

Melbourne Indexers Bulletin

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Watch this space!

Indexes Through Publishers' Eyes seminar
Friday, 1 September 2017 at CAE, Flinders Lane
Details of this full day seminar coming soon.

June meeting

Financial aspects of indexing

As freelance indexers, we tend to think the actual indexing is the most important part of any job, yet it is the financial aspects that tend to make us or break us. This session looked at the many financial aspects related to indexing. It covered quoting, invoicing, slow payers, tax deductions, superannuation and a range of financial scenarios.

Financial scenarios

1. You quote for a 200-page annual report and the job comes in at 230 pages. Do you wear the extra time and cost, or charge slightly more than you quoted?
2. The actual cost for compiling an index comes in at \$1200, but the publisher's budget allows \$1800. Do you charge the full amount, charge what it cost you, or decide on a figure in between, for example, \$1500?
3. You are approached by a not-for-profit organisation wanting you to index the history of their club/society. They are not in a position to pay for the true cost of the indexing, but the topic is of interest to you. The true cost of the index is estimated to be around \$2500, but they can only afford to pay \$1500. Do you turn the job down, take the job but put in less

detail and effort, or index with the full level of detail and wear the cost?

4. You provide a quote of \$1000 for a job for which you have seen the PDF's, however the job takes substantially longer than you anticipated because the text is on a subject with which you are less familiar. As a result, the actual cost of the indexing comes in at \$1500. Can you or should you charge more than you quoted?
5. You provide a ballpark quote of \$1300 for a job for which you have not seen the pages, based purely on a telephone conversation with the editor. Once the PDF's arrive you realise some of your assumptions about the job were incorrect, so that the true cost of the job will be \$1600. Can you charge the higher amount?
6. Your quote of \$2200 for indexing an academic work has been accepted by the editor. A week after commencing the indexing you receive an email saying that the pages for three of the early chapters have been substantially restructured and replacement pages will be sent. Although most of the index terms are still valid, the page numbers will have changed completely, meaning the replacement pages will need to be reindexed. The cost of reindexing the three chapters is \$500. Can you or should you charge for the extra work involved?
7. Your quote of \$500 to index a relatively simple trade title has been accepted by the editor. A couple of days before the job is due to arrive, you receive an email saying that the publisher has decided not to go with an index. Can you claim any compensation for loss of income?

Quoting

- Indexers tend to use either the per page rate method or hourly rate method for working out their quote. Either method is fine. With the per page rate method figures of between \$2.50 per indexable page for a very simple text up to \$10.00 per indexable page for difficult scholarly/academic texts are being quoted.
- The current ANZSI recommended rate is \$65/hour. Some indexers charge this rate, while others charge above or below this rate.
- Some indexers will vary their rate depending on the material being indexed. Trade titles or primary school texts, for example, may be charged at a lower rate than academic texts.

Invoicing

- Working as an indexer having an ABN (Australian Business Number) is essential. Whether you register and charge for GST is personal preference. If your annual income is above \$75,000 you must charge GST, but below that figure it is optional. Your ABN should be printed on your letterhead.
- Some indexers include terms on their invoices, e.g. nett 14 or 30 days. However, whether it makes any difference to how quickly you get paid is debatable.
- Remember to include banking details (BSB number) and account number on your invoices so funds can be deposited directly to your bank account.
- When you decide to send the invoice is personal choice. Some indexers

send their invoices at the same time as they send in the index, while others wait for up to a day or so before sending the invoice. The most important thing is to remember to send it, and not forget.

- How you decide to keep your invoice records and receipts is personal choice. You can either use an Excel spreadsheet to record invoice details, or use one of the smaller accounting packages available. It doesn't matter which system you use as long as you can quickly ascertain if a given job has been paid, and the records can be easily transferred/extracted at tax time.

Slow payers

Being freelancers, we have all experienced slow payers. However, what approaches are best for recouping your money.

1. Make sure you actually produced the invoice and sent it to the editor or author concerned. The invoice date will most likely be very close to the sent date, so check your email around then to ensure it was sent.
2. Check with the accounts payable section of the organisation you are dealing with to see if they have received the invoice from the editor. Invoices between the editor and accounts department can get lost.
3. If the accounts department have received your invoice, but it is waiting for the next payment run, they will be able to tell you when payment will occur. Payment frequency at organisations varies enormously.
4. If the accounts department have not received your invoice, they will usually ask you to send the invoice directly to them. Once they receive your invoice, they will most likely seek

confirmation from the editor concerned that the work has been completed satisfactorily.

5. If payment is still not forthcoming, you can always refuse to do any further work for the publisher until the earlier invoices are paid. Whether this is an effective strategy I am not sure, as you might be limiting an income stream.
6. Debt collection agencies can be used, but you will lose a percentage of the invoice amount in collection agency fees.

