Melbourne Indexers Bulletin

No 7, January 2016

Welcome to 2016

I wish all members a happy and prosperous new year.

Max McMaster and I have put a program together for the next five months. Hopefully the mixture will tempt you to attend at least one meeting.

We start the year with three meetings discussing indexing and then adjourning to a nearby restaurant for a meal (at own expense). First up is a group indexing task. How do we index the AusSI Newsletters? At the March meeting we will discuss filing issues. In April we will have a demonstration and discussion on how to access archived journal content using a hyperlinked index.

Rural outings have been popular in the past, so we will visit the Ballarat Mechanics Institute in May and join their building tour. We need to confirm numbers, so please contact me if you plan to join us in Ballarat.

Since the first Wednesday evening of the month doesn't suit everyone, for the fifth meeting of the year we are going to meet on a Tuesday afternoon at a different venue. At the meeting will be a demonstration of IndexConvert a new program that converts an index in MS Word into a file that can be imported into Macrex, Cindex or Sky.

Details of the meetings are listed in this Bulletin and full details are also on the webpage www.anzsi.org/about-us/groups/melbourne-indexers/

When the Melbourne Indexers formed in June 2015, it was decided to try the same model used for The VIC for one year. This included this monthly Bulletin and meetings, nearly monthly. As there are many benefits to continuing the group, it is hoped we will continue, but perhaps move to bimonthly meetings. Our usual meeting venue is likely to be rebuilt later in the year, so it is also an opportunity to pick another venue and hence another time for meetings. I welcome your comments and suggestions for future meetings and possible venues.

Mary Russell
Convenor

December 2015 meeting
Indexing surprise packages

Indexing surprise packages was the topic for discussion at the December meeting. While books with no indexes certainly cause a surprise, the focus was on indexes that were different in some way. I led the discussion with a few examples, then opened the meeting up to those present, who supplied further examples. Here is a taste of what was discussed.

After a bit of hunting I discovered gold in the form of the *Oxford companions*, thanks to the Amazon Look Inside feature. The text of most *Oxford companions* are short articles on a particular aspect arranged A to Z by headwords. Some in the series have no indexes, some have usual indexes with page numbers and then there are the 'surprise packages'. Here is a selection:

1. Subject index with no page numbers! *Oxford companion to British history* and similarly *Oxford companion to Australian history* have grouped the headwords in broad subject groups.
    So for British history the subject index groups start abbeys and churches, Africa, agriculture, Americas… and list the headwords used in the A-Z part.

http://www.amazon.com/dp/0199677832/ref=rdr_ext_tmb
Similarly for Australian history, Aborigines, agriculture, art and photography, bushranging, etc.
http://www.amazon.com/dp/019551503X/ref=rdr_ext_tmb

2. Subject groupings, but it comes unstuck
Oxford companion to food tries to do something similar to the histories, but starts with higher level sections.
http://www.amazon.com/dp/0199677336/ref=rdr_ext_tmb
Section 1 is food plants and primary products derived from them. This gives headwords under headings such as aquatic food plants, cereals, fruits, etc
Section 2 is of animals, birds, and fish, etc.
Section 3 is cooked foods and dishes of various kinds.
Section 4 is the best one, it is "Everything else"! Here the subheadings groups are 'cookery books their authors and other people", "culinary terms and techniques", "culture: diet, foodways, religion", "national and regional cuisine" and "scientific topics". I guess "everything else" is what they are.

These subject indexes provide pointers to what is in the text, but doesn't add much value to the work as you could easily flip through the A to Z sections looking for items.

3. Only *see* references
I have *Oxford companion to gardens* and this is what started me looking at other companions. It has an index that is all *see* references. This time the items indexed are things of interest included under the headwords. For example Armley House *see* Repton, Humphrey.
http://www.amazon.com/dp/0198662556/ref=rdr_ext_tmb

This index adds value to the text as pointing to material mentioned under the headwords.

4. Only names are important
Oxford companion to music also pulls out items from the text. This time the index only lists names.
http://www.amazon.com/dp/0198662122/ref=rdr_ext_tmb
If only they looked at subjects as well.

5. Forget the contents who wrote the sections?
Oxford companion to architecture has an index, but it is an index of contributors with entries they wrote.
http://www.amazon.co.uk/dp/0198605684/ref=rdr_ext_tmb
This sort of information is often in the book, but not at the back as an index.

Max McMaster kindly pointed me to the *The Age good food guide* with 20 indexes! This is really grouping restaurants under 20 main headings (indexes). The indexes are suburb, interstate, cuisine, accommodation, bars, breakfast available, breweries, BYOs, family friendly, good wine lists, new entries, open late, private rooms, vegetarian meals, views, wheelchair friendly, wineries, yum cha available, and finally alphabetical.

