 per year from 1 Jul 2008.

Institutional membership \$95.

Subscriptions to the Newsletter A\$55 p.a.

The Indexer

(international indexing journal)

Maureen MacGlashan, Executive Editor

<editor@theindexer.org>.

ANZSI Corresponding Member

Glenda Browne < [REDACTED] >

To subscribe at the special rate for indexing society members, go to <www.theindexer.org> and click on the subscriptions link.

Registration

Shirley Campbell

Ph # [REDACTED] or
[REDACTED]

<www.anzsi.org/site/registration.asp>

Indexers Available

<www.anzsi.org/site/Indexers_available.asp>

NSW Branch social lunch at Blaxland

Glenda Browne and Jon Jermey kindly hosted an end-of-year social get-together at their house in the Blue Mountains on Saturday 29 November 2008. It was well-attended with fourteen members and friends of ANZSI coming along piled high with plates of food and cooling drinks. People came from near and as far away as the Illawarra and included Elisabeth Thomas, Madeleine Davis, Meg Harris & friend, Gay Hendriksen, Ken Johnson, Neroli Blakeman, Caroline Jones, Tricia Waters, Sue Flaxman, Alan Walker and myself.

Worthy of note was Alan Walker's presentation, on behalf of the ANZSI Medal judges, of a 'Highly commended' certificate to Glenda Browne for her index to *The Indexing Companion*, Browne and Jermey, Cambridge University Press, 2007. Alan praised the construction and breadth of the index, while noting that it, and the book itself, is permeated with a lively humour. The award was greeted by those present with a warm ovation.

Frances Paterson

Different indexers or indexing tasks

Index as a map

This isn't a repeat of the column in the June 2008 Newsletter, but another example of an index as a map. The National Archives of Australia has a new website 'Mapping our Anzacs' <mappingouranzacs.naa.gov.au/>.

This is a place-based index to the over 375,000 World War I service records held by the Archives. Using a selection of maps you can explore where service people were born or enlisted. Markers on the map link you to the lists of service people from that place and then onto their WWI service records. The links are not only for Australia, but those who were born or enlisted overseas. So for example on the New Zealand map

you can see the spread of those born in New Zealand. As they mention in the details about the site, it raises questions as to why and how people born in Germany, for example, came to be in the Australian armed forces.

Future columns

Repeating the request of June 2008. Have you come across a different kind of index or, better still, have you created one? Do you do 'different' indexing work? Perhaps you have completed a different indexing task and would like to share it with members.

Please send any contributions to the Editor, < [REDACTED] >.

Mary Russell

ANZSI Conference, Sydney: 15–17 October 2009

The practice of indexing

Call for papers

The theme of the 2009 ANZSI conference is the practice of indexing. Papers are invited on broad topical areas such as: the theory, history or future of indexing; publishing innovations; information industry trends; professional issues; and the economics of indexing, as well as on practical matters. The Conference Committee will particularly welcome practical, 'how to' presentations on any indexing topic, both familiar and innovative, such as basic indexing skills, methods and techniques for beginners, and technological developments and specialised types of indexing, to assist experienced practising indexers.

Further details are available on the ANZSI website:

<www.anzsi.org/site/2009_conference.asp>

Expressions of interest in presenting a paper, or participating in panel or round table discussions are due by 28 February 2009.

Sherrey Quinn, on behalf of the Program Committee

Employment tips on the website

I have finally created some content for the Employment tips web page. Located in the Member area <www.anzsi.org/site/employment.asp> this page covers contacting publishers, checking job and volunteer advertisements, contracts, negotiation, tips for overcoming indexer's block, financial aspects such as income protection insurance and debt collection and the importance of networking.

I welcome any suggestions for improving this, and any other, web page.

While you are in the Member area, please take a moment to check that your details are up to date and consider receiving the Newsletter via email.

Mary Russell, ANZSI Web Manager

Show and Tell !

ACT Region Branch is keen to hear what you have been doing lately ...

Come along to our 'Show and tell' session at National Library of Australia, Friends Lounge
Wednesday, 18 February, 5.30 pm for 6.00–7.30 pm
Share news of your projects, challenges and achievements with other ANZSI colleagues

Listeners AND speakers are welcome and an attentive audience is assured

Join us for refreshments at 5.30 pm and hear about our exciting 2009 program

RSVP and enquiries by Monday, 16 February, to



Indexing hidden and obscure material

Last November the Victorian Branch gathered to hear Gary Presland describe some of the indexing projects undertaken by his wife, Helen Doxford Harris, OAM.

One of Helen's earliest projects was the name index for people associated with Avoca, undertaken for the Avoca and District Historical Society. Anyone who had anything to do with Avoca was indexed. Helen's knack for coordinating this project even had nurses and doctors at the local hospital indexing inquests on night shift. The popularity of this indexing project and its continuation have resulted in the Avoca and District Historical Society having a large membership keen to keep up with recent additions to the database.

Many of Helen's indexes have been microfiched and sold through her publishing arm Harriland Press. These include indexes to children in Victorian institutions, Infant Life Protection Act indexes, and indexes to the Victorian Police Gazette. The Victorian Police Gazette started in 1853 and was published weekly. The individual indexes to the Police Gazette include missing friends; Tasmanians; and deserters of wives and children. Helen's indexing projects relating to the Victorian Police helped raise their Historical Unit \$124,000 through index sales and copying services.

The Public Record Office of Victoria holds correspondence files relating to thousands of men wanting to join the Victorian Police Force. Applications came from around the world and only about 30 per cent were successful. Helen's index facilitates access to these handwritten letters, many containing personal information not available elsewhere.

Browsing the Victorian Police correspondence files located at the Public Record Office revealed details of missing people. Written by people outside Australia they were seeking to locate 'missing' individuals. Helen has so far checked about 300 of the 2000 boxes. Brief descriptions of the 'missing' person, including the number of pages involved, are listed on her web page. For a small fee she will organise copies of the files.

Helen's other activities include running Melbourne Cemetery Tours, in association with Jan Davidson, and being Mayor of the City of Whitehorse, Melbourne. Full details of her many indexing projects are available at:

<members.ozemail.com.au/~hdharris/>.

Here are some of the tips I took home from this talk:

For local area indexing:

Index all names associated with a town or district, no matter how briefly, not just the main local families. This makes the index of interest to a wider audience.

- Cover all aspects of life and all interests. For example inquests, sporting groups and local businesses.
- Involve the locals in the project, even if it means you are recording the information on cards.

For a large publication, such as *The Victorian Police Gazette*:

- Consider producing separate indexes for specific aspects of the publication or audience.
- If access to the publication is difficult, offer a copying service for a fee.

For large projects:

- Pick something you are interested in.
- Don't wait until you finish the project. Make the index available and update it regularly with clear notes as to where you are up to.
- Dedicate a set time to work on the index. For example, every Thursday morning.

We thanked Gary for his interesting and informative talk, which was followed by further discussion over an enjoyable dinner at a nearby restaurant.

Mary Russell

ANZSI Medal 2008

The Australian and New Zealand Society of Indexers' Medal is offered annually to the most outstanding index to a book or periodical compiled in Australia or New Zealand. This year, eight nominations were received, from four states and territories of Australia and from New Zealand.

Two extensive name indexes were excluded from detailed consideration, on the grounds that they did not provide scope for the indexer to demonstrate expertise in analysing and expressing complex subject relationships.

The judges were left with six substantial and competent indexes as candidates. All were of sufficient length to deal with complex subject matter, and showed a grasp of the language appropriate to the texts, some of which were scientifically or culturally highly specialised. All showed the indexers' ability to match the text with readers' vocabulary, including students' needs. Of these books, the judges were unanimous in choosing as the outstanding candidate Glenda Browne's index to *The Indexing Companion*, by Glenda Browne and John Jermey, published by Cambridge University Press in 2007.

This was the most detailed of the indexes submitted, in terms of the number of index lines per page of text, and demonstrates the indexer's excellent knowledge of the subject matter, as one would expect from the author of the text. The extensive cross-referencing and use of double entries shows excellent anticipation of readers' choice of terms. As well as providing access to expected topics and their synonyms, the index alerts the user to newer and emerging topics such as 'information architecture', 'folksonomies' and 'cloud maps (tag clouds)'.

The typographical style is clear, with good indentation and the use of continuation headings for entries that straddle page turnovers.

This index was set apart from the others by its wit and imagination, and the occasional inclusion of intriguing entries which invite the reader to consult the text, such as:

indexer confusion
ballet in a ski-mobile 144
endothelins and the telephone 74
evacuation vs bowel movements 46
facing vs interfacing 141

and
platypuses
indexed as otters 172
indexers' similarities to 5–6

The long and useful scope note describes this as 'an index to subjects' and indicates that '[t]he only cited works that have been indexed are standards and style guides'. This policy means that no personal names are included. While individuals are not the most important access points to a book on indexing, they are nevertheless interesting and useful in some circumstances. The indexer has recognised this by putting a long personal name index to this book on her website. The judges must, however, assess the index as published in hard copy, and have decided to award this index a certificate as Highly Commended.

The judges in 2008 were:

Garry Cousins, indexer and librarian, Medallist in 2003;

Irene Wong (Publishing Manager, Australian Securities & Investments Commission), editor and technical communicator;

Alan Walker, indexer, Medallist in 1989 and 2007 (Convener).

Alan Walker

ANZSI ACT Region branch library

ACT Branch has a small library of books and journals, which were bequeathed to it by a respected senior member, Robert Hyslop, on his death in mid-2007. These items are currently held for the Branch by Edyth Binkowski, 25 Lawley St., Deakin, ACT, 2600.

They are as follows:

Cambridge University Press. *Making an index*. 7pp. pamphlet.
Moys, Elizabeth M., ed. *Indexing legal materials*. London, Society of Indexers, 1993. (Occasional Papers on Indexing, no.2).

Mulvaney, Nancy C. *Indexing books*. Chicago, Univ. of Chicago Press, 1994.

Wellisch, Hans H. *Indexing from A to Z*. Bronx, N.Y., H.W.Wilson, 1991.

Also held are issues of the Society of Indexers (U.K.) journal, *The Indexer*, as follows: vol.18, nos.1–4, April 1992, Oct. 1992, April 1993, Oct. 1993; vol.19, nos. 1–4, April 1994, Oct. 1994, April 1995, Oct. 1995, plus a separate index; vol.20, nos.1–2, 4, April 1996, Oct.1996, Oct. 1997;

vol.21, nos.1–4, April 1998, Oct. 1998, April 1999, Oct. 1999; vol.22, nos.1–4, April 2000, Oct. 2000, April 2001, Oct. 2001; vol.23, nos.1–4, April 2002, Oct. 2002, April 2003, Oct. 2003; vol.24, nos.1–4, April 2004, Oct. 2004, April 2005, Oct. 2005; vol.25, no.1, April 2006.

Edyth also holds the archives of the ACT Branch, back to its beginning in 1993, as well as the AusSI/ANZSI Newsletter from 1993 to the present.

These items are available for loan or for consultation on the spot by arrangement with Edyth. ph. + [REDACTED]. Unfortunately there are no photocopying facilities.

For members' information, the National Library holds a set of *The Indexer*, both hard copy and online, though there may be gaps in the holdings. The Library also holds sets of the AusSI/ANZSI newsletter, under copyright regulations.

Edyth Binkowski

Tips and hints: general resources for indexers

Most indexers operate as freelancers from a home office, making it essential that they have a number of general resources on hand for checking queries which arise in the course of indexing work. The internet is a useful resource, but it is not much help when you want to check the correct spelling of a word without having to select between a plethora of variants.

Tools on indexing have been well covered elsewhere so they won't be considered here. However a useful list is available at <www.anzsi.org/site/res-indexing.asp#Books>.

The general tools which need to be on the indexer's book shelf include the following:

- a general dictionary, e.g. *Macquarie Dictionary* or *New Shorter Oxford English Dictionary* (or one of its shorter cousins);
- a reference dictionary, e.g. *Oxford English Reference Dictionary*;
- a reverse dictionary, e.g. *Oxford Reverse Dictionary* or *Reader's Digest Reverse Dictionary*. For those not familiar with reverse dictionaries they allow you to 'Describe a concept' in order to find words that match that description;
- a foreign language dictionary in, say, French or German, e.g. *Collins German Dictionary and Grammar*. Very useful when you find that foreign word or phrase in a text you are indexing and have no idea what it means;
- specialist dictionaries in your subject fields, e.g. in physics, *Dictionary of Physics* or in religion, *New Dictionary of Religions*;

- a small encyclopaedia, e.g. *Pears Cyclopaedia* or *Cambridge Factfinder*;
- an atlas, e.g. *Macquarie World Atlas*, or *The Times Atlas of the World*. As both of these titles are physically large and do not fit neatly on to a bookshelf, one of the more compact versions may be more appropriate;
- specialist books in your subject fields, e.g. in music, *Oxford Companion to Music*; in Aboriginal art, *Oxford Companion to Aboriginal Art and Culture*; or in gardening/botany, *Botanica's Pocket Gardening Encyclopedia for Australian Gardeners*;
- besides these general resources, having ready access to style manuals can be invaluable, e.g. *Style Manual*, 6th ed. (Wiley) and/or *Chicago Manual of Style*, 15th ed. The *Chicago Manual* is also available online, but only as a subscription service which may not be as attractive to you;
- English usage tools, e.g. Pam Peters *Cambridge Guide to Australian English Usage* or Pam Peters *Cambridge Guide to English Usage*;
- specialist tools for writers and editors, e.g. *New Oxford Dictionary for Writers and Editors* or *Oxford Dictionary for Scientific Writers and Editors*.

This list is not meant to be exhaustive, but to be an indication of the types of tools which should be acquired over time by someone embarking on their career as a freelance indexer.

Max McMaster

Branch activities

Date & time	Organiser	Name of activity	Venue	Contact details
Wed 18 Feb 5.30 for 6.00 pm	ACT Region Branch	Show and tell	Friends Lounge National Library	RSVP and enquiries by Monday, 16 February, to <eleanor.██████████> More details on p. 3.
Sat 21 Feb 2.00 pm	Victorian Branch	Melbourne Museum of Printing tour	36 Moreland Street Footscray	Details on < www.anzsi.org/site/calendar_details.asp?id=67 >
Tues 10 March 9.00–4.45 pm	Victorian Branch	Basic Book Indexing Part 1 – full day course	Holmesglen TAFE Chadstone	Details on < www.anzsi.org/site/calendar_details.asp?id=61 >
Wed 11 March 9.00–4.45 pm	Victorian Branch	Basic Book Indexing Part 2 – full day course	Holmesglen TAFE Chadstone	Details on < www.anzsi.org/site/calendar_details.asp?id=62 >
Thur 12 March 9.00–12.30 pm	Victorian Branch	Legal Indexing half day course	Holmesglen TAFE Chadstone	Details on < www.anzsi.org/site/calendar_details.asp?id=63 >
Thur 12 March 1.30–5.00 pm	Victorian Branch	Annual Report Indexing – half day course	Holmesglen TAFE Chadstone	Details on < www.anzsi.org/site/calendar_details.asp?id=64 >
Fri 13 March 9.00–12.30 pm	Victorian Branch	Database Indexing – half day course	Holmesglen TAFE Chadstone	Details on < www.anzsi.org/site/calendar_details.asp?id=65 >
Fri 13 March 1.30–5.00 pm	Victorian Branch	Journal Indexing – half day course	Holmesglen TAFE Chadstone	Details on < www.anzsi.org/site/calendar_details.asp?id=66 >
14 March 9:30–4:00 pm	NSW Branch	Basic book indexing Part 1	Thomson Legal & Regulatory, 100 Harris Street, Pyrmont, Sydney	Enquiries to Glenda Browne: +██████████ Details on p. 7.
21 March 9:30–4:00 pm	NSW Branch	Basic book indexing Part 2	Thomson Legal & Regulatory, 100 Harris Street, Pyrmont, Sydney	Enquiries to Glenda Browne: +██████████ Details on p. 7.

From the literature and other thoughts



The Ning, Nang, Nong

Do you know Spike Milligan's 'Ning Nang Nong' (where the cows go bong, and the monkeys jibber jabber joo?) Well, you can have almost as much fun at simply Ning, <indexing.ning.com>, the new social networking site for indexers. You register, add a photo (of yourself, your pet blue-tongue, whatever), write a profile, make friends, join groups, and so on. Thanks to Kerry Biram, there is now a group for Australian indexers. You'll also find groups for different indexing software products, subject specialties, family arrangements (indexing with kids) and more. There is also a page for events, at which we can announce ANZSI courses and conferences.

Duty of care includes the duty to warn

While indexing articles on building law, I have become aware how little we, as indexers, are touched by legal matters. Two big issues in construction are timeliness and liability for loss. Much effort goes into allocating blame for delays, and seeking damages as appropriate. In indexing we tend to assume there will be delays, and manage them as best we can. And while indexers *usually* return work on time, if we don't, nobody is likely to claim compensation from us.

Similarly with liability. It would be an odd occurrence for an indexer to be sued for loss caused by their indexing. Nonetheless, this issue has been of concern to me when I have been required to sign contracts in which I had to take on liability for loss. I explored the issue and wrote an article on 'Professional liability of indexers' for *The Indexer* (vol. 20, no. 2, October 1996, pp. 70–3). (These days I wouldn't even consider a contract in which I took on liability).

Builders not only take on liability for work they do, but even for not warning others of faulty work. In one case, a contractor warned that the design for propping up a roof which he was contractually obliged to use was inadequate, and proposed a solution to the head contractor. This solution was vetoed as being unacceptable to the client. Following heavy rain the propping failed and the roof collapsed. The contractor was held accountable for failure to warn, with the judge commenting that he should have 'protested more vigorously'. One question for indexers is, how vigorously should we protest when clients require approaches that we consider to be faulty. Usually we say very little, on the grounds that the client pays the bills and knows what they want. Perhaps we have a professional obligation to protest a bit more vigorously?

Hayford, Owen. 'Watch out! The duty to warn on construction projects' *Building and Construction Law* vol. 24 no. 3 June 2008 pp 163-183.

Undegreed, unindexed and unawarded globetrotresses

I am often grateful that I was born in the 20th century, and Dea Birkett's book *Spinsters abroad: Victorian lady explorers* (London: Victor Gollanz 1991) reinforced this.

p.9: 'In May 1886 Gertrude [Bell] was one of the handful of women students taking history lectures at Lady Margaret Hall, Oxford under the matronly supervision of Miss Elizabeth Wordsworth. Gertrude passed with first class honours. But although women had been admitted to the Oxford college for the past nine years, they were **not awarded a degree**'.

p.169: 'The contrasting approaches [of male anthropology academics and women travellers with personal knowledge] were made explicit by the reviewer of *The Thousand and One Churches*, a scholarly book jointly researched and authored by the leading archaeologist Sir William Ramsey and Gertrude Bell, in the *Archaeological Journal*. Although the *Journal* **indexed the book under only Ramsay's name**, the reviewer admitted it was "mostly the work of his collaborator". [It is not clear whether the indexing was following a standard procedure of indexing only one author per book, or whether they had selected only the male author.]

p.188: In 1876 Jane Franklin was the first woman to be awarded the Patron's Gold Medal of the Royal Geographical Society for organising and financing an expedition to investigate the disappearance of her husband and his crew in an ill-fated Arctic expedition. As **women were not admitted to the Royal Geographical Society**, Sir Roderick Murchison accepted the medal on her behalf.

ALLA 2008: The Art of Information

Thanks to Elisabeth Thomas for information on the ALLA 2008: The Art of Information conference papers including 'Online legal indexes: An abstract likeness or a true portrait?' by Tracy Robertson and Dennis Warren, La Trobe University, at <www.alla.asn.au/conference/2008/docs/warren.pdf>.

Comjobs

The Comjobs site <www.comjobs.com.au> provides information on jobs, scholarships, courses, conferences, and tenders of interest to professional communicators. Access to the database is free, and people pay to include information. The site has potential as a place to look for work, especially for indexers with skills in related areas (public relations, editing), and may be a good place to put ads about ANZSI events.

Glenda Browne

Representing ANZSI at conferences

As the President mentioned in his column, this year will be a busy one for overseas conferences of indexers: in the USA 23–25 April <www.asindexing.org>, in Canada 3–5 June <www.indexers.ca> and in England 11–13 September <www.indexers.org.uk>.

By international agreement, a free conference registration will be offered by each organising committee to an authorized representative from ANZSI.

Members who are willing and able to represent ANZSI at any of these conferences are invited to inform the Secretary without delay, as Council will be meeting on 3 March.

Alan Eddy

NSW Branch: Introduction to book indexing course

NSW Branch will hold a basic book indexing training course run by Glenda Browne over two days on Saturday, 14 March and Saturday, 21 March, from 9.30 am to 4.00 pm, with a half-hour lunch break. It will be held at Thomson Legal & Regulatory, 100 Harris Street, Pyrmont, Sydney. Parking is available onsite if you provide your registration number in advance. The building is near the John's Square tram station and bus stops on Harris Street. Lunch and morning and afternoon tea are included in the cost, and a workbook will be provided.

Course description:

This is a two day introduction to the principles of book indexing. It includes:

- Useful references
- Indexing context (working with editors)
- Indexing processes (reading, highlighting, indexing, editing)
- Approaches to project planning, analysis of text, selection of indexable concepts, and indexing to the appropriate length
- Principles of indexing, including the wording of entries, and creation of cross-references
- Types of entries (subjects and names), elements of entries (headings, subheadings, locators)
- Names – special issues in the indexing of people, places, and organisations
- Alphabetical order, and other filing conventions
- Style of entries
- Editing and evaluating entries
- Indexing software – a brief introduction.

The course is presented using lecture format, class discussions and exercises, and take-home exercises. Students receive a substantial workbook. At the end of this course you will be able to index a straightforward document. Most people find they need more practice before becoming professional indexers. The course includes discussions about the next steps to take, and hints on finding work.

Payment in advance is required: \$565 for ANZSI members, \$600 for nonmembers (no GST involved). There is a 40% discount for travellers requiring an overnight stay. Half year ANZSI membership is available for \$35 – you will have to pay the membership fee separately to the ANZSI Treasurer (details at <www.aussi.org/membership/index.html>).

Course enquiries to Glenda Browne on + [REDACTED] [REDACTED] Your venue and parking enquiries to Lorraine Doyle on + [REDACTED] [REDACTED] com> after 28 February.

Bookings and payments to Sue Flaxman: + [REDACTED] [REDACTED]. Payment can be made by cheque to ANZSI NSW or by direct deposit to account no. [REDACTED] at the Commonwealth Bank, Blaxland Branch – [REDACTED]. Applicants should ask for their name and 'ANZSI COURSE' to be put as the reference number (if the bank won't do this, just put a 4-digit number and let us know what it is. This allows us to track the deposits). Cheques should be posted to Sue Flaxman at [REDACTED].

Glenda Browne

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Available for Windows (including Vista) and for Macintosh (OS X 10.3 and higher). Student and Publishers' Editions are also available. Contact us to find out how these might best suit your needs.	Indexing Research www.indexres.com 520 Park Avenue #183 Rochester, NY 14607 tel: +1-585-413-1819 email: info@indexres.com	CINDEX™ Simplify index preparation with the software that does everything you need to produce quality indexes.
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ANZSI and Branch Committee contacts

ANZSI Council 2008-09

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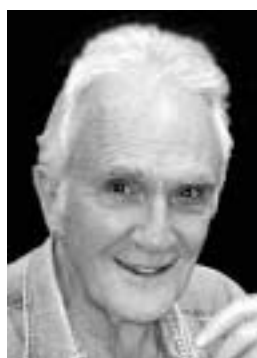
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From the President



Conferences

Of the four overseas conferences taking place in 2009, I already know of members who will be attending the South African, American (Portland, Oregon) and UK (York) events. Next week Council will be considering the appointment of representatives to these and the Canadian (Toronto) conference. Whether as an official

representative or not, it is interesting to have personal accounts of the experience in visiting colleagues in other countries. In other words, if you intend to go to any of these conferences let the secretary know and, perhaps send the newsletter editor an account, with photographs, of the adventure. And, when you get back to this region, you can mingle with local colleagues with words of wisdom from abroad by attending our own Sydney conference in October.

Education

Members will be aware that the review of the mentoring scheme has taken longer than anticipated. We found that in some cases the process works smoothly and as planned, in others a number of difficulties have appeared. These are aggravated by the comparatively small number and spread of our membership, the relatively small number of experienced indexers and the range of types of indexing work in which members are engaged.

The subject was discussed at the January meeting of Council. There was also consideration of mentoring as it has been developed and coaching which would normally be associated with a defined course of study meeting course guidelines, with a syllabus, defined outcomes, progress reporting and continual guidance.

The discussion led to the conclusion that mentoring needs to be reviewed in the context of the whole system of education and training for indexing. Thus it was resolved to form an Education Policy committee to be chaired by Michael Ramsden. Michael is in the process of compiling terms of reference for this committee.

I am interested in this approach having written over the years on the need to move the education of indexers from the short courses and self-education which depends on a kind of osmosis, to a more formalised scheme. Sometime in the early

1980s Jean Hagger and I approached the head of RMIT's newly-created Editing and Publishing course to suggest the establishing of indexing, either as a part of the course or as a separate course. The worthy publisher who filled the role looked at us blankly and showed an almost total unawareness of indexing as part of the publishing process. Since then, and for the last ten or so years, the course has included a session or two on indexing intended to make editors aware of what they should expect in their dealings with indexers.

Grants

Since William Frederick Poole began his pioneering work as an indexer in 1882 there have been many projects large and small. These days there is a misconception that all the information which is available in digital form is already searchable so does not need to be indexed. We all know the frustrations of using keyword searching on any material which does not have a very strictly controlled vocabulary. Even a very experienced searcher using all the tricks of the trade will often end up with an unmanageable number of hits. If the information is to be accessible it must be indexed. Without the investment of effort and usually money, it is virtually locked up. So, how to persuade granting bodies that indexing projects are suitable targets for funding?

A well-known case of such a worthy cause is the Argus index project, the results of which are used by academics, writers, reference librarians, historians, students and others.

This project has been going through lean times

(concluded at foot of page 2)

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Deadline for the April issue: 30 March

Newsletter, Web Manager and Registration contacts

Editor: Peter Judge

< [REDACTED] >

Web Manager: Mary Russell

[REDACTED] >

Website: <www.anzsi.org>

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This newsletter is published monthly 10 times per year, with combined issues for January/February and November/December. It is sent free to all members of the Australian and New Zealand Society of Indexers. Opinions expressed in the newsletter are those of the individual contributors, and do not necessarily reflect the opinions of the Society.

It is *your* newsletter, and we are totally dependent on contributions, both large and small, from members. Please contact the editor if you have any questions about the suitability of items for publication. The editor reserves the right to edit or abridge contributions.

Please send files via email in MS Word, .doc files or .rtf, but NOT .html or .pdf. And please, no images or footnotes in Word files.

Next deadline

30 March for the April 2009 issue.

Graphics

Image files can be accepted in most common formats. **Do not embed images in text files.** Camera-ready art and photos can be scanned by the editor. Note that photos need to be clear, sharp and contrasty if they are to copy well in black and white.

Advertising charges

Full page A\$175; half page A\$90; quarter page A\$35; full year 10 for the price of 8.

Membership charges

A\$70 per year from 1 Jul 2008.

Institutional membership \$95.

Subscriptions to the Newsletter A\$55 p.a.

The Indexer

(international indexing journal)

Maureen MacGlashan, Executive Editor

<editor@theindexer.org>.

ANZSI Corresponding Member

Glenda Browne <w [REDACTED] >

To subscribe at the special rate for indexing society members, go to <www.theindexer.org> and click on the subscriptions link.

Registration

Shirley Campbell

[REDACTED] or

<www.anzsi.org/site/registration.asp>

Indexers Available

<www.anzsi.org/site/Indexers_available.asp>

ACT Region Branch Thesaurus Development Workshop Monday 30 March 2009

ACT Region Branch is pleased to offer a Thesaurus Development Workshop for those involved in developing thesauri and taxonomies for intranets, websites or information services. The presenter, Lynn Farkas, is an experienced thesaurus developer and indexer who will take you through the theory and practice of thesaurus work.

The workshop covers basic terminology, thesaurus components and structure, rules and standards for thesaurus construction, an afternoon of practice in developing a thesaurus. The emphasis is on practical hands-on work in small teams, with plenty of time for discussion and questions. A workbook will be provided. Morning and afternoon tea are provided, but participants are responsible for their own lunch (the National Museum has a cafeteria).

Date: Monday 30 March 2009, from 9.15 am to 4.30 pm.

Venue: Training Room, National Museum of Australia Annex, Lawson Cres., Canberra, ACT.

Cost: ANZSI and affiliated society members \$190.00; nonmembers \$250.00.

Contact person: Lynn Farkas, [REDACTED]

Booking information: Cancellations will be accepted free of penalty until Thursday 26 March. Cancellations after this time will incur a 50% fee.

Invoices will be emailed to government departments or organisations on request. Individuals should email [REDACTED] to confirm their intention to attend by Monday 23 March.

Registration details: Please send payment with registration details – name, phone and/or email, organisation (if applicable), society affiliation for discount (ANZSI, Society of Editors, ASTC) – to ANZSI, ACT Region Branch, GPO Box 2069, Canberra ACT 2601.

Cheques should be made payable to 'ANZSI, ACT Region Branch'. Also, please state whether an invoice is required (institutions only) and provide any special details needed on invoices, e.g. organisation's mailing address or email.

(From the President, concluded)

throughout much of its more than 20-year life. Adequately funded it would have been completed some time ago. However, the project has now reached the 1880s and 1890s, decades of expansion and political activity which

have inevitably resulted in more pages to be indexed.

I hesitate to mention other projects that need funding while this one moves too slowly.

John E. Simkin, ANZSI President

ANZSI Conference Sydney 15-17 October 2009 The Practice of Indexing

Conference Update

The deadline for the Call for Papers (28 February) has come and gone and the Committee is busy finalising the program. At this stage we are anticipating either papers, panels, workshops or Round Table discussions on indexing software, the Parliamentary Library, history of indexing, thesaurus evaluation, practical indexing issues, cookbook indexing (always popular!), indexing personal names indexing indigenous names and legal indexing issues. The 2009 ANZSI AGM will be held during the conference.

An initial draft program will be posted online by early March together with the registration form. The venue for both the workshops and the conference will be the Citigate Central Sydney – close to Chinatown and Darling Harbour and to all public transport.

All conference details will be posted on the ANZSI website at <www.anzsi.org/site/2009_conference.asp>, so check back regularly for updates.

The Committee is also pondering whether to organise a day (or half day) trip or tour on the Sunday (18 October) after the conference. It gives us all (international guests, interstate delegates and NSW members whom we don't see very often) an opportunity to socialise without having to rush off to a session etc. I welcome any feedback on this idea and any suggestions for a tour or visit. Please email me at <conference@anzsi.org> with your thoughts.

Madeleine Davis
Conference Convenor

Branch activities

<i>Date & time</i>	<i>Organiser</i>	<i>Name of activity</i>	<i>Venue</i>	<i>Contact details</i>
Tues 10 March 9.00–4.45 pm	Victorian Branch	Basic Book Indexing Part 1 – full day course	Holmesglen TAFE Chadstone	Details on < www.anzsi.org/site/calendar_details.asp?id=61 >
Wed 11 March 9.00–4.45 pm	Victorian Branch	Basic Book Indexing Part 2 – full day course	Holmesglen TAFE Chadstone	Details on < www.anzsi.org/site/calendar_details.asp?id=62 >
Thur 12 March 9.00–12.30 pm	Victorian Branch	Legal Indexing half day course	Holmesglen TAFE Chadstone	Details on < www.anzsi.org/site/calendar_details.asp?id=63 >
Thur 12 March 1.30–5.00 pm	Victorian Branch	Annual Report Indexing – half day course	Holmesglen TAFE Chadstone	Details on < www.anzsi.org/site/calendar_details.asp?id=64 >
Fri 13 March 9.00–12.30 pm	Victorian Branch	Database Indexing – half day course	Holmesglen TAFE Chadstone	Details on < www.anzsi.org/site/calendar_details.asp?id=65 >
Fri 13 March 1.30–5.00 pm	Victorian Branch	Journal Indexing – half day course	Holmesglen TAFE Chadstone	Details on < www.anzsi.org/site/calendar_details.asp?id=66 >
Sat 14 March 9:30–4:00 pm	NSW Branch	Basic book indexing Part 1	Thomson Legal & Regulatory, 100 Harris Street, Pyrmont, Sydney	Enquiries to Glenda Browne: + [REDACTED] Details on p. 7.
Sat 21 March 9:30–4:00 pm	NSW Branch	Basic book indexing Part 2	Thomson Legal & Regulatory, 100 Harris Street, Pyrmont, Sydney	Enquiries to Glenda Browne: [REDACTED] Details on p. 7.
Mon 30 March 9.15–4.30 pm	ACT Region Branch	Thesaurus Development Workshop	Training Room, National Museum of Australia Annex	Enquiries to Lynn Farkas: [REDACTED] Details on p. 2.
Tues 21 April	Queensland Branch	General meeting	Toowong Library, 9 Sherwood Road, Toowong, Brisbane	Moira Brown [REDACTED]

Queensland Branch

The first meeting of 2009 on Tuesday 17 February at the Toowong Library Meeting Room, saw two new attendees from the publishing fraternity. It was a delight to meet new faces with new ideas.

Wendy Sargeant, editor, poet, speaker, writer and mentor, was our guest speaker for the evening. Wendy had us enthralled with her grasp of the detail required to write her newly published, very intriguing historical novel called *As the Eagle, Flies the King*, Book 1 in her *Redemption Coming* series. Wendy McNeice (her pseudonym) has written a book aimed at teenagers, which adults too cannot put down.



From left: Mei Yen Chua, Franz Pinz, Beryl Macdonald, Moira Brown, Guest Speaker Wendy Sargeant

Based in the Holy Lands and today's trouble spots like Iraq, Wendy has minutely researched her background to the delight of an indexer's heart. If only all authors could be so dedicated to their craft.

As we indexers prize the minute detail from each book which we index so as to present it to the reader on behalf of the author, so too did Wendy McNeice minutely extract historical detail from numerous primary sources, to better educate her young audience. How fascinating to be able to bring the drama of ancient Israelites, Persians, Bedouins and Marsh Arabs to life on a page.

