

Australian and New Zealand Society of Indexers Inc

Accreditation Policy and Procedures

April 2015

Accreditation Committee

Appointment

1. There shall be an Accreditation Committee the members of which will be appointed by the Council following the annual general meeting.

Responsibilities of the Accreditation Committee

2. The Committee shall be responsible for:
 - (a) evaluation of indexes submitted for assessment for the purpose of admission as an Accredited Indexer;
 - (b) any process of renewal of accreditation;
 - (c) maintenance of the standards of the Society's accreditation system;
 - (d) providing quarterly reports to Council on the number, progress and outcomes of applications for accreditation;
 - (e) providing feedback for the guidance of trainers and others, giving insights into deficiencies in indexes submitted by candidates for accreditation.

Composition of the Accreditation Committee

3. The Accreditation Committee will comprise:
 - (a) a Chairperson;
 - (b) a Receiving Officer who may not act as an assessor and may not vote;
 - (c) at least four other members.
4. Members of the Committee, other than the Receiving Officer, must be Accredited Indexers each with a minimum of twenty published indexes.
5. Members of the Committee, other than the Receiving Officer but including the Chair, shall be selected to ensure a broad coverage of subject expertise.

Meetings of the Committee

6. Meetings of the Committee shall be convened as necessary at the discretion of the Chairperson or at the request in writing to the Chairperson by any two members of the Committee.

Accreditation

Background

7. The Australian and New Zealand Society of Indexers provides an Accreditation system for its back-of-book indexers. This is a credentialing standard for indexers who have demonstrated expertise and gained some experience in indexing. Accreditation performs a number of functions:
 - (a) It recognises the quality of an indexer's work as assessed by a panel of experienced indexers;
 - (b) 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;
 - (c) It assures potential clients that an Accredited Indexer has met established criteria for acceptable indexing (Appendix A);
 - (d) By means of any Accreditation renewal process that ANZSI implements/may implement, it assures potential clients that an Accredited Indexer has current indexing experience.
8. The granting of Accreditation indicates a general level of competency, measured against accepted indexing practice and agreed criteria.

Application

9. Applicants for Accreditation must be financial individual members of ANZSI.
10. Applicants for admission to the register of Accredited Indexers are required to
 - (a) complete and submit the approved application form
 - (b) submit an index, together with the text to which it applies, that in the applicant's judgement is a sufficient example of the professional status of the applicant's work.
 - (i) The index should be substantial in size, for example comprising a minimum of six pages, double columned
 - (ii) The subject matter should be complex, requiring generally more than one category of words/phrases as index entries.
 - (iii) 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. Internet published indexes mounted on an individual's website (either that of the indexer or of any other personal website) are considered self-published and will not be considered, although internet published indexes mounted on commercial or organisational sites are acceptable.
 - (iv) Printed indexes are preferable, but electronic indexes will be considered if the item does not exist in any other format, or if it is published in parallel with, or as an alternative to the printed edition.
 - (v) Valuable and irreplaceable materials should not be submitted for assessment, as the Society, although it treats all material with due care and respect, takes no responsibility for any damage or loss.
 - (c) submit detailed notes on any conditions or constraints, inherent or imposed (say, by a publisher) that in the applicant's view significantly affected the compilation of the index submitted. These will be carefully considered by the Panel in assessing the application. Such notes should be provided on a separate page attached to the

application. The title of the text should appear at the top of the page. For the sake of anonymity in assessment, the name of the indexer should not appear on the notes.

- (d) pay the non-refundable scheduled fee, at the time of application, to the Society to defray the handling and administrative costs of dealing with the application. This cost will be reviewed regularly.
11. Applications and accompanying documentation, indexes and texts and payment, or evidence of payment via the website, should be mailed to the Receiving Officer (Accreditation) at the nominated postal address.

Receipt and assessment

12. Upon receipt of an application, the Receiving Officer will:
- (a) retain the application until the Assessment Panel has completed its adjudication;
 - (b) forward the payment to the ANZSI Treasurer to record and receipt;
 - (c) check the book and ensure the indexer remains anonymous (e.g. cover name in acknowledgements, etc);
 - (d) forward the notes on constraints (if any) and the anonymous text/index to a member of the Committee, appointed by the Chair.