Tax deductions (this list is not exhaustive and does not constitute taxation advice)

- Membership fees
- Professional library – books and subscriptions
- Conference fees/conference travel and accommodation
- Professional development
- Computer equipment/software
- Website
- Printer/printer supplies
- Telephone and internet expenses
- Stationery
- Office furniture
- Advertising
- Business name registration
- Tax agent/accountant fees (if used)

Superannuation

As a freelancer, you have no employer making superannuation contributions on your behalf, so it is your responsibility to contribute to a superannuation fund. This can be one of the industry super funds, possibly the one contributions were made to when you were employed in-house. Alternatively, you can set up your own Self-Managed Super Fund. I would strongly suggest getting some financial advice however, before making any decisions in this regard.

Max McMaster

Roving indexer abroad

As part of my annual holiday I decided to attend indexing conferences in Canada, the US and the UK. My notes from the Canadian and US conferences are included in this issue, while notes from the SI conference and *Book Index* symposium held at Oxford will be published next month.

Part 1: ISC/SCI Conference, Montreal, Canada, 2–3 June 2017



Bon jour from Montreal. About 50 indexers assembled in Montreal for the ISC/SCI conference. This included representatives from the US, UK, China, and Australia (Alan Walker and myself), as well as several new to indexing who had just completed indexing courses. This was a special conference for the Canadians as it marked their 40th anniversary. It also happens that Montreal is celebrating 375 years.

The conference began in a leisurely way on Thursday afternoon with an informal meeting of ICRIS. This is an opportunity for societies to share their news and discuss issues. Unfortunately ANZSI Council did not brief Alan Walker, as their representative, for ANZSI news, even though he had requested it. Following the success of SI's National Indexing Day there is a possibility that there will be an International Indexing Day. The various societies are being asked to consider this.

This meeting was then followed by a meal in the old quarter of Montreal with any attendees in town welcome to attend. Several of us walked back to our hotels and noticed the city hall bathed in green light for the Paris climate pact.

The indexing conference was held at the Novotel Hotel and began with light breakfast. The following are my notes from the various sessions.

Case study of a bilingual, multi-volume, team-based indexing project

The project was indexing the papers from the Truth and Reconciliation Commission of Canada (TRC). I heard about this project at the ASI Conference in Chicago last year, but it is such an amazing project on all levels it was worth hearing about again. In Canada Indigenous children were removed from their homes and placed in residential schools with the idea of assimilation. As you can imagine there are some horrific stories associated with punishment of the children, those who tried to return home, those who died and those who survived. These stories were collected by the Commission over a five-and-a-half year period and published in six volumes. There were about 2 million words and the resulting publications weighed 20 pounds! It was published in English and translated into French. A team of three indexers worked on the English edition and three indexers worked on the French edition. As with any large project some general decisions had to be made about what would be indexed and how to handle variations. Standardising the school names was a big task as they were referred to in many different ways. They eventually agreed on a format, which they explained in the head note. They decided that all names would be indexed. This meant glosses were frequently added to assist with identifying people as best they could. Full details of the project are given in the article by Mary Newbury et al listed below.

Adding to the complexity of the task were the emotions evoked by the text itself. This is

where the team was able to provide support to each other. The emotional aspects of indexing this type of material was also discussed by Stephen Ullstrom in the next part of the session.

Another view of the project was given by Ryan Van Huijstee, the managing editor from McGill-Queens University Press. Ryan presented the details of how this massive publication was undertaken in only a few months. It was wonderful he was able to praise all the indexers in public to their peers. It was well deserved.

References:

The volumes and online indexes for the reports are at <http://nctr.ca/reports.php>

Newbury, Mary et al. Canada's residential schools: indexing the Truth and Reconciliation Commission's 2015 Report. *The Indexer*, 2017;35(2):59-64.

Ullstrom, Stephen. Decolonizing the index. *The Indexer*, 2016;34(3):110-112.

More food for thought: grains and granularity

Cookbook indexing was the focus of this presentation by Gillian Watts. This was an extension of her earlier paper from the Toronto conference in 2014 (see ref below). She highlighted how sometimes you need to spell out ingredients into specific types. For example potatoes split into mashed, waxy, all purpose, cooking. In encyclopaedia type cookbooks you may want to separate details of the herbs, for example, from the recipes. Another example is juice followed by juice (as ingredient).

If space allows, list content table headings with page ranges, but don't list recipes underneath. So have desserts 70–95.

Invert wacky titles such as Aunt Betty's cheesecake to cheesecake, Aunt Betty's.

In health type books with recipes consider the reader so you may have nausea, followed by

nausea, recipes for. Also highlight beneficial things like protein, recipes high in.

Tips to reduce the length included only listing titles of recipes under ingredient. List only significant variations such as pork or beef. Group ingredients with only a few subheadings into general groups such as nuts, leafy greens, dried fruit.

Consider tagging the recipes with (V) for vegetarian or (GF) for gluten free.