Book 2 of the *Redemption Coming* series is in the making and we all wish Wendy McNeice best of luck with her next creation. (Anyone interested in this novel may contact the President Moira Brown at her email).

Queensland Branch workshops and indexing training sessions emails will be sent separately as soon as details are arranged; also see Qld Branch page on ANZSI website for details. Next Branch General meeting will be Tuesday 21 April 2009 at 7pm Toowong Library Meeting Room.

Moira Brown, President, Queensland Branch

Tips and hints: tackling indexer's block

You are having trouble progressing an index, what do you do?

Give up! — Well that is one alternative! However, obvious answers involve food such as chocolate, coffee, wine, or cake. Other answers involve sudden urges to do things you don't normally like doing such as cleaning the house, pulling weeds or tidying your desk. Useful answers involve exercise. Get up and stretch or go for a walk. Sometimes it is useful to recognise you are not progressing and take a deliberate break, or even give it up for the day. The focus on other activities can help you get over Indexer's block, but what are some more practical alternatives?

Index a section that is 'easier' — Who said you had to start indexing at page one and progress page after page to the end. If a particular chapter looks 'easier' to index do that first. Sometimes it is useful to leave the introductory chapters until you finish the rest as you can then see what ideas need indexing.

Index the illustrations — Go through the text and index the illustrations. This helps you to remember to have all the page numbers in bold (or italics).

Create a sense of achievement — Convince yourself you are progressing by ticking off sections as you go. This could be when you complete a set number of pages or finish a chapter, or have edited entries under a particular letter.

Set a daily number of pages — Set yourself a target of X pages each day to finish the job in good time. As you learn your indexing rate for the project, translate this into indexing time required each day. Include weekends or not according to your preference. I have found this helps me plan my days and I'm then able to enjoy a social outing, for example, without feeling guilty.

Seek inspiration from other indexes — Check your own library, local library or bookshop for a similar book for hints on how to index the item, terms to use or level of indexing required.

Consult a subject thesaurus — Developed by experts in the subject area, thesauri are a useful guide to the preferred terms used in a particular subject area. While they are typically used when database or journal indexing, they are useful to consult when book indexing, particularly to clarify the hierarchy of terms, or for alternative terms or spelling. See the October 2008 issue of the *ANZSI Newsletter* for ideas.

Consult indexing resources — These can help with tips on the type of indexing you are doing, for example indexing journals, annual reports, or biographies; or the particular subject such as law indexing; or resources on indexing particular names.

Discuss the problem — Sometimes the very act of trying to explain the problem to someone can help you solve it.

Contact an expert — This could be an indexing colleague, someone familiar with the subject, the editor or even the author.

Contact another indexer — Use Indexers Available to find an indexer with your subject expertise to discuss a particular challenge.

Use email lists — Use email lists to canvas a wider audience to seek help.

Yes, as you have probably guessed, this article was started during a bad bout of indexer's block.

Mary Russell

Victorian Branch: The Melbourne Printing Museum

Victorian Branch members were recently treated to a fascinating tour of this museum, guided by honorary curator Michael Isaachsen. Michael's purchase of a small piece of printing machinery, at the tender age of nine, was the spark that started his lifelong love affair with printing. His in-depth knowledge and passion for the trade are quite extraordinary, resulting in a rivetting two hour walk through the history of printing.

Beginning with hand composition, Michael explained the origins of 'upper case' and 'lower case'. Quite simply, these terms refer to the positioning of the cases in which the individual letters are stored. Capital letters being used less frequently, are kept in the upper case on a shelf above the compositor's desk, while the lower case containing the small letters, is positioned on the compositor's desk itself. We also learnt the recipe for 'printer's pie' – simply knock a case over to create a monumental stack of mixed-up letters!



Michael explaining the mysteries of composing. The upper and lower cases are on the left, and the linotype machine on the right.

These days we tend to use the terms 'font' and 'typeface' interchangeably, but originally 'font' referred to the hardware used in printing process while 'typeface' referred to the design of the letters. We all handled the museum's considerable collection of fonts and, armed with the knowledge of their lead and other nasty contents, handwashing was the first activity on conclusion of the tour.

Of the various pieces of printing equipment on display, perhaps the most popular was the working Victorian-era linotype machine. While it might seem obvious, not all of us were aware that the word 'linotype' began as 'line o' type'.

New Zealand Branch

The branch plans to send book publishers in New Zealand a list of members available for indexing work, with details of their specialities. The document will also point publishers to 'Indexers Available' on the ANZSI website, encouraging them to bookmark it, but we hope a file they can keep on their computers or a printout in their filing cabinets will be useful too.

So, when branch members receive an email from our secretary, please reply saying whether you are available for freelance work and wish to be on the list, give your specialities, and check your contact details.

Michael demonstrated this by typing text on the keyboard to produce a 'matrice', which is a mould for the letters that ultimately form an assembled line of type. He then showed us a casting machine, which he used to cast the assembled line or 'slug' into type metal. Printing has its hazards – we all stood well back from the open tub of bubbling molten lead attached to the machine. Equally fascinating, we stood behind the machine to watch and listen to the tinging sound as the machine returned the matrices to their various positions in the machine's type magazine.



A lot of fonts!

It was obvious from the numerous prints on display that the museum is very much a working operation. Michael encourages the public to use the machinery to produce pieces of high quality printing. Artists, in particular, like to use the machines to produce work that supposed 'advances' in computer technology have rendered impossible. We also made the delightful discovery that some pieces of the printing machinery on display had beautiful decorative feet!

The afternoon concluded with a delicious tea at the Happy Valley Cafe, on the banks of the Maribyrnong River. Michael was able to join us, and hopefully we satisfied his curiosity about indexing as well.

The museum will soon have its own Facebook page, but in the meantime you can visit its jam-packed website at <www.printingmuseums.com/museum/>.

Nikki Davis

The branch has a small lending library of books available on loan for only the cost of postage, and we would encourage members to donate relevant books to it. Sometimes one buys a new edition of a book on indexing practice, or decides one no longer needs a specialist book. If and when you have anything suitable, contact Jill Gallop at <[redacted]>.

Alternatively, if you wish to offer a book for sale to other members, contact Robin Briggs on <[redacted]>.

Robin Briggs, NZ branch president

From the literature and other thoughts



Small claims courts

There was some discussion on Index-L recently about non-payment for indexing work. Some correspondents were daunted by the cost of court judgements and the small chance of collecting based on them. But one indexer had had successful cases in the Small Claims

Court. One case cost her US\$50 and resulted in payment a few year's later when the client's house was sold. The payment was triple that originally owed because of an interest clause in the contract (well worth considering).

This example was from the US, but we also have small claims courts in Australia, <www.abio.org.au/ABIOWeb/ABIOWebSite.nsf/3f51d54074f36f08ca256bce00094be3/77d81e601100bb8eca256d56004279d9?OpenDocument>. I have used them to fight for return of a rental bond (partially successful) and for return of a deposit for guttering that was delivered but not installed for over a month (successful).

The Arts Law Centre has information about debt recovery using letters of demand, <www.artslaw.com.au/LegalInformation/DebtRecovery/default.asp>. This URL and other practical information are in the Members area of the ANZSI website at <www.anzsi.org/site/employment.asp>.

Liability and disclaimers

I wrote in the last issue about the legal duty of care. Thanks to Maureen MacGlashan for reminding me about Bella Weinberg's article on 'Disclaimers in indexes and databases' (*The Indexer* vol. 25 no. 2 October 2006 pp.114-18).

Info-Entrepreneur tip of the month

Mary Ellen Bates writes a monthly emailed service called 'Info-entrepreneur tip of the month.' In November 2008 the topic was 'Thoughts on Negotiation'. You can subscribe to the service and see back issues of tips at <www.batesinfo.com/ib-tip.html>.

In this tip she discusses a book called 'Ask For It: how women can use the power of negotiation to get what they really want', and says that 'it has plenty of useful advice for both women and men about bulking up your negotiation muscles'. Ideas include:

- Identifying your bargaining strengths from the point of view of the other person. Find out the most important thing that your service is offering them.
- Aim for more and you'll get more. Bates says that if you never find resistance to your proposed budgets you 'haven't found the high end of your market'.

Social networking for indexers

The best networking for self-promotion that I know of for indexers is meeting people face-to-face. ANZSI seminars, conferences and committee meetings are important because much indexing work is passed on between experienced indexers. Meetings of other professionals, including editors and information architects, are important because they are often the employers of indexers, and many people would rather give a job to someone they have met than to a stranger.

On the web, the best place to hang out your shingle is **Indexers Available** on the ANZSI website. Other useful web venues parallel the places to go in real life – meetings of indexers, and meetings of related professionals. These include all of the indexing mailing lists, as well as the Indexers Network on Ning discussed last month.

What about more general networking sites? I am on Linked In, and often accept invitations to link, and sometimes make them. But I don't pursue it as a source of contacts, and I don't think employers of indexers are doing so either. I haven't had any work through it.

Many people and organisations are using Facebook to give themselves an online presence, but, again, it is hard to picture work flowing from this source. Nonetheless, a quick search for 'indexing' at <www.facebook.com> found a range of groups with 'indexing' in the Description. A few had some relevance, especially in specialised areas such as family history indexing. Others had nothing to do with us, e.g. 'Computer Scienceish Type Persons Against One-Indexing' (it currently has one member, and no content). I had to browse through over 90 groups until I came to 'We love Thesaurus for Graphic Materials' (an appreciation group for the infamous controlled vocabulary), <www.loc.gov/rr/print/tgm1/>, and then the American Society for Indexing (a closed group). Once you get into the 100s, there are quite a few links for individual indexers, in which the search term had matched the Job field. A search for 'indexers' brings many fewer hits and some different ones, including plain old 'Indexers', and 'Indexers for Index (Washington)' – the town that was saved through community donations.

What SKY can't do

Recently there was a discussion on the SKY Index mailing list about what SKY can and can't help with. Judi noted: 'One thing that SKY cannot do is fire up the woodstove and warm up my office and the rest of the house. Yesterday I didn't bother to light the woodstove ... but by the end of the day the house was chilly. This morning I kept lying in bed wishing that SKY could light the woodstove and get my office warm. Major shortcoming. Kamm, what can we do? :)'

To which Donna replied: 'Judi that is a shortcoming common to all indexing software ... no more little white cards and shoeboxes to light the fire with. :-('

Glenda Browne

The Indexer, March 2009

Serials indexing: from journals to databases, by Caroline Barlow
Try under 'diabological', by E. S. Turner
ANZSI Medal 2008: the judges report
The little extras: a customer service approach to indexing, by Carolyn G. Weaver
Negotiating your way to success, by John Mattock
Society of Indexers fee negotiations survey 2008
Some thoughts inspired by Hazel K. Bell's 'From flock beds to professionalism'
Mentoring in Australia and New Zealand: an update, by Max McMaster
A social wonderland, by Mark Abrahams

NSW Branch: Introduction to book indexing course

NSW Branch will hold a basic book indexing training course run by Glenda Browne over two days on Saturday, 14 March and Saturday, 21 March, from 9.30 am to 4.00 pm, with a half-hour lunch break. It will be held at Thomson Legal & Regulatory, 100 Harris Street, Pyrmont, Sydney. Parking is available onsite if you provide your registration number in advance. The building is near the John's Square tram station and bus stops on Harris Street. Lunch and morning and afternoon tea are included in the cost, and a workbook will be provided.

Course description:

This is a two day introduction to the principles of book indexing. It includes:

- Useful references
- Indexing context (working with editors)
- Indexing processes (reading, highlighting, indexing, editing)
- Approaches to project planning, analysis of text, selection of indexable concepts, and indexing to the appropriate length
- Principles of indexing, including the wording of entries, and creation of cross-references
- Types of entries (subjects and names), elements of entries (headings, subheadings, locators)
- Names – special issues in the indexing of people, places, and organisations
- Alphabetical order, and other filing conventions
- Style of entries
- Editing and evaluating entries
- Indexing software – a brief introduction.

The course is presented using lecture format, class discussions and exercises, and take-home exercises. Students receive a substantial workbook. At the end of this course you will be able to index a straightforward document. Most people find they need more practice before becoming professional indexers. The course includes discussions about the next steps to take, and hints on finding work.

Payment in advance is required: \$565 for ANZSI members, \$600 for nonmembers (no GST involved). There is a 40% discount for travellers requiring an overnight stay. Half year ANZSI membership is available for \$35 – you will have to pay the membership fee separately to the ANZSI Treasurer (details at <www.aussi.org/membership/index.html>).

Course enquiries to Glenda Browne on + [REDACTED]. Your venue and parking enquiries to Lorraine Doyle on + [REDACTED] > after 28 February.

Bookings and payments to Sue Flaxman: + [REDACTED]. Payment can be made by cheque to ANZSI NSW or by direct deposit to account no. [REDACTED] at the Commonwealth Bank, Blaxland Branch – BSB [REDACTED]. Applicants should ask for their name and 'ANZSI COURSE' to be put as the reference number (if the bank won't do this, just put a 4-digit number and let us know what it is. This allows us to track the deposits). Cheques should be posted to Sue Flaxman at [REDACTED] 6.

Glenda Browne

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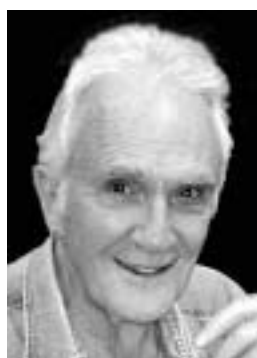
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From the President



South Africa

The primary purpose of my visit to South Africa was to represent ANZSI at the triennial meeting of indexing societies held in conjunction with the international conference of ASAIB (Association of Southern African Indexers and Bibliographers) from 8 to 10 March at Maropeng, Cradle of Humankind World Heritage Site.

The site is about an hour's drive from Johannesburg Airport. The entrance to Maropeng is cut into what appears to be a small hollow mountain. Inside is a four to five storey display and conference centre. The display is of the development of humankind, particularly as seen in the archaeology of the surrounding area, which includes the Sterkfontein Caves. There is a visitor centre with shops and other facilities and a hotel for resident guests.

I found myself located about eight km out at Kenjara Lodge – a guest house or b & b. The surroundings with rural roads and undulating country were very like the countryside of the Western District of Victoria. I was taken back and forth by Peter Duncan, a member of the ASAIB committee.

The weather was mild and dry although, I was told, not so prone to drought as we are.

International triennial meeting

The first day was given over to the international triennial meeting. There were representatives from all the indexing societies except the China Society who were unable to arrange travel to South Africa. The Dutch and German networks were represented jointly by Caroline Diepeveen of the Netherlands. Although I had met all except Pilar Wyman before, this gave an opportunity to strengthen the friendships. The meeting was also attended by the members of the ASAIB committee as observers and by Frances Lennie of ASI. By general consent

Ruth Pincoe of Canada continued as chair. The atmosphere of the meeting was constructive and marked by goodwill all round.

Individual decisions arising from the meeting will be conveyed to the relevant societies to publicise with their own members. Ruth Pincoe was appointed International Coordinator for the 2009–12 triennium. One of her first tasks will be to arrange a meeting of those representatives who will be at the SI conference in York in September 2009.

Apart from the formal meeting I found myself discussing informally the future of indexing internationally. I suggested that we should aim to eventually form a federation of indexing societies with, as one aim, to encourage the formation of societies or networks in other countries and other languages, e.g. India, France, Russia, Spanish-speaking countries, Japan (which once had a group), etc. I see this as the flip-side of the clause in the agreement which states that societies and networks 'shall refrain from actively seeking members in areas covered by other societies.' This prompted me to ask the question, 'What of those areas which have no society? Who will convert the heathen?' Within our area two of our branches came about because our training coordinator went and gave courses and generated the interest to form branches. I hope we can do something like that on an international, maybe more challenging scale.

John E. Simkin, ANZSI President

ANZSI Conference
Sydney 16-17 October 2009
The Practice of Indexing
(plus workshops on 15 October)

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Deadline for the May issue: 1 May

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Editor: Peter Judge

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It is *your* newsletter, and we are totally dependent on contributions, both large and small, from members. Please contact the editor if you have any questions about the suitability of items for publication. The editor reserves the right to edit or abridge contributions.

Please send files via email in MS Word, .doc files or .rtf, but NOT .html or .pdf. And please, no images or footnotes in Word files.

Next deadline

1 May for the May 2009 issue.

Graphics

Image files can be accepted in most common formats. **Do not embed images in text files.** Camera-ready art and photos can be scanned by the editor. Note that photos need to be clear, sharp and contrasty if they are to copy well in black and white.

Advertising charges

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A\$70 per year from 1 Jul 2008.

Institutional membership \$95.

Subscriptions to the Newsletter A\$55 p.a.

The Indexer

(international indexing journal)

Maureen MacGlashan, Executive Editor

<editor@theindexer.org>.

ANZSI Corresponding Member

Glenda Browne <w[redacted]>

To subscribe at the special rate for indexing society members, go to <www.theindexer.org> and click on the subscriptions link.

Registration


Shirley Campbell

Ph # [redacted] or
<www.anzsi.org/site/registration.asp>

Indexers Available

<www.anzsi.org/site/Indexers_available.asp>

ANZSI Archives Search

 The ANZSI Council needs someone to assist in determining the location and extent of the ANZSI (and AusSI) Archives. We know there are archives carefully stored in the State Library of Victoria, as well as in filing cabinets, computers and even sheds, around the country. What we need is a detailed list of what is where and the extent of the collection. Do we have copies of all minutes and associated documents for all the branches? Are there gaps that need to be filled? Are the documents also stored on CD-ROM?

Are you prepared to make contact with each of the ANZSI secretaries and work with them to determine what they have, where it is located and if there are any gaps? Note we are not asking you to store or collect the actual documents.

If so please contact John Simkin, <[redacted]>.

New Zealand news

New Zealand Branch is reviving its own mentoring scheme, while the ANZSI scheme is being redeveloped. As before, the scheme aims to provide new or inexperienced members with the advice of an experienced, registered indexer.

Our first mentor will be award-winning indexer Tordis Flath and the scheme's coordinator will be Susan Brookes. Details are still being discussed by the branch committee, but we can say

that the scheme will not be a channel for formal registration. Branch members will be notified of the fee and other details as soon as they are finalised.

We hope revival of the scheme will help bring back some who have let their membership lapse, but current members will have priority.

Are you interested? Please email Susan Brookes, <[redacted]>.

Jill Gallop

Index Club NZ

Index Club will soon be up and running for New Zealand Branch members to participate in. The idea is based on the book club concept. Members of the club can choose an online text with an index for the group to study over a few weeks, read and analyse the index to whatever level they choose, and then have the opportunity

to post any comments or observations about the index to an online forum.

This should be a fun way to think about best practice in back-of-book indexing.

New Zealand branch members please email Jill Gallop, <[redacted]> if you would like to join the club.

Vic Branch Biography Indexing

Hazel Bell begins her 'Indexing biographies and other stories of human lives' with: 'Stories of human lives are recounted in histories, biographies, autobiographies – even in fiction – always in narrative form. They bring problems for indexers that are quite distinct from the particular techniques of indexing technical works, with regard to both form and content.'

Max McMaster and Madeleine Davis will present their different approaches to indexing biographies and allow time for

discussion. It promises to be a very lively and thought provoking discussion!

It will be held on Wednesday 13 May at 6.00 for 6.30 pm in the Phyllis Hore Room, Kew Library, corner of Cotham Rd and Civic Drive, Kew. Drinks and nibbles on arrival.

After the discussion, join us at Café La Q, 223 High Street, Kew. Fully licensed, BYO wine. RSVP by 6 May (for catering purposes) by completing the online form at <www.anzsi.org/site/calendar_details.asp?id=70>.

From the literature and other thoughts



Linked-in

I am becoming a bit more active on LinkedIn (www.linkedin.com, a social networking site for professionals) and have joined a few publishing lists. The emails of new discussion threads are quite useful as a summary of issues of interest, without having to go to all the content.

For example, the first digest I received from the Publishing and Editing professionals group noted:

- 'With fewer orders from booksellers in a shrinking economy, Ingram Book Co. has cut 64 jobs, including 34 from its headquarters warehouse.'
- 'The bad news about the economy is good news for libraries as people flock to libraries and forsake Barnes & Noble, HBO and Netflix to save money.'
- 'French publishing has resisted the financial crisis through diversification and minimal debt. Despite their decreased overall purchasing power, the French still frequent bookstores and consider books their gift of choice.'

Tax concessions for small business entities

I got a small, surprise bonus in my tax return last year – an Entrepreneur's tax offset (ETO). Freelance indexers who don't yet get it may wish to consult a tax agent, or look at the ATO website at www.ato.gov.au/businesses/content.asp?doc=/content/00106797.htm&pc=001/003/084/001/001&mnu=&mf=&st=&cy=1. There is more detailed information at www.ato.gov.au/businesses/content.asp?doc=/content/67700.htm but it is out-of-date in some areas, and uses older terminology.

Year 7 students overheard on the train

'I don't have enough words for my geography homework.'
'Me neither, but I made my heading 72 point – that should trick them.'

'I don't think they'll be fooled by that.'

'I double spaced mine.'

'I made my margins wider.'

'Oh, that's SOOO clever!'

It sounds familiar – these are just the opposite to the sorts of things we can do when an index is too big for the space available.

Libraries are full, so where shall we put the books?

Bill (my son) emailed from his university studies at ANU:

Today in 'Europe in the Modern Era' the librarian improved our 'information literacy'. A quote I found amusing was: 'If we want bean bags and computers and training labs [in our library], the books have got to go someplace else'. How things change.

Keeping your details on file

Occasionally I get an enquiry from an editor I haven't worked with in years. It may be that they have not needed an indexer for 10 years, but it is pleasing that they have kept my details on file.

I recently received a message from an online nursery, saying 'In response to your enquiry back on the 31st of August 2005, I am pleased to advise you that we now have 5 of the Natal Plum in stock for only \$9.90 ea.' By a funny coincidence, just the day before I had seen a fruit tree at the Lewers Art Gallery in Penrith and wondered whether it might be a Natal Plum. The next day, when my invitation to purchase arrived, how could I refuse?

Glenda Browne

ANZSI activities

Date & time	Organiser	Name of activity	Venue	Contact details
Tues 21 April From 6.00 pm, talk at 7.00 pm	Queensland Branch	General meeting <i>How to attract a greater range of clients</i>	Toowong Library, 9 Sherwood Road, Toowong, Brisbane	Moir Brown [redacted]
Mon 11 May 9.00 –1.00 pm	Vic Branch	Follow-up /Refresher indexing workshop	Holmesglen TAFE Chadstone	Details on < www.anzsi.org/site/calendar_details.asp?id=75 >
Wed 13 May 6.00 for 6.30 pm	Vic Branch	Biography indexing (dinner after)	Kew Library	RSVP (for catering) by 6 May. Details on < www.anzsi.org/site/calendar_details.asp?id=70 >
Thurs 15 Oct	Conference Committee	ANZSI Conference Workshops	Citigate Central Hotel, Sydney	Enquiries to Madeleine Davis, < conference@anzsi.org > Ph + [redacted]
Fri–Sat 16–17 Oct	Conference Committee	ANZSI Conference: The practice of indexing	Citigate Central Hotel, Sydney	Enquiries to Madeleine Davis, < conference@anzsi.org > Ph + [redacted]

Registration – some points to note

As the Receiving Officer for Registration, I thought it would be useful to document some points which have come to my notice as I carry out the duties of this position, either through articles in the *Newsletter* or via email communication with ANZSI members.

Qualifications in indexing

There are no courses in Australia offering a formal qualification in indexing, nor unfortunately (despite the efforts of people such as John Simkin and Jean Hagger in the past) have there ever been any such courses. There are short courses offered by various ANZSI Branches, there are indexing units (usually database indexing) in some university library and information science courses, and in the past there were some most successful short courses offered by universities as continuing education courses. So the statement that appeared in the *Newsletter* that a 'first formal qualification specific to indexing was a course run by Alan Walker through the University of New South Wales' is not correct.

Opportunities for training for indexing are explored by Glenda Browne in her article 'Indexing training', *Online Currents* vol. 22, no. 3, November 2007, pp. 80–83. Education and training for indexing is currently being investigated by the ANZSI Council.

Background information

Registration is available only to ANZSI members and the policy and procedures for Registration are published on the ANZSI website. A great deal of time has been spent by Mary Russell, the Web manager, and by the Registration Panel in attempting to ensure that these documents are clear and understandable. Nonetheless it is often apparent that intending applicants do not read the background information thoroughly before submitting an application.

In the absence of formal courses leading to tertiary qualifications in indexing, the Society's Registration system acts as a credentialling standard for indexers who have demonstrated expertise and gained some experience in indexing. The granting of Registration indicates a general level of competency, measured against accepted indexing practice and agreed criteria.

- It recognises the quality of an indexer's work as assessed by a panel of experienced indexers.
- It acknowledges the professionalism of an indexer through its requirement that only published indexes are reviewed. Having an index published attests to the indexer's ability to perform work under marketplace conditions, constraints and deadlines. The index should be published by a commercial, academic or scholarly publisher or outside agency. Self-published indexes in any format (print, electronic, online etc) are not acceptable.

This requirement is not meant to diminish the value of self-published indexes. However in order to provide fair and equitable assessment of applications for Registration it is not possible to compare a self-published index completed over several months with a published index prepared under commercial constraints.

- It assures potential clients that a Registered Indexer has met established criteria for acceptable indexing.

It is important to understand the statement that the Registration system acts as a credentialling standard for indexers *who have demonstrated expertise and gained some experience in indexing*. For example, completing the basic and intermediate courses currently offered by some Branches does not satisfy this requirement. These courses provide an excellent starting point for new indexers to embark on actual commissions and therefore gain experience and develop expertise. An indexer does not need to be registered in order to accept commercial work.

An index for assessment should be substantial and subject-based. It should contain terms for concepts as well as for names and objects. The index should include main headings and subheadings. It should also include cross-references (and/or double-indexing) to lead from synonymous terms and to related headings. Consequently an index which consists mainly of personal and place names would not satisfy these criteria.

Indexes to annual reports can be submitted. However annual reports are serial publications and as such the index to each report builds on the previous index in order to maintain consistency. They are also rather formulaic and do not pose much challenge in the way of analysis. So an index to an annual report may not be an example of the applicant's best work, especially as the index is usually prepared under very tight time constraints.

Requirements for submitting an application

Applicants for admission to the Register are required to complete and submit the approved application form. Payment for an application is available online but as well as this online payment a downloadable application form must be completed and mailed to the Receiving Officer. This is necessary as the applicant must sign the form which states that they understand the terms of the application as spelt out on the application form.

Timeframe for assessing an application

The application form states that processing and assessment of an application may take up to three months. There are three members of the Registration Panel and each application has to be assessed by each panel member. Currently applications are taking longer than three months to process, as each panel member is a freelance indexer whose paid work must always take priority over the voluntary work undertaken on behalf of the Society. A detailed report is provided at the completion of each assessment. In the event that the applicant is unsuccessful this report is an excellent tool for identifying areas the indexer needs to address in the future.

Renewal of Registration

Registration assures potential clients that a Registered Indexer has current indexing experience through the requirement that

(concluded on next page)

ACT Branch 'Show and Tell'

Our first meeting of the year brought together twelve Branch members determined to tell all about what they had been doing recently.

First off was Barry Howarth, telling us how an index should not be done. His assignment on the climate change white paper allowed him just four days to index some 800 pages. This was clearly an impossible task, so he just indexed the section headings, not the text. To make matters worse, the text of some chapters was not finalised – some graphs and tables were missing, with just a caption to say where they were to be inserted. When the final text of the chapters in question arrived, he discovered other changes to the text had been made, which meant re-indexing. Fortunately each chapter had separate pagination, so the text as a whole was not affected, only the particular chapter. If other chapters had also been changed in the meantime, that would mean the index was wrong. On the whole, bad project management and no understanding or appreciation of indexing by the Department.

Eleanor Whelan spoke next. She is a data-base indexer, updating the data-base for an agricultural organisation, and finds it very satisfying. She noted that many of us begin indexing in our spare time while still managing to hold down a full time job. This was useful, and reassuring, information for the two new members present, who later asked about how to get into indexing.

Prue Deacon told us about HealthIncite, a gateway index with 16,000 entries and its own thesaurus. The National Health Care Centre is taking over control of this data-base. It will be able to route people to the website, or to the call centre for urgent matters. The staff will be doing the same tasks but the money will come from a different source. Prue and Jill Buckley Smith have just published a paper in the *Australian Library Journal* on the use of this thesaurus.

Joanna McLaughlin described indexing a children's book for the National Library, which she passed around for us to see. Unlike Barry, Joanna had plenty of time, getting a draft before

(Registration, continued from previous page)

Registration must be renewed at set periods (currently every five years). This practice is in line with that of many other professional bodies which insist that members provide evidence of continuing education in order to maintain the currency of their qualifications.

The statement in an earlier *Newsletter* that an indexer 'has completed a sprinkling of indexes in the intervening years to enable her to be fully registered' is misleading. An indexer is either registered or not registered; there is no such thing as 'fully registered' or 'partially registered'. Unfortunately this statement also does not do justice to the importance of the renewal process.

I will be happy to answer any queries members may have about the Registration process.

Shirley Campbell, < [REDACTED] >

the final version. She used more double entry and fewer cross-references. She is also indexing a local history of Yass, based on earlier letters and including a little Aboriginal material.

Geraldine Triffitt had been updating a handbook on child care, which had a good index but needed new entries. Redoing an existing index is another aspect of indexing that it was good for our new members to hear about.

Tracy Harwood spoke about indexing the *Canberra Community News* (1925–27). This was a group project undertaken for the ACT Heritage Library. The group set up categories, using names, advertisements, subjects, places. They began by making rules, but found that these had to be changed as they went along, so that they were editing on the run. They were indexing from photocopies, some of which Tracy passed around. The project has turned out to be a lot bigger than anyone initially realised, even though they are using Cindex. Tracy is currently finishing off the names and they hope to be ready to present a paper at the ANZSI conference later in the year. This was an interesting example of the advantages and pitfalls of indexing serials and of indexing being done by a group.

Edyth Binkowski gave another example of an unfortunate index. She was asked to index a book on the role of bicameralism in the checks and balances of houses of parliament. She found that each time she sent a version of the index to the editor, it was returned to her with corrections on every page. This happened three times before the editor was satisfied. This was not because of errors by the indexer but because the index was not done just as the editor would have done it. Such unnecessary interference does not help in producing a good index. Nevertheless, in due course Edyth received an invitation to the book launch, something which very seldom happens to an indexer.

Jean Norman told us that she is indexing an encyclopaedia of religions in Australia, and finds that she needs to index all personal names but had questions about place names: which to include and which to exclude. Again this was useful for our new members to know that different types of publications – monographs, multi-author books, serials, encyclopaedias – need to be indexed differently.

Lynn Farkas is developing a taxonomy of occupations for 'Training.gov.au', a government training website. From August to November 2008, her team of ten people identified over 3000 occupations in more than 300 industry sectors, to match 900 national qualifications in the TAFE sector. Lynn described the team's methodology and passed around examples of their work. The final version will be checked by industry experts.

The session ended with general questions. The two new members wanted to know primarily how to get started in indexing. They also asked questions about some of the issues raised in the various talks given by the other members. We were able to give helpful general advice and suggest some books, including Mulvaney, *Indexing Books*, and Browne and Jermy, *The Indexing Companion*.

Edyth Binkowski

Victorian Branch follow-up/refresher indexing workshop, 11 May

ANZSI Victorian Branch will conduct a half-day follow-up/refresher indexing workshop for those of you who have completed the Basic Book Indexing Part II course or an equivalent level of training, but feel you require some additional indexing training before branching out on your own.

You will receive a copy of a 125 page non-fiction book, *Let's Haggle!: The Fun Guide to Garage Sales, Op Shops & Markets*, by Dianne Duncan about 3 weeks before the course. You will need to index this book and bring your completed index to the workshop to discuss how you indexed, the approaches and assumptions you made, and any difficulties you encountered.

A question and answer session will aim to resolve any of your indexing problems. The final session will look at setting up and running your indexing business.

The workshop will be held in the Holmesglen TAFE, Chadstone, on Monday 11 May, from 9.00 am to 1.00 pm. The cost to ANZSI members is \$125 (GST inclusive), and to nonmembers \$150, covering the book, course notes and morning tea. The presenter and contact is Max McMaster <[REDACTED]>.

Further details and secure online payment facilities are available at <www.anzsi.org/site/calendar_details.asp?id=75>.

NSW Branch March book indexing course

ANZSI NSW Branch completed its annual 2-day book indexing course last month, with 12 participants. Three of them took advantage of our 'long-distance traveller' discount, coming from Canberra and country NSW. The idea for this discount came from the NSW Society of Editors, and it has been an effective way of sharing events between branches, and assisting members who do not live in major population centres.

Once again we are very grateful to Thomson Reuters for letting us use their facilities, to Lorraine Doyle, librarian at Thomson Reuters, for graciously hosting the event, and to Sue Flaxman for efficiently managing the bookings.

We had a varied group of participants, including editors, proofreaders and librarians. A few had some experience indexing journals and books, and this added value to the discussions, as well as making the content more meaningful, as it often answered long-standing questions.

One practical challenge for the course is fitting everything into the two days. We do the filing exercise before the first class, partly to see what a 'naïve' filer would do. We also do some exercises between the classes, but this can make the 'rest' week in between a bit busy.

Another interesting thing that crops up – as it often does in indexing discussions – is the conflict between standard indexing rules and what we think 'our' users need. This is particularly so with names, where there is usually considered to be a 'correct' approach, although it is not always easy to decide what that is.

This is the case with foreign names, where the rule says we should file them as they would be filed in the country of origin of the person, thus putting Vincent van Gogh at G, and Kiri Te Kanawa at K (for Kanawa, 'Te' being Maori for 'The'). But ask the average Australian, and they will file van Gogh at 'v' and Te Kanawa at 'T'.

If we have consulted representative users, is it OK to file for 'our' users, whom we have just surveyed, and leave it at that, or should we also cater for the small number of people who know the 'correct' place to look? In a multicultural country such as Australia, or in a book for an international audience, I think we need to file entries in both places. As with so much indexing, multiple entry points (whether double entries or *See* references) are crucial.