Duties of the Committee

13. The Panel of Committee members will:
- (a) assess applications for accreditation against the established criteria;
 - (b) prepare written comments and reports for applicants on the work submitted;
 - (c) recommend admission to the register of Accredited Indexers or otherwise for each applicant;
 - (d) process applications in a timely manner and according to the procedures which follow;
 - (e) review, and if necessary recommend, amendments to the assessment criteria;
 - (f) offer advice to the Council on matters pertaining to these responsibilities.

Procedure

14. The assessment process is anonymous, in order to protect the applicant from favour or bias. The Receiving Officer, who is not involved with assessment, is the only member of the Accreditation Committee who has access to details of the applicant.
15. A non-refundable fee will be charged. This fee will be published on the website and will be reviewed regularly.
16. When an application for accreditation is received the Chair of the Committee will appoint two members of the Committee to act as an assessment panel for the application in question. Whilst due regard should be paid to maintaining an equality in rotation of duties the primary criterion in selecting members should be to match the expertise of the assessors to the subject matter of the item to which the index relates.
17. The Chair of the Committee may be one of the assessors. In this case the chair will appoint another member of the committee, not being an assessor for the title in question, to exercise all the powers and responsibilities of the chair in respect of the assessment of the application in question.
18. The first panel member who receives the work assesses the work carefully against the assessment criteria and prepares draft written notes (Appendix A includes the criteria; Appendix B is a checklist for assessors).

19. The text and report then go to the second assessor who performs an additional assessment and may add to the draft written notes.
20. Any constraints under which the candidate has worked and which have been reported by the candidate will be taken into account in making an assessment of the index.
21. If the subject matter of the index submitted does not match the expertise of any member of the Committee an outside expert, who preferably is, but need not be, an accredited indexer, may be co-opted to the panel in an advisory capacity.
22. The deliberations of the panel will be conducted primarily by telecommunications or email, although it may convene a face-to-face meeting if the need arises.
23. Evaluation reports to candidates will include the following:
 - (a) bibliographic details of the index and of the work in which it appears;
 - (b) comments against each of the accreditation criteria to indicate briefly whether or not the candidate has met the criterion, and if not why not.
 - (c) a statement indicating that the standard required for accreditation has or has not been met.
24. The assessment should be received and checked by the Chair of the Accreditation Committee or, if the Chair was a member of the assessment panel, by the member of the Committee acting for the Chair.
25. The result of an assessment will usually be communicated to the applicant within a maximum of three months from payment of the approved fee and the receipt of the index by the Receiving Officer.
26. Upon return of the index and reports from the assessment panel the Receiving Officer will:
 - (a) in the case of a successful applicant:
 - (i) notify the applicant of the Committee's decision, return all texts and enclose a copy of the panel's pro forma report;
 - (ii) arrange for a certificate to be prepared and signed by the President and the Chair of the Accreditation Committee;
 - (iii) notify the Membership secretary of the name of the successful candidate so that the register of Accredited Indexers and the membership database can be updated;
 - (iv) notify the Secretary of ANZSI so that the name of the candidate may be recorded in the Council minutes and notified to the Editor for publication in the Newsletter;
 - (v) forward the application and report to the Secretary of ANZSI for retention in the Society's archives.
 - (b) in the case of an unsuccessful candidate:
 - (i) notify the applicant of the Committee's decision, return all texts and enclose a copy of the panel's pro forma report;
 - (ii) inform the candidate that they may reapply for accreditation not less than six months from the date of the letter of notification;
 - (iii) invite the candidate to contact the Receiving Officer if they have any questions about the assessment;
 - (iv) inform the candidate of their right of appeal.