Sally Newton brought in a delightful index. It was *Making an index* 3rd edition by G.V. Carey and published by Cambridge University Press in 1965. It is only a few pages and earlier editions didn't have an index, but by the third edition it was decided an index was required, as is explained in the introduction to the index. Sally Newton kindly scanned the index. Examine it closely as it includes many amusing entries.

INDEX

AUTHOR'S NOTE.—A friendly notice in *The Times Literary Supplement* when this pamphlet first appeared suggested that it might have been the better for an index of its own, whereby the author could have given 'a full-dress demonstration of his principles'. An index to a work of about a dozen pages can hardly hope even in full dress to be within the bounds of decency. Yet the reviewer, though he may have had his tongue in his cheek, has put the author on his mettle and tempted him, at the opportunity afforded by a new impression, to take up the challenge.

In case there should be any reader so guileless as to be led astray, it had been the author's intention to give some distinguishing mark to all those entries in the index that he had devised with *his* tongue in his cheek—occasionally even (as it were) in both cheeks. As the work proceeded, however, he became so deeply involved in *paddenda* (let alone his determination to include every letter of the alphabet) that the opposite course seemed to be called for. Thus an asterisk marks those entries which—were the work of such a size as to require an index—would in his opinion be necessary, or at any rate helpful.

It remains only to affirm that the author has made a serious attempt to demonstrate, even in this not very serious index, some at least of the principles set forth in the preceding pages.

16

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[1] This illustrates in particular the questionable type of entry dealt with in § III (pp. 6–7).
[2] But should be subheaded, somewhat on the lines of 'Proper names'.

4

To contribute to Melbourne Indexers Bulletin email
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The Summer Read 2015-16

Hopefully you have had an opportunity to catch up on some recreational reading over the summer. The State Library of Victoria and a number of Victorian public libraries are celebrating great Victorian books and sunny days with The Summer Read 2015-16.

For suggestions of Victorian books, the full Summer Read 2015-16 list is available at http://www.slv.vic.gov.au/live-learn/summer-read-2015-16. And there is also still time to enter their draw to win one of a number of book packs. Entries close on 15 February.

Melbourne Indexers Program – First half of 2016

Wednesday 3 February **Indexing the ANZSI Newsletters** **6 for 6:30 Holy Trinity Anglican Church Hall, Kew**	How do you tackle a task like indexing all the *AusSI/ANZSI Newsletters*? A few years ago we gave volunteers a year to index. This worked well. Indexed years came back. However, life gets in the way and volunteers reluctantly pulled out. We now have gaps in the years indexed. For 2016 we thought we would try group indexing sessions to try to index the missing years. How will this work? After initial guidance, we will start with the first ever *AusSI Newsletter* and work our way forwards. BYO laptop with indexing software and join in the group effort. Never indexed a newsletter before? Don't have a laptop. Not a problem. Come along. We will work in pairs anyway.
Wednesday 2 March **Filing issues** **6 for 6:30pm Holy Trinity Anglican Church Hall, Kew**	A to Z filing sounds easy. Occasionally indexers pause and puzzle over where is the best place to file something. A recent example occurred in an index to a journal where the entry needed to refer to the annual Dr Sidney Plowman Travel Award. Do you file it under D (is that under Dr or Doctor) or under S or P? This and other examples will be discussed. Please bring along your own examples to share, or send them in.
Wednesday 6 April **Accessing archived journal content using a hyperlinked index** **6 for 6:30pm Holy Trinity Anglican Church Hall, Kew**	Using the hyperlinked index to issues 1-65 of the *Victorian Landcare and Catchment Management* magazine as an example, this session will explain how hyperlinks are created and the programming involved. The hyperlinks connect each Word index locator to its specific article. All 65 magazines, in PDF format, are hosted on the Victorian Landcare Gateway's website.
Thursday 5 May 2pm **Tour of Ballarat Mechanics Institute Library**	For something different, how about a trip to Ballarat? We will join the weekly tour of the Ballarat Mechanics Institute Library. For further information about BMI see ballaratmi.org.au/education/tours We need to confirm numbers, so please contact Mary Russell if you plan to join us.
Tuesday 31 May 2-4pm **Converting Word indexes to Cindex or Macrex or SKY using IndexConvert** **Malvern Library, High Street, Malvern**	If you have ever had to convert a Word index back into Cindex or Macrex or SKY, you know this can be a time-consuming task. This scenario arises when it is beneficial to use a previous edition of the index, e.g. for an annual report or a text where the changes are relatively minor, rather than reindexing the whole work from scratch. IndexConvert, created by UK indexer Barry Campbell, will be demonstrated, to show how well it works.