Variation in approach to indexes is interesting, with some people instinctively inverting entries, ignoring bits in filing and so on, and others taking the opposite approach. One student gave the example of the army's love of inversion – they don't catalogue 'slouch hats', but instead, 'Hats, Khaki, Fur Felt'. This is standard, and the official abbreviation is therefore 'Hats KFF' (*see* <www.diggerhistory.info/pages-uniforms/slouch_hat.htm>). It would be a brave indexer who didn't invert this!

One of the worst product catalogues I ever used SHOULD have inverted. It had paper clips under 'S' for 'slide-on paper clips' (as opposed to bulldog clips, I guess).

I was looking for examples of place names (towns etc, rather than mountains) that started with 'Mt' as opposed to 'Mount', but didn't find any. A student gave the interesting example of 'Mt Hope Road', which she strictly spells 'Mt'!

I also find that while we teach the options for indexes, including use of initial lower case letters, compression of page ranges (eg, 155-156 vs 155-56 vs 155-6) and so on, the fact is that very often indexers have no choice in these matters, and simply follow the style provided by the publisher. Nonetheless, it is important to understand the options, and the implications of choices that are made, no matter who makes them.

Thanks to all the participants for contributing to an interesting and productive two days.

Glenda Browne



Participants in the ANZSI NSW Basic Book Indexing course held at Thomson Reuters in March 2009. Trainer Glenda Browne is standing, and host Lorraine Doyle is sitting in front of Glenda. Photo by Leila Jabbour.

Tips and hints – *The Indexer*

Have you spent any time exploring the international journal *The Indexer*? I have found browsing back issues an enjoyable way of exploring a particular aspect of indexing. The articles are often in depth and provide detailed examples of particular indexing projects.

Of course there is an index to *The Indexer*. From volume 20 (1996) to the present is on the website, but I find the most interesting part is the 'Contents by Category'. Here you can browse articles on 'Types of indexes' or 'Subject specialisms' or perhaps the list on the 'Practice of Indexing' for articles on aboutness, alphabetization, bias, humour, indexer-author-publisher relationships, or users. Armed with the volume and page numbers for the article you can then see if the article is available on the website.

In the July 2008 issue of *ANZSI Newsletter*, I gave some instructions about accessing *The Indexer* articles not available on the website. Maureen MacGlashan, the editor, pointed out to me that:

'As far as *Indexer* articles are concerned, I'm not sure that it's as difficult as you suggest. We now have the full run of *Indexers* digitised, going back to 1958. The only articles for which we don't offer online access are those for which we haven't as yet

been able to secure author permission (usually because the author has died and we don't have details of who now holds copyright). We will gradually be moving towards the position in which we say (where this is true) that we have made all reasonable effort. In the meantime, for anyone who wants a copy of such an article, the easiest route is to apply to me at <editor@theindexer.org>.'

If you have enjoyed browsing, consider subscribing to *The Indexer* – after all, we don't have many work-related publications. A subscription to *The Indexer* will give you online access to the contents for the last three years and, more importantly, access to the contents of the latest issue about a month before the printed version reaches your post box.

To access the latest issues you need to go to *The Indexer* Online Content page and enter your name and email. You will then be given the login and password for Ingenta. Once logged into Ingenta it is quicker to search for *The Indexer* using the Journal or book title button.

So spend some time exploring <www.theindexer.org>.

Mary Russell

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Flexible	adapt the program to your preferred work habits, not vice versa: user-selectable views, work with subsets of entries or multiple indexes at the same time, assign text to hot (function) keys, print out directly from the program in multiple formats from the same index file, etc.	Support	free to registered users.
Powerful	exploit powerful capabilities for easy and efficient data entry and editing: search and replace macros and abbreviations, auto-completion etc.	Try it today	Visit our website www.indexres.com and download a demonstration copy and a PDF of our acclaimed <i>User's Guide</i> . See for yourself why CINDEX is the foremost software for indexing professionals.
Available for Windows (including Vista) and for Macintosh (OS X 10.3 and higher). Student and Publishers' Editions are also available. Contact us to find out how these might best suit your needs.		Indexing Research www.indexres.com 520 Park Avenue #183 Rochester, NY 14607 tel: +1-585-413-1819 email: info@indexres.com	CINDEX™ Simplify index preparation with the software that does everything you need to produce quality indexes.

From the President



I have been wondering how the 'global financial crisis' has been affecting indexers. One freelance book indexer reported an interruption to the work flow when the news of the collapse of American finance houses hit the Australian media. But, soon after, things returned to something like a restrained normal. I should be interested in hearing whether others, including those working in other areas of indexing, have been affected.

These considerations prompted me to wonder about the question of supply and demand. How many indexers do we need to train to supply the demand within the various areas of indexing? And has the potential demand been identified? At present we usually wait for the demand to be articulated through a branch of ANZSI which will then organise an appropriate course. But this is usually the demand as perceived by those who aspire to being indexers and will go out into the world with the question unanswered from whence their work will come.

Those who give the courses usually include some guidance on where to look for and how to get indexing work. Mentoring has been used as one practical way to improve these skills and build confidence in selling oneself. Since many members look for indexing work as a part-time job to supplement a retirement income, so in their case the search for work is not as urgent as it would be if indexing were their only means of livelihood.

The survey conducted by Mary Russell two years ago answered many questions from another aspect so that we now have a clearer picture of the demand for training. The currently-forming educational policy committee will help to make clearer the combination which will best meet our needs in educating and training indexers.

But what of the demand side? Much good work has been done by indexers acting as ambassadors to potential employers. In the early days of AusSI there was a survey of publishers some of whom were bemused by being asked about their use of indexers. The responses ranged from blank stares to 'Indexers? Who?' to 'Oh, we get our typists to do them when they have time from their other work' to 'We don't bother about indexes, they're an unnecessary expense.' Of course there were some good indexers around as a survey of books published in the

1950s to 1970s will reveal. And some of them became founding members of AusSI. Still some old ideas persist.

Recently a history of a religious organisation which needed an index, even if only for the mass of personal names in it, went to press without one. The publisher explained to me that the timetable was running over and abandoning the index was essential if the deadline was to be met. The fact that the lack of an index would result in fewer sales was not persuasive. So perhaps there is an untapped need for indexing.

Do we need a more intense campaign to promote the value of indexing in all its applications?

Congratulations

I have just received news of the 2009 Indexing Award of the Web Indexing Special Interest Group, to Mary Russell for her index to the ANZSI website. Alan Walker received the award on Mary's behalf at the ASI Conference in Portland Oregon.

John E. Simkin, ANZSI President



The Cumberland, Marysville . . .
What's it doing here? See page 6

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Deadline for the June issue: 1 June

Newsletter, Web Manager and Registration contacts

Editor: Peter Judge

< [REDACTED] >

Web Manager: Mary Russell

< [REDACTED] >

Website: <www.anzsi.org>

ISSN 1832-3855

This newsletter is published monthly 10 times per year, with combined issues for January/February and November/December. It is sent free to all members of the Australian and New Zealand Society of Indexers. Opinions expressed in the newsletter are those of the individual contributors, and do not necessarily reflect the opinions of the Society.

It is *your* newsletter, and we are totally dependent on contributions, both large and small, from members. Please contact the editor if you have any questions about the suitability of items for publication. The editor reserves the right to edit or abridge contributions.

Please send files via email in MS Word, .doc files or .rtf, but NOT .html or .pdf. And please, no images or footnotes in Word files.

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Membership charges

A\$70 per year from 1 Jul 2008.

Institutional membership \$95.

Subscriptions to the Newsletter A\$55 p.a.

The Indexer

(international indexing journal)

Maureen MacGlashan, Executive Editor

<editor@theindexer.org>.

ANZSI Corresponding Member

Glenda Browne < [REDACTED] >

To subscribe at the special rate for indexing society members, go to <www.theindexer.org> and click on the subscriptions link.

Registration

Shirley Campbell

Ph # [REDACTED] or

<www.anzsi.org/site/registration.asp>

Indexers Available

<www.anzsi.org/site/Indexers_available.asp>

Letter to the Editor

The article on registration by Shirley Campbell in the April 2009 issue of the *ANZSI Newsletter* raises some interesting points. Of particular interest was the timeframe for assessing applications. Although the application specifies that the processing and assessment may take up to three months, the article in fact admits that the process is taking longer.

Registration is a professional level qualification and as the article rightly points out is designed as a credentialling standard for indexers *who have demonstrated expertise and gained some experience in indexing*. This situation is a far cry from the purpose of registration ten or more years ago, when it was seen as only a base level qualification. In those days, it was important to provide a written report giving feedback to the applicant on how their index could be improved. This was supplied regardless of whether their application had passed or failed. The report had a significant training or coaching role, and was the only mechanism by which an applicant could obtain any feedback about their indexing skills, as the concept of mentors or mentoring did not exist at that time.

Since registration is accepted by the publishing industry and ANZSI as a professional level qualification, it seems astounding that the applicant receives a detailed report at the completion of the assessment. When you undertake your practical driving test or sit for an examination, all you receive after the test is either a pass or fail. You certainly do not receive an analysis of your answers and how you might improve upon them. As has been pointed out, the function of registration is not for training, but rather is a certification for indexers with expertise and experience in indexing. Indexers should be well past the training stage before applying for registration.

Currently the registration panel expends an enormous amount of their time writing detailed reports about the registration applications. Surely all that is required from each panellist is to decide whether an application has passed or failed based on the set assessment criteria. This approach would ensure a faster turnaround of registration applications which should please both the applicant and the panellists.

Max McMaster

A response from the Registration Panel:

The Registration Panel thanks Max for his letter. It provides the opportunity for discussion of these issues by those most affected – members considering applying for registration. The Panel looks forward to these responses.

NZ Branch indexing course

The New Zealand branch proposes to hold an intermediate indexing course in Wellington this winter or early autumn. The tutor will be Tordis Flath, a registered ANZSI indexer, winner of the ANZSI award in 2004 and an experienced mentor.

If you are interested, email Tordis at < [REDACTED] >, and let her know if there are particular areas you

would like covered. Also, tell any indexers you know who are not ANZSI members of the proposed course.

We envisage holding our AGM on the same day to encourage participation by members from other parts of New Zealand, and of course there are all the attractions of Wellington if you can stay longer.

Robin Briggs

Award for Mary Russell

Mary Russell is the winner of the 2009 Web Indexing Award, awarded by the Web Indexing Special Interest Group, for her A to Z index to the ANZSI website <www.anzsi.org>. The SIG is an affiliate of the American Society for Indexing, that serves web indexers and web indexing worldwide. The award was accepted, on Mary's behalf, by Alan Walker at the American Society of Indexers Conference in Portland, Oregon on 25 April 2009. You can find full details at <www.web-indexing.org/web-indexing-award.htm>.

Rebecca Linford, Web Indexing SIG Manager, wrote:

I'm delighted to be able to announce the winning entry of the Web Indexing Award 2009, as announced at the ASI Conference. The winning indexer is Mary Russell, for the index to the Australian and New Zealand Society of Indexers (ANZSI) web site at <www.anzsi.org>.

Mary has been a Registered Indexer with the Australian and New Zealand Society of Indexers for over 10 years. She also wears a couple of ANZSI hats - she's ANZSI Vice-President and ANZSI Web Manager, as well as Secretary of the Victorian Branch.



Mary Russell

The judges highlighted the comprehensiveness of the index on this information-rich web site. When a usability test was conducted almost all of the information was easily found.

Evaluation Criteria for the Award

The selection criteria for the Web Indexing SIG Award are based on the SIG's best practices for Web site indexes, including the following criteria:

- Usability/ease of use in navigating within the index and finding information
- Sufficient coverage of web site content, i.e. indexing depth and completeness
- Wording of entries and subentries
- Correct use of cross-references
- Sufficient and appropriate use of double posting
- No broken or incorrect links
- Special features used, e.g., the use of a special method to indicate a page that is particularly important
- Attractive design

NSW Branch July social function

Paul Brunton, Senior Curator at the Mitchell Library, State Library of NSW, has very kindly agreed to talk to NSW Branch members at the State Library at 5.30 for 6 pm on Wednesday 29 July. The talk will last approximately two hours including refreshments. Full details will be included in the

June Newsletter and will be posted on the ANZSI website at <www.anzsi.org/site/nsw.asp>. Expressions of interest should be notified to Caroline Jones <[redacted]>.

Madeleine Davis

ANZSI activities

<i>Date & time</i>	<i>Organiser</i>	<i>Name of activity</i>	<i>Venue</i>	<i>Contact details</i>
Mon 11 May 9.00 –1.00 pm	Vic Branch	Follow-up /Refresher indexing workshop	Holmesglen TAFE Chadstone	Details on < www.anzsi.org/site/calendar_details.asp?id=75 >
Wed 13 May 6.00 for 6.30 pm	Vic Branch	Biography indexing (dinner after)	Kew Library	RSVP (for catering) by 6 May. Details on < www.anzsi.org/site/calendar_details.asp?id=70 >
Wed 29 July 6.00 pm	NSW Branch	Visit to State Library of NSW	State Library of NSW, Macquarie Street, Sydney	Caroline Jones <[redacted]>
Thurs 15 Oct	Conference Committee	ANZSI Conference Workshops	Citigate Central Hotel, Sydney	Enquiries to Madeleine Davis, < conference@anzsi.org > Ph + [redacted]
Fri–Sat 16–17 Oct	Conference Committee	ANZSI Conference: The practice of indexing	Citigate Central Hotel, Sydney	Enquiries to Madeleine Davis, < conference@anzsi.org > Ph + [redacted]

From the literature and other thoughts



Editors' rates

Up until now, the only survey of editors' pay that I have known about is Pamela Hewitt's survey done at editing conferences. It showed rates comparable, in general, to those we expect from indexing (some lower, some much higher). It was noted that a survey taken at a conference may show higher

rates than those earned by the average editor, and a survey by the NSW Society of Editors suggests that this may be the case (*Blue Pencil*, April 2009).

The median rate range reported for proofreading books was \$25 to \$40 per hour, for copy editing books \$35 to \$45 per hour, for proofreading magazines \$20 to \$33 per hour, and for copy editing magazines \$28 to \$40 per hour. The survey also found strong support (81 out of 98 respondents) for the society to set a recommended rate or rates.

Editing *Encyclopaedia Britannica*

Blue Pencil (April 2009) reported that Britannica.com will now let approved users (who must be subscribers) edit Britannica.com (Encyclopedia Britannica online). Entries will be vetted before the changes are shown on the live site.

Bad editing makes me [sic]

This wonderful T-shirt quote came from http://blogs.ajc.com/social-butterfly-blog/files/2009/03/bad_grammar_makes_me_sic_tshirt-p235132632817031517_q6wh_400.jpg via the *Society of Editors (Victoria) Newsletter* April 2009. Renée Barber, who discovered it, in true editor's fashion wonders whether 'bad' should be 'poor'.

Wilson Award

The winner of the ASI/H.W.Wilson Award for Excellence in Indexing is Jan Wright, for her index to *Real World Adobe InDesign CS3*, by Olav Martin Kvern and David Blatner. It is the first time a technical manual has won the award (<http://www.asindexing.org/site/WilsonAward.shtml>). The book is up at Amazon (along with its successor, *CS4*) and you can use the 'look inside this book' feature www.amazon.com/gp/reader/032149170X/ref=sib_dp_pop_idx?ie=UTF8&p=S004#reader-link.

Do titles matter?

I avoid titles in indexes when I can, but they obviously matter at the Sydney Theatre Company, where subscribers have 36 single or paired titles to choose from. The list is admirably gender balanced. You can choose Mrs & Mr, Mr & Mrs, Mr & Mr, Ms & Ms, and Dr & Dr. The titled among us can choose from The Honourable, Senator The Honourable and The Right Honourable, along with Justice, Sister, Sir, Rabbi and Countess. I'm sorry that I didn't think quickly enough to have a bit of fun with this, and merely chose the simple 'Ms'.

Google - Xmarks

Have you noticed the blue and white icons in Google results pages? These are called Xmarks, and show webpages that have been recently bookmarked. In a search for 'ANZSI' on 27 April 2008 the top two Xmarked websites were www.anzsi.org and the Wikipedia page on ANZSI.

FamilySearch volunteer genealogical indexing

FamilySearch indexing projects span the world. Current projects are active in the U.S., England, Wales, Ireland, Germany, Mexico, Argentina, Venezuela, and elsewhere. Find out more at www.familysearch.org/eng/indexing/frameset_indexing.asp.

Journal indexing – to the article or the page

One major difference between journal and book indexing is that journal indexing tends to describe the whole topic of an article, while book indexing is more granular, and looks at each specific topic that is discussed. Locators for journal indexing therefore often show the page range for the whole article. This is especially useful for indexes which are provided separately from the text to which they refer. If someone wants to request an interlibrary loan copy of an article, the reference tells them the full page range of the article.

This doesn't work so well when you want to index part of a journal article. For example, half a page may cover an important topic – to give it a large page range is misleading when it is not a major theme of the whole article.

I struggle with this, and in some indexes use the range for most locators, but an individual page number when it seems warranted. Legal indexing offers another possible approach, with citations indicating the first page of an article and then the specific page or pages on that topic.

Vermont Vetoes

The Vermont governor's veto of a bill on same-sex marriage brought to light the fact that the first veto in Vermont, in 1845, was about whether to pay a publisher \$60 for compiling an index of state statutes. The Governor thought that the job had been poorly done, but the lawmakers thought he deserved the money, and overrode the veto (WCAX-TV News: Vermont's Own, 6 April 2009, www.wcax.com/Global/story.asp?S=10139500&nav=4QcS).

Glenda Browne

Guest editors for June

Your usual editor, Peter Judge, will be away in late May and early June. His place will be filled by Tasmanian Branch member Clodagh Jones and her daughter-in-law Carol, who did such a splendid job when this happened a few years ago. Regular Branch contacts will receive a further reminder about this, but if you are not on that email list note that your contributions, for the June issue only, should be sent to [\[REDACTED\]](mailto: [REDACTED]).



The Practice of Indexing

Australian and New Zealand Society of Indexers Conference

Sydney, Australia

15-17 October 2009

Who should attend?

Anyone interested in the art and practice of indexing: indexers, editors, librarians, archivists, historians, writers, journalists, genealogists, thesaurus developers, information architects, curators, ...

Conference program

In line with the practical theme, the Conference will have a range of formal and informal sessions focusing on the 'how to' of indexing, with content to interest both experienced and new indexers alike.

Papers and Panels will include topics such as:

- indexing names
- publishing industry
- thesaurus evaluation
- indexing in a parliamentary library
- markup techniques
- styles of indexes
- today's digital environment
- indexing illustrations
- 'what we say and what we do'
- indexes on indexing – where to find them.

Our honoured guest keynote speakers are:

Hazel Bell (UK), renowned indexer and editor,
Mal Booth (Aust), Director, Education & Research Service Unit, University of Technology, Sydney,
Dr Robin Derricourt (Aust), Managing Director, UNSW Press.

Roundtable discussions will include:

- * *Legal Indexing*
- * *Medical and Scientific Indexing.*

There will also be **Indexing Clinics**, giving newer indexers, or those working in new areas, an opportunity to get feedback on an index they are working on or have completed.

Four optional half-day **workshops** will be held on Thursday 15 October:

- * *Website indexing*
- * *Cookbook indexing*
- * *CINDEX™ indexing software update*
- * *SKY Index™ indexing software.*

Meetings

The Conference Program will include meetings for the representatives of international indexing societies; and members of ANZSI, including the AGM.

There will also be time throughout the Conference to network and share ideas with local and international colleagues.

Venue / Accommodation

The Conference will be held at the recently refurbished Citigate Hotel, 169-179 Thomas St, Sydney 2000, NSW Australia. The hotel is located in the Sydney CBD with good transport access and close to all that the city has to offer for sightseeing and entertainment.

The hotel will be offering conference packages. Attendees will need to arrange all their own travel and accommodation.

Social events

As part of the program, there will be the Conference Dinner (guests welcome) held at the Conference hotel on Friday 16 October.

After the Conference, there will be an informal dinner arranged on Saturday 17 October for attendees staying on over the weekend; and a social get-together on Sunday 18 October.

The Conference Committee and Society wish to encourage new indexers and people interested in indexing to come to Sydney and enjoy, and learn from, all that the Conference and ANZSI have to offer.

For further information, including registration details, please visit
<www.anzsi.org/site/2009_conference.asp>.

ANZSI bookmark

The Victorian Branch has designed and printed a branch neutral bookmark for the promotion of indexing and ANZSI. They are to be given away at various events such as in the Melbourne Writers' Festival show bags. The design is black and white with crimson motto and questions. If individuals or branches are interested in copies of the bookmark, please contact Max McMaster >.



Your photos from Marysville . . .

After the devastating bushfires on 7 February, the Marysville community is keen to collect old photos of Marysville. The Vic Branch wondered if any members have photos they took at the Marysville Conference 31 March to 2 April 1995. The preference would be for photos of buildings, both inside and out, and the surrounding countryside. The conference venue, The Cumberland, has been destroyed along with just about all the town. The rather blurry photo on page 1 was just scanned in from the program, but perhaps you can do better.

If you can assist, please contact Margaret Findlay >.

From Flock Beds to Professionalism: a history of index makers

by Hazel K. Bell, HKB Press, March 2008, xiv, 333 pp, ISBN 978 0 9552503 4 7, £49 (or US\$95 for the American edition published by Oak Knoll Press).

At the laundress's at the Hole in the Wall in Cursitor's Alley up three pair of stairs ... you may speak to the gentleman, if his flux be over, who lies in the flock bed, my index maker'.

Jonathan Swift, *Account of... Mr Edmund Curll, Bookseller* (1716).

Michael Steemson, a member of the NZ Branch, has drawn our attention to a new review of this book published in the April edition of *Library and Information Update*, the journal of the UK-based Chartered Institute of Library and Information Professionals (CILIP). You may also have noticed in the March 2009 *ANZSI Newsletter*, in the contents list of *The Indexer*, an item on 'Thoughts inspired' by Hazel Bell's book, which is clearly still arousing interest a year after its publication.

The opening quote explains the 'flock beds' element of the provocative title, but it's not the earliest reference – Bell covers the period from the 15th to the 20th centuries. She gives us biographies of 65 individual indexers, including such diverse characters as Lewis Carroll, Nietzsche, Charlotte Yonge and Norman Douglas, considering their working methods, techniques, training, remuneration, their lives and their personalities.

In a section on 'Banding Together' she reviews the history of groups and societies of indexers world-wide up to 1995, which she saw as the end of 'print-only indexing'.

Hazel Bell has written a remarkable history of our field and is richly qualified to do so. She has been a freelance indexer since 1964, having compiled to date more than 700 indexes to books and journals, and won the Wheatley Medal for an outstanding index in both 2005 and 2006. What is more, she will be a keynote speaker at our conference in October.

The CILIP reviewer, Susan Foreman, adds '... for sheer entertainment value I recommend Bell's earlier compilation, *Indexers and Indexes in Fact and Fiction* (British Library 2001) with its hilarious examples of index entries.'

Peter Judge

Maori Subject Headings

In her column in the March newsletter, Mary Russell mentioned subject thesauri as 'a useful guide to the preferred terms used in a particular subject area'. One that New Zealand indexers in particular may find useful is the Maori Subject Headings thesaurus accessible on-line at <<http://mshupoko.natlib.govt.nz/mshupoko/>>.

The thesaurus, Nga Upoko Tukutuku, was developed as part of a project sponsored by the Library and Information Association of New Zealand Aotearoa (LIANZA), Te Ropu Whakahau and the National Library of New Zealand.

Under the same project there's a list of iwi and hapu names at <<http://iwi-hapu.natlib.govt.nz/iwi-hapu/>>.

Robin Briggs

Tips and hints – relationships and customer service








Years ago, when I was working for a large, American managed, Australian firm, I participated in some research to determine the Australian psyche. By psyche I mean the forces in an individual that influence thought, behaviour and personality. This varies with nationality. I can't remember all the national differences, but Japanese psyche is based on presentation, for example how items are packaged. Much to the English consultant's (and the American manager's) surprise the Australian psyche is based on 'relationships', or to take it to its extreme 'mateship'.

So important is a relationship to us Aussies, we will put up with 'poor' service from a company if we have a great relationship with the staff involved. An example of this was my car mechanic. It was a family run business, father and son mechanics, wives looking after administration and accounts. Unfortunately, when the father died and the son got cancer they had to close. But I'll continue with the example. I knew they would take their time servicing my car, often a couple of days if they needed specific parts, but I could go to them and say there is a funny noise every time I do X and they would listen to me and treat me with respect, rather than as a ignorant female. They also provided complimentary services, such as driving me to the station after I dropped off the car. For this respect I was prepared to wait a bit longer to have my car serviced.

What about your relationships with companies? Why do you return to a particular organisation again and again when you realise you might get a quicker or cheaper service elsewhere? Think of all the companies you deal with from your hairdresser, fruit shop, favourite restaurant, bank, trades people, accountant, or telephone company, what do you like and dislike about the service they offer you? Is it based on the relationship you have with the staff? Have you noticed organisations promoting the 'relationships' you are likely to have with them? For example, 'speak to a real person', 'one person will deal with your claim', or 'follow the progress of your order on the internet'. Does this persuade you to contact their organisations?

How does this relate to indexing? Well, use this knowledge and the things you appreciate in customer service in the service you provide to your clients. Treat them with respect. Build the relationship. Keep them informed at all times. Explain clearly what you need and why. Clarify what they require. Keep your promises. Meet deadlines. So no unpleasant surprises, hidden fees/charges, hard to read fine print, and don't keep them waiting for something to be delivered.

Mary Russell

<h1>CINDEX™</h1>		for Windows and Macintosh	
from  Indexing Research: <i>the full-service indexing company</i>			
Simple 	install the program and begin adding entries in 3 easy steps. No formatting pre-sets necessary.	Sophisticated 	employ Cindex's ability to interact with other software: drag & drop between indexes and word-processors, embed index entries in RTF-compatible word processor documents, export & import files to and from other indexing, spreadsheet, and database programs.
Flexible 	adapt the program to your preferred work habits, not vice versa: user-selectable views, work with subsets of entries or multiple indexes at the same time, assign text to hot (function) keys, print out directly from the program in multiple formats from the same index file, etc.	Support 	free to registered users.
Powerful 	exploit powerful capabilities for easy and efficient data entry and editing: search and replace macros and abbreviations, auto-completion etc.	Try it today 	Visit our website www.indexres.com and download a demonstration copy and a PDF of our acclaimed <i>User's Guide</i> . See for yourself why CINDEX is the foremost software for indexing professionals.
Available for Windows (including Vista) and for Macintosh (OS X 10.3 and higher). Student and Publishers' Editions are also available. Contact us to find out how these might best suit your needs.		Indexing Research www.indexres.com 520 Park Avenue #183 Rochester, NY 14607 tel: +1-585-413-1819 email: info@indexres.com	
		CINDEX™ Simplify index preparation with the software that does everything you need to produce quality indexes.	

From the President



Some time back I undertook to present some ideas on alternate or supplementary sources of income for indexers. I expected to have access to notes used by Ian Crane for a talk he gave to the 2007 SI conferences at Roehampton. In the event Ian spent much of the time after that conference travelling and, when he had again touched down, he sent a message telling me that he had spoken almost off the cuff and had only kept the briefest notes. So I am on my own and shall list here suggestions which may generate ideas.

From my own experience:

- Since I have been to England many times I once thought that I might be able to find private libraries or collections of family papers to organise and index there. A friend who visited Knole in the course of his musicological research was shown around by the elderly 4th Baron Sackville. My friend, with me in mind, asked whether the library was catalogued. The old man answered vaguely that he didn't think so. My friend then spoke to a trustee of the Knole estate whom he knows in Malaysia only to be told that the library had been catalogued.

- There seemed to be a second opportunity when the same friend, in conversation with his dentist in Sydney, followed up what seemed to be a lead to a large collection of scores and sheet music which definitely needed organising. In this case there was just one two many degrees of separation.

- I became aware of a third opportunity in Bali where an enterprising Canadian had a flourishing business in silver and other fine jewellery, as well other locally produced craft works. The inventory ran to many hundreds of items. He was eager to produce an illustrated catalogue. This would have been a job for someone who can work happily with, and for, high-powered executives. Otherwise the general conditions and would have been fine but since I had experienced a little of the high-powered executive in local government, I wasn't going to pursue it in Bali, 'Island of Dreaming'.

- Despite these failures I managed to get several smaller assignments – organising a collection of books, periodicals and audiovisual material belonging to a school of In-

dian dance in Kuala Lumpur, and another belonging to a bamboo research foundation in Bali. While in Singapore I also undertook to visit the University library and the Botanical Gardens library to check references for articles for a botanical journal.

- Back home in Melbourne I was talking to a curator at the Heide Museum of Modern Art about the restoration of Heide 1 as the old house is known. In it was the remains of the library originally formed by John Reed. I offered to sort it for packing while the house was renovated. The job was a dusty one and involved searching in cupboards and drawers but the Museum paid well and I had a lot of fun doing it.

- Then there was an art dealer to whom I was introduced who wanted to sell her collection of books and periodicals, some quite rare. We spent a winter in a cold warehouse compiling the catalogue. A friend added illustrations from some of the works so that now, on the Web, it is a pleasure to browse.

National Indexing Service of Australia (NISA)

As I was pondering this subject I recalled that I had seen a page in the ANZSI archives in the State Library of Victoria. It was a flyer issued on 10 March 1961 by H. Godfrey Green who was the corresponding member of the Society of Indexers in Australia and responsible for bringing together the first group of indexers in 1972.

continued on page 2

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Web Manager: Mary Russell

Website: <www.anzsi.org>

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Subscriptions to the Newsletter A\$55 p.a.

The Indexer

(international indexing journal)

Maureen MacGlashan, Executive Editor

<editor@theindexer.org>

ANZSI Corresponding Member

Glenda Browne <world@theindexer.org>

To subscribe at the special rate for indexing society members, go to <www.theindexer.org> and click on the subscriptions link.

Registration

Shirley Campbell

Ph [REDACTED]

<shirley.campbell@anzsi.org> or

<www.anzsi.org/site/registration.asp>

Indexers Available

<www.anzsi.org/site/Indexers_available.asp>

From the President cont.

Godfrey offered his services under the slogan 'It is far wiser to leave it to NISA'. The range of services he offered may provide ideas for indexers today. They included:

- indexing of manuscripts, including the compilation of digests, synopses and tables;
- indexing of reports of inspections, surveys and conferences;
- indexing of special studies, addresses, academic theses, dissertations & monographs;
- indexing of maps, photographs, plans;
- indexing of archives, personal records, private papers;
- cataloguing and indexing of special collections, books, pamphlets; and
- alphabetisation of directories, gazetteers, dictionaries, glossaries.

The message from all these examples is that you need to be alert to the possibilities and not to be reticent in offering your services. After all you are an expert in the organising of knowledge which is what indexing, in its broadest definition is. In Australia there may not be enough indexing work to provide a steady supply of work for freelance book indexers. So the answer is diversify.

Society of Indexers in Australia

In checking the archives to find the flyer mentioned above I found the membership list of the earlier group for 1975. There were 99 members covering all states and the ACT and one in New Guinea. Three members still around were listed – Edyth Binkowski, Alan Walker and myself.

John E. Simkin, ANZSI President



*Members of the Committee of International Representatives of Indexing Societies
L to R: Marlene Burger (Association of South African Indexers and Bibliographers),
Pilar Wyman (American Society for Indexing), Caroline Diepeveen (Netherlands Indexing Network),
John Simkin (Australian and New Zealand Society of Indexers), Ruth Pincoe (Convener, Indexing Society
of Canada), Jill Halliday (Society of Indexers), Frances Lennie (American Society of Indexers).*

Membership Renewals

Members are reminded that the ANZSI financial year is July-June so your membership subscriptions are now due.

You will be sent an email reminder containing a personalised secure link to the payment facility to enable you to pay via credit card along with a link to the membership form that can be downloaded if you wish to pay by cheque and post to the Membership Secretary at the address on the form.

Only members without email or those with bounced emails will be posted a renewal form.

If you have any questions about the renewal process, please feel free to contact the Membership Secretary, Joanna McLachlan, at [REDACTED]

Australian and New Zealand Society of Indexers' Medal 2009

The Australian and New Zealand Society of Indexers' Medal is offered annually for the most outstanding index to a book or periodical compiled in Australia or New Zealand. The index must be in print and published after 2005. It must have been compiled in Australia or New Zealand, even though the text to which it refers may have originated elsewhere.

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 reader. The publisher of the winning index will be presented with a certificate recognising their promotion of work of outstanding quality. The judges may also make 'highly commended' awards.

Nominations, with bibliographical details and a copy of the book (which will be returned if requested) should be sent to the address on the nomination form. Publishers, indexers and all interested people may nominate indexes, and indexers may nominate their own work.

Entries close on July 14, 2009. A nomination form is available from the Society's website <www.anzsi.org>.

Contact Alan Walker - Convener, Awards Committee - [REDACTED]

ASI Conference, Portland, 23-25 April 2009

Alan Walker

Portland, Oregon, is a most suitable venue for indexers to hold a conference.

First, it is the home of Powell's City of Books, one of the largest independent bookstores in the world, which hosted the Welcome Reception. The accompanying photograph gives a misleading impression. Powell's is not just the single-story shop which appears in the picture — it takes up an entire city block, with 1.6 acres of retail floor space; it has over one million new, used and out of print volumes in stock; and it is open 365 days a year.

Second, Portland is an easy city to get around. It has an excellent public transport system, and I also found that navigation on foot is easy. The avenues are numbered from 1st up to whatever number is required, which is common enough in North American cities, but the best part (for indexers, especially) is that the cross-streets are named in alphabetical order (Ankeny, Burnside, Couch, Davis and so on, up to at least Quigley and probably further). Unfortunately this applies only in the interesting Old Town; once beyond that part of the city the street names are seriously misfiled.

The American Society for Indexing (ASI) chose as the theme for its annual conference "Scaling the Heights", a reference to the picturesque snow-capped peaks in this part of Oregon, and the basis of a variety of mountain-based metaphors in presentations throughout the conference.