27. In the event that a candidate raises any question about the assessment the Receiving Officer will consult with the Chair of the Accreditation Committee who will decide what response is appropriate.
28. Successful candidates will receive a certificate signed by the President and the Chair of the Accreditation Committee.
29. Successful applicants may use the designation ‘Accredited Indexer of the Australian and New Zealand Society of Indexers’ only as long as they remain members of the Society and satisfy any accreditation renewal procedures that the Society implements.
30. If an Accredited Indexer does not renew membership, their name will be removed from the register of Accredited Indexers and from *Indexers Available*.
31. Life Members who are Accredited Indexers retain their Accredited status for the duration of their membership, and are not subject to the renewal procedures.
32. Rejoining members who had been Accredited Indexers within the previous five year period will be reinstated immediately to the register of Accredited Indexers on payment of a full year’s membership. Members rejoining ANZSI after a period in excess of five years must re-apply for Accreditation.
33. If the winner of the Society’s Medal is a member of the Society but not an Accredited Indexer, Accreditation will automatically be granted. The formal application for accreditation procedure, including payment of the fee, will not apply.
34. Whenever the Medal is awarded, the Receiving Officer will check the Register of Accredited Indexers and if the winner’s name is not listed, proceed to arrange in the usual way for a certificate of Accreditation and covering letter from the President to be forwarded to the Medal winner.

Repeat applications

35. Formerly unsuccessful candidates re-applying for accreditation may not submit an index to a work previously submitted.
36. Repeat applications will be treated in every respect as a new application and no reference will be permitted to any previous application.

History note:

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| March 2013 | Accreditation Policy (based on earlier Registration Policy) approved by ANZSI Council. |
| April 2015 | Policy amended to reflect change of committee name from ‘Board of Assessors’ to ‘Accreditation Committee’, approved by ANZSI Council February 2015 |

Appendix A

Criteria for Accreditation

1. Identification of relevant material

1A. Analysis

- The index should be subject-based. It should contain terms for concepts as well as for names and objects.
- The index should include main headings and subheadings. Long strings of undifferentiated page references should be avoided: these should be broken up between main headings and subheadings.
- Some index terms may appear as both main and subheadings.
- The index should also include cross-references (and/or double-indexing) to lead from synonymous terms and to lead to related headings.

1B. Description

- The language of the index should be succinct.
- Words and phrases used to describe concepts in all levels of headings should reflect the language of the text, although other terms familiar to the work's intended audience may be needed in cross-referencing.
- The relationship between headings and subheadings should be clear; prepositions may be needed to avoid ambiguity.

1C. Comprehensiveness

- The index should be comprehensive. It should provide access to all topics of potential interest to the book's intended audience.
- Examiners will judge comprehensiveness by:
 - sampling coverage of topics represented by chapter, section and subsection headings in the index;
 - sampling coverage of smaller topics in the index; and
 - following single page references in index back to text and examining surrounding text.

1D. Arrangement

- The index should be logically arranged. This normally means an alphabetical arrangement, but it may be effective to use another arrangement (such as chronological) at the subheading level.

2. Style

- Unusual stylistic conventions (such as italics to indicate illustrations or tables) should be explained in a brief introduction.

3. Processing

- Page references should be accurate.
- Cross-references should be used correctly.
- There should be no spelling errors.

Appendix B

Accreditation Report – Criteria Checklist

Title and bibliographic details of indexed work:

1. Identification of relevant material

1A. Analysis

- The index is subject-based, containing terms for concepts as well as for names and objects.
- The index includes main headings and subheadings. Long strings of undifferentiated page references are avoided; page references are broken up between main headings and subheadings.
- Some index terms may appear as both main and subheadings.
- The index includes cross-references (and/or double-indexing) to lead from synonymous terms and to lead to related headings.

1B. Description

- The language of the index is succinct.
- Words and phrases used to describe concepts in all levels of headings reflect the language of the text; other terms familiar to the work's intended audience may be included in cross-referencing.
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 - sampling coverage of topics represented by chapter, section and subsection headings in the index;
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 - following single page references in index back to text and examining surrounding text.

1D. Arrangement

- The index is logically arranged. This normally means an alphabetical arrangement, but it may effectively use another arrangement (such as chronological) at the subheading level.

2. Style

- Unusual stylistic conventions (such as italics to indicate illustrations or tables) are explained in a brief introduction.

3. Processing

- Page references are accurate.
- Cross-references are used correctly.
- There are no spelling errors.

4. Comments on other aspects of the index

5. Recommendation