

Policy on Registration

This policy should be read in conjunction with the Registration procedures and Registration Committee Guidelines

Background

The Australian and New Zealand Society of Indexers provides a Registration system for its back-of-book indexers. 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. Registration performs a number of functions:

- 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.
- It assures potential clients that a Registered Indexer has met established criteria for acceptable indexing.
- It assures potential clients that a Registered Indexer has current indexing experience, through the requirement that Registration be renewed at set periods.

The granting of Registration indicates a general level of competency, measured against accepted indexing practice and agreed criteria.

The Register

1. The Australian and New Zealand Society of Indexers maintains a Register of Indexers.
2. The Register records those members of the Society whose current, practical ability in the compilation of book and journal indexes has been assessed by experienced indexers and formally recognised by the Society as of professional standard.
3. Registration is granted to individuals and must be applied solely and individually; that is, a company which employs a Registered Indexer cannot deem itself or all its indexers to have Registration.
4. Admission to the Register does not grant permission to use the Society's logo in marketing, promotion, business cards etc.

Applicants

5. Applicants for Registration must be financial individual members of ANZSI.
6. Successful applicants may use the designation 'Registered Indexer of the Australian and New Zealand Society of Indexers' for renewable 5-year periods, only as long as they remain members of the Society. If a Registered Indexer does not renew membership, their name will be removed from the Register of Indexers and from Indexers Available.
7. Rejoining members who had been Registered Indexers within the previous five year period will be reinstated immediately to the Register of Indexers on payment of a full year's membership. Members rejoining after a period in excess of five years must re-apply for Registration.
8. If the winner of the Society's Medal is a member of the Society but not a Registered Indexer, the winner can apply for Registration and this will automatically be granted. The formal application for registration procedure, including payment of the fee, must be followed.

Assessment

9. Applicants for Registration are assessed on an index of their choice, by a committee of the Society. Currently only book indexing (including cumulative indexes to single journal titles) is assessed; however this policy does not preclude the granting of Registration for online or database indexers in future if suitable criteria are developed.
10. Applications are assessed against criteria established by the ANZSI Registration Committee and approved by the ANZSI Council. Current criteria are appended.
11. The assessment process is anonymous, in order to protect the applicant from favour or bias.
12. Applicants are required to submit copies of the texts to be assessed, which will be returned after assessment. All material supplied with an application will be treated with due care and respect.

However, the Society takes no responsibility for damage or loss of material so valuable and irreplaceable items should not be submitted.

13. Unsuccessful applicants may re-apply for Registration, but not within six months of the date of adjudication of their first application. Unsuccessful applications will not be taken into consideration when assessing the new application.
14. The Society does not guarantee the quality of an indexer's work through the granting of Registration, nor can it be held responsible for poor performance by an individual indexer.
15. The decisions of the Panel of Assessors are final.

Duration of Registration

16. Registration is granted for a period of five years. Registration can be renewed for successive five-year periods by providing evidence of continued work in indexing.
17. In addition to the standard acceptable evidence (see *Renewal of Registration Procedures* for current acceptable evidence), the Committee may request additional evidence at its discretion, or waive the requirement to submit evidence.
18. ANZSI reserves the right to evaluate any evidence submitted against the current Registration criteria, and to withhold renewal of Registration if the index does not meet the criteria. In such cases, full evaluation procedures for an initial Registration assessment (see *Registration Procedures*) will be applied.
19. If a current Registered Indexer requests removal from the Register, this will be effective immediately upon receipt of written application to the Receiving Officer of the Registration Committee.
20. ANZSI reserves the right to refuse renewal of Registration, or to remove a current Registered Indexer from the Register, in exceptional circumstances (eg unprofessional conduct or evidence of continued incompetence). Any such action would require unanimous recommendation by the Registration Committee and a unanimous acceptance by the ANZSI Council, and would be effective immediately.

Registration Committee

21. Details of the composition and duties of the ANZSI Registration Committee are provided in the *Committee Guidelines*.

Procedures for Registration

22. Details of the Registration process are provided in the *Registration Procedures*.

To accompany this policy:

- Registration procedures
- Criteria for registration

Registration Procedures

These procedures should be read in conjunction with the Policy on Registration and Registration Committee Guidelines

Application

1. Applicants for admission to the Register are required to:
 - a) complete and submit the approved application form (current form is appended)
 - 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.
 - a. The index should be substantial in size – as a guide, comprising a minimum of four pages, double columned.
 - b. The subject matter should be complex, requiring generally more than one category of words/phrases as index entries.
 - c. 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. Indexes published as part of the ANZSI mentoring series are considered training exercises and 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.
 - d. Printed indexes are preferable, but electronic indexes will be considered if the item does not exist in any other format.
 - e. Valuable and irreplaceable materials should not be submitted for assessment, as the Society treats all material with due care and respect but 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) make a non-refundable payment of A\$75.00, 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.
2. Applications and accompanying documentation, indexes and texts and payment should be mailed to the Receiving Officer (Registration) at the Society's postal address.