The opening day was devoted to workshops, of which I chose two excellent four-hour advanced sessions:

- "Creating Elegant Subheadings" presented by Margie Towery and Victoria Agee, and
- "The Naked Indexer", in which Fred Leise bravely allowed attendees to watch him index part of a scholarly work he had never seen before: this was an unusual opportunity to observe and comment on indexing techniques and decision-making processes.

Also available were full-day workshops on "Principles of Indexing" and "Building Taxonomies from the Ground Up", as well as half-day workshops entitled "Cooking the Book" (on cookbook indexing) and "Using PDFs in Indexing".



Thereafter there were usually two or three streams running simultaneously, so it was not possible for a single person to sample all the presentations. Sessions which I found interesting and useful were:

- the keynote speaker, Carol Fisher Saller (Chicago University Press) on the Chicago Manual of Style (at 7:30am)
- Julie McClung (British Columbia Hansard) on print vs web indexes
- Cheryl Landes on indexing grammar
- Enid Zafran on when and when not to index notes
- Seth Maislin on automatic indexing
- David Ream on using PDF files
- Frances Lennie's CINDE update session, and her presentation on the visual appeal of indexes (this paper will be delivered again at ANZSI's Sydney conference in October)

The list of conference attendees contains 177 names, mainly from the USA, but including seven from Canada, one from the UK (Maureen MacGlashan, the Editor of *The Indexer*) and two from Australia (Mary Coe & myself).

The conference organisers are to be congratulated on the smooth running of a packed program, and on the many helpful services for attendees, such as the buddy system for new indexers.

My thanks to the Council for nominating me as the ANZSI representative. My office duties were not onerous, consisting mainly of talking up the ANZSI Conference in October. An unexpected pleasure was to accept the 2009 Web Indexing Special Interest Group's 2009 Award on behalf of Mary Russell, recognising her great work as the ANZSI Web Manager.

From the literature and other thoughts

Promoting ANZSI

I have been gathering ideas of mailing lists, websites, organisations and social sites in which ANZSI events can be promoted. This list contains resources used by ANZSI NSW, and others suggested by Mary Russell, Tricia Waters and Kerry Biram.

Mailing lists

- ALIA mailing lists including aliaINDEXERS, aliaINFOG and aliaCATLIBS (<http://alianet.alia.org.au/alianet/e-lists/>).
- Other library-related lists (<http://alianet.alia.org.au/alianet/e-lists/other.lists.html>) including state-based lists and the Australian Law Librarians Association list.

Websites

- Portals for short courses, eg, Short Courses Victoria <http://www.shortcourses.vic.gov.au>.

Organisations

- Australian Society of Authors, Societies of Editors in each state, Australian Society of Archivists, Technical Writers Associations.
- Family history, local history, genealogy and other specialist hobby groups.
- NSW Writers Centre weekly email newsletter http://www.nswwriterscentre.org.au/html/s01_home/home.asp?dsb=90.

Print and online publications

- Thorpe-Bowker publications at <http://www.booksellerandpublisher.com.au/> (Weekly Book Newsletter, Australian Library News offer free announcements to professional associations).
- Literary sections of each state's major newspapers.

Social networking

- Ning Indexers' Network has an events page at <http://indexing.ning.com/events>.
- Facebook – the Victorian Society of Editors has a Facebook page, at which they post photos of SocEds events every now and then, promote events etc.
- Linked-In has an events module accessible from the right hand side of a home page – the ANZSI conference is listed here.

Font size for indexes

There is general acceptance among indexers and editors that the font used in an index can or should be a few points smaller than that used in the general text. Not all our users agree, however. An interesting perspective contributed by

Sandy Topping was published in Key Words April-June 2009, p.60 (reprinted with permission):

My son, Drew, was reading one of those product information books with the active assistance of my 4-year-old granddaughter, Nicolette. As he looked in the index for the information he needed, he explained to her how an index helped the reader find things in books.

“Your Grammie writes indexes like this one,” he told her.

She squinted at the small print and answered, “Tell her to write bigger!”

At the other side of the age spectrum, my father insists that indexes should be no smaller than the text they refer to.

What Amazon can tell you

Amazon.com has two new features, which they call Concordance and Text Stats. You can select them in the Inside this Book section on the Amazon page for any book which has this feature activated (but most books on indexing don't seem to have Search Inside). Concordance brings up a tag cloud showing the 100 most commonly used words in the book. For *The Indexing Companion*, not surprisingly, index, indexing and indexers are the most common, followed by terms, entries and book. May, use and used also slip in as common words.

The Text Stats give an indication of the readability and complexity of the text. The statistics don't all agree, but roughly suggest that you should be able to read *The Indexing Companion* if you have 15.9 years formal education or a US grade-level of 12.8, although you shouldn't need a college education.

They also let you know – just for fun – that you get 1,937 Words per Dollar and 6,778 Words per Ounce.

Amazon also lists two types of Key Phrases – the first list comprises Statistically Improbable Phrases (SIPs), ie, phrases that are more common in the book being examined than in the general Amazon collection. Their selection would make the basis for a good set of keywords for a database index. It includes terms such as indexing projects, filing rules, multimedia indexing, book indexing, and database indexing along with some more specific ones such as undifferentiated locators and dedicated indexing software. There are also a few odd ones, including ‘other multivolume works’ and ‘most indexers’.

The second type of Key Phrase is a Capitalized Phrase (CAP). CAPs include some partial phrases (eg, ‘The Chicago’ – rather ironic, as one Amazon review complained that we didn't mention *The Chicago Manual of Style* enough!), some chapter headings, place names (United States, New Zealand, New South Wales, but not Australia), names, software programs (Microsoft Word, but not

Continued on page 6



The Practice of Indexing

Australian and New Zealand Society of Indexers Conference
Sydney, Australia
15-17 October 2009

Who should attend?

Anyone interested in the art and practice of indexing: indexers, editors, librarians, archivists, historians, writers, journalists, genealogists, thesaurus developers, information architects, curators, ...

Conference program

In line with the practical theme, the Conference will have a range of formal and informal sessions focusing on the 'how to' of indexing, with content to interest both experienced and new indexers alike.

Papers and Panels will include topics such as:

- indexing names
- publishing industry
- thesaurus evaluation
- indexing in a parliamentary library
- markup techniques
- styles of indexes
- today's digital environment
- indexing illustrations
- 'what we say and what we do'
- indexes on indexing – where to find them.

Our honoured guest keynote speakers are:

Hazel Bell (UK), renowned indexer and editor,
Mal Booth (Aust), Director, Education & Research Service Unit, University of Technology, Sydney,
Dr Robin Derricourt (Aust), Managing Director, UNSW Press.

Roundtable discussions will include:

- * *Legal Indexing*
- * *Medical and Scientific Indexing.*

There will also be **Indexing Clinics**, giving newer indexers, or those working in new areas, an opportunity to get feedback on an index they are working on or have completed.

Four optional half-day **workshops** will be held on Thursday 15 October:

- * *Website indexing*
- * *Cookbook indexing*
- * *CINDEX™ indexing software update*
- * *SKY Index™ indexing software.*

Meetings

The Conference Program will include meetings for the representatives of international indexing societies; and members of ANZSI, including the AGM.

There will also be time throughout the Conference to network and share ideas with local and international colleagues.

Venue / Accommodation

The Conference will be held at the recently refurbished Citigate Hotel, 169-179 Thomas St, Sydney 2000, NSW Australia. The hotel is located in the Sydney CBD with good transport access and close to all that the city has to offer for sightseeing and entertainment.

The hotel will be offering conference packages. Attendees will need to arrange all their own travel and accommodation.

Social events

As part of the program, there will be the Conference Dinner (guests welcome) held at the Conference hotel on Friday 16 October. After the Conference, there will be an informal dinner arranged on Saturday 17 October for attendees staying on over the weekend; and a social get-together on Sunday 18 October.

The Conference Committee and Society wish to encourage new indexers and people interested in indexing to come to Sydney and enjoy, and learn from, all that the Conference and ANZSI have to offer.

For further information, including registration details, please visit
<www.anzsi.org/site/2009_conference.asp>.

From the literature - cont.

the more important ones!), and organisations (World Wide Web Consortium). The choices were OK, but didn't reflect their importance in the text. The only really odd entry was Bile Ducts – extracted because it was used multiple times in a filing example.

Both types of Key Phrase are hyperlinked, so if you click on a phrase it will show you all of the books in Amazon that contain that phrase (if they have Search Inside This Book). There are only three books that have 'undifferentiated locators' as a Key Phrase, for example. These Key Phrases also come into play when someone types them into the search box, so even the words used within a book matter now for Search Engine Optimisation.

Twitter

I have been exploring Twitter (<http://twitter.com>), a site through which you send very short messages, whenever you like, to whoever wants to listen. I have started to enjoy it despite myself!

Searched for 'indexer', browsed a few pages of messages and found an ad for an indexer for Thomson Reuters in India (<http://jobs.monsterindia.com/details/7045846.html?from=indeed>). Also news from a few indexers I know who have just started/just finished jobs etc. Unfortunately most of the messages when I looked were about Twitter planning to index links (interesting, but repeated endlessly).

You can use a hash tag to make terms easily searchable. For example, snippets on your work could be tagged '#book-indexing', and when we start tweeting about the ANZSI conference we could use a hash tag such as '#ANZSI2009' to make all comments about the conference readily retrievable.

Reply to the Letter to the Editor

As a member in the process of applying for registration, I would be pleased to receive a detailed report from the Registration Panel. I would rather wait longer or pay more in order to receive a detailed assessment.

Joanna McLachlan

ANZSI Activities

<i>Date & Time</i>	<i>Organiser</i>	<i>Name of Activity</i>	<i>Venue</i>	<i>Contact Details</i>
Wed 29 July 6.00 for 6.30 pm	NSW Branch	Visit to State Library of NSW	State Library of NSW Macquarie Street, Sydney	Caroline Jones - [REDACTED]
6 August 1.15 to 2.15 pm	Vic Branch	Indexing your family history	State Library of Victoria	ANZSI website - www.anzsi.org/site/calendar
Thurs 15 Oct	Conference Committee	ANZSI Conference Workshops	Citigate Central Hotel, Sydney	Enquiries to Madeleine Davis - conference@anzsi.org
Fri-Sat 16-17 Oct	Conference Committee	ANZSI Conference The practice of Indexing	Citigate Central Hotel, Sydney	Enquiries to Madeleine Davis - conference@anzsi.org [REDACTED]

New South Wales News

We are fast approaching the end of my second year as NSW President. The NSW Branch has responded to a number of Council proposals and papers since last September, covering the proposed incorporation of the Society, Council procedures for dealing with papers, mentoring, ongoing payments to branches and database indexing registration. There is still discussion on many of these. Council has also proposed an award for annual report indexing. The NSW branch has supported this measure and further suggested that the organisation responsible for the Australian Annual Reporting Awards be approached about including analysis of annual report indexes in their award structure.

The NSW Branch has also put forward two further discussion papers for Council consideration:

'Payments to ANZSI members for services'. The NSW Branch believes that the Constitution allows Council to make ex gratia payments for one-off activities and contract payments for ongoing services rendered (eg the editing of the Newsletter) and that such payments should be offered if there is a Mentoring Coordinator or Archives Coordinator appointed. Further consideration should also be given to reimbursement where members take on other Council services that are beyond the normal responsibilities of committee work.

'Funding for attendance by Council members at the ANZSI AGM'. The NSW Branch believes that such reimbursement falls under Council's existing policy of Payments to Members, and, given the distances involved between Council members, and the need for equal representation of all members' views, it is especially important to support such a measure for the ongoing communication and health of ANZSI as a viable bi-national body.

I was delighted to be invited by the Victorian Branch in May as a guest speaker on biography indexing. It was a great turnout!. I also took the opportunity to attend the Council meeting which was held the next day. Among other areas of discussion, the question of auditing branch accounts was resolved, with Council recommending that these accounts be checked for the AGM of each branch by someone outside each Branch committee.

Madeleine Davis, President

Victorian Branch News - Indexers in the Making

On May 11th, ANZSI (Vic Branch) organised an indexing workshop to follow on from those run in March. Prior to the workshop, participants had to index Let's Haggle!: The Fun Guide to Garage Sales, Op Shops & Markets, by Dianne Duncan.

With only four participants, it was an excellent opportunity to discuss the many thorny issues confronting novice-indexers with the presenter, Max McMaster. These included a revision of some basics such as how to index continuous text and whether or not to index the illustrations. Problems encountered using Macrex were also solved!

The last part of the half-day session covered business aspects of indexing which included how to find indexing work, quoting and costing. As expected, we four participants came up with four very different indexes, but we all appreciated being able to look carefully at the index compiled by Max, professional and thorough!

Louise Molloy


Queensland Branch News - Impressions of an Indexing Course

I recently attended the two-day ANZSI Basic Book Indexing Course in Brisbane. Going well beyond the call of duty, Moira Brown, Queensland Branch president, offered her house as the venue, so it was a cosy little group which gathered there to be tutored by Max McMaster (Master indeed!) and fed by Moira, who appeared at frequent intervals from her kitchen like a genie from a lamp, laden with yet more choices to tempt us.

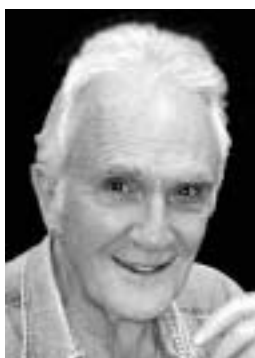
Max introduced us to the indexing world – where indexers fit in the publishing world, the software, the structure of indexes, and how to select terms for the index. By the afternoon (being so very experienced by then) we evaluated indexes of different types, heartened by the fact that even the New Scientist can produce a completely unfathomable index. On the second day we jumped in at the deep end with the software, writing our own index to a book Max provided. This was a really good way to learn both the software and the practice of indexing, as the questions posed by the students were discussed jointly and led to us all learning quickly. In the afternoon Max provided some useful ideas about how to establish our indexing business.

I found the whole weekend very enlightening, and, as someone who has studied for many years by distance education, the interaction with other people greatly enriched the experience. I came away with new-found friends, significantly more indexing skills and the confidence to believe that I can be a good indexer. I would also like to sincerely thank Moira and Max, without whom this course would not have happened.'

Mo Dickson

<h1>CINDEX™</h1>		for Windows and Macintosh	
from  Indexing Research: <i>the full-service indexing company</i>			
Simple ➔	install the program and begin adding entries in 3 easy steps. No formatting pre-sets necessary.	Sophisticated ➔	employ Cindex's ability to interact with other software: drag & drop between indexes and word-processors, embed index entries in RTF-compatible word-processor documents, export & import files to and from other indexing, spreadsheet, and database programs.
Flexible ➔	adapt the program to your preferred work habits, not vice versa: user-selectable views, work with subsets of entries or multiple indexes at the same time, assign text to hot (function) keys, print out directly from the program in multiple formats from the same index file, etc.	Support ➔	free to registered users.
Powerful ➔	exploit powerful capabilities for easy and efficient data entry and editing: search and replace, macros and abbreviations, auto-completion etc.	Try it today ➔	Visit our website www.indexres.com and download a demonstration copy and a PDF of our acclaimed <i>User's Guide</i> . See for yourself why CINDEX is the foremost software for indexing professionals.
Available for Windows (including Vista) and for Macintosh (OS X 10.3 and higher) Student and Publishers' Editions are also available. Contact us to find out how these might best suit your needs.		Indexing Research www.indexres.com 620 Park Avenue #183 Rochester, NY 14607 tel: +1-585-413-1819 email: info@indexres.com	CINDEX™ ...Simplify index preparation with the software that does everything you need to produce quality indexes.

From the President



In the June newsletter I discussed possible alternative or supplementary sources of income for indexers. Heather Ebbs, president of the Indexing Society of Canada, wrote asking whether she might pass these suggestions to members of her society. Of course I agreed, as I would for others who might be interested. And if any of you have other suggestions I would always be glad to hear them.

Another area which Ian Crane mentioned, in his 2007 address to the SI conference, was indexing work with and for groups such as family and local history societies. Although most of these groups are voluntary with limited funds they have members who are interested in writing and publishing family and local histories which need indexing. Sure, the fees which you can charge may be lower than commercial rates but one thing can lead to another, perhaps from unpaid work to lower paid and so to work paid at commercial level.

Apart from my comment about us being the 'experts in the organising of knowledge' I believe our profession has been circumscribed in the minds of others by the image of our apparently simple and easily-prepared end products – back-of-book indexes. We sometimes find it difficult to explain that there is more to our work than meets the eye. If you are feeling bold you might try using the list of things that indexers, as organisers of knowledge, do and, if you're feeling particularly cheeky asking others how many of these tasks they could take on confidently without training. Family and local history indexes are supposed to be easy to write so that they are fields

for amateurs who frequently compile their own indexes. For several years I was a judge for a family history competition. After I had contributed to the judges' reports for several years, always including indexes in the assessment of entries, the inclusion and standard of indexes improved but very slowly. However I was aware that, other than me, the members of the society involved had never met a professional indexer and didn't know where to find one assuming that I had convinced them of the value of using the services of one.

Promotion

Which brings me to the subject of how to promote better understanding of our profession and, at the same time, find clients. There may be no simple answer to this question. One obvious technique is to expect good indexing to promote itself through word of mouth. I believe this is the main way our small number of full-time book indexers operate; they, as full-timers, are there as stable points-of-contact. If they are successful they may have a surplus of work which they can refer on. If so this suggests there may be value in working in consortia. Part-time indexers may need to use other tactics. I should be interested to hear of what techniques various indexers have found to be effective.

At present the Victorian branch is mounting a programme of promotional activities starting with the distribution of bookmarks through book trade conferences and associations. I hope that the various actions can be assessed so as to discover which are likely to achieve the best results.

John E. Simkin, ANZSI President

Membership renewal reminder

Members are reminded that the ANZSI financial year is July–June, so your membership subscriptions are now due.

You will have received an email reminder containing a personalised secure link to the payment facility to enable you to pay via credit card, plus a link to the membership form which you can download if you wish to pay by cheque and post to the Membership Secretary at the address on the form.

Only members without email or those with bounced emails will be posted a renewal form.

Joanna McLachlan, Membership Secretary

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Deadline for the August issue: 4 August

Newsletter, Web Manager and Registration contacts

Editor: Peter Judge

Web Manager: Mary Russell

Website: <www.anzsi.org>

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This newsletter is published monthly 10 times per year, with combined issues for January/February and November/December. It is sent free to all members of the Australian and New Zealand Society of Indexers. Opinions expressed in the newsletter are those of the individual contributors, and do not necessarily reflect the opinions of the Society.

It is *your* newsletter, and we are totally dependent on contributions, both large and small, from members. Please contact the editor if you have any questions about the suitability of items for publication. The editor reserves the right to edit or abridge contributions.

Please send files via email in MS Word, .doc files or .rtf, but NOT .html or .pdf. And please, no images or footnotes in Word files.

Next deadline

4 August for the August 2009 issue.

Graphics

Image files can be accepted in most common formats. **Do not embed images in text files.** Camera-ready art and photos can be scanned by the editor. Note that photos need to be clear, sharp and contrasty if they are to copy well in black and white.

Advertising charges

Full page A\$175; half page A\$90; quarter page A\$35; full year 10 for the price of 8.

Membership charges

A\$70 per year from 1 Jul 2008.
Institutional membership \$95.
Subscriptions to the Newsletter A\$55 p.a.

The Indexer (international indexing journal)

Maureen MacGlashan, Executive Editor
<editor@theindexer.org>

ANZSI Corresponding Member

Glenda Browne <world@theindexer.org>

To subscribe at the special rate for indexing society members, go to <www.theindexer.org> and click on the subscriptions link.

Registration

Shirley Campbell
Ph [redacted] or
<www.anzsi.org/site/registration.asp>

Indexers Available

<www.anzsi.org/site/Indexers_available.asp>

The Practice of Indexing

Australian and New Zealand Society of Indexers Conference
Sydney, Australia
15-17 October 2009

Conference Update

The conference program has evolved during the last couple of months. It now includes two new sessions:

- Metatopic Menace – to be presented by Kay Schlembach (US)
- The History of Indexing in Iran – to be presented by Dr Roya Baradar and Sepideh Fahimifar from the Department of Library and Information Science, Alzahra University, Iran

We can also now confirm hosts for two roundtables:

- The History and Biography Roundtable will be presented by Dr Caroline Jones
- The Genealogy Roundtable will be presented by Dr Trevor Matthews

There are some changes to the Workshops program on Thursday 15 October. Unfortunately, Workshop 2 on Cookbook Indexing has been cancelled, but the good news is that Sherrey Quinn will host a Roundtable discussion on cookbook indexing on Saturday 17 October from 2.00 to 3.00 pm.

Because of this, the proposed Roundtable for delegates new to indexing has been changed – to decrease the competition for choice among the Roundtables (!) and increase the options for lunchtime – to two ‘new to indexing’ designated tables at lunchtime to be held on Friday 16 October and again on Saturday 17 October.

This will provide the opportunity for people new to indexing (or first-time attendees at an ANZSI conference) to chat informally with experienced indexers over lunch. It will also make it possible for those interested to attend one of the indexing clinics, that will be held at both lunchtimes.

See you there!

Madeleine Davis
Convenor, ANZSI Conference 2009

Annual report workshops

The Australasian Reporting Award winners were announced early in June – see <www.arawards.com.au/> – revealing a higher proportion of annual reports with indexes than in 2008.

A closer study of the annual reports that won awards showed that a high proportion of the Victorian winning organisations did not have an index, despite it being an Award requirement. Nearly all of the annual reports with an index could have benefited from help from an indexer. The organisations ranged from local councils, hospitals, water authorities, community groups, to large corporations and government departments. Our rural members will be interested to note that nearly half the organisations came from rural areas.

The Vic Branch Committee has written to the Victorian Award winners promoting ANZSI, the importance of indexes and offered them basic training in preparing an index to an annual report.

If you would like to brush up your annual report indexing skills in time for ‘The annual report season’, you are most welcome to attend one of the workshops on 20 July – see <www.anzsi.org/site/calendar_details.asp?id=94>.

Note that since the workshops are targeted at people preparing annual reports, it will not assume any experience in indexing.

Mary Russell

The Victorian Indexing Club (The VIC)

Vic Branch has launched an exciting new venture called **The Victorian Indexing Club**, or **The VIC** for short. We will hold a friendly discussion on indexing on the first Wednesday of each month at the Jubilee Hall, Holy Trinity Anglican Church, Kew. There is no need to book, just turn up on the night.

During the first half hour (6.00 to 6.30 pm) there will be an Indexing Clinic. Perhaps you have an indexing issue you would like some guidance on, or feedback on some tricky point from an experienced indexer? This is your chance to ask the experts on a one-to-one basis. Then, from 6.30 to 7.30 pm there will be a talk and discussion on a particular aspect of indexing. Our first meeting was held on 1 July.

The program to the end of the year is:

- 5 **August**: Footnotes, endnotes and cited authors – Mary Russell will discuss when to index footnotes or endnotes and how they can be noted in the index, as well as indexing cited authors.
- 2 **September**: Debate on indexing fiction – teams for and against indexing fiction will debate the topic.
- 7 **October**: Creating a large index of names – Don and Andrea Jordan describe compiling a large index of names.
- 4 **November**: News from the ANZSI conference – reports on the 2009 ANZSI Conference in Sydney.
- 2 **December**: Indexing Christmas carols – a fun evening discussing the indexing of Christmas carols and other similar items of music and poetry.

Following the discussion you are welcome to join us for dinner at a local restaurant.

So grab your diaries and mark them up. All members and visitors are most welcome to attend this free event. Full details are available on the website <www.anzsi.org/site/victoria.asp>.

Mary Russell

The VIC's inaugural meeting

The July meeting of the VIC also hosted the inaugural Indexing Clinic, with one of our members discussing the index he had prepared for a recent publication. Then Max McMaster presented a very practical discussion on indexing children's books, from which he has kindly written up his notes.

Indexing children's information books

Max looked at the practicalities of indexing children's information books (non-fiction books), focusing on books written for the lower-middle primary years market.

Audience

As in all indexing, it is important to remember the audience you are indexing for. You are indexing at the same level to which the book is written. If the author talks about the Crown-of-thorns starfish in a book on marine life, do not show your erudite knowledge and index it under *Acanthaster planci* if the term is not used in the text. However, a book on dinosaurs which refers to *Stegosaurus* or *Tyrannosaurus rex* should certainly have the scientific names indexed, as children can be very knowledgeable. Remember, be guided by the text.

Depth of indexing

What depth of indexing is required? For children up to around Grade 4 (age 9 or 10) ideally only one level of heading is required, i.e. use only main headings. For children in Grades 5-6, a two level index is fine, but try and keep the number of subheadings to a minimum.

Number of locators before subdivision

How many undifferentiated locators will a child search through before they give up? For adults we suggest making subheadings when the number of locators gets to between 6 and 8. However, for children the limit is somewhere around

(continued on page 7)

ANZSI activities

Date & time	Organiser	Name of activity	Venue	Contact details
Thurs 16 July 6.45 pm	Vic Branch	Visit to the Johnston Collection	Hilton Hotel	details on < www.anzsi.org/site/calendar_details.asp?id=91 >
Mon 20 July am/pm	Vic Branch	Annual report workshops	State Library of Victoria	details on page 2 and < www.anzsi.org/site/calendar_details.asp?id=94 >
Wed 29 July 6.00 pm	NSW Branch	Visit to State Library of NSW	State Library of NSW, Macquarie Street, Sydney	Caroline Jones <[REDACTED]>
Wed 5 Aug 6.00 pm	Vic Branch	The VIC: Footnotes, endnotes & cited authors	Holy Trinity Ang. Church, Kew	details on page 3 and < www.anzsi.org/site/calendar_details.asp?id=96 >
Thurs 6 Aug 1.15-2.15 pm	Vic Branch	Family Hist.ory Week: Indexing family history	State Library of Victoria	details on < www.anzsi.org/site/calendar_details.asp?id=90 >
Wed 23 Sept 6.00 pm	NSW Branch	AGM	To be confirmed shortly	Nominations called for – see page 7
Thurs 15 Oct	Conference Committee	ANZSI Conference Workshops	Citigate Central Hotel, Sydney	Enquiries to Madeleine Davis, < conference@anzsi.org > [REDACTED]
Fri-Sat 16-17 Oct	Conference Committee	ANZSI Conference: The practice of indexing	Citigate Central Hotel, Sydney	Enquiries to Madeleine Davis, < conference@anzsi.org > [REDACTED]

From the literature and other thoughts

Teleconferencing in Canada



Heather Ebbs, President of the Indexing Society of Canada, wrote in *Key Words* (Vol. 17 No. 2, p. 65): ‘... we held our recent executive meeting by teleconference, which made us a bit greener, saved money and put all exec members from all regions on an equal footing ... generally, those who call in can rarely hear everything that is said and it is harder for them to participate fully in discussions and decisions ... we expect to try it more often.’

Audioconferencing in NSW

Audioconferencing is a modern marvel. I have used it when working on projects for Austrade, where decision groups might include participants from the US, Hong Kong, Singapore and Australia. Time differences are a bigger problem than technology these days.

ANZSI NSW has met by audioconferencing for over a year. It provides huge time savings for our widely separated committee members (it saves me 4 hours travel), it makes it more likely that everyone can participate, and it is a greener and cheaper option. We have been fortunate to have use of the Thomson Reuters audioconferencing facility; however, there are commercial options available that do the same job, and these appear to be relatively cheap and flexible.

For example, with Budget Conferencing it is possible to run calls at any time and to pay as you go (8c per call local, 12c per call national – <www.budgetconferencing.com.au>). Optus and Telstra also have audioconferencing services available.

Another option is Skype, a free service over the Internet; however we had a few problems with this crashing, possibly caused by less robust Blue Mountains phone connections.

Professional indemnity insurance, and liability

The Victorian Society of Editors’ *Newsletter* (June 2009) announced that their society has negotiated a group rate for professional indemnity insurance and public liability insurance for its full members through broker Aon. Details are at <www.socedvic.org/freelance/insurance.html>. The cost is much less than I was quoted for professional indemnity insurance a number of years ago, so this is an excellent service.

After the web indexing course in Brisbane I met up with some friends, one of whom is a civil engineer. He says that his company NEVER signs a contract with unlimited liability – they simply cross out the clause. If the client insists, they will take on a specific level of liability which they are able to insure (and I expect they then simply pass on the cost of insurance to the client).

So if you are ever told ‘This is the standard industry contract’, be aware that the standard contract that is presented for signing is not always the contract that is eventually agreed to. If multinational engineering companies are unwilling to take on unlimited liability, why should freelance indexers?

Travel for an index

Anna Drummond wrote in the *Sydney Morning Herald* Traveller section (13–14 June 2009) about her trip to Vatican City to use a rare art-history index that has not yet been digitised. Not the usual reason for travel, although the usual clichés emerged (gathering dust in the bowels of this building ... the librarians are fierce ... a librarian scolds me.) Entry to the Vatican Library is restricted to postgraduate students, teachers and researchers (www.vaticanlibrary.va).

Nearby are the Vatican Secret Archives, with even more stringent entry requirements. The ‘Secret’, however, is a carryover from the 16th century when it meant Private.

Be wary of last minute changes

Cut Jon’s hair with a number 2 ... changed to the razor to tidy the back ... noticed some bits I’d missed ... lunged for a quick swipe ... Oops, razor, not number 2 was on! (Solution: number 1 all over).

The moral is: last-minute changes often allow errors to creep in. You may have checked that all your cross-references have an appropriate target, but if you delete a few entries at the end, you may well forget to check that they have no incoming references. You may leave your double entry to the last minute, but then suddenly find you have to add entries for an appendix – and you forget what you had previously doubled.

The only solution is to take extreme care when you are to the end of a job, and to repeat your last-minute checks even after small changes.

Dictionary of Sydney

The Australian Financial Review (21 April 2009, pp. 32-33) noted that the first phase of the Dictionary of Sydney project will soon be launched.

The project manager, Stewart Wallace, commented: ‘How information should be organised has been a major consideration as the project progressed.’ Although there will be basic search functionality, Wallace and his team have created a multidimensional graph model that enables users to get into the material and ‘bounce around within it’.

‘We are encoding everything in time and space wherever possible and will be showing whatever we can on a map,’ he says. ‘We’ve identified people, places, events – it’s a vast task but it gives you a model where things can be tied together.’

Despite efforts to create a coherent set of topics, this proved to be an impossible task as entries kept pouring in on all manner of subjects. This forced Wallace to embrace the random nature of the project and he now thinks this diversity will be one of the dictionary’s key attractions.

Glenda Browne

Your photos from Marysville ...

Remember? We asked in May if you had any photos of Marysville from the ANZSI 1995 Conference. Two members replied and Geraldine Triffitt supplied a number of photos, which have been greatly appreciated. It’s still not too late – if you have some photos you would like to offer, please contact Margaret Findlay at [redacted] >.

Tips and hints

Can't meet a deadline, what do you do?

Indexing is by its nature a deadline-oriented occupation. When negotiating the turnaround time on a job, it's worth remembering that your work could be interrupted by something not planned for, such as a day when you are unwell. Having an extra day or two as a buffer will help to take the pressure off in a situation like this.

If you find yourself in circumstances that prevent you from working and you know that you will be unable to meet the deadline, you should contact the publisher immediately. In many instances, you will be able to agree on a new date.

However, there may be a time when you are unable to complete the job yourself and you can assist the publisher by enlisting the help of another indexer. Apart from the obvious social benefits of getting to know other ANZSI members, it's useful to know who else you can contact if you need to. You can put another indexer in direct contact with the publisher, or else you can subcontract the job to them to complete for you.

Nikki Davis

Letter to the Editor

Dear Editor,

Whilst I acknowledge and respect Max McMaster's extensive indexing experience and, indeed, his contribution to indexing in Australia, I cannot leave unchallenged his comments on registration, made in the May issue of the newsletter.

First of all, registration is *not* a professional qualification. I don't wish to be purely pedantic but the term 'professional' is far too loosely utilised today and, however necessary and important we may think it is, indexing can hardly claim to be a profession. Neither do I believe that there *is* great difference in the purpose of registration from ten years ago. In the early days of AuSSI the registration requirements, if anything, were more rigorous than they are at present. In my opinion, the main purpose of registration has never been either training or professional standing but rather a *de facto* endorsement of competence from which publishers and others might obtain some expectation of satisfactory results when seeking an indexer.

It is a poor argument that the provision of detailed commentary accompanying an assessment is inappropriate, on the basis that it doesn't accompany the results of a driving-test or many examinations. In fact, certainly in some jurisdictions, feedback does accompany driving test results and is, quite validly, used to assist the candidate to understand in what ways they are below standard. Similarly, it is sound educational practice to provide feedback whenever a candidate fails to reach a required standard.

Leaving aside the formative aspect of feedback, there are other reasons why feedback is not only important but, in my view, essential. As noted above, registration does afford a degree of advantage to those seeking indexing work and there needs to be both transparency and consistency in the way that it is granted. At present, there are no clear and objective standards for registration assessment and the applicant is not even aware of who is likely to undertake the assessment. These factors leave the registration process open to abuse and therefore to question. Of course, I do not suggest or imply for one moment that there has been abuse or that any assessors have in any way acted incorrectly – the point is that neither I nor anyone else has any way of knowing. The only safeguard

that exists currently is any detailed commentary provided as explanation for whatever decision is reached.

As for the time taken – yes, I agree with Max that it is likely that applicants would welcome both a shorter and a defined timeline for completion of the process. And this highlights what is the real issue here – that the process is far too ill-defined to stand up well against any current acceptable standards of practice.

There is a real need to set out clear criteria as to what constitute the nature of the competencies required in producing an index of an 'acceptable' standard and at what level the indexer needs to be able to perform these competencies. These competencies and achievement standards need to be made freely available and subject to the scrutiny and comment of the indexing community (including publishers and others) and need to include not only the attributes involved in analysing and interpreting content, selecting headings and so on, but also aspects of negotiation and consultation that are essential in bringing about a satisfactory relationship with the publisher and definition of parameters that allow a 'good' index to be produced.

The face of the Society today, largely due to advances in technology, is much brighter and more attractive than that of the past and it seems to be throwing off its somewhat amateurish cloak of the past – and I think that it is this that prompts Max's reference to 'professional'. However, it is important that the changes occur not only in the shop window – if indexing is to be promoted as a professional endeavour then the practices of the Society must be professional, too. At present, the registration process cannot honestly stand up as a credible system for professional recognition.

Roger Hawcroft, Toowoomba, Qld

Max replies: 'I welcome Roger's views on my letter. It is only through healthy discussion of professional issues such as registration that we as a Society can move forward. Let's hope more members of the Society are prepared to share their views on this and other topics.'

Indexing biographies – Part 1 of 3

In May this year, ANZSI Victoria invited me (Madeleine Davis), together with Max McMaster, to give a presentation on indexing biographies. I wanted my presentation to be practical rather than theoretical, so at the meeting I gave out a list (by no means exhaustive) of possible statements and queries concerning biography indexing gleaned from conferences I have attended, books I have read, Index-L discussions and my own experience. Not all the questions were specific to biography indexing, many were also relevant to indexing historical texts, but they represented some of the more frequent decisions to be made when indexing this type of material. I have been asked to present my talk again in written format, as perhaps being of wider interest. I brought many of the books I had indexed to the meeting, hence the references in the text below. I would be happy to discuss anything arising from my talk or any other related topics – perhaps in the form of ‘Letters to the Editor’ and responses in future issues.

1. How to start?

Read the proof pages thoroughly? Mark up the pages first? Or start at page one and index as you go?

Time is important and I have almost never had the luxury of reading an entire tome before beginning the index, but I always at least try to mark up one chapter at a time. And I mean mark up! I use a system of vertical and horizontal sticky tags on the proof pages. Vertical tags mean general queries, spelling/typos to clarify with the editor; horizontal tags mean topics or themes to cover, notes or ideas scribbled in the margin of the text to revisit. I also highlight the text using different colours and circle and slash through each entry as I add it to the index. (NB: at the presentation I mentioned that Richard Shrouf from the US will be speaking on this very topic of marking up versus non-marking up at the ANZSI conference in October and I will be very interested to see and hear about other techniques).

I always ask the editor to forward any contents pages, glossaries, end notes, introductions/prefaces (if not included for indexing) and any other relevant material, with the page proofs. In particular I ask if the editor used or compiled a list of names with preferred spelling, particularly for foreign names.

Golden Rule – I always ask if there is a family tree (or trees) to be included in the book. This is absolutely essential. If the editor/author does not have this then draw one up yourself. I use A3 paper and add to it every time I index a family member, including all their nicknames, abbreviated names, second names, marriages, children etc. It will be invaluable in recognising a person mentioned on p. 2 and then by his/her married or nickname on p. 452! When I indexed *Stella Miles Franklin* (Jill Roe) there were two sets of families involved, with numerous mothers, fathers, aunts, uncles, brothers and sisters, nephews and nieces and it was a nightmare sorting them all out. Luckily the author sent me the two family trees involved.

As with any indexing project, I don't start making judgments about the structure of the index until I have decided what the book is about and who is the user – e.g. *The Floor of Heaven* (Richard Wherrett) turned out to be less about Richard Wherrett and much more about theatre in Australia. In the end the index contained a relatively short entry on Wherrett himself and many other entries on plays, playwrights

and theatres. The index I developed for *Frank Lowy: pushing the limits* (Jill Margo) had lengthy entries on his life but also a large entry on his company Westfield and its evolution in the Australian and overseas business world.

Cindex, the indexing software that I use, has a facility for labelling entries (i.e. they appear in red on the screen) which you can then Edit>>Find and print out for further thought. This is an invaluable tool for noting ideas about the structure of the index, possible subheadings, entries to check with the editor etc.

2. Resources

I always index a biography or historical text with Google open on a browser window for quick checks of words, places, towns, monuments etc. My favourite sites are the Dictionary of Biography online, Wikipedia, the Library of Congress (invaluable for checking inversion of names) and the National Library site.

However, I do not neglect hard copy resources – I have five shelves! I am a passionate dictionary collector – I must have at least 30 to 40 different types of them – dictionaries of biography, music, art, architecture, films, famous women, opera, the occult, Greek heroes etc. I usually buy them at cheap book sales, Trash and Treasure stalls and local markets. And, sooner or later, they come in handy! I also always have an atlas nearby and more recently use Google Earth.

When I was undertaking the index for *The Heart Garden* (Janine Burke), the story of Sunday and John Reed and their relationships with Sidney Nolan and other Australian painters, I visited Heide, the art gallery that was the Reed's home outside Melbourne, and the grounds, to get a feel for the place and the times.

3. What to index?

People, places and events? Themes?

Golden rule – at the start, index it all, become selective later when you have a grasp on where the emphasis in the text lies. Most common mistake – tell yourself you will add this entry later if you come across more useful references – inevitably there will be, and you will have forgotten where the first reference was! See also my comments at #15.

4. Run-on style versus indented style Which is best for biography indexing?

I prefer telling a story about a person or an event in run-on style and in chronological order, not alphabetical order. This prevents odd entries popping up in the index i.e. life matters being mixed up with other general entries in an indented style. However, run-on style can be ruined by bad layout by the editor. The index to *Chifley* (David Day) was laid out in three columns and as so many sub-entries were rounded down to the next line due to the narrow column space, the index was ruined visually and made little sense (to me!). The same happened to my index for *Sir Frank Packer: the young master* (Bridget Griffen-Foley). To my eyes, the index was basically rendered unreadable in 3-column layout.

Madeleine Davis

(to be continued in August)

(Indexing children's books, continued from page 3)

4 entries before you need to use subheadings. Unfortunately, trying to marry the principles of depth of indexing and number of locators before subdivision can be difficult, which sometimes means you have to compromise.

Precision in language

Index entries should match the precise words on the text page as much as possible. Adults interpret what is on a page, e.g. an index might use the heading 'weddings' and indicate the information about weddings is on page 50. However on page 50 of the text, the topic under discussion may talk about marriage and the word weddings may not be used. The adult interprets marriage as synonymous with weddings. Children, particularly at the more junior level, are far more literal, so if you index the word weddings, the word weddings must appear on the page.

Precision in numbering

If you are going to show a page span be sure to use all digits rather than the more compressed form, e.g. 26-27 rather than 26-7, as the latter looks like a subtraction sum to a child. Alternatively, do not use page spans at all and index as 26, 27.

Avoid classifying information

If a book on music talks about a number of musical instruments, index them separately under their individual names rather than classifying them under the main heading 'instruments', and having sub-headings for each instrument

thereafter. Just keep the heading 'instruments' for discussion about instruments in general. Following this approach, it may be desirable to use a *see also* reference of the form: instruments *see also* specific types of instruments, eg. violins.

Index all important information

This may seem blatantly obvious, but quite often with children's books useful information is left out of the index.

Consistency in style

If you are using direct entry, maintain the one style and do not include inverted headings for variety.

Cross-references

Try and avoid *see* cross-references as much as possible. Use double or even triple posting when necessary. *See also* cross-references can be used, but with discretion.

Illustrations

As most children's information books contain large numbers of photos and the text to which they refer is usually on the same page, there is no need to index the photos separately.

The principles of indexing children's information books are essentially the same as indexing non-fiction books for adults. The major difference is that you are dealing with a younger and less linguistically sophisticated audience, and as such you need to take this into consideration.

Max McMaster

NSW Branch AGM and elections

NSW Branch will hold its 2009 Annual General Meeting at 6.00 pm on Wednesday 23 September, at a venue to be confirmed shortly

Nominations for officers are invited, using the form below:

We, the undersigned members of ANZSI NSW Branch, nominate the person named for the office indicated for the year following the Annual General Meeting for 2009.

Name of person nominated:

Office (please circle):

President Vice-President Secretary Treasurer Committee Member

Signature of nominator:

Signature of seconder:

Signature of nominee:

Nominations must reach the following address **by 10 September 2009:**

Returning Officer, ANZSI NSW Branch, The Basement, 10 Rockwell Crescent, Potts Point NSW 2011

From the President



I have been checking through my photographs to see whether I have any which might answer the editor's repeated request. I could find only two, both of which have already been published. I have never been addicted to the camera and, even when I have one with me during travel, I usually forget to use it. Thus I don't have many photos and the problems of organising and indexing them have not arisen.

But I began to wonder how these activities are carried out now that the end product is a computer file. Perhaps someone with knowledge of this field can enlighten me.

Then the chain led me to think of those who devise systems for the recording, preservation, cataloguing, indexing and retrieval of image files and other media.

The question has often been asked as to whether 'indexing' is a profession. Anyone who aspires to the understanding of the elements which must go to the devising of such systems certainly has to be 'professional'. But, one may say, 'I only want to index text using the rules which I have learned in the course I did'. Fine, but no two indexing jobs are the same and all will require decisions to be made as to the most effective way to serve the needs of the index's users.

And then, what of the jobs which require the indexer to be inventive, such as in creating tables of family relationships for a genealogical work. You may say that there are software packages for this. Yes, there are, but quite a few of them. How will you

decide which is the best one for your job unless you exercise some 'professional' judgement? In fact none may meet your requirement and it is up to you to create a new one. And remember that such a job will require analysis of the material you will be organising, probably the creation of a database structure for entering the data, decisions as to the output; will it be in hard copy or online? How will the files be updated?

'Oh, that's just a series of mechanical decisions' I hear you say. OK, so give them to a machine to decide and see how 'mechanical' they are. No, they require judgement that only a real live human being can exercise. And don't hold your breath waiting for the development of 'artificial intelligence' to do the job. I'm here to tell you that Nature, God or Evolution (take your pick) has already done the job of inventing intelligence and you had better use it. It can be fun.

As I followed the above chain of thought two other thoughts came to me. First, how much of a person's biography can be deduced from a series of photographs? What of the dictum equating a photograph with a thousand words? How often have we pondered a photograph of some long-dead ancestor? Sometimes they give up quite a bit of unexpected information. Photographs themselves can be used as a form of index to a person.

Second, I considered the ends to which indexes are put. We teach indexing as a constructive activity aimed at making knowledge accessible. But, what of the knowledge which they give access to? In the years leading up to the Second World War two large indexes were created. One was by the German state and was built with great efficiency to keep track of all the

(continued on page 2)

Membership renewal reminder

Members are reminded that the ANZSI membership subscriptions are now due.

You will have received an email reminder containing a personalised secure link to the payment facility to enable you to pay via credit card. Or you can download the membership form from the website and post your renewal to the Membership Secretary at the address on the form. You will need to go to the member's area of the website which requires a password.

If you have forgotten your password, or if you have any questions about the renewal process, please contact the Membership Secretary, Joanna McLachlan at

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Deadline for the September issue: 2 September

Newsletter, Web Manager and Registration contacts

Editor: Peter Judge

Web Manager: Mary Russell

Website: <www.anzsi.org>

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It is *your* newsletter, and we are totally dependent on contributions, both large and small, from members. Please contact the editor if you have any questions about the suitability of items for publication. The editor reserves the right to edit or abridge contributions.

Please send files via email in MS Word, .doc files or .rtf, but NOT .html or .pdf. And please, no images or footnotes in Word files.

Next deadline

2 September for the September 2009 issue.

Graphics

Image files can be accepted in most common formats. **Do not embed images in text files.** Camera-ready art and photos can be scanned by the editor. Note that photos need to be clear, sharp and contrasty if they are to copy well in black and white.

Advertising charges

Full page A\$175; half page A\$90; quarter page A\$35; full year 10 for the price of 8.

Membership charges

A\$70 per year from 1 Jul 2008.

Institutional membership \$95.

Subscriptions to the Newsletter A\$55 p.a.

The Indexer

(international indexing journal)

Maureen MacGlashan, Executive Editor
<editor@theindexer.org>.

ANZSI Corresponding Member

Glenda Browne <world@theindexer.org>

To subscribe at the special rate for indexing society members, go to <www.theindexer.org> and click on the subscriptions link.

Registration

Shirley Campbell

Ph # [redacted] > or
<www.anzsi.org/site/registration.asp>

Indexers Available

<www.anzsi.org/site/Indexers_available.asp>

The Practice of Indexing

Australian and New Zealand Society of Indexers Conference
Sydney, Australia
15-17 October 2009

Conference Update

The Conference Committee is pleased to announce that two lucky door prizes have been donated for those attending the Conference Dinner on Friday, 16 October. The Society of Indexers (UK) has offered a year's subscription to *The Indexer* and Hazel Bell has donated a copy of her recent book, *From Flock Beds to Professionalism: A History of Index-Makers*, Oak Knoll Press, 2008.

The post-conference social get-together on the morning of Sunday, 18 October, will be a tour of the Powerhouse Museum, at Darling Harbour within easy walking distance of the hotel. Everyone is invited. Further details and arrangements will be posted on the website and at the conference.

A display table of indexing materials is also planned for the conference. Copies of publications from the American Society for Indexing (ASI) and the Society of Indexers (SI) will be available for perusal and sale or subscription.

Please note – registration for the conference should be received by 4 September. A late fee of \$55.00 will be charged for applications received after that date. Bookings for workshops to be held on Thursday, 15 October, do not carry a late booking fee but are subject to numbers. Get in early to avoid missing out!

The Conference Committee is currently looking to secure sponsorship for one ANZSI member to attend the conference, who might otherwise find it difficult to attend due to the costs involved. When details are finalised a notice will be posted on the conference pages of the website. In the meantime the committee requests that expressions of interest from any ANZSI member for such a sponsorship be forwarded to Madeleine Davis at <[redacted]>.

Madeleine Davis
Convenor, ANZSI Conference 2009

(From the President, continued from page 1)

citizens of the 'thousand-year Reich' and particularly the ethnicity of the citizens so that inferior persons could be controlled or eliminated. I believe Interpol inherited these files after the war.

The second great index was that created by that hero of indexing, Paul Otlet, the great Belgian humanist and supporter of world causes and one of the chief inspirers of the principles of the League of Nations. He believed in human development through knowledge. To that end he created the Universal Bibliographic Repertory which by the 1930s had become an index of 14 million

entries with supporting files of documents. The remains of Otlet's work, which was damaged during the war, are now housed in the Mundaneum in Mons. While Otlet's work was vulnerable because of the form in which it was created, the only one available then, we now have means of creating and preserving files of knowledge which are much more durable because they can be created in hyperspace where they are less accessible to those who would destroy them.

John E. Simkin

ANZSI registration

Congratulations to Joanna McLachlan on her recent registration.

ACT Region Branch at the Australian Institute of Criminology

A few weeks ago ACT members enjoyed a visit to the J V Barry Library of the Australian Institute of Criminology, conducted by Janet Smith, Principal Librarian.

The Institute was established in 1973 and the Library a year later. Indexing and abstracting began early, were online by the mid-1980s, and then on Ozone. The Library is Australia's major criminology body and its records are indexed and catalogued from around the world.

We examined copies of CINCH, the two-volume Australian criminology database, with lists of subject headings and of journals indexed, which can now be kept up-to-date by a part-time indexer, one of 60 staff. The Library catalogue has evolved into a website database, flexible and responsive.

After this introduction, Janet suggested a question and answer session, in which we learned that –

- Only public databases are used, so everything is added and publicly available. The databases get many external hits, from academics and those who used them as students. There is also the Indigenous Justice Clearinghouse, a research database.
- Users can search by subject headings, and records appear in various databases.
- All staff members monitor journals, make selections and create basic records, so the indexer only has to write an abstract and subject headings. They also pick up articles published overseas.
- Books are held in compactus shelving, and journals on open shelves, in hard copy, with current issues on display.
- 'Library alert' announcements are made about the latest topics. Some subjects are constantly needed, but others may relate to projects, for which contract staff are needed.

- The library has a broader range of interests than the database. The percentage of books is low, and that of journals high, as the library is collecting less. The percentage of reports is up, especially online journals, and conference papers.
- Major news articles are collected, also book reviews, in particular those by staff members and special articles.
- The library tries to collect Australian books on serious criminology research.
- It also collects material from radio and TV, e.g. law reports, and some of the more important Radio National reports.
- The library plans to produce a bibliography of its own publications and those of other organisations.
- It has its own thesaurus, and tries to keep all research topics current, and not let any die out.
- If staff leave, they must leave their research in the Institute. Because of staff turnover, there is an Identifier list of terms, which is easy to create.
- There is also a list of up-to-date drugs, under their proper names.

This concluded our visit, which was useful, informative, and very well organised.

Edyth Binkowski

ANZSI ACT REGION BRANCH LIBRARY

Edyth Binkowski has recently updated the list of holdings published in the newsletter earlier this year. Find them at <www.anzsi.org/site/actr.asp>.

These items are available for loan or for consultation on the spot (at 25 Lawley Street, Deakin ACT 2600) by arrangement with Edyth. Phone + [REDACTED] email <[REDACTED]>

ANZSI activities

<i>Date & time</i>	<i>Organiser</i>	<i>Name of activity</i>	<i>Venue</i>	<i>Contact details</i>
2 Sept 6.00 pm	Vic Branch	The VIC: Debate on Indexing Fiction	Holy Trinity Anglican Church, Kew	Details at < www.anzsi.org/site/calendar_details.asp?id=97 >
14 Sept	Vic Branch	Basic Book Indexing Part 1	Holmesglen	Details at < www.anzsi.org/site/calendar_details.asp?id=103 >
15 Sept	Vic Branch	Basic Book Indexing Part 2	Holmesglen	Details at < www.anzsi.org/site/calendar_details.asp?id=104 >
Wed 23 Sept 6.00 pm	NSW Branch	AGM	Cafe Kasturi 767-769 George St Broadway	Cost \$20 per head Drinks will be provided by the Branch. Enquiries and bookings to Lorraine Doyle <[REDACTED]>
30 Sept	ANZSI	Basic Book Indexing Part 1	Darwin	Details at < www.anzsi.org/site/calendar_details.asp?id=105 >
1 Oct	ANZSI	Basic Book Indexing Part 2	Darwin	Details at < www.anzsi.org/site/calendar_details.asp?id=106 >
Thurs 15 Oct	Conference Committee	ANZSI Conference Workshops	Citigate Central Hotel, Sydney	Enquiries to Madeleine Davis, < conference@anzsi.org > Ph + [REDACTED]
Fri-Sat 16-17 Oct	Conference Committee	ANZSI Conference: The practice of indexing	Citigate Central Hotel, Sydney	Enquiries to Madeleine Davis, < conference@anzsi.org > Ph [REDACTED]

From the literature and other thoughts

Names of indexing companies



It was the name of Jean Jesensky's company – **Endswell Indexing** – prompted the thought that it would be good to gather examples of other indexing company names. I posted queries on Index-L (27 May) and aliaINDEXERS (on 23 July); here are the replies, along with a couple of tag lines and a few names that I discovered.

Carolyn Kearney: When I was working as a freelance indexer, I briefly used the business name '**Locator Locator**'. But then I stopped, thinking that maybe only other indexers would get it. (Plus the reference to real estate mantra 'location location' may be just a local Sydney obsession...?) However, I still think it is a cool name!

Jane Purton: I have called myself **Watchword Indexing**. Watchword is an old name for a password.

Max McMaster: **Master Indexing**.

Don Jordan: Mine is **Antipodes Indexing**, which I thought was both geographically appropriate and euphonious, and would put me near the top of alphabetical lists.

Jan Wright: **Wright Information Indexing Services**. Mine is a play on my last name – hopefully you get the Right Information.

Lee Lawton: Mine is **Right to the Point Indexing**. I hope my entries take the reader right to the point they're looking for. That pretty much describes my communication style, also.

Teri Jurgens Lefever, **Nimble Index**: This could be a very fun thread. I put a lot of thought into the name of my company. I hope it invokes an image of the readers being able, with my index, to skip through the text, landing 'nimbly' on the points of interest to them.

Michele Combs: Mine is a bad Latin pun: **Carpe Indexum** = 'Seize the Index!'

Diane Johns: My company name, **Indexing for Good**, came to me like 'rosy-fingered dawn' after an extended period of meditative activity. It reflects my focus on works dealing with sustainability, civility, communication across cultures, and some of the arts & disciplines that keep civilization rich and meaningful. It also incorporates my resolve to maintain a viable business!

Angela Wingfield: **Fine Tune Communications**, 'Making your text sing'. Well, mine is not particularly quirky, but it arose from the fact that my introduction to the publishing industry came via transcribing the philosophical lectures of the Canadian metaphysician Dr. Kenneth G. Mills – hence the 'fine tune.' And of course, there's the meaning of 'fine-tuning.' 'Communications' was used to encompass many services, including indexing, editing, and proofreading.

Lori Holtzinger: **Zinger Indexing**. Mine is a play on my last name and also the definition of 'zinger'.

Marjorie Joy: **Words & Images**. I am a botanical artist/illustrator as well as indexer. I've also done a few other editorial odd-job projects – fact-checking and proofreading. My business name of 'Words & Images' covers it all, and gives me scope to expand in many directions.

Margaret Gibbs: Mine, **Chattan Indexing**, isn't nearly as clever as some I've seen, but it covers the fact that the bulk of my work is in the fields of genealogy and Scottish history, and refers to the fact that most of my Scottish ancestry comes from the clans that made up the Chattan Confederation in the north-central Highlands. The sneaky bit is that the Gaelic name also refers to my lifelong role as a humble servant to cats.

Cindy Coan: **Indexing 'By the Book'**. Like many other names previously mentioned, my business name has more than one possible meaning. Most (though not all) of my indexing has been of books, and the name I've picked serves to convey that idea, as well as the idea that the indexing is done in accordance with indexing standards and guidelines.

Terri Corry: Mine is **Stepping Stones Indexing** – with the idea that I'm creating a path to information.

Lori Bell: **Bell Book & Index** is adopted from the name of a 1958 James Stewart/Kim Novak film called 'Bell Book and Candle' that has nothing to do with indexing (although Stewart's character is a publisher). But it makes a good business name for an indexer with the last name of Bell.

Amy E. Novick: **BackSpace Indexing**. I chose BackSpace Indexing because, well... that's where indexes go.

Linda Sloan: **Information Universe**. 'Managing a universe of information': I chose 'Information Universe' because of my aerospace specialty. Even though I do other subjects, astronomy and space flight have always been my favorites.

Jean Skipp: As a former librarian, the name of my business, **IncludesIndex**, was, as my kids used to say, a no-brainer.

Pilar Wyman: My tag line was **Great Indexes for Great Books**, and as technology advanced, I added '–and other media'.

Wendy Allex: I love the name of my business – **Indexpert**.

Suzi Kaplan: **Key information service**.

Rose Ippolito: **InDocs Indexing Service**. The name is meant to make the reader think of a doctor – in the same way that a doctor points out what is hidden (like an illness) an indexer points out where the (scattered) information can be found, and with information, one can make a better 'diagnosis' of the presented material.

Thanks to all of you who shared your company names and the reasons behind them. Finally mine – following the KIS principle, it's just **Glenda Browne!**

Glenda Browne

Blue Mountains Publishing Cluster

There is a new Writing, Publishing and Printing Cluster in the Blue Mountains. Its vision is for the Blue Mountains to be an acknowledged centre of excellence for printing, publishing and related industries (graphic design, photography, book binding, and, we hope, indexing), and for the businesses associated with the Cluster to prosper in an atmosphere of co-opetition (competition and cooperation). The group meets on the first Monday of the month from 10.00 am to 12 noon in the Grose Meeting Room at Blue Mountains City Council, Katoomba. To find out more, or to join the mailing list, contact Bronwen Johnston at the Blue Mountains City Council, [REDACTED] >.

Glenda Browne

Tips and hints

Some dos and don'ts for maximising listener pleasure in your presentations

DO:

- Use your presentation to include material that you cannot include in your written paper or address. Pictures and diagrams can often help your audience to grasp more rapidly and completely what you want them to know. However, be careful to show only those that directly illustrate your argument or topic. Amusing stories that illustrate personal aspects of your investigation or project can help people warm to your theme. Be an interesting human being and not a speaking automaton!
- Remember that you are allotted a maximum time to speak, and be sure you finish comfortably inside it. Fifty minutes passes quickly, and twenty minutes absolutely flashes by.
- Pick out what you consider is the minimum number of main points you wish to make, and speak to those. It is much better that you cover a few points without rushing, than trying to cram everything in.
- Practise your talk beforehand, speaking it aloud. Time it, record it, and edit as necessary. Go over it several times until you can deliver it with minimal reference to your notes. Deliver it to a friend or relative and ask them for feedback.
- Look at your listeners and choose several of them to speak parts of your talk to. Imagine you are having a conversation with them alone. Speak clearly, without rushing, and leave some spaces so that your audience can absorb what will, mostly, be new to them. You may know your subject well, but they may be hearing about it for the first time.
- **STOP** when told your time is up! End the sentence you are on, say 'Thank you for listening', and leave it at that. The session leader and your audience will love you. If you were unable to finish the talk as you had planned, there may be an opportunity during question time for you to add something more. Frequently, question time can be more valuable to your listeners than your presentation, and they will appreciate your leaving adequate space for it.
- Be very careful, economical and self-critical about the use of visual material. Human brains generally process **either** auditory **or** visual material, but rarely both at once. If you show a picture or set of words to an audience and continue talking, they will not take in what you want them to, and they will feel frustrated and cheated. Limit the number of words on screen to a **maximum** of about 8 to 10! **Stop speaking** while the audience reads the words or looks at the picture. Ask yourself why you are showing these words and pictures - how do they add to your listener's understanding of your topic?
- Use PowerPoint for **non-verbal** presentations only! It is a complete medium in itself, especially when all the 'bells and whistles' are used. People can't cope with your words as well. Give people one thing at a time to concentrate upon.
- Ensure that you stand to one side of an overhead projector or computer, and that the screen is high enough, so that you don't obstruct your audience's view of the screen. Practice with these tools is necessary so that you don't interrupt the flow of your talk or your listeners' concentration.
- Remember all the good presentations you have enjoyed in the past, and the bad ones you have endured. Use your own

experience to put yourself in the place of your audience and give them something you would enjoy yourself!

DON'T:

- Read your paper word for word (or even roughly word for word!). You may as well be in a room by yourself as far as your audience is concerned! Your own experience as a listener must have told you how boring and alienating this is, so why would you want to subject your listeners to it? Your paper will be in print in some way or other and the audience can read it word for word themselves later on, if your presentation has stimulated them to want to.
- Put words on the screen and then read them to your audience. They can do that perfectly well on their own, if you give them time to. Your talking will just get in the way of their understanding.
- Talk to a screen with words or an illustration on it. Glance at it, if you really need to check that you have the correct illustration and that it is aligned correctly, and then face your listeners again before you begin talking. There should be no need for checking, anyway, if you have practised your talk properly.
- Give a lengthy history of your project if your main purpose is to tell your audience about something you have discovered or learned, and why this may be valuable to them. They can read about it in your written paper if they want to. Is it even relevant to the subject of the seminar, conference or lecture series, anyway? Most people want to learn something that they can use in their own present situation and may not really care how you came to it, fascinating though this may be to you.
- Add music or a sound-track to a PowerPoint presentation. The visuals must stand alone, without distractions.

Don Jordan

NZ training course in October

New Zealand indexers are invited to take part in an intermediate-level training course in Wellington at the beginning of October. The tutor will be Tordis Flath, the founder of the New Zealand branch, an ANZSI-registered indexer and an ANZSI award winner.

Given sufficient interest, the one-day course will be held on Friday, 2 October, or Monday, 5 October. It will cover topics for fashioning professional back-of-book indexes, including the creation of subheadings, filing considerations for names, especially Mori and Aboriginal names, editing and proofing indexes, being a freelancer and quoting for jobs.

The course is not for beginners. Participants should have done an ANZSI introductory course or have already produced indexes for publishers or institutions. The cost will be approximately \$225 for ANZSI members and \$275 for non-members. Please register your interest now by emailing Tordis at <[redacted]@nzsi.org.nz>. At this stage, please indicate which date(s) suits you and any suggestions for topics you would like covered.

Robin Briggs

Indexing biographies – Part 2 of 3

The article by Madeleine Davis, continued from last month.

5. Chronological order or alphabetical?

Use of action terms – past or present tense?

Chifley and Curtin (*Curtin: a life* by David Day) both die in the first pages of each book, before the rest of their lives intervene, so that indexing in alphabetical order is not really appropriate. Michael Wyatt with whom I shared developing the index for *Curtin*, my first biography, told me ‘The fact that his death is written about before his life is absolutely no excuse: it simply means that extra vigilance is required on the indexer’s part!’ Order by page number means they were both dead before the text tells us they were born; alphabetical order means that they died pretty much soon after they were born! The solution is a run-on index with meaningful subheadings not necessarily in alphabetical order, and to force sort chronological order by events in their lives.

However, I did not use a run-on style with *Stella Miles Franklin* but used the normal indented index style, with many *see/see also* references from the main Miles Franklin heading and either a gloss or reference to SMF in the index entry, e.g. awards and honours (SMF), literary career (SMF), beliefs and opinions (SMF), influences on SMF, books, articles and other writing by SMF and so on.

Whether to use past tense or present tense and finite or non-finite verbs can be a tricky decision. For example, entries under a main character could be ‘marriage to Susie’ or ‘marries Susie’, ‘breakdown of marriage’ could be ‘marriage breaks down’ which is probably a more direct and lively entry. In my opinion, you can produce a more flowing list of events with run-on style if you employ the present tense, e.g. the main character ‘joins union 23–24; University ALP club, 30–35; and Labor Party, 50’ Decide if your indexing terms are going to be nouns or verbs, passive or personal voice and stick with it!

The style or look of the index at the end is important – see the 3-column mess for *Chifley* and *Packer*. Unfortunately the indexer has little say in the layout but an early discussion with the editor is useful. And definitely discuss the number of pages for the index. My experience is that editors usually underestimate the number of pages for an index as some don’t fully realise how many people, places or events are mentioned in the text.

6. Capitalisation or lower case for entries:

in headings, indented subheadings or run-on entries and grammar – use of commas, colons and semi-colons especially in run-on style.

I did not elaborate much here other than to emphasise the importance of being consistent and liaising with the editor re house style.

7. Cross reference or double post?

People marrying each other? Divorcing each other? Having affairs?

Cross-referencing or double posting is a tough decision. If possible, make a note of which entries you will want to double or triple post (this occurs frequently with biographies and history, where people participate in the same event, e.g. marriages, divorces, overseas travels, wars, political parties etc) by labelling/highlighting the relevant entries in the index and

only add the duplicate entries at the end of the indexing process ie after you have finalised all the page locators for that particular entry or topic. This will save you eons of time during the proofreading process!

8. Should there be a main entry

for the subject of an autobiography or biography? What about entities that take on the life of a main character?

Some subjects become bigger than life – they take on a life of their own within the text and need to be accorded the same analysis as the major character in a book e.g. *The Herald* and *The Herald and Weekly Times* in *Keith Murdoch: founder of a media empire* (R.M Younger); *The Northern Star* and all the Westfield entities and companies (*Frank Lowy: pushing the limits*); *The Australian Women’s Weekly*, Consolidated Press and all the newspapers in *Sir Frank Packer: the young master*, the Labor party and all the various unions in *Curtin* and *Chifley*.

Indexing fictional characters in the biography of a writer is also a challenge. For *Stella Miles Franklin* I sought opinions from Index-L to help me with this particular dilemma. In the end I indexed all the fictional characters and placenames from her novels as a combined subheading, ‘characters and places’, under the title of each book. I did not reverse the names but did put them in italics.

9. Indexing the main character:

exhaustive analysis – emotions, personal characteristics, relationships, likes and dislikes, influences?

Really, as I mentioned above, this depends on the text, e.g. Richard Wherrett in *The Floor of Heaven*. There is very little about him in the index – the largest entries in the index are for the individual theatre companies which he directed. Again, where there is a huge amount of material devoted to the main character and a really thorough analysis of the text is needed, this can actually be indexed separately. Due to time constraints I collaborated with both Michael Wyatt on *Curtin: a life* and with Caroline Colton on *Beazley: a biography* (Peter FitzSimmons). In both cases I just concentrated on the biographical details and achievements of the main character and we merged all entries at the end. The final index was pretty seamless.

10. Should all personal names be indexed?

What about when only the surname (e.g. Dr Brown, Mrs Smith) or Christian name is used? What about women who marry? (at the beginning of the book; at the end of the book; after the period of the book?) What about relations to the main character – mothers, fathers, grandparents, sisters, brothers, sons, daughters, cousins etc?

The use of glosses (information in brackets after entries) is always useful for the reader but how far down and across the generations you go is a matter for individual judgment relative to the text, not some hard and fast rule of indexing. Because the indexing of names is such an important and sometimes vexed issue, the Conference Committee has included three sessions on indexing names at the ANZSI Conference in October, including a presentation by one of the indexing world’s authorities in this area, Noeline Bridges from Canada.

(continued on next page)

New South Wales Branch news

In the June issue of this Newsletter I outlined some of the proposals which the NSW Branch had put forward to Council for discussion. I thought I would let you know what Council has decided on these issues.

'Payments to ANZSI members for services'. This was a NSW proposal that Council provide reimbursement where members take on services for Council beyond the normal responsibilities of committee work. In the past, Council has recognised this and offered honorariums for such work. In fact, a detailed paper on this matter was developed some years ago. If members are interested, the Policy on Payments to Members can be found under ANZSI Documents in the members area on the ANZSI website at <[www.anzsi.org/UserFiles/file/Policy on Payments to Members.pdf](http://www.anzsi.org/UserFiles/file/Policy%20on%20Payments%20to%20Members.pdf)>. However, in the Council minutes of its meeting of 30 June this year, Council has rejected the NSW Branch proposal.

'Funding for attendance by Council members at the ANZSI AGM'. This was a NSW Branch proposal for Council members not able to attend Council meetings because of distance and the expense involved in travel etc, to be subsidised to attend once a year at the AGM. The Council Constitution indicates that the Council consists of the Executive, up to five other members and ex-officio: the Presidents of Branches and other members which the Council may coopt. The Executive consists of the President, Vice-President, Secretary and Treasurer. Currently, that means that at least four Branch Presidents are unable to attend the monthly meetings.

In its minutes of 30 June, Council has quashed the NSW proposal. In its minutes of 22 July, a further report on the possibility of all Council members meeting once a year at an airport was also rejected. However, the Council will now investigate the possibility of all members meeting by Skype. The NSW Branch has also suggested on several occasions that Council explore the possibility of meeting by audio conferencing (as does the NSW Branch) but this has not been taken up for investigation yet.