Receipt and Assessment

3. Upon receipt of 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 (eg cover name in acknowledgements, etc)
 - d. forward the notes on constraints (if any) and the anonymous text/index to a member of the Assessment Panel.
4. Initial assessments are done by each member of the Assessment Panel on a rotational basis.
5. The member of the Assessment Panel who receives the work:
 - a. undertakes a detailed assessment of the index against the criteria for registration (current criteria attached).
 - b. prepares a draft written report
 - c. circulates the text and report to other Panel members, who perform a less rigorous check of the work and its assessment.
6. If the other Panel members agree with the findings, the draft report is accepted (if necessary with additional comments) and the index and report returned to the Receiving Officer for processing.
7. If there is disagreement among the Panel, each member will review the work in depth and submit detailed comments and their recommendation to the Panel Chairperson. The Chair will collate comments; prepare a report reflecting the views of all members of the Panel, and provide a recommendation based on the majority view. (Note: in the event of a tied decision the Chair will have the deciding vote). This report and the index will be returned to the Receiving Officer for processing.

Results Processing

8. Results of an assessment will usually be communicated within three months of the application. In extraordinary circumstances the applicant will be informed of any delay.
9. Upon return of the index and reports from the Assessment Panel, the Receiving Officer will:
 - a. notify the applicant of the Panel's decision, return all texts and include a copy of the Panel's report
 - i. for a successful applicant, arrange for a certificate (sample appended) to be prepared, signed by the ANZSI President and Chairperson of the Committee, and sent to the applicant
 - ii. for an unsuccessful applicant, ensure they are aware of the ability to re-apply for registration after six months
 - b. notify the Membership Secretary of the successful applicant, so that the Register of Indexers and the membership database can be updated
 - c. notify the ANZSI Secretary of the successful applicant so they can be recorded in ANZSI Council meeting minutes
 - d. forward the application and reports to the ANZSI Secretary for retention in the Society's archives.

Unsuccessful Applications

10. Unsuccessful applicants can re-apply for Registration not less than six months after they are notified of the results of their first assessment.
11. It is assumed that members re-applying for Registration will submit a different work for assessment.
12. Repeat applications are treated in the same manner as initial applications.
13. The assessment process is anonymous. Earlier applications are not referred to, or taken into account, in assessing another work.

Renewal of Registration - Procedures

1. Three months prior to expiry, the Membership Secretary will extract from the Membership Database details of those Registered Indexers who are reaching the end of their 5-year registration period and forward a list to the Receiving Officer of the ANZSI Registration Committee.
2. The Receiving Officer, on behalf of the Chairperson of the Committee, will contact each member (including Life Members) regarding renewal of Registration (sample letter appended)
3. Registered Indexers will have three months to respond and renew their Registration. If no response is forthcoming, their names will be removed from the Register of Indexers.
4. Registered Indexers wishing to renew their Registration must submit evidence of continued work in indexing.
5. Such evidence will normally be bibliographic details of two indexes published in the previous five years. Evidence equivalent to two published indexes (eg examples of web or database indexing) will be accepted at the discretion of the Registration Committee.
6. If required, the Receiving Officer will confer with the Chairperson of the Registration Committee regarding evidence submitted, and if necessary request additional information or initiate procedures for re-assessment.
7. Upon acceptance of the evidence submitted, the Receiving Officer will:
 - a. notify the applicant of acceptance of their renewal application
 - b. arrange for a certificate (sample appended) to be prepared, signed by the ANZSI President and Chairperson of the Committee, and sent to the applicant
 - c. notify the Membership Secretary of successful renewal applications as well as non-respondents, so that the Register of Indexers and the Membership Database can be updated
 - d. notify the ANZSI Secretary of successful renewal applicants as well as non-respondents so they can be recorded in ANZSI Council meeting minutes

To accompany these guidelines:

- Application for Admission to the Register of Indexers
- Application for Renewal of Registration
- see also the sample Certificate of Registration in the 'Certificates' file

Criteria for Registration

1 Identification of relevant material

IA 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.

IB 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.

ID 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.

Panel of Assessors

Registration Report – Criteria Checklist

1 Title of indexed work

2 Identification of relevant material

2A 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.

2B 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.

2C 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.

2D 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.

3 Style

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

4 Processing

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

5 Comments on other aspects of the index