(Indexing biographies, continued from previous page)

Here is a brief extract from Index-L on this issue: 'The family members were all identified with glosses in paren., and I've done ones in which only those needing distinction were glossed. It really depends on the material. I think it's wonderful to be able to look in the index and get a reminder of who Anne Smith is when she was on page 3 and is now brought up again on page 92. Sometimes family relationships are so numerous and complex that having the extra information in the index is essential to being able to follow the text.'

Indeed, it really depends on the material, and in particular on what other assistance is given in the biography to explain family relationships. Genealogical tables, for example, if present, are likely to be where the reader first seeks such information. Alternatively, if a book's complex cast of characters is not related by blood, perhaps there will be an 'Appendix or Index of Names' (like those, for example, in the editions of Evelyn Waugh's letters and diaries)'.
To be concluded next month

A new initiative to overcome the disadvantage of the ex-officio members being able to participate in Council decisions has been the establishment of a Council area only section on the ANZSI website, whereby all members can provide comment on Council minutes or any other issues that they may wish to broach. It is also a way in which formal motions can be put by any member and comments provided for each meeting. All discussions are then tabled at each Council meeting. It is in early stages at the moment, but I think it will go some way to ameliorating the tyranny of distance and provide a broader representation of members views at Council meetings.

Council has also responded to a proposal from the Conference Committee and a formal motion from me as a Council member, that funding be made available for distant ANZSI members to attend its conferences. Council has sponsored such a member for attendance at its 2003 conference and the Conference Committee sponsored a member in 2007 when the conference was held in Melbourne. No one was apparently sponsored for the 2005 conference.

The policy on such sponsorship, including criteria, was developed some years ago and can be found under Council Documents in the members area on the ANZSI website:

- 'Policy on Conferences, Workshops and Seminars' at <[www.anzsi.org/UserFiles/File/Policy on Conferences.pdf](http://www.anzsi.org/UserFiles/File/Policy%20on%20Conferences.pdf)>
- 'Procedures for Conferences, Workshops and Seminars' at <[www.anzsi.org/UserFiles/File/Procedures for conferences.pdf](http://www.anzsi.org/UserFiles/File/Procedures%20for%20conferences.pdf)>.

I have been advised that at its meeting on 22 July, Council has agreed to sponsor a member of ANZSI to its biennial conferences starting from 2011.

The NSW Branch social evening held at the Mitchell Library on 29 July was a fascinating look at some of the ways the Mitchell library receives and obtains historical material – a full article with pics will be published in a later issue.

Please note: the NSW AGM and dinner will be held on Wednesday, 23 September. Details are given under 'Activities' on page 3. Nomination forms can be downloaded from the ANZSI website <www.anzsi.org/site/calendar_details.asp?id=101> or obtained from our Branch Secretary, Mary Coe, at <[REDACTED]>. Nominations close on 10 September.

Madeleine Davis, President

Letter to the Editor

Readers of last month's 'Letter to the Editor' could perhaps draw wrong conclusions from it. I should like to emphasise that the AusSI/ANZSI registration requirements are and always have been rigorous. Clear and objective criteria and standards for registration assessment, together with the name of the Chairman of the Registration Panel, are on our website at <www.anzsi.org/site/registration.asp> with a link to the members' area.

*Shirley Campbell
Receiving Officer (Registration)*

From the President



In preparation for the conference in York, those of us who have signed up for the session on peer review have been sent a brief text – a booklet on the preservation of coastal environment issued by the National Trust – to index in advance.

This reminded me of an exercise which the Victorian Branch of ANZSI conducted in 2004 and 2007. In our case we used small books – previously not indexed – on a local

history subject. In each case we received about ten indexes. We displayed them at a meeting so that we could compare the results. It then fell to me to put together a kind of master index using material from all of them. This was not an easy task as several different, but quite valid approaches had been used. Copies of the master index were presented to the historical societies in the areas covered. In one case the ‘combined’ index was much more detailed than any one of the individual efforts and could be seen, in fact, as an example of overindexing. However rather than discard entries I chose to include all, even those which were quite unlikely to be used. Just in case.

There were several benefits in this activity. Doing the job was good practice for some who were quite new to indexing and who had the opportunity to compare their work with that of more experienced members. This also gave insights into the various approaches which can be used.

A further benefit was in the promotion of ANZSI as the presentations of the results were made the occasions for weekend visits to the country areas – Wonthaggi and Colac – and a joint meeting with their historical societies.

Perhaps other branches have tried this or something similar. I should be interested to hear of such experiences. And what of other experiences in informal training and in promotion? As in finding areas in which to use indexing skills and, maybe, find other sources of income so there may be undiscovered, perhaps informal, ways of enhancing indexing training. Let your colleagues know of your ideas, using the avenues of this newsletter as well as the discussion area of the ANZSI website.

Final renewal reminder

Dear colleagues

If you have not yet paid your 2009-10 membership this will be your last newsletter. Payment can be made on the website <www.anzsi.org> – go to the members’ area.

Joanna McLachlan

As to more formal training I expect the Education Policy committee will be presenting ideas for comment and discussion in the near future.

My attention has been drawn to the fact that current applicants for Registration are few and far between although on the list of *Indexers Available* there are quite a few unregistered members who have published indexes to their names and some who are busily engaged in working in the field. Of course not all applicants are granted registration first off and may need to reapply. However they should not give up because as the Registration guidelines state: ‘the Society’s Registration system acts as a credentialling standard for indexers’.

Registration is something one can be proud of. So the message is: take heed of the Registration requirements detailed on the ANZSI website; make sure that you fully understand what the panel of assessors will be looking for especially in the section headed **Requirements for submitting an application**; become familiar with the ISO indexing standard (AS/NZS 999:1999) and apply it to your assessment of your own work. The index you send for assessment should be the one which best fits these requirements.

Some time back in a joint meeting the ACT and NSW branches held a forum at Bowral on evaluating indexes. The report of the forum appears in the August 2008 newsletter (available on the ANZSI website). This report contains some useful pointers for registration applicants. Perhaps meetings of this type should be repeated by all branches for the benefit and help of applicants for registration.

Good luck!

John E. Simkin

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Deadline for the October issue: 2 October

Newsletter, Web Manager and Registration contacts

Editor: Peter Judge

>
Web Manager: Mary Russell

>
Website: <www.anzsi.org>

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This newsletter is published monthly 10 times per year, with combined issues for January/February and November/December. It is sent free to all members of the Australian and New Zealand Society of Indexers. Opinions expressed in the newsletter are those of the individual contributors, and do not necessarily reflect the opinions of the Society.

It is *your* newsletter, and we are totally dependent on contributions, both large and small, from members. Please contact the editor if you have any questions about the suitability of items for publication. The editor reserves the right to edit or abridge contributions.

Please send files via email in MS Word, .doc files or .rtf, but NOT .html or .pdf. And please, no images or footnotes in Word files.

Next deadline

2 October for the October 2009 issue.

Graphics

Image files can be accepted in most common formats. **Do not embed images in text files.** Camera-ready art and photos can be scanned by the editor. Note that photos need to be clear, sharp and contrasty if they are to copy well in black and white.

Advertising charges

Full page A\$175; half page A\$90; quarter page A\$35; full year 10 for the price of 8.

Membership charges

A\$70 per year from 1 Jul 2008.

Institutional membership \$95.

Subscriptions to the Newsletter A\$55 p.a.

The Indexer

(international indexing journal)

Maureen MacGlashan, Executive Editor
<editor@theindexer.org>.

ANZSI Corresponding Member

Glenda Browne <[w\[redacted\]@anzsi.org](mailto:w[redacted]@anzsi.org)>

To subscribe at the special rate for indexing society members, go to <www.theindexer.org> and click on the subscriptions link.

Registration

Shirley Campbell

Ph +[redacted] or
<www.anzsi.org/site/registration.asp>

Indexers Available

<www.anzsi.org/site/Indexers_available.asp>

The Practice of Indexing

Australian and New Zealand Society of Indexers Conference
Sydney, Australia
15-17 October 2009

Sponsorship of an ANZSI Member to the 2009 Conference

The Conference Committee has secured sponsorship for one Member of ANZSI, covering free registration to attend the 2009 ANZSI Conference and attendance at the conference dinner.

Applicants for this sponsorship should provide a written statement indicating what benefit they would derive from attendance at the Conference.

The Conference Committee will determine the recipient of the sponsorship. The recipient must be a member of ANZSI. Other criteria to be taken into consideration may include

- has not attended a previous ANZSI conference
- lives remotely, without easy direct contact with other ANZSI members
- can show evidence of practical indexing work or study.

Following the conference, the successful applicant will be required to provide the Conference Committee with a written report, which will be subsequently published in the newsletter.

Expressions of interest for such a sponsorship should be forwarded by 15 September to Madeleine Davis at [redacted] >.

Madeleine Davis
Convenor, ANZSI Conference 2009

Australian and New Zealand Society of Indexers

ANNUAL GENERAL MEETING 2009

will held at Citigate Central Hotel
169–179 Thomas Street, Sydney, 2000, New South Wales
from 5.15 pm until 6.00 pm on Friday 16 October 2009.

Council elections

Election of a President, Vice-President, Secretary, Treasurer, and up to five other members will be conducted at the meeting. A nomination form is available on the Society's website at <www.anzsi.org/site/calendar_details.asp?id=81>.

Nominations signed by two members of the Society and countersigned by the nominee should be received by the Secretary at PO Box 5062, Glenferrie South, Vic 3122 by 1 October 2009.

Alan Eddy, ANZSI Secretary

ANZSI bookmark

Do you have a copy of the ANZSI bookmark? It was produced by Vic Branch on behalf of ANZSI, to try to improve the profile of indexers and indexing in the wider community. If you need a copy, or if you would like multiple copies for some special event, please contact Max McMaster at <[\[redacted\]@anzsi.org](mailto:[redacted]@anzsi.org)>

So far we have distributed around 7000 of the bookmarks: 4000 copies will go into the October 2009 issue of the *Bookseller+Publisher*; 1300 copies to the August Melbourne Writers Festival;

250 copies for the National Editors Conference, Adelaide, in October; 250 copies to ACT Region Branch; 1000 copies to Queensland Branch, some of them for the Brisbane Writers' Festival in September; 70 copies to Victorian organisations receiving awards at the 2009 Australasian Annual Reporting Awards; small numbers to NSW Branch, to attendees at VIC Club sessions, and other activities.

The more the better – can you make them go out more widely still?

Max McMaster

Victorian Branch special event: Indexing in the frozen north

Is indexing different in Canada? How do you index books that are published in both English and French? Northern territory (Canada) has given some official status to various native peoples' languages – what does this mean for indexers? These are some of the questions Noeline Bridge will answer during her pre-conference detour to Melbourne, on

Tuesday 13 October, at 6.00 pm for 6.30 pm,
in Seminar Room 1, State Library of Victoria Conference Centre. The Seminar Room is situated on Level 2A of the Conference Centre. Use Entry 3, La Trobe Street. There is no charge. Please RSVP via the website or <[REDACTED]>.

Noeline Bridge was raised in New Zealand, and has lived in Canada since 1970. She was a librarian, mostly in cataloguing, for a number of years before freelancing as an indexer and writer. As a cataloguer and as an indexer she became fascinated with names, and is now compiling a book on names (to be launched in 2010). She does back-of-the-book indexing, of academic works mostly in the social sciences, arts, and humanities, textbooks and trade books. She was on the executive of the Canadian indexing society for 12 years, including as president and international representative.

Mary Russell

NZ Branch training course and AGM, Monday, 5 October

A one-day advanced-level training course for New Zealand book indexers will be held in Wellington on Monday, 5 October. This is *not* for beginners – participants should have completed an ANZSI introductory or intermediate course, or have experience in producing indexes for publishers or institutions.

The training will cover a range of topics related to professional back-of-book indexing, including the creation of subheadings, filing considerations for names, especially Maori and Aboriginal names, editing and proofing indexes, being a freelancer and quoting for jobs. The tutor will be Tordis Flath,

founder of the NZ branch, an ANZSI-registered indexer and a winner of the ANZSI Medal.

The course will run from 9.15 am to 5.00 pm at Turnbull House, 11 Bowen Street. The cost is \$225 for ANZSI members and \$275 for nonmembers. To register or ask for more details email Tordis Flath, <[REDACTED]>.

The New Zealand Branch's 2009 AGM will follow, in the Large Gallery, Turnbull House, from 6.00 to 7.00 pm. Branch members (who may or may not have attended the course!) are invited to join an informal social gathering before the AGM, from 5.15 pm.

Robin Briggs

ANZSI activities

<i>Date & time</i>	<i>Organiser</i>	<i>Name of activity</i>	<i>Venue</i>	<i>Contact details</i>
14 Sept	Vic Branch	Basic Book Indexing Part 1	Holmesglen	Details at < www.anzsi.org/site/calendar_details.asp?id=103 >
15 Sept	Vic Branch	Basic Book Indexing Part 2	Holmesglen	Details at < www.anzsi.org/site/calendar_details.asp?id=104 >
Wed 23 Sept 6.00 pm	NSW Branch	AGM	Cafe Kasturi 767-769 George St Broadway	Cost \$20 per head. Drinks will be provided by the Branch. Enquiries and bookings to Lorraine Doyle <[REDACTED]>
30 Sept	ANZSI	Basic Book Indexing Part 1	Darwin	Details at < www.anzsi.org/site/calendar_details.asp?id=105 >
1 Oct	ANZSI	Basic Book Indexing Part 2	Darwin	Details at < www.anzsi.org/site/calendar_details.asp?id=106 >
Wed 7 Oct 6.00 pm	Vic Branch	The VIC: creating a large index of names	Kew Holy Trinity Anglican Church	Details at < www.anzsi.org/site/calendar_details.asp?id=98 >
Tues 13 Oct 6.00 pm	Vic Branch	Indexing in the frozen north	State Library of Victoria	Details at < www.anzsi.org/site/calendar_details.asp?id=108 >
Thurs 15 Oct	Conference Committee	ANZSI Conference Workshops	Citigate Central Hotel, Sydney	Enquiries to Madeleine Davis, < conference@anzsi.org > Ph +[REDACTED]
Fri 16 Oct 5.15–6.00 pm	ANZSI	AGM	Citigate Central Hotel, Sydney	See page 2
Fri–Sat 16–17 Oct	Conference Committee	ANZSI Conference: The practice of indexing	Citigate Central Hotel, Sydney	Enquiries to Madeleine Davis, < conference@anzsi.org > Ph [REDACTED]
Wed 21 Oct 6.30 pm	Vic Branch	AGM	Elsternwick Club	Details at < www.anzsi.org/site/calendar_details.asp?id=107 >

From the literature and other thoughts



OzIA/2009 Conference

The OzIA Information Architecture conference will be held in Sydney on 2 and 3 October – details at <www.oz-ia.org/2009>. You can get updates on Twitter at <http://twitter.com/OzIA_Sydney>.

Digital Literature Centre in Brisbane

The Queensland Writers Centre has announced that the Australian Institute for the Future of the Book – if:book Australia – will be based in Brisbane. See <<http://tiny.cc/ifBookAust>> for the press release, and for links to similar organisations in the US and UK.

if:book Australia (a name that I have trouble remembering) aims to help authors and publishers ‘access the new ways of reading that are growing by the day’. Their first project will be a national seminar series in 2010 called Writers and Digital Markets.

The Queensland Writers Centre is seeking partners from the publishing, education and media sectors who are interested in collaborative programs and research. There may be a role for ANZSI members here, as one of the stated advantages of digital media is the option to do keyword searches. Whether these are supplemented by manually-created indexes is yet to be seen. Thanks to Moira Brown for this news.

Committee positions

There has been some discussion in *inCite*, the journal of the Australian Library and Information Association (ALIA), about the election – unopposed – of the Vice-President (who is President Elect). The view was that it is best for the strength of the professional association for members to have a choice when they vote.

Neil Radford wrote (v.30 i.5 May 2009) that there used to be a committee responsible for ensuring that ‘there were always at least two candidates for election to every key position. If the membership only nominated one person the committee had to persuade someone else to stand, so as to give members a genuine choice.’

Helen Partridge replied (v.30 i.5 May 2009) that there is a Nominating Committee which can help identify possible candidates for positions. It appears, however, that identifying a person is not enough – they also have to be willing to stand. ALIA also has a Boardroom Bound program which ‘provides the opportunity for members to learn about the functions of the ALIA Board and the role of the board director’. This has apparently been successful in encouraging members to stand for positions on the board. The role of President, however, is more onerous, and it has been harder to persuade people to stand for this position. She notes that ‘It may be that we need to find ways of spreading the functions of the President more widely’.

The NSW Parents & Citizens Association has similar problems filling roles, with many regional positions unfilled. Most parents are focused on tasks within their own schools, and many who have the energy to stand for state-wide

positions are parents of ex-students. Some P&C members are trying to make P&C roles easier so that they are manageable for parents of *current* students, who are the main ones needing representation.

My son, Bill, is involved with the United Nations Youth Association (UNYA). They have a structure similar to (but bigger than) ANZSI, with a National group and branches in all States and Territories. Instead of the traditional roles of President, Secretary and Treasurer, they have a President and then Vice-Presidents with specific portfolios. The Vice-Presidents may take on the work themselves, or may delegate to others. This gives flexibility in the allocation of work, and means that the person with the skills and time to be, say, Secretary, is not necessarily an executive member.

KM tidbits

I recently went to a two-day Knowledge Management conference. Here are some snippets:

- Do you ever get impatient reading a URL out loud saying ‘double u, double u, double u’. I sometimes abbreviate to ‘whh, whh, whh’ but never feel it is quite right. At the conference the speaker from NASA read URLs as ‘dub dub dub’.
- Speaker Dave Snowden is an ‘extraordinary professor’ at the University of Pretoria. He said he likes the job for its title. I checked on the web and found that Ina Fourie, who has written for *The Indexer*, is in the same faculty.
- Advice was to ‘Fail early and fail often. The only thing you can really do wrong now is nothing’ and to avoid ‘Reinventing the flat tyre’. The word ‘bespoke’ seems to be coming back in fashion. I wasn’t very familiar with it, but Jon says it features often in the detective stories he reads.
- Some of the speakers recommended doing lots of small projects rather than one big one. Someone said that any IT project with a budget of over \$5 million is doomed to fail. The message was ‘The R doesn’t have to be huge if I wasn’t’. That is, return on investment can be small if the investment was small.

Indexing in the world and other places

Winterson, Jeanette. *The world and other places*. London: Vintage, 1999, p.83:

The Christmas fairy appears to O’Brien, who thinks it is a Singing Telegram. ‘What can you offer?’

The stranger pulled out a photograph album. ‘In here are all the eligible men in London. It’s indexed, so if you want one with a moustache, look under “M”, where you will also find “moles”.’

Faceted search at the National Library

The catalogue of the National Library <<http://catalogue.nla.gov.au>> now uses facets for search refinement. For example, after a search for the term ‘subject headings’, the catalogue displays hits that have been retrieved, and faceted options for narrowing the search including format (book, journal, microfilm, online), author, subject area, language and so on.

Glenda Browne

Database indexing registration

For many years ANZSI has been discussing establishing database indexing registration. Members have consistently expressed interest in having it developed. This was confirmed in the Council survey in 2007 which found that 37% of respondents were interested in database indexing registration. Many experienced members are not registered because they work in this area.

The benefits of database indexing registration would be the broadening of the scope of ANZSI and hopefully attracting new members. But also for those in the industry looking for new staff, knowing that an indexer with database registration has particular experience.

Max McMaster, Margaret Findlay and Mary Russell have prepared a discussion paper on database indexing registration for Council. It has gone through a couple of iterations incorporating comments from Council and Branch members.

What is database indexing'?

The indexing of a range of materials into a relational database structure using a controlled vocabulary. Materials may be bibliographic covering chapters from books, journal articles, websites, web documents report items, archive items, etc., extracts from audio-visual materials, or objects, eg. museum items.

The skills required for registration would include:

- Minimum of three years full-time experience or equivalent with either a single database or across a range of databases.
- Understand the needs of the database users and audience.
- Competency in using a thesaurus and applying the terms consistently to the records in the database.
- Maintenance of the quality of the database through the creation and editing of database records according to a 'house style', including consistent use of subject terms.
- Knowledge of day-to-day database administration, including selection of materials for inclusion in the database, or uploading records.
- Subject terminology and thesaurus work covering developing, updating or contributing terms to the thesaurus.
- Knowledge of database design and construction.
- Working knowledge of database software.
- Knowledge of abstracting.

Assessing skills

The applicant for database indexing registration will need to provide supportive evidence addressing each of the skills referred to above with names of supervisors/employers. Assessment of these skills may be made in discussion with supervisors/employers.

In addition to the process described above, the assessment panel will be able to recommend indexers to ANZSI Council for registration members who have extensive experience in database indexing.

Different types of registration

This means there will be more than one type of registration and members will be able to receive registration in one or both types, that is in either regular registration or database registration.

As a result members will be able to call themselves either a Registered Indexer or Registered Database Indexer, or possibly both. An explanatory note on the website under Registration, and on the opening screen for Indexers Available, is all that is required to differentiate the two types of Registration.

Recommendations

1. An amendment should be made to the ANZSI Constitution to allow database indexing registration by the Society. The 2010 AGM may be the appropriate time to move such an amendment.
2. When the constitutional amendment is approved by the membership, registration should be implemented as soon as practicable.
3. Council should publicise to the library/information management and indexing communities that ANZSI has implemented a peer reviewed database indexing registration scheme.
4. Council should appoint a Database Registration Committee, separate from the current Registration Panel which has a predominantly book indexing focus.

The discussion paper is available on the website <www.anzsi.org/site/news.asp> and comments from ANZSI members and the broader database industry would be appreciated by the end of November to Mary Russell.

Mary Russell

Good PR for indexing in NZ !

Indexing and ANZSI had good publicity on 25 July when the *Dominion-Post*, one of New Zealand's two largest newspapers, ran a feature article on Tordis Flath on the front page of one of its supplements under the heading 'Listing your tomes of reference'.

Tordis is an ANZSI award winner, who founded the New Zealand Branch in 2004.

The article reflected both the art of indexing and Tordis's own rich life. Two wonderful photos, too (not a computer or desk in sight!). It has drawn several new members.

The feature is on the ANZSI website, at <www.anzsi.org/site/nz.asp>.

Robin Briggs

Listing your tomes of reference



Indexing biographies – Part 2 of 3

The article by Madeleine Davis, concluded from last month

11. When is a Sir not a Sir or Bishop or Captain or Lord etc – only enter if he/she has received the title before the period of the book? What about during the book? By the end of the book? After the period of the book?

The whole question of how to indicate change of status, titles and promotions through the length of a book is challenging. With women who marry and take on their husband's surname I would usually put a *see* reference from the maiden name to the married name. This at least leaves her with all brothers and sisters and parents together alphabetically in the index before she moves to the alphabetical section with her husband and is a useful way (together with a gloss re relationships) to show the whole family.

For military (or other promotions) and titles I would usually put the first and last mentioned or highest monicker indicated in the text, e.g. Williams, Captain John (later General); Hudson, Michael (later Sir)

12. Splitting the person from the 'ist' i.e. separate headings for Marx, Marxism, Marxist? Thatcher and Thatcherite? Index only the noun and include the other uses in the main noun entry?

Depending on the number of references, I would probably use separate headings for each variation, e.g. Marx, Karl; Marxism; Marxist; On the other hand I have been known to slip in entries such as Impressionist/Impressionism!

13. Multiple, undifferentiated locators are acceptable: Never? Sometimes? Always?

This question is probably the most discussed topic, with differing opinions, between indexers.

With *Chifley*, I left in all locators for Bathurst, where he was born, but ended up with a large paragraph of numbers at the top of numerous subheadings. For a book on WWII in the Pacific, where both Churchill and MacArthur were mentioned hundreds of times, I took out all the undifferentiated locators after I was satisfied with the subheadings under each. What is not useful is trying to make artificial subheadings to accommodate the number of page references. And, sometimes, showing the number of references for a particular character or event helps the reader know where the emphasis of the book lies – where an event or character dominates the text. The argument rages on...

14. Passing mentions – to index or not to index? How do you decide what is a minor mention or passing mention? How can you decide until you have finished the book?

When in doubt index all – you never know when a character barely mentioned in the beginning becomes important halfway through the book and use of PDF searching these days is a big help.

Yitzhak Rabin and John F Kennedy had only two small mentions in 350 pages of *Frank Lowy: pushing the limits*, but it was important to include both in the index as it helps the reader remember the context of the times and events that occurred during the period of the book.

It is a very subjective decision, but the rule of thumb is really to determine whether each entry adds value to the index in order to be included. Again, indexers are hired for their analytical skills, not to simply pick up every detail in the text. And, space and time limits must be taken into consideration as well.

15. All information in the foreword or preface should be indexed. All information, especially names in footnotes and endnotes should be indexed? All information in the quotes under chapter headings should be indexed?

Over my dead body – so fiddly and time consuming and dealing with Roman numerals! Up to the editor but I would usually not recommend it. In a recent book I indexed, *Appealing to the Future: Michael Kirby and his Legacy* (Thomson Reuters) the 16-page preface written by Geoffrey Robertson was bristling with references to all and sundry (15–20 references per page). It came in very late, after the main text, but the Editor asked me to include it in the index as it was hilarious! Among other things, Robertson compares Rupert Murdoch to Attila (the Hun) so of course I put both entries in! It was fun to cast your eye down the rather dry legal entries and discover them. I nearly put Murdoch, Rupert *see* Attila (the Hun) but I chickened out!

16. What is the most important aspect of an index to a biography or autobiography?

I think it is most important to reflect the author's intent. A good index should reveal everything of importance about its subject so that on flicking through the index pages, the reader will have a snapshot of the content from a different perspective to that of the content pages at the beginning of the book.

17. Is the indexing of themes as important as indexing persons/places/events in a biography?

Again, of course, it depends on the book. In most political biographies the history of the political parties is as important as the characters. Indexing any newspaper magnate biographies would automatically include the history of the various media as well. In *The Heart Garden* the development of the various art movements in Australia was equally as important as the tangled lives of the people.

18. Bias in indexing and loaded language

The index should reflect the author's language and views, but at the same time aim for neutrality at all times. I once had an index amended by the legal department of the publisher for *Peter Costello: a biography* (Tracey Aubin) asking me to put 'alleged' in front of my entry referring to the Tony Abbott and Peter Costello defamation case against Random House (*Goodbye Jerusalem* by Bob Ellis). I changed it to a more neutral entry without the 'alleged' but it was a good lesson.

With experience you start to build up a number of neutral expressions and develop a list of general terms to convey a multitude of events and actions and keep building on this list for future inspiration e.g. explanation of, treatment of, appropriation of, interpretation, realisation, themes in, concepts in, reaction to, inspired by, perception of,

(continued on next page)

(Indexing biographies, continued from previous page)

experiments with, treatment of, exploration of, influence on, influenced by etc. While I think that terms from the text should be used in preference, in the index, sometimes this is not possible. There is a particular chapter 'The Perils of Partiality' in Hazel K Bell's book *Indexing Biographies and other Stories of Human Lives* which gives a very good analysis of this indexing challenge.

19. Biography is a genre, not subject specialism' (Bell). Is it necessary that the indexer have a good background knowledge of the subject/period of the text, i.e. the political, historical and social events of the time?

Is it necessary to know the details and background about a subject before you index it? Not really. Would it help sometimes? Yes. Here is a telling story I recounted at the meeting. Some years ago I indexed a book, *MP: the Life of Michael Peterson*, about an Australian surfer. In the text were several mentions of a character called 'Rip Curl' who did this and that etc. To appreciate this story you need to know that I live in Blackheath in the Blue Mountains, 125 kms from the sea, have never been on a surfboard in my life and am of an age to remember a Hollywood actor called Rip Torn. So I indexed Rip Curl as Curl, Rip – the context in the text was the same as

if this was a real person. During the final proof I started to have doubts so I decided to check with the editor. He wrote back, and I quote, 'Madeleine – you Mountain Troll – Rip Curl is a surfwear company!'

Rip Curl clothing and assorted other goods are available in every shop in Bondi Beach, and probably up and down the entire Australian coastline. Had I lived in the area, or ever ventured into any of these shops, I probably would have soaked up this information sub-consciously and not been such a dill! No-one can know everything, but this should not stop you from attempting the biography genre. It gives me immense pleasure and each new book is a learning experience.

When indexing long tomes, especially biographies which require a lot of thinking and planning of the structure, I feel I am on an uphill battle with the text and then finally I reach a stage, usually only about halfway through the book, when it all falls into place. I call it my 'Eureka Moment' The structure and my entries suit the text, I feel I have a good grasp of the material, the balance between entries and information is just right and it is a relatively easy pace downhill until the end. It is very satisfying – until you start the proofreading!

Madeleine Davis

ANZSI ACT meeting: the 'world of indexing'

Indexers and editors gathered in the Friends Room of the National Library on 22 July to talk about the 'world of indexing', how to become an indexer and how to get indexing commissions.

Many people began by accident, like Barry, who was asked to do the index for a big book project. He read up on indexing, but the money ran out and the index was cancelled. Later it happened again, but this time he got to do the index. Then ANU people heard that he did indexes and offered him jobs. He now gets work from editors. Edyth had a similar experience, when her supervisor asked her to move from cataloguing as a librarian to indexing. Jean got jobs from Griffith University. Shirley began indexing when, as Radford College librarian in 1992, she was also a member of the On-line Users' Group and attended workshops by Alan Walker and others.

Jenny is an editor who attended one of Max McMaster's indexing workshops. She edits mainly annual reports and likes to work with people she knows. She stresses the importance of networking as a source of work, and thinks indexers should be more proactive.

What do you do when the timetable slips, and the index is running late, so that time is insufficient? You may refuse to take such jobs. Should you specialise in some particular area – Barry wouldn't tackle science or law. You must know what the topic is, how long and how dense the text is, and what level of indexing is required. Barry and Jenny have both done indexing and editing work for certain government departments, and then lost contact. Jenny once rang to re-connect, successfully.

Do we get work from departments or editors? Most departments use editors, graphic designers and publishers, who in turn employ indexers. Jean gets more work from editors and graphic designers.

On *Indexers Available*, is there an advantage in being registered or not? Registration follows peer review and is not known outside indexing, so is no advantage in getting work.

The discussion turned to database indexing, defined by Geraldine as the collaborative work of a team, using a thesaurus and not creating terms for an index. Laurelle has done this work for many years, getting jobs by word-of-mouth. Sherrey made the crossover from database indexing to back-of-book as a librarian, moving from the National Library to a small research library. She would like to think we could achieve registration of data-base indexers, but supervisors might not want to comment on the work of individuals.

Jenny mentioned that the Society of Editors now offers accreditation by examination. She gets enough work without it, although some ads now require accreditation. All agreed that editors and indexers need both experience and qualifications.

We also discussed whether departments should do indexes in-house or continue to employ freelance indexers, how to evaluate a good index, how to index personal names (passing mentions are not indexed but frequent mentions are). Computer indexing software such as Cindex and Sky were explained to the editors, who had not understood how they were used. Geraldine mentioned bibliographic data-bases, journal articles and conference proceedings, and wondered who is indexing them, compiling bibliographical references and abstracts, and developing thesauruses. Should we have insurance? Most of us do not. As for professional indemnity, we felt the client should sign off on the final product.

We closed on a positive note, with a recommendation that indexers looking for work should make themselves known to editors, providing references and details of their experience.

Edyth Binkowski

From the President



Since the last newsletter I have been to the Society of Indexers conference in York. The first impression was that the program had a similar focus to that of our upcoming Australian conference, i.e. with a concentration on practical aspects, such as a pre-conference workshop on embedded indexing (which I avoided as I had already booked for a similar workshop in Sydney) and a trainee

peer review session in which the participants' indexes to a booklet on coastal ecology were compared (a similar exercise to those of the Victorian branch of ANZSI). Other sessions covered index usability, 'How I index', negotiation and the indexing of children's books (illustrated by many examples).

The more theoretical sessions included one on the topic 'Is metadata dead?' The conclusion seemed to be that, if metadata is defined as data about data, metadata in its broad meaning is not dead.

I sat in on the session at which Society of Indexers matters were discussed and the AGM was held. The main discussion was on the report of the Professional Status Working Party which proposed a new membership and grading structure with its implications for Indexers Available and continuing professional development. The recommendations were for a five-step structure from Member to Student Member to Professional Member (MSocInd) to Advanced Professional Member (MSocInd(Adv)) to Fellow (FSocInd). The basis for each grade included formal studies and years of experience with transitional arrangements from the present situation. The new structure was adopted.

As the representative of ANZSI I attended the meeting of the Committee of International Representatives of Indexing Societies. Although this was an 'in-between' meeting (the formal meetings are held triennially) six of the eight societies and networks were represented. Several procedural amendments to the international agreement, raised by the American society, and the role of The Indexer as our international journal, were discussed. I believe that this group, which has the potential to bring together indexing interests effectively, should be developed. It seems that the formation of an international organisation is still some way off although it was first proposed by Alan Walker over ten years ago.

As is usual with SI conferences the social between-session activities were enjoyable and contributed to the value of the occasion. A choir had been formed and, with only one rehearsal and a number of instrumentalists, performed commendably at the dinner. Informal dinners arranged at restaurants in the town gave further opportunities to pursue discussions in a relaxed atmosphere.

Although this is the second of three conferences I am attending during 2009 I found it the best part of my time away. Long aeroplane trips are becoming less and less enjoyable, Malta was very humid and tiring and London seems to have become just too big and crowded; Margaret Thatcher was probably thinking of London when she declared that there is no such thing as community. How can you make a community out of twelve million residents who are constantly invaded by several million tourists? It's a relief to be back in Melbourne with its four million and the Dandenongs where community still exists and flourishes.

John E. Simkin

Stop press

Change of venue for the ANZSI Conference

Construction work adjacent to the Citigate Central Hotel means that the Conference has had to be moved. It will now be held at the Sydney Marriott Hotel, 36 College Street, Sydney, NSW 2010 – just as convenient to the Sydney CBD (and we've been bumped up a star). Room rates and bookings will be honoured and moved to the new venue. The Conference Committee has contacted all delegates and I think the transition will be smooth, thanks to the staff of both the Citigate Central Hotel and the Sydney Marriott Hotel.

Madeleine Davis, Convenor, ANZSI Conference 2009

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Deadline for the November issue: 2 November

Newsletter, Web Manager and Registration contacts

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Please send files via email in MS Word, .doc files or .rtf, but NOT .html or .pdf. And please, no images or footnotes in Word files.

Next deadline

3 November for the November 2009 issue.

Graphics

Image files can be accepted in most common formats. **Do not embed images in text files.** Camera-ready art and photos can be scanned by the editor. Note that photos need to be clear, sharp and contrasty if they are to copy well in black and white.

Advertising charges

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(international indexing journal)

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To subscribe at the special rate for indexing society members, go to <www.theindexer.org> and click on the subscriptions link.

Registration

Shirley Campbell

[redacted] or
<www.anzsi.org/site/registration.asp>

Indexers Available

<www.anzsi.org/site/Indexers_available.asp>

NSW Branch end-of-year social function

Sunday, 29 November, 12.30 pm for 1.00 pm

Our end-of-year lunch and get together this year will be at Helen Enright's, [redacted] 7 (not for RSVP). Helen is a new member of ANSZI and has generously offered her hospitality.

Please bring a plate plus whatever you like to drink to celebrate the end of the year together. All members and friends are welcome.

Helen has provided helpful directions for those driving and also coming by public transport (Petersham is the closest station) so please email me if you would like them and I will send you a copy.

RSVP to Frances Paterson at <[redacted]>. I look forward to seeing you there.

Frances Paterson, President, ANZSI NSW

NSW meeting: 'Building great collections'

The beautiful former (1910-1988) Reading Room in the Mitchell Library was the venue for a recent ANZSI NSW event. On a cool evening in July we were joined by local members of the Independent Scholars to hear an entertaining and enlightening talk on 'Building great collections'.

Paul Brunton (Senior Curator, Mitchell Library, State Library of NSW), delighted us with curious and fascinating tales of hits and misses in the rare acquisitions 'trade'. Seemingly surrounded by row upon row of the Cervantes collection, Paul spoke of the history of the Reading Room: the writers and their research, the librarians who controlled access to the main catalogues – and would need to seek approval as to who was allowed (or not) to view certain works.

The Cervantes collection was donated by Dr Ben Haneman, a physician who 'if he hadn't bought a book by lunchtime, considered himself quite restrained'. One day he took Paul to a two storey house filled with books, 'not a stick of furniture', and offered him the collection.

Emphasising the idea that great research libraries develop as they are built on the works of your predecessors, Paul spoke of the feeling of privilege and the relationships involved in acquiring material – whether it be an historic item or a prized family heirloom.

After Patrick White died, an initial offer for some of his letters became much more – and the Library was fortunate to acquire White's desk and typewriter. They were not items considered 'usual'

for the collections but were treasures 'too good to decline'.

Donations, invitations, funding, auctions, booksellers and serendipity all play vital roles in building great collections, together with 'unceasing searching and always being on the lookout'.

A Surry Hills house being renovated revealed an attic full of business records from the 1800s and 1900s. The owner realised that they may be important – only because he had seen Paul doing some publicity not long before.

Years of experience and a very keen eye for the right material are skills Paul must bring to the fore when a likely item comes up at auction. When such a treasure comes up and is a candidate for acquisition, it can be a hectic time. There are existing funds to be allocated and additional donations to be solicited from regular or selected donors or sponsors. Public funding may need to be sought, and if so, a publicity campaign must be devised. 'If you want something badly enough, you will come up with a way to get it.'

A sale in London in 1987 of some First Fleet material (the 'Sirius letters') saw Paul having to estimate the likely price, plan the Library's limit and commence a very short and urgent campaign to assemble funds. It all came together and the letters were purchased. Then there was no money to get them to Australia – it took the word of a notable Friend of the Library to a contact... and the letters came 'home' in the hands of a

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Qantas pilot. The purchase went on to be a great public success for the Library.

Not all possible acquisitions go to plan however. When a letter of a most famous Australian poet came up at auction, Paul flew to Melbourne on very short notice, just made it to the auction – and watched as the bidding went to his limit, his upper limit and then well beyond. The extremely high price left Paul ‘not feeling so bad’ in missing out and it reinforced the value of ‘gut instinct’ and the knowledge of the material, and the market, any collector has to have.

There are other difficulties, beyond funding, facing public collections and their growth, including competition from private collectors – the old courtesy of not bidding against libraries, museums and institutions has long gone by the board.

Paul discussed other curious (but not uncommon) events on the daily life of a curator: how to deal with offers of entire collections (‘A lot of people have a lot of books!’), when a treasured family possession that ‘must be valuable’ isn’t, or when Great Aunt X’s document is actually a facsimile.

A delightful time was had by all and we thank Paul Brunton for a most enjoyable evening.

Thanks go to Dr Caroline Jones for organising the event, to ISAA members for sharing it with us and to the Friends of the Library for the beautiful venue.

2010 sees the centenary of the Mitchell Library opening its doors to the public: <www.sl.nsw.gov.au/about/strategic_plan/mitchell_centenary/index.html>.

Elisabeth Thomas

Indexing fiction – Encyclopaedias, who’s whos, and other compendia to works of fiction such as Agatha Christie and Sherlock Holmes

Mary Russell – The Victorian Indexing Club (The VIC), 2 September 2009

The works of Agatha Christie and Sherlock Holmes have an enormous following. Christie, for example, ‘has been referred to by the Guinness Book of World Records as the best-selling writer of books of all time and the best-selling writer of any kind, along with William Shakespeare. Only the Bible is known to have outsold her collected sales of roughly four billion copies of novels. UNESCO states that she is currently the most translated individual author in the world with only the collective corporate works of Walt Disney Productions surpassing her. Christie’s books have been translated into (at least) 56 languages.’

<http://en.wikipedia.org/wiki/Agatha_Christie>

Despite this popularity they are often ignored in academic circles as ‘whodunits’ and somehow not ‘literature’. Due to their large following there are many encyclopaedias, who’s whos, and

other compendium detailing their work. You could argue that these are not indexes, as they do not refer to specific page numbers, but they certainly index their work. So what sort of information do these contain?

Agatha Christie A to Z: the essential reference to her life and writings, by Dawn B. Sova (New York: Checkmark Books, 2000), is literally an A to Z of all Christie’s characters, works and films together. For each character there is a brief description and details of the works they appear in. For each work there is a brief description, then details under the subheadings publishing and dramatization history, characters, plot synopsis and crime notes. While describing what happens in the synopsis Sova is very careful not to actually reveal whodunit. One interesting part of the appendix is a grouping of works under means of murder or attempted murder, so you

(continued overleaf)

ANZSI activities

Date & time	Organiser	Name of activity	Venue	Contact details
Tues 13 Oct 6.00 pm	Vic Branch	Indexing in the frozen north	State Library of Victoria	Details at < www.anzsi.org/site/calendar_details.asp?id=108 >
Thurs 15 Oct	Conference Committee	ANZSI Conference Workshops	Sydney Marriott Hotel, Sydney	Enquiries to Madeleine Davis, < conference@anzsi.org >, ph [REDACTED]
Fri 16 Oct 5.15–6.00 pm	ANZSI	AGM	Sydney Marriott Hotel, Sydney	Enquiries to Madeleine Davis, < conference@anzsi.org >, ph + [REDACTED]
Fri–Sat 16–17 Oct	Conference Committee	ANZSI Conference: The practice of indexing	Sydney Marriott Hotel, Sydney	Enquiries to Madeleine Davis, < conference@anzsi.org >, ph + [REDACTED]
Tues 20 Oct 6.30 pm	ACT Region Branch	AGM	Southern Cross Yacht Club	Details at < www.anzsi.org/site/calendar_details.asp?id=114 >
Tues 20 Oct 7.00 pm	Qld Branch	AGM	Toowong Library Meeting Room	Details at < www.anzsi.org/site/calendar_details.asp?id=113 >
Wed 21 Oct 6.30 pm	Vic Branch	AGM	Elsternwick Club	Details at < www.anzsi.org/site/calendar_details.asp?id=107 >
Wed 4 Nov 6.00 pm	Vic Branch	The VIC: news from the conference	Kew Holy Trinity Anglican Church	Details at < www.anzsi.org/site/calendar_details.asp?id=99 >
Sun 29 Nov 12.30 for 1.00 pm	NSW Branch	End-of-year social	3 Searl St, Petersham 2049	See page 2

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can see all works that included poisonings, stabbings, drowning etc.

The complete Christie: an Agatha Christie encyclopedia, by Matthew Bunson (New York: Pocket Books, 2000) has additional information and is arranged in chapters. In the details of the works Bunson has added personal annotations and observations, but doesn't include crime notes. Information in the characters chapter is similar to Sova, except there are more detailed biographies of her main detectives. Poirot, for example, includes details of his physical appearance, personal habits, associates, and method. Films, television and stage are separate chapters and there is a chapter on actors, and a brief biography of Christie.

Both books only cover Agatha's whodunits, and not those originally published under her pseudonym Mary Westmacott or as Agatha Mallowan, or her children's book.

Books on Sherlock Holmes (or if you follow the works of Larrie King, I could say my husband, as Holmes married Mary Russell!) can be multi-volume affairs.

The Universal Sherlock Holmes, by Ronald Burt De Waal, is four volumes and technically a bibliography. To quote the introduction: 'This bibliography is a comprehensive record of the appearances in books, periodicals and newspapers of the Sacred Writings or Canonical tales (fifty-six short stories and four novels), the Apocrypha and the manuscripts written by Sir Arthur Conan Doyle between 1886 and 1927, together with the translations of these tales into sixty-three languages, plus Braille and shorthand, the writings about the Writings or higher criticism, writings about Sherlockians and their societies, memorials and memorabilia, games, puzzles and quizzes, phonograph records, audio and video tapes, compact discs, laser discs, ballets, films, musicals, operettas, oratorios, plays, radio and television programs, parodies and pastiches, children's books, cartoons, comics, and a multitude of other items — from advertisements to wine — that have accumulated throughout the world on the two most famous characters in literature.' <<http://special.lib.umn.edu/rare/ush/ush.html>>

Taking the section (or more correctly part of volume 2) on the 'Writings on the Writings', the way the writings have been grouped gives an insight into the depth of 'indexing' various

authors have done. I should explain that these works are often articles in the newsletters of the various Sherlock Holmes Societies.

On Sherlock Holmes there are publications that deal with his: appearance; birth date; drug addiction; eyesight; income; knowledge of everything from advertising, architecture, conjuring, fire, footprints, mathematics, sports and games and typewriters; punctuality; social attitudes; voice; and women and children(?).

On his colleague Dr Watson there are publications that cover Watson's: education; friends; income; medical practice; physical condition; wives; and writings.

Under 'Other characters' there is a heading landladies. Apparently there are 24 landladies and housekeepers mentioned in the Canon. Nobility includes discussions on the nobility that visited 221b Baker Street and the errors Watson made with their titles. The group on Women includes papers on the four women with the name Violet.

'Other Subjects' include articles on: addresses, details of all the addresses mentioned; animal similes, for example 'the game's afoot'; architecture; 221b Baker Street, description and contents of; botany, gardens and plantings in the canon; clothing, discussion on hats, especially deerstalkers, Inverness capes, but also Watson's dressing gowns; colour, a tally of the colours, textiles and fabrics found in the Canon; cricket; crimes and criminals, including pickpockets and gamblers; drugs and poisons; eyes and an analysis of eye colours; fans as used by ladies in communicating with men; food and drink; forms of address; humour, one article has found 292 examples from the Canon; insects; jewellery; marriage and divorce and was Holmes a matchmaker?; names, selection of; gazetteers of place names; newspapers, interest and use of; references to numbers; pubs; roads; smoking and tobacco and obviously including pipes; street names; time to solve cases as well as wins in the nick of time or losses in matter of seconds; transportation including horse drawn carriages, hansom cabs and railway timetables; weapons including concealed ones; and weather, especially the importance to solving the crime.

If one combined all these various papers you could argue that you had an unbelievably detailed subject index to works of Sherlock Holmes.

Indexing fiction – a user's perspective

Nikki Davis – The Victorian Indexing Club (The VIC), 2 September 2009

Harold Bloom, the American literary critic begins his book *How to read and why* with this question: "Information is endlessly available to us; where shall the wisdom be found?" By examining a number of literary works, he illustrates the way in which fiction allows the reader to understand a variety of life experiences in a far more subtle way than that offered by a work of non-fiction. The key difference is that while non-fiction material offers information that increases the reader's knowledge, it is the experiences in fiction that offer the insight through which the reader acquires wisdom.

This idea has also been recognised by Hugh Mackay, the Australian social researcher and novelist. At the Sydney Writers

Festival earlier this year, he delivered a talk entitled "Making up the truth" in which he discussed the differences he has encountered as a writer of both non-fiction and fiction. McKay has discovered that there is often far greater truth in fiction than there is in non-fiction.

When I write a novel, [by contrast], the material comes closer to my ideal of truth-telling than my accounts of other people's attitudes and motivations ever can. Because it springs directly from my own imagination, fed by my own experience, I'm free to tell it exactly as it occurs to me. Social analysis is an educated attempt to capture other's reality. Fiction draws on my own reality. Perhaps this is why so many people claim to learn more about the human condition from novels than from works of philosophy, psychology or self-help.

(Indexing fiction – a user’s perspective, continued from previous page)

With this in mind, the question can be posed, would the reader always get more out of fiction were it to be indexed? The answer is no, simply because the creative nature of fiction writing means that it needs to be read as a whole in order to understand what it is that the writer is communicating.

Mark Haddon’s book, *The curious incident of the dog in the night-time* is a case in point. This novel often springs to mind when ‘autism’ or ‘Aspergers syndrome’ are mentioned. Amidst its narrative content lies a wealth of information about behavioural characteristics associated with autism, as well as maps, puzzles and mathematical formulae. These are all fragments of the story that as a whole help us to understand the book’s main character, an autistic boy called Christopher.

By contrast however, Jostein Gaarder’s book *Sophie’s world* would be lost without its index. Briefly, the story follows Alberto Knox’s friendship with a young girl named Sophie, to whom he writes a series of letters that are in effect lectures about the history of philosophy. The index is to the letters only, not to the fiction narrative in which they are set. As a user, this seems very logical to me. What I most need the index for in this book is when Alberto periodically asks Sophie to recall some of the ideas that were discussed in his previous letters. Quite honestly, I don’t remember and the index is an invaluable tool for enabling me to go back and locate what it was that he did say, in order for me to fully appreciate the story. It is also useful in that it includes the life spans of the philosophers, which Alberto does not mention in his letters.

The same reasons for indexing *Sophie’s World* can be applied to historical fiction, where the author has constructed a story set against the background of accurate historical events. Mary Renault’s novel *Last of the wine*, set in ancient Greece, would be a good example of this. Should the fiction narrative content of such books should be indexed alongside the factual content? While it may seem logical, it has the potential to confuse the reader as to what is fact and what is fiction.

By and large the majority of indexed fiction is to classic and literary works, mostly for academic study purposes at educational institutions, and for reference purposes by literary societies that specialize in particular authors’ works. It is generally agreed that fiction of an ephemeral nature doesn’t warrant indexing.

Some believe that having an index will make the reader lazy. They won’t read the book as a whole, but will instead use the index to find the “important” or “relevant” bits. But what of the many readers for whom English is their second language? Unlike those of us who have read translations, for example of Russian classics, English second language (ESL) readers are far from lazy. And what of readers with literacy barriers – should they be denied indexes simply because writers and publishers with high literacy skills deem them to be irrelevant?

As previously discussed, fiction is about experiences rather than information. While it is unnecessary and unlikely that

publishers, authors and readers will ever want an index to every work of fiction, there is a case for compiling theme indexes which cover literary groups of books by various authors. Examples of these include

Cumulative fiction index (Association of Assistant Librarians), *Historical fiction: books sorted by themes and periods* (Fran Knight) and *Olderr’s fiction index* (Steven Olderr). These indexes assist readers to locate particular themes or experiences that they may be looking for. You could argue that this is the purpose of subject headings in library catalogues which are now readily accessible via the internet, and you’d be right. Except that library catalogues are often less than perfect.

This is best illustrated with an example. If you go to the benchmark standard Library of Congress Online Catalog, and search for *Bodily harm* by Margaret Atwood, you will see that it has been assigned the following subject headings:

/ Canadians - - Caribbean area / Revolutions / Women Journalists / Caribbean / Canada /

All of these are perfectly correct and correlate with the synopsis on the back cover. But because cataloguers rely on synopses, which frequently don’t reveal all, the assignment of subject headings is often haphazard. The cataloguer in this instance has missed a major theme in this book; its main character, Rennie, has breast cancer to which there are references throughout. Being a Library of Congress record, it is likely that it has been copy catalogued by many other libraries so that this omission has been proliferated around the world. Perhaps this situation is best corrected by theme indexes, compiled with the aid of an “indexer’s eye” that thoroughly examines the written contents of the books included.

While theme indexes are commonly used to satisfy the need for a good read in a particular genre, their value can also be extended to bibliotherapy, where the reader looks for fiction that has relevance to a personal situation, as part of a healing process. School libraries, for example, often collect fiction material targeted to particular situations such as divorce, illness or death, which allow the young reader to identify with a fictional character that has a similar story to their own.

Like most fiction readers, my experience of indexed fiction is extremely limited. I read fiction as it is in most instances supposed to be read – as a whole. I particularly love Tim Winton’s writing and have to confess that every time I pull into a petrol station, I think of him. I’ve never been able to look at a petrol bowser in quite the same way after reading his description in *Dirt music* of the dollar and petrol meters ticking over like a pair of blinking eyes. I would love to find that passage again to read his exact words, but I know that the only way to do so is to read the book all over again. That’s one of the minor frustrations of a fiction reader – sometimes you really could do with an index!

Indexing fiction – potential advantages for academic study

Jane Purton – The Victorian Indexing Club (The VIC), 2 September 2009

This third contribution in the series has been unavoidably held over to our next issue for lack of space.

From the literature and other thoughts



Grammatical 'snarks'

I had a lot of "fun" at <http://www.unnecessaryquotes.com> – a place where people who find "grammatical" and "punctuation" usage errors irksome can "vent their spleen". This page has photos of "quotation marks" used inappropriately. At the "bottom right" of the page you can follow links to the 'snarks' of your choice including 'Literally, a weblog' and, more psychology than grammar, 'passive aggressive notes'. Some "themes", such as the tendency of people to use a "lower case" 'l' when all else is "upper case", I had never noticed before, but have since reading this.

And what is a snark? Check out the urban dictionary at www.urbandictionary.com/define.php?term=snark.

Lexicon of terrorism project

Thanks to Elisabeth Thomas for the link to the 'Lexicon of Terrorism' project (involving Victoria Police, the Australian Multicultural Foundation, and the Attorney-General's Department) which is examining the use of language by government in relation to terrorism <http://tinyurl.com/LexTerr>. It aims to avoid language which glorifies terrorism and language that mislabels ethnic or religious groups.

I have a feeling that glossary-related work may become an important area for indexers in the future.

Metadata for datasets

Also from Elisabeth, news that the OECD has released a white paper, 'We Need Publishing Standards for Datasets and Data Tables', which recommends industry standards for bibliographic dataset metadata and linking. The permanent URL for the white paper is <http://dx.doi.org/10.1787/603233448430>.

I haven't had much to do with datasets, but I gather that in a scientific bibliographic database they may be far more important to some readers than the articles are.

Indexes in literature – Summer Hours

My son Bill emailed me the following:

In the French film 'Summer Hours', the mother has just received the English edition of a book about her artist relative.

'They sent me the English copy because I helped correct some errors in the French edition.'

'The French edition was fantastic!'

'No,' she shakes her head. 'The index was terrible.'

Indexes in literature – Don Juan

In Lord Byron's narrative poem 'Don Juan', the play's namesake is taught 'those nauseous epigrams of Martial' from a specific book:

Juan was taught from out the best edition,
Expurgated by learned men, who place
Judiciously, from out the schoolboy's vision,
The grosser parts; but, fearful to deface

Too much their modest bard by this omission,
And pitying sore his mutilated case,
They only add them all in an appendix,
Which saves, in fact, the trouble of an index;

For there we have them all 'at one fell swoop,'
Instead of being scatter'd through the Pages;
They stand forth marshall'd in a handsome troop,
To meet the ingenuous youth of future ages,
Till some less rigid editor shall stoop
To call them back into their separate cages,
Instead of standing staring all together,
Like garden gods—and not so decent either.

Communication theory

I have been reading a book on language. The revelation from the first part was how the different ways we say things can be described and follow certain patterns. For example, if I say 'Glenda, she likes scallops', linguists can explain how this is different to saying 'Glenda likes scallops'. They can also explain why it is OK, but 'Glenda, scallops she likes' is not.

The second part of the book was about the communication process, and included things that at first glimpse seemed to be totally obvious, e.g. that there are specific ways that people start and finish conversations. When applying this concept to email 'conversations', however, I realised that many of these lack appropriate ending sequences. Sometimes I send an index to a client and hear nothing back – a simple 'received, thanks' would better seal the 'conversation'.

Misunderstandings and misspellings

I'm always interested when things are misunderstood, and wonder how often this happens with our brief index entries. Shellharbour Hospital Emergency Department has a sign at the exit saying: 'Patients wishing to leave the hospital without being seen by medical staff, please see the triage sister'. I wondered why so many patients in Shellharbour have to leave furtively, and had a vision of the triage nurse taking them out a back entrance with cloaks over their heads. But no – it should have read 'Patients who wish to leave **before** they have been seen by medical staff...'

It had to happen – someone has removed the second 'S' from the sign for Newtown scrap metal dealer, Auscrap.

A tutoring college in Springwood includes spelling among the subjects it teaches. It also offers 'Assesment' (painted in large letters on the front window).

The toilet at the café at the Norman Lindsay Gallery, Faulconbridge, has a note about its sceptic tank.

Mmm, I like this index

I was cataloguing a government report and had a look at the index (as I usually do). Mmm, I like it, I thought. Checked a few cross-references – yes, they were there. Then I realised I had indexed it myself! I didn't notice this at first because the real title and the working title I had used were different. It seems that indexes – all quite good – can have different styles that you may feel more or less comfortable with.

Glenda Browne

Tips and hints: endnotes and footnotes

Information in this month's Tips and Hints is based on The VIC session 'Endnotes, footnotes and cited authors' held on 5 August 2009. Tips and hints on cited authors will follow in a later issue of the ANZSI Newsletter.

The only difference between endnotes and footnotes is location – at the end of the chapter or book, or at the bottom of the page.

When are they indexed?

The common rule is to only index footnotes and endnotes if they contain more than just a bibliographic reference. It was assumed that important authors were either being included in the subject index or in a separate name index.

On Page 54 of the text is 'Morrison¹⁸ says'. The footnote/endnote is '18. Morrison, J. B. (2004) 'A wordy article', *The Journal* 51(5):14-99.' The index entry is 'Morrison, J. B. 54'. You wouldn't typically index the footnote/endnote. When footnotes/endnotes contain additional information decisions need to be made about indexing them and how to refer to them in the index.

Indexing footnotes

* Being located at the bottom of the page you could argue that the easiest way to index them is to just give them the page number they appear on.

- If you are going to indicate in the index that the reference is in a footnote the common style is to use an n (or nn if multiple footnotes).
- Remember to indicate in the index introduction what n (and other notation) refers to.
- Here are some examples inspired from Mulvany, Nancy C. (2005), *Indexing books*, 2nd edition Chicago: University of Chicago Press, 98-100. On page 156 is 'Cats ...³⁵, with no mention of Emily Foot. The corresponding footnote is '35. Emily Foot found that ...'. The index entries could be:

Foot, Emily 156

Foot, Emily 156n

Foot, Emily 156n35

Another example is the use of * instead of a footnote number. The index entry could still be:

Foot, Emily 156n

Now consider two footnotes referring to Foot. So on page 156 is 'Cats ...^{35, 37}' with no mention of Emily Foot. The corresponding footnotes are '35. Emily Foot found that ...' and '37. Later Emily Foot ...'. The index entries could be:

Foot, Emily 156nn 35, 37

Foot, Emily 156(nn 35, 37)

Foot, Emily 156n35, n37

- Option 1 was the preferred method, with 2 (or 3) second. It was thought that options 3 and 5 to 7 were too detailed for footnotes.

Indexing endnotes

- Given that there are often several endnotes on a page it was agreed that some form of notation was required.
- Suggestions for notation given in 2, 3, and 5 to 7 above also apply to endnotes if the endnote is on page 156.
- Here are some specific endnote examples inspired from Mulvany, op.cit. On page 156 is 'Emily Foot has ...³⁵'. The corresponding endnote on page 380 is '35. Emily Foot

found that ...'. The index entries could be:

Foot, Emily 156, 380n35

On page 156 is 'Cats ...³⁵, with no mention of Emily Foot. The corresponding endnote on page 380 is '35. Emily Foot found that ...'. The index entries could be:

Foot, Emily 380n35

Foot, Emily [156n35], 380n35

- The argument behind option 10 is that you need to guide the user to where in the text the endnote flowed from. A question was asked as to how you would use this in a run of page references? This led to the following three suggestions:

a Foot, Emily 53, [156n35], 185, 250, 320, 380n35

b Foot, Emily 53, 185, 250, 320, [156n35]380n35

c Foot, Emily 53, 185, 250, 320, [156]380n35

Option c was the preferred option, making it clear that the note referred to page 156 and with the simplest notation.

- I had to use the following notation for a publisher when the endnotes at the end of each chapter were to be moved to the back of the book and kept in chapter groupings.

On page 156 is 'Cats ...³⁵, with no mention of Emily Foot. The corresponding endnote for Chapter 5 is '35. Emily Foot found that ...'. The index entries could be:

Foot, Emily n5.35

- Another alternative suggested for option 11 was:

Foot, Emily 5.n35.

- Again remember to indicate in the index introduction what n (and other notation) refers to.
- With all this notation it can be fun to get your indexing software to place them in the order you want.

Mary Russell

Letter to the Editor: more on registration

I read with interest the comments on registration in the September issue of the Newsletter. I presume that most applicants for registration are fulltime librarians, knowing something of indexing methods and looking for a career change or part time work. I would like to draw attention to some of the problems faced by applicants in submitting an index for assessment.

- Conformity of the index with the guidelines given by the publisher/editor
- Short time frame that index is done due to the deadlines given (for an annual report, often less than a week).
- When the index is sent to the publisher/editor, they may make changes before publishing.

In view of these problems, I would like to put forward the following suggestions for consideration.

- Applicant to edit the index in accordance with the requirements for assessment after it is sent to the publisher
- Submitting the index for assessment with the draft text provided by the publisher/editor
- It will give more time and freedom for the applicant to go into details in indexing as required.

Submitting an index for assessment is similar to submitting a thesis for a Masters Degree in a university. It needs time for reading the text, to go into details in indexing and editing in accordance with requirements of ANZSI.

Chitra Karunanayake

From the President



I realise you have seen my name in the *ANZSI Newsletter* and will be familiar with my various roles within ANZSI, but I thought, as I am now President, I had better take this opportunity to introduce myself.

Like many indexers the path that led me to indexing was not straight. My first profession was as a mathematics teacher to years 7, 8, 9, 10 (the 'had to do maths' class and advanced class) and advanced year 11, with no repeated classes. Needless to say after a few years of this I needed a break. Instead of an overseas trip I did a Graduate Diploma in Librarianship. This led to work in academic and corporate engineering libraries. Working near Monash University I decided to complete a Master of Science in Statistics with my thesis on measuring quality in service industries. This catapulted me into the upper corporate level of a large firm with lots of interstate travel. This sounds glamorous, but plays havoc with your social and family life, as well as your health. So again after a few years decisions needed to be made.

I chose to return to libraries and worked in several scientific and medical libraries. I also chose to care for my elderly mother at home for as long as I could. In time I realised I would need to have a job that I could do from home so in 1998 I did Max McMaster's indexing course and worked towards registration. In 2004 I left full-time work and started as a Freelance Indexer, doing some part-time medical library work along the way. I am now a full-time indexer and have no plans of returning to 'normal' work hours or commuting more than a few paces to work.

As you will guess from my background I prefer to index in the scientific and medical area, but I stretch the definition of indexing to include indexing objects, such as collections of bookplates or medical instruments, and producing bibliographies on works of a particular author, or of old (read pre-1900) books. My greatest indexing achievement has been winning the 2009 Web Indexing Award for the ANZSI website index.

Outside work I enjoy travelling overseas and have been fortunate to tour extensively, usually on my own, through such places as, what was then Portuguese Timor, Malaysia, Java, Taipei, China, Estonia, Scandinavia, Portugal as well as the more usual parts of Western Europe and the UK. I am very keen on art and all sorts of crafts and will give anything a go at least once. I have made lace up shoes to fit, felted hats and scarfs, made patchwork quilts, done tapestry pictures and made

clothes. I always have some knitting on the go, and have learnt to knit without following a pattern. I dabble with making artists books and collect sophisticated pop-up books. I am a keen gardener and grow lots of different fruits and vegetables.

Enough about me, now ANZSI.

I am confident that those who attended *The Practice of Indexing*, ANZSI Conference, 2009 in Sydney will agree it was a great success. The positive energy that prevailed over the three days was amazing. As I spoke to people I casually asked if they were enjoying the Conference, always the response was a resounding YES. Often this was qualified with comments such as 'Best conference ever attended and that's not just indexing conferences', 'Wonderful', 'I have learnt so much!' 'That was such a beneficial session', 'the Indexing Clinic was so useful' – the favourable comments went on and on.

As I have mentioned I worked as a statistician, so dusting off that hat for a moment, such unsolicited comments mean 'very happy customers'. This doesn't just happen. It means there is a well-oiled machine ensuring everything runs smoothly behind the scenes. In this case that means the hard working and dedicated members of the Conference Organising Committee and NSW Branch Committee. So well done and a big THANK YOU for all your efforts.

It was obvious that lots of ideas were sown at the Conference and it will be fascinating to see how these ideas grow and develop. No doubt we will look back and say 'that came from the 2009 Conference'.

I realise you will be wondering already where the next Conference will be held. At this stage all I can say is there will definitely be an ANZSI Conference in 2011, but where and

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It is *your* newsletter, and we are totally dependent on contributions, both large and small, from members. Please contact the editor if you have any questions about the suitability of items for publication. The editor reserves the right to edit or abridge contributions.

Please send files via email in MS Word, .doc files or .rtf, but NOT .html or .pdf. And please, no images or footnotes embedded in Word files.

Next deadline

29 January for the Jan–Feb 2010 issue.

Graphics

Image files can be accepted in most common formats. **Do not embed images in text files.** Camera-ready art and photos can be scanned by the editor. Note that photos need to be clear, sharp and contrasty if they are to copy well in black and white.

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The Indexer

(international indexing journal)

Maureen MacGlashan, Executive Editor
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ANZSI Corresponding Member

Glenda Browne <w[redacted]>

To subscribe at the special rate for indexing society members, go to <www.theindexer.org> and click on the subscriptions link.

Registration

Shirley Campbell

Ph +[redacted] or
<www.anzsi.org/site/registration.asp>

Indexers Available

<www.anzsi.org/site/Indexers_available.asp>

(From the President, continued from previous page)

exactly when still needs to be finalised.

As far as the Council is concerned there are several ideas growing and developing to help ANZSI progress into the future. I urge all members to consider and discuss these ideas as they appear and Council will welcome all comments. After all it is YOUR professional organisation and Council's aim is to have 'satisfied members'.

Future columns

While I realise there has been a tradition that each edition of the *ANZSI Newsletter* starts with 'From the President', the thought of another monthly *Newsletter* commitment doesn't exactly thrill me. So I thought perhaps the column title could be changed to

'News from Council' thus giving other Council members a chance to introduce themselves and shifting the focus of the column to highlighting the work and current topics of debate from Council, not just more of my ramblings. I should add at this point that I haven't had a chance to discuss this at Council, so perhaps in the New Year the column will still be 'From the President'.

Talking about New Year I realise that this is the last *Newsletter* for 2009 and so I take this opportunity to wish all members and their families a happy, safe and healthy festive season and look forward to 2010.

Mary Russell



Frances Lennie conducting a Cindex seminar at the conference (Photo Geraldine Triffitt)



Shirley Campbell (ACT Region Branch President) with Alison Sloper (Photo Geraldine Triffitt)

Queensland Branch Christmas Party invitation

*You and your partner are cordially invited to attend
our 2009 Christmas Party*

on Saturday 28 November 2009

Meet at 11.30 am for 12.00 Noon

**Restaurant Tsb Carindale Hotel
Carindale Street, CARINDALE Q 4152**

Dress: Smart Casual

**RSVP 21 November 2009
to Vicki Law (Secretary)**



ACT Region Branch President's report 2008–09



The year 2008–09 began, in traditional fashion, with a Christmas BBQ brunch in Lennox Gardens near Lake Burley Griffin. While only a small number of members and partners and friends came along, it was a very pleasant way to wind up the calendar year. I hope a few more will come along this year.

Our next event has also become something of a tradition, our “Show and Tell”, held on 8 February in the National Library. It is always interesting to hear what other members have been doing, and the amazingly broad and varied jobs indexers do. A couple of new members came along and what they wanted to know was how to get started in indexing, which gave us the idea for another event later in the year.

On 30 March the Branch held a one-day Thesaurus Workshop. This was presented by Lynn Farkas and covered basic terminology, thesaurus components and structure, rules and standards for thesaurus construction, and practice in developing a thesaurus. It was well attended and got very good reports. It also added significantly to the Branch's finances. It was a great loss to the Society that Lynn felt unable to continue her membership, so we greatly appreciate her willingness to give us the benefit of her knowledge and experience.

Our next event was a visit to the Institute of Criminology, on 16 June. We were introduced to CINCH, the Institute's database. The excellent presentation by Janet Smith, the Principal Librarian, was followed by a lively question-time. All in all, a very interesting and informative visit to one of the lesser known of Canberra's national institutions.

On 22 July we met again in the National library to try and

answer the question raised at the “Show and Tell” meeting: how to get indexing jobs. This immediately expanded into “how I got into indexing in the first place”. Many varied stories were told. There were a couple of editors present and Indexers Available and Registration were explained to them.

No events are usually held in August– September as it is the busiest time of the year for indexers in Canberra – annual report season. It can start in August but, from my own experience, this year it didn't start until September and has gone on well into October. Also there is the Conference in October and the Branch AGM as well.

So quite a busy and enjoyable year.

As for Council matters, which took up a lot of time at Committee meetings, our frustrations continued. It appeared to be nigh on impossible to get an adequate answer to our questions, or any answer. In regard to the matter of database indexing registration, the Committee, which includes a number of very experienced database indexers, formulated their response to the discussion paper put out by the Council and I passed it on to the Council. In addition, Sherrey Quinn prepared a detailed commentary on the discussion paper, pointing out, among other things, some factual errors and the omission of any mention of a paper by Sandra Henderson. When we saw the article in the *Newsletter*, it was clear everything we had said had been ignored.

Then there was the issue of capitation. Each Branch receives annually a proportion of the membership fees. We – that is, all branches – were, without consultation, told that we would not be receiving our capitation this year unless we presented to the Council audited financial reports. We in the ACT estimated that it would cost at least \$500 to get our

(continued on page 5)

Branch activities

<i>Date & time</i>	<i>Organiser</i>	<i>Name of activity</i>	<i>Venue</i>	<i>Contact details</i>
Tues 17 Nov 5.30 for 6.00 pm	ACT Branch	Feedback from the ANZSI 2009 Conference	Friends Lounge, National Library of Australia	Eleanor Whelan + [REDACTED]
Saturday 28 Nov	Queensland Branch	Christmas Party	Restaurant Tsb Carindale Hotel Carindale Street, Carindale	RSVP 21 November to Vicki Law (Secretary) [REDACTED]
Sun 29 Nov 12.30 for 1.00 pm	NSW Branch	End-of-year social	3 Searl St, Petersham 2049	RSVP Frances Paterson [REDACTED] >
Wed 2 Dec 6.00 pm	Vic Branch	The VIC Indexing Christmas Carols	Kew Holy Trinity Anglican Church	Details at < www.anzsi.org/site/calendar_details.asp?id=100 >
Sunday 6 Dec 9.30-12 noon.	ACT Branch	Branch Christmas BBQ	By the lake in Lennox Gardens	Eleanor Whelan [REDACTED]
Mon 14 Dec 7.00 pm	Vic Branch	Festive season get together	5 Kingston St, East Malvern	Details at < www.anzsi.org/site/calendar_details.asp?id=117 > Enquiries to Max McMaster [REDACTED]
Wed 3 Feb 2010 6.00 pm	Vic Branch	The VIC Surprise meeting	Kew Holy Trinity Anglican Church	Details at < www.anzsi.org/site/calendar_details.asp?id=120 >
4-6 June 2010	Vic Branch	Nuggets of Indexing Seminar	Sovereign Hill Ballarat	Details at < www.anzsi.org/site/calendar_details.asp?id=118 >

From the literature and other thoughts



#ANZSI2009

I have headed this section with the conference hashtag, used on Twitter to enable more precise searches for topics of interest. Used by very few of us, however.

The conference was terrific. Apart from a few minor technological glitches everything ran beautifully. Thanks to Madeleine Davis, Alan Walker, Sue Flaxman, Pamela Johnstone, Elisabeth Thomas, Frances Paterson, Sherrey Quinn, Caroline Jones and the NSW Branch, along with supporters from NSW, interstate, New Zealand, Iran, China, the US and Canada. What a wonderful group we had.

My involvement included my Website Indexing course on Thursday, and the Education Committee meeting on Thursday night (first time I met the chair, Michael Ramsden). On Friday I spoke on indexing rules, and on Friday night Alan Walker launched my new book, *The Indexing Companion Workbook: Book Indexing*. I dressed in orange to match the book cover – including jewellery and orange fingernails (not my usual colour!). Jon, my sister Carrie, and my daughter, Jenny, set out the snacks – the menu for which was indexed (<http://tinyurl.com/LaunchMenuIndex>). A heartfelt thankyou to Alan for launching the book, and to all attendees for positive feedback and for buying it. A lot of one's soul goes into writing a book, and to feel that it fills a need is most rewarding. I am especially grateful to the experienced indexers who bought the book.

My Saturday highlight was the social networking panel with Tracy Harwood and Jan Wright, along with the newbies lunch. On Sunday morning I walked with Jenny to the art gallery where there is a terrific installation by Tatzu Nishi, who built a bedroom and living room around two existing sculptures (<http://kollektor.com.au/?p=1315>). Makes you see things in a whole new light. Finally, we ended the weekend with an excellent tour of the Australian Museum, organised by Caroline Jones.

Google failure

I did a search for 'blue mountains acat'. ACAT stands for 'Aged Care Assessment Team' and no, it's not for me, despite my recent birthday.

The first two hits were spot on. The third was retrieved for the phrase 'the use of a Dwelling House as a "Cat Shelter"', the fifth for 'may lawfully seize a cat if', the sixth for 'I Wish I Was A Cat', the ninth for 'What makes a "Cat Head Biscuit" so special', then back to ACAT Orange for the tenth hit. Interesting algorithm. It makes sense to break words such as

'groundwater', but perhaps the phrase as searched should be given a higher priority than it was here.

Google success

Google has some nice features for search refinement which I have only recently become aware of. If you select 'Show options' just under the search box you can limit searches to Videos, Blogs, Forums, and Reviews, and you can specify recency of results. You can also see Related searches, and choose to see more, or less, shopping sites. (They are even grammatically correct, as the link says 'Fewer shopping sites').

They have a 'Wonder wheel' which provides a visual display of your search term and related terms. Clicking on a related term then displays *its* related terms. Unfortunately the search is keyword-based rather than semantic. For example, a search for 'indexing' shows a related term 'society of indexers'. In turn it shows related terms including 'Canberra society of indexers', which has been selected because of the page title 'Canberra Society of Editors and Australian Society of Indexers'. It is an interesting tool to explore, but not yet sophisticated enough to be of much value for retrieval.

Google BookSearch

'Google's Book Search: A Disaster for Scholars', by Geoffrey Nunberg in *The Chronicle of Higher Education* (August 31, 2009, <http://chronicle.com/article/Googles-Book-Search-A/48245>) highlights numerous bibliographic problems

with the Google Book Search database. One example is the inclusion of 527 books about the Internet supposedly published before 1950.

Indexing in China

The September issue of *The Indexer*, guest-edited by the China Society of Indexers, provides a broad range of articles about indexing in China, giving a sense of the history and state of the profession there. As with our Iranian visitors, it is always interesting to see indexing in a different political context. For example, in the biography of Wan Guoding, it is said 'For him, the Index Movement held indexing and the May Fourth Movement in a single embrace.' (Broadly, the May Fourth Movement refers to an anti-imperialist, cultural, and political movement in the period 1915-1921, also called the New Culture Movement).

A few ANZSI members supply content for the 'Indexes Reviewed' section, and it is nice to see the Australian-sounding 'Wulguru' alongside the British-sounding 'Pulham St Mary' in the contributor's list.

Cited authors

John Bealle has written a detailed analysis of when to index cited authors in 'On citational voicing', published in *Indexing* (continued on next page)



Alan Walker launches Glenda's book (Photo Geraldine Triffitt)

(From the Literature, continued from previous page)

in the Heartland (v.12 n.1 Feb 2008, <web.spsp.net/jbealle/heartland/NewsletterFeb08.pdf>).

It is not clear whether he is talking about an index of cited authors, in which case I would index all of them, or the inclusion of cited authors in a general subject index, in which case the decisions are more difficult, and his suggestions give a framework for decision making.

An index to character

From Mary Coe: Just came across this quote from Abigail van Buren (writer of 'Dear Abby' column in the US), which isn't about book indexes per se but is good nevertheless:

"The best index to a person's character is:

(a) how he treats people who can't do him any good, and

(b) how he treats people who can't fight back."

Mary writes 'I never thought about behaviour as an 'index' to character before, but I suppose it could be a good entry point!'

Finding the right words for things

Often in indexing you search for the best word to describe a concept. Ideally it should come from the book, but sometimes you have to think hard to find the best word. I suspect that often it doesn't come at all, and that indexes could be better if we had a better mental and verbal map of the subject area.

So much information retrieval these days depends on typing keywords, which usually means you have to know the name of the things you are searching for. How frustrating it is when you don't. For example, we saw a bright orange metal pyramid on top of a hill next to the M7 freeway, and wondered what it was for. Searching for 'big orange pyramid' didn't help, and we couldn't see it on Google StreetView. Solution – ask an expert. My nephew knew immediately what we meant, and said that these cones mark the highest point in an area.

Similarly, I like to keep my papers together in a firm plastic folder which is open at two sides. Much easier to request now that I know they are called 'letter files'.

I am connected on Facebook to sword-swallower Dan Meyer. Following a link on his page I went to the site of 'Tooth N Nail', a specialist in the 'impalement arts'. What a wonderful phrase! It almost makes sword swallowing, knife throwing at human targets, glass walking, and bed of nails sound like mainstream activities.

Glenda Browne

ACT Region members

Two events not to be missed!

You will have an opportunity for feedback from the ANZSI 2009 Conference, in the Friends Lounge of the National Library of Australia, on Tuesday 17 November, at 5.30 for 6.00–7.30pm.

And the ACT Region Branch will hold its traditional Christmas BBQ by the lake in Lennox Gardens, on Sunday 6 December, from 9.30 to 12 noon.

(ACT Branch President's report, continued from page 3)

financial report audited and so, since we only receive around \$400 in capitation, our Branch would soon go broke. We informed the Council of this. Next we were told that all that was needed was for someone not on the Committee to act as a 'scrutineer' of the finances – any Joe Blow off the street or somebody's mate?! This was then qualified as someone with some accounting knowledge, whatever that means. And what was the motivation for this? Fear of litigation. The Council said it was to protect the members of the Committees. What, in fact, they wanted was a scapegoat, someone to blame if the Council/Committees made bad decisions. It will not work, of course. The Committee signs off on the financial reports when it votes to accept them and so bears the responsibility. Auditing the accounts is a very good idea but is too expensive for a small organisation like ours. And, in any case, the purpose of auditing is to protect the members' money, not the members of the Committee.

This fear of litigation was what was behind the push for incorporation that I reported on last year. This year there has been no progress on that front, probably because of the difficulty of covering the New Zealand Branch, and I've heard that, in fact, it has been abandoned. There was a development which was a spin-off from the move to incorporation. Some Victorian members wanted to form a separate organisation which could be incorporated. However, I have heard that this too has been abandoned, which is good, since if it had come to fruition it would have destroyed the Society.

A few months ago someone came up with the great idea of setting up a discussion page on the website for Council members. This would allow those of us who are not in Victoria to present our views and questions on Council issues. The President, John Simkin, made the further excellent suggestion that if we wanted action taken, we should put our ideas into the form of motions to be voted on by the Council. This was progress. But the Council had neither the will nor the skill to put it into action. What was put on the discussion page was first totally ignored, then cursorily treated and finally restrictions were imposed (for example, no issue raised on the discussion page would be debated by the Council unless someone present raised it) which made the whole great idea pointless. It could have worked. It could work well, with a little bit of effort and dedication.

Finally, I'd like to thank the members of the Branch Committee for all their work on behalf of our members over the past year. They are a great group of people and it has been a pleasure to work with them. In particular I'd like to thank our Secretary, Eleanor Whelan, who carries the main burden of organisation, for the excellent job she has done. I'd also like to thank Edyth Binkowski for her hospitality in letting us use her home for our meetings, and also for writing the reports of our activities for the Newsletter. And finally I'd like to thank Sandra Henderson for all her work for members over many years on the Committee, particularly as Treasurer, since she will not be standing for election to the Committee this year. Thank you, Sandra, and best wishes.

Barry Howarth

Australian and New Zealand Society of Indexers' Medal 2009

The Australian and New Zealand Society of Indexers' Medal is offered annually to the most outstanding index to a book or periodical compiled in Australia or New Zealand.

This year eight entries for the medal were received. The entries came from indexers in four Australian states or territories and from New Zealand. One extensive name index was excluded from detailed consideration, on the grounds that it did not provide scope for the indexer to demonstrate expertise in analysing and expressing complex subject relationships.

The judges considered seven substantial and high quality indexes as candidates for the medal. All were of sufficient length to deal with complex subject matter, and showed a grasp of the language appropriate to the texts, some of which were scientifically or culturally highly specialised. All showed the indexers' ability to match the text with readers' vocabulary.

In awarding the medal, the judges look for an index which goes beyond being competent, or even impeccable for its particular purpose. The important word in the requirements is 'outstanding'. We look for an index in which the indexer faced difficult challenges and met them in an elegant and admirable manner.

This year the judges found such an index in a remarkable reference work, entitled *A handbook of Aboriginal languages of New South Wales and the Australian Capital Territory*, by Jim Wafer and Amanda Lissarague, published in 2008.

The book is the culmination of a large collaborative project, and was inspired by the linguistic partnerships forged between Aboriginal and non-Aboriginal people over the last 200 and more years. It provides a guide to the Aboriginal languages of New South Wales and the Australian Capital Territory, and to the current state of information about them. One aim is to show which dialects belong together as variant forms of the same language, and which languages belong together as related members of a group; another aim is to provide information about the current state of these languages, and a guide to resources available for language revitalisation, including a bibliography.

The chapters include a geographical sequence, as well as information on contact languages, sign languages, terms used in kin classification, and placenames. There is a word-list for each language, with an account of the sources used in compiling it, and an overview of the language's phonology. It is a thorough, carefully organised, well edited and beautifully produced reference work, assembling a tremendous quantity of information in over 800 pages.

The challenges facing the indexer of such a work are considerable. The index aims to help users find information quickly about specific languages, as well as about the people and groups working on those languages, and the main

communities where those languages are or were spoken. Users can search for a language either by name or by location, and the index must therefore include not only the preferred spelling of all the language names, but also many alternative spellings; users who know at least one of the various ways a language's name has been spelled, including English names for the languages, can find the index entry for the language. Users unsure of the language name or its spelling can search by location, with the help of a map, if necessary.

The index uses a number of devices to help users. There is a long introductory note to the index, which may appear daunting to first-time, non-specialist users, but is in fact extremely clear and helpful. Typographical devices, such as bold type and italics indicate the main entries for a language or language group, the page numbers for the word-list for the language, and for the principal entry for kin classification terminology of any language, as well as the location of relevant maps.

While the names of languages and locations are prominent in the 29-page index, it also includes a great deal of detailed subject analysis, particularly in the sub-headings. This is a complex index to a complex reference text, yet it is easy for non-specialists to use and find relevant information.

The judges were impressed by the introductory notes to the index, the use of bold and italic type for special features, the excellent subject analysis and the cross-referencing. Overall, the manner in which the index interacted with the book demonstrated the considerable thought the indexer has put into it. The book is likely to be used largely from the index, and the functionality is very high. The judges are therefore pleased to award the Australian and New Zealand Society of Indexers Medal for 2009 to the indexer of this work, Frances Paterson.

The Society also congratulates the publisher of this well edited and beautifully produced book, Muurrbay Aboriginal Language and Culture Co-operative, of Nambucca Heads, NSW, which publishes dictionaries, grammars and language learning materials on Aboriginal languages. Proceeds from sales contribute to Muurrbay's publishing activities and language revitalisation programs. We recognise the effort that a small publisher must make to produce such a large and complex reference book and to support and maintain such high standards of production, editing and indexing. We are pleased to present the publisher with a certificate to mark its association with this medal-winning index.

The panel of judges this year consisted of Alan Walker, indexer (convener); Garry Cousins, indexer and librarian; and Dr Jeremy Fisher, Executive Director of the Australian Society of Authors, an experienced compiler, editor and user of indexes. All three judges are previous winners of the Medal.

Alan Walker



Alan Walker presents the Medal to Frances Paterson
(Photo Geraldine Triffitt)



John Simkin (President 2007–09) with Alan Walker
(Photo Vicki Law)



Max McMaster and Mary Russell (President 2009 –)
(Photo Margaret Findlay)

New Honorary Life Members

Two new Honorary Life Memberships were conferred at the ANZSI Conference dinner in Sydney. Those honoured were Alan Walker and Max McMaster, two of the most influential and long-standing members whose contribution to AusSI/ANZSI and to the profession of indexing is great as many members who have benefited from their teaching, mentoring and overall helpfulness will testify. Although skill as indexers is not one of the criteria for this award, both of these recipients are at the highest level in this regard. Between them they have earned six medals for the 'most outstanding index to a book or periodical' and six highly commended.

The procedure for electing Honorary Life Members is set down in the constitution. As part of the procedure the nominators present a statement of the member's achievements. The statements accompanying the present nominations are

displayed as citations on the ANZSI website at www.anzsi.org/site/life_member_award.asp. I recommend that members read these citations.

Indexers, many of whom work as freelancers, have interesting and sometimes unusual other interests. The citation for Alan Walker brings to light his talents as an actor, singer and host. Although not mentioned in the citation Max has a continuing interest as a referee for Swimming Australia. Both have an enduring interest in indexing and obvious pleasure in the company of other indexers. I once heard Alan remark that he hopes to be still indexing when he is 85 and, in Max's case, the 1 650 book indexes which he has to his credit indicate that he must enjoy the job. May they long continue to do so to their and our benefit.

John E. Simkin

NSW Branch President's report 2008–09



This year the ANZSI NSW Branch Committee consisted of Glenda Browne, Mary Coe, Lorraine Doyle, Sue Flaxman and Caroline Jones. The geographical distances between each member – in Sydney proper as well as south and west of the city – has meant that again, most of our meetings have been conducted by teleconference. A huge thank you to Lorraine Doyle and Thomson Reuters for kindly allowing the Committee to use their teleconferencing system.

The NSW Branch had 43 financial members at close of business on 16 September 2009.

Branch activities

Following the success of informal gatherings held in 2007, the NSW Committee continued this type of informal gathering and exchange of ideas and experiences again for an end-of-year lunch hosted by Glenda Browne and Jon Jermy in Blaxland in the lower Blue Mountains, in November 2008. It provided a

great opportunity to relax and examine the year gone by with kindred spirits.

A Legal Indexing Workshop presented by Alan Walker, followed by a Panel Discussion was held on Saturday 27 September 2008 at the NSW Writers' Centre. It was a lovely venue set in beautiful grounds. The afternoon Panel Discussion and question time included a mix of experienced legal editors, librarians and indexers and proved highly successful. A review of the workshop was published in the *ANZSI Newsletter* (November 2008).

A Basic Book Indexing Course presented by Glenda Browne was held over two Saturdays, 14 and 21 March 2009, at Thomson Reuters – again it was very successful. A review of the course was published in the *ANZSI Newsletter* (April 2009).

A visit to the State Library of NSW was organised for Branch members and local members of the Independent Scholars in the evening on 29 July 2009. 'Building great

(continued overleaf)

(NSW Branch President's report, continued from previous page)

collections' was the theme presented by Paul Brunton (Senior Curator, Mitchell Library). It was held in the beautiful, former (1910-88) Reading Room in the Mitchell Library. It was a very informative and witty talk and an account was published in the *ANZSI Newsletter* (October 2009).

Liaison with ANZSI Council

The NSW Branch has responded to a number of Council proposals and papers since last September, covering the proposed incorporation of the Society, auditing of annual Branch financial statements, Council procedures for dealing with papers, mentoring, annual payments to branches, an award for annual report indexing and database indexing registration. There is still ongoing discussion on some of these topics.

The NSW Branch also put forward two further discussion papers for Council's consideration this year: 'Payments to ANZSI members for services' and 'Funding for attendance by Council members at the ANZSI AGM'. Both

recommendations were rejected by Council. A summary of the NSW Branch view supporting both measures was published in the *ANZSI Newsletter* (June 2009).

An ongoing concern of the NSW Branch has been to find ways of operating effectively with the Council which is mainly based in Victoria. To this end, the NSW Branch was pleased with Council's initiative for a Council member area on the ANZSI website for discussion and comment between all Council members before each meeting. The NSW Branch will also provide input on Council's current paper on the use of Skype to facilitate meetings.

As is always the case, members of the NSW Branch inevitably end up either formally part of the Conference Committee or informally helping all year. My sincere thanks to the NSW Committee for all their commitment and work for the NSW Branch and conference this year.

Madeleine Davis



At the NSW AGM, held at the Golden Cinnamon Restaurant, Chinatown, Sydney on 23 September. Left to right – Dr Trevor Matthews, Helen Enright, Alan Walker, Sue Flaxman, Elisabeth Thomas, Madeleine Davis, Mary Coe, Frances Paterson, Glenda Browne. (Photo Lorraine Doyle)

Indexers overseas in 2010 . . .

Do you feel that a study tour might be just the thing for next year? We already have news of these professional conferences:

- The American Society for Indexers will hold their annual conference 'Indexing Central' 13–15 May in Minneapolis.
- The Indexing Society of Canada will hold their annual conference 26–27 May in Montreal.
- The Society of Indexers Annual Conference will be in Middelburg, The Netherlands. 'The Challenging Future of Indexing' will be held at Roosevelt Academy, University College, Middelburg, The Netherlands, 29 September – 1 October. Roosevelt Academy is the International Honors College of Utrecht University.
- SI Conference organisers alert ANZSI members to the Frankfurt Book Fair 6–10 October, where the *DNI* (*Deutsches Netzwerk der Indexer* – the German Indexers Society) meet.

Links to further information are available via <www.anzsi.org/site/conference_papers.asp>.

Victorian Branch Annual Report 2009



We have completed another busy year which has culminated in some interesting new activities for members. The Victorian Branch aims to present a calendar of activities which broaden our indexing knowledge as well as providing opportunities to socialize and our program reflects this.

Our membership currently stands at 71.

Training sessions in a range of indexing levels were held throughout the year, interspersed with those on specific areas such as journal and report indexing.

We have enjoyed a variety of visits and presentations. In March we spent an afternoon at the Melbourne Museum of Printing where we learnt the significance of terms such as lower case and linoprint whilst attempting not to cause a printer's pie!

In May Madeleine Davis and Max McMaster presented the special challenges of indexing biographies. Indexing under first names was one approach suggested when faced with multiple references to a well known author.

We were delighted to learn in May that our whizzbang web magician, Mary Russell, had been awarded the 2009 Web Indexing Special Interest Award for her webwork. Wow! Well deserved! Words cannot express how much Mary's professionalism and enthusiasm is appreciated by us all.

May is the month where much more happened. Our distinctive promotional bookmark, initially designed by Max, was launched. This continues to be distributed to a variety of organizations, publications and events such as the Melbourne Writers' Festival.

Vic Branch offered a session of indexing during family history week. This was well received by a small but enthusiastic group of participants, who may or may not have considered themselves to have been dragooned!

In July we enjoyed a night visit to the Johnston Collection, learning not only about Regency and Georgian tastes in the glow of the chandeliers but also anecdotes relating to Mr Johnston himself.

July also saw the launching of the Victorian Indexing Club – The VIC. The aim is to enable members as well as anyone else who is interested to meet in a social setting. Advice on indexing matters can be given on a one to one basis, followed by a presentation on a wide variety of topics. There is no obligation to attend but the opportunity to continue the evening at a local restaurant makes The VIC a very pleasant social occasion. The VIC is being trialled for six months.

The year concluded with the conference which was successfully held last weekend. The next VIC meeting will present some of the topics discussed in Sydney.

I would like to thank the existing committee, Mary, Max, Nikki, Jane, Margaret and Teresa for all their hard work during the past year. I have very much appreciated everyone's energy and support, which has helped to make the year such a success. Together we wish Mary well as she assumes the President's position at Council and Max as he too joins the Council. We are so pleased that both Mary and Max will still be members of the Vic Branch Committee. Thanks must also go to Max for generously hosting our meetings.

We look forward to another exciting year.

Beverley Mills

News from New Zealand Branch

October 5 began well for the New Zealand Branch with a full-day advanced book indexing course, held at the historic Turnbull House, the birthplace of New Zealand's national library, organised and conducted by Tordis Flath with assistance from Robin Briggs. The Branch's annual general meeting followed, attended by 12 members – the best attendance at an AGM since the Branch was founded in 2004. Most were locals, with one from north of Auckland and one determined member on crutches.

In the AGM Robin Briggs was re-elected President, Tordis Flath became Vice-president and Julie Daymond-King, Jill Gallop and Susan Brookes are Secretary, Treasurer and mentoring co-ordinator respectively.

The freelance register is about to go to publishers, and we discussed hosting an ANZSI conference, perhaps in 2013. There is also a proposal for us to hold an indexing workshop or presentation at the annual conference of the Archives and Records Association of New Zealand next year, and we set up a sub-committee to explore this and present a framework.

More details at <www.anzsi.org/site/nwz.asp>

Robin Briggs



Madeleine Davis at the conference with Dr Roya Baradar from Iran (Photo Geraldine Triffitt)

Indexing fiction – potential advantages of indexed fiction for academic study

Jane Purton – The Victorian Indexing Club (The VIC), 2 September 2009

What is fiction?

When it comes to academic study, fiction is generally thought of as classical literature: authors such as Jane Austen, the Brontës, and George Eliot. However, a look at any curriculum at a high school or university will reveal fiction from both ends of the spectrum and everywhere in between. There are graphic novels, or comics, Mills and Boon romances, thrillers, good modern literature, classics, plays and poetry.

Who studies fiction?

One imagines that fiction is studied by academics and students in university arts faculties, in literature and writing courses. However, fiction is read and analysed in a variety of departments. Take for example *The English Patient* (Ondaatje). There are studies on this novel in the journals *History and Theory* (Adhikari, 2002) and *Literature & Theology* (Jasper & Klemm, 2004), articles in nursing journals on the nurse-patient relationship and the representation of nursing in *The English Patient*, and a psychological study entitled *Diagnosing The English Patient: Contributions to Understanding the Schizoid Fantasies of Being Skinless and of Being Buried Alive* (Doidge, 1999). Another potential market for indexed fiction is the literary societies whose members also study fiction in an academic fashion.

Mode of studying fiction

Most general readers rip through a story then toss it aside, never to pick it up again. However, the academic and student, both undergraduate and postgraduate, are required to develop a much closer relationship with their books. They read and reread the text, looking for meaning, studying themes, analysing the language and taking part in discussions. They spend an inordinate amount of time flipping through pages on the elusive quest for important passages. Imagine trying to find a pearl hidden within the pages of Conrad's *Heart of Darkness*. Imagine having an index!

There *are* indexes to fiction. Indexing fiction, although uncommon, is not new. Dr Johnson encouraged Samuel Richardson to index the third edition of *Clarissa* in 1751, after which he indexed *Pamela* (1742) and *Sir Charles Grandison* (1754). (Bradley, 1989)

Types of fiction indexes

According to Hazel Bell, there are three major types of indexes constructed for fiction:

- The exhaustive consolidated indexes undertaken for serious works, often multi-volumed.
- Well-regarded individual works that are indexed like biographies or histories.
- Indexes intended to amuse. (Bell, 1991)

Two examples of the latter found on the shelves of an academic library include *My Strange Quest for Mesonge* (Bradbury) and *Sweet Desserts* (Ellmann).

Judy Bachelor termed the index to the former an 'anti-index' because the signifier refuses to relate to the signified, and the latter a 'para-index' because it is a guide to its subtext and personal connotations rather than its topics. (Bell, 2003). Many entries are minus locators, eg. 'washing machine, forget it' (Ellmann, 1989)

Unless the researcher was after a bit of fun or studying the meaning of strange indexes, these are not much use in an academic setting.

A useful index in an academic setting

Graham Jones, an academic at Monash University, believes an index would be very useful to researchers. He wrote a paper on Proust's novel

(in relation to Deleuze's reading of it) and found the index very helpful. Proust's novel in twelve volumes, *Remembrance of Things Past*, has been indexed several times, albeit post-publication in reprints. According to Bradley, some of the best indexes to classic novels have been created for French works published by Gallimard in the Pleiade edition. The index to the Pleiade edition of *Remembrance of Things Past* is in two parts and lists names of persons, and places and inhabitants. (Bradley, 1989)

Proust's work has also been indexed by Spalding (1952), and Kilmartin (1983) who made use of the French index to the 1954 Gallimard edition (Mirabile, 1997). Terence Kilmartin's *Guide to Proust: Remembrance of Things Past* (Chatto and Windus, 1983), is more of a guide than an index, though there are separate indexes for fictional characters, real persons, places and themes. (Bradley, 1989)

Another work in the series is Balzac's twelve volume *La Comedie Humaine*, which has a large index in four parts: for fictional persons, real, historical and mythological persons, cities, and works of fictional persons. (Bradley, 1989)

The indexes to Proust's and Balzac's novels, though restricted to names of people, places, and works, are comprehensive and indicate that the publisher recognised that there is a need for indexes in large classical works. (Bradley, 1989)

Readers of Anthony Powell's twelve volume novel, *A Dance to the Music of Time*, have benefited from the publication of Hilary Spurling's *Handbook to Anthony Powell's Music of Time*. This substantial work has indexes for books, paintings and places. Simon Cooper of Monash University had this to say about the usefulness of indexes to large works of fiction: 'Certainly when reading Powell whose narrative seems to rely on coincidences – running into the same characters over and over – it is helpful to go back and get the context for the last time they met. One could also argue that – given the crazy time-poor lives that most of us lead – indexes provide a useful way of picking up the continuity if we are reading a work intermittently.'

For an index to be beneficial to a researcher it should be both denotative and connotative. The former deals with facts; names, places, events, and could be compared to an index for non-fiction. This type of indexing has earlier been the most typical for fiction. The indexes to the A.C. Black editions of Scott's Waverley novels, and to Jane Austen's *Emma* and *Pride and Prejudice* are examples of this type. (Bradley, 1989)

Connotative indexing refers to indexing aspects that are generic to fiction, the themes and symbols used in fictional works. Judith A Ranta believes that indexing for fiction in an academic environment must be multi-dimensional, and give access to abstract and concrete levels of meaning. Scholars interpret works of fiction nowadays based on different systems of value which means that the index needs to reflect this. (Saarti, 1999)

According to Hazel Bell, serious, lengthy and complex fiction is as deserving of an index – as an adjunct to enable the location of passages and collate dispersed references to the same theme – as any other form of writing. (Mirabile, 1997)

Bell has indexed A.S. Byatt's novels for her own interest and pleasure. A.S. Byatt herself writes that she 'can't persuade publishers that an index doesn't look like boasting/prentension/offputting academicism'. (Bell, 1991)

George Orwell's *Nineteen Eighty-Four*, the Clarendon Press edition (1984), is a good example of a novel that has been prepared for

(continued on next page)

(Indexing fiction, continued from previous page)

academic study. An introduction and annotations take up thirty per cent of the book, and there are two indexes, one for the introduction, the other for Orwell's text.

The index to Orwell's text is more comprehensive than most indexes to fiction. According to Bradley, the text is written like non-fiction and is thus suited to indexing. In addition to proper names, it contains both concrete and abstract subjects, a feature that differentiates it from other indexes to fiction. (Bradley, 1989)

Literary societies favour separately published indexes to a group of books by an author over back-of-book indexes. Some literary societies create their own indexes, for example, the Dorothy L. Sayers Society. (Bradley, 1989)

Detailed historical novels would benefit from an index, particularly if a bibliography and references were included. This type of fiction looks more like non-fiction and some readers may mistake the characters and events for historical fact. An example of this type, which does *not* contain an index, is Robert Graves's *Claudius the God* (1934). (Bradley, 1989)

Many well-regarded modern novels selected for academic study, while lacking a back-of-book index, are furnished with very useful indexes post-publication as separate entities by indexers who see it as a task that must be done. These are often published on the world wide web. Some examples of these include indexes for *The English Patient* (Mirabile, n.d.), *The Great Gatsby* (Murphy, 2002), and *The Catcher in the Rye* (*The Catcher in the Rye Book Index*, n.d.).

Some modern exceptions with useful (as opposed to jokey) back-of-book indexes include *Life: a User's Manual* (Perec), *The Sinking of the Odradek Stadium* (Mathews) and *Brilliant Creatures* (James).

In an interesting turnaround, Tom Murphy asked his students to index a novel and the poetry of Emily Dickinson. The result was that the students recognised, organised and interrelated key words and essential themes. (Murphy, 2003) This reflects Hazel Bell's view that indexing becomes a form of literary criticism. (Bell, 1991)

Factors against indexing fiction

Authors in general appear to be against the concept of indexing fiction for fear that the 'magic' would be lost. One university lecturer considered that having an index to even classical literature would give students the wrong attitude to it. One must never lose sight of the fact that it is a serious work of art and an index would detract from this. In addition, students might only read parts of the book rather than the whole. (Bradley, 1989)

The latter fear seems to be rife among academics. Three academics consulted thought that students (undergraduates) would read the index rather than the novel, or just read parts they looked up in the index and thus miss the context of the whole novel.

One academic raised the issue of what is indexed and how. Who decides what is important and what gets left out, and how much supporting context is included.

These issues are faced by all indexers of fiction. Iris Murdoch thought that the indexing of fiction would involve an element of literary criticism, such as in the case of symbols. Hazel Bell disagrees and states that symbols should be indexed as things as such, and not as one might interpret them. Ransley indexed *The Scarlet Letter* (Hawthorne) as a form of literary interpretation and appears to have used critical literature on Hawthorne to help draw his conclusions. Deciding what connotative headings to index can be hard without the use of critical literature. (Badman, 2003)

Hazel Bell wonders how anyone can attempt literary criticism without indexing the work beforehand. (Bell, 1998)

Publishers point to the cost as a disincentive to indexing fiction. However, classics sell very well for publishers. Most of these are read in academic settings and with so many out of copyright, the index would add only a small cost to an inexpensive printing. (Badman, 2003)

Conclusion

On balance, there is potential for indexing fiction for academic purposes. At least the more complex fiction; A.S. Byatt rather than Tom Clancy, though if Tom is on the curriculum, why not? Ideally, the index should be both denotative and connotative, but even the former would be helpful for it would allow the reader to locate persons and events.

However, there is very little hope that fiction will be indexed across the board. The academic world is a small one. The best prospect is for indexes to be created post-publication for books that are deemed worthy of academic study.

There are very few novels with back-of-book indexes and the most useful of these have been created for reprints. These, plus the separately published indexes such as those created for *The English Patient*, appear to offer the best prospects for indexing fiction.

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