References:

Watts, Gillian. Food for thought: the expanding universe of cookbook indexing. *The Indexer*, 2014;32(4):1C-5C (<https://www.theindexer.org/files/32/cookbook-indexing.pdf>)

Developing a business strategy: a case study

This session was presented by Sergey Lobachev who launched his indexing business in 2014. He explained the steps he took and the decisions he made in developing his business. The tips and hints he presented were very relevant to those new to indexing and carried more weight as he had learnt them recently. I don't think the presentation would have been as useful if a long-standing indexer had presented it.

The steps he went through were:

1. Know what you are
Be accurate and honest in your experience and what you are able to do. He showed an example of an indexer's entry on ASI's website where they had ticked every possible option in the hope they would be found with all possible searches. It showed how false and improbable the entry looked.
2. Know what you want
Be realistic in how much money you want/need to make. What are your priorities? Remember to give yourself time off for vacation. Do you want weekends free? How long will you work for? Plan for retirement.
3. Know what you can do

Can you do embedded indexing? Don't try to index in a subject area you are unfamiliar with.

4. Do it!
5. Review after one year

He gave his formula for calculating his rate per page:

$$\text{Rate} = 1.3 \times (\$ \text{ annual income}) / (\text{pages per hour} \times \text{hours indexing per day} \times 250 \text{ days})$$

250 days is the number of days he works per year. That is excluding weekends and holidays.

As he pointed out the business strategy you develop will depend on your stage in your career. For example, you may be developing a launch strategy, a growth strategy, a strategy for professional diversification, or an exit strategy.

IXMLEmbedder: a new tool for embedding index entries

Dave Ream has developed this software package to assist with embedding indexes from CINDEX or Sky Index into Word or InDesign. Further information can be found here <http://www.levtechinc.com/publishing-indexing-products/utilities/IXMLEmbedder.asp>

Banquet and awards

The banquet was held in the hotel. During the meal Christine Jacobs gave a brief history of ISC/SCI and key achievements. One important aspect was the key part they played to enable the formation of ICRIS.

Tamarack Award, to recognize members who go 'above and beyond the call of duty' in their volunteer work for the Society was awarded to JoAnne Burek.

The Ewart-Daveluy Award, is presented 'to an individual who has created an index that demonstrates outstanding expertise, ability to analyze complex text and ability to design an index that significantly enhances reader use of the text.' The award went to Judy Dunlop for her index to Margaret Mackey's *One child*

reading my auto-bibliography. For a glimpse at the index visit Look Inside feature at <https://www.amazon.ca/One-Child-Reading-My-Auto-Bibliography/dp/1772120391>

Seven types of specificity: the history of alphabetico-specific indexing

Alan Walker examined the history of alphabetico-specific indexing from about 1824. The seven aspects are title word indexing with examples such as those suggested by Crestaboro in the *Index to the British Catalogue of Books*, to KWIC indexes. Cutter's *Rules* were published in 1876, and formed the second example.

The tradition of back of book indexing came third with Wheatley's *What is an index?*

Dictionary catalogue tradition is described by American Library Association's subject headings and Library of Congress Subject Headings.

Dewey's *Decimal Classification* was published the same year as Cutter's *Rules* and is a key type of classified catalogue.

Thesaurus standards appeared in 1986 with the *Guidelines for the establishment and development of monolingual thesauri*.

Finally there are the more modern back-of-book indexing books, e.g. Knight's *Indexing, the art of* and Wellish's *Indexing from A to Z*.

Each of these types of specificity has its uses and followers and sometimes the different schools of thought do not agree. Particularly the alphabetical versus classified debate.

Alan will be writing this paper up for *The Indexer* after he has presented it at the ANZSI seminar in the Southern Highlands.

Indexing for our users, not ourselves

Valerie Nessel gave this presentation on users. She pointed out there are different types of users. End users, systems users and information professionals who facilitate end-users information. While we need to think about users, we are not 'typical users', as we

know the tricks. Usability can be aided by navigation, visual clues and terminology.

Working with young children Valerie had some examples of the difference between a webpage designed by adults for children and one where the design was strongly influenced by children. This is the adult page <http://en.childrenslibrary.org/>. The child designed page with buttons for book cover colours is at <http://www.childrenslibrary.org/icdl/SimpleSearchCategory?ilang=English>. Note the use of visual clues.

Size does matter: fitting the index to the pages

Heather Ebbs approached this topic from the practical side of how to determine if your index will fit in the space available. As she explained for many jobs you are given an indication of the number of pages available for the index, but will your index fit into that space?

She started by explaining how books are composed of signatures made up of pages in multiples of four. Typically 8, 16 or 32 pages. The number of signatures in the books is often the reason there isn't much space available for the index. It is expensive to have a signature comprised of only a few pages of text and all the rest blank.

While Heather recommends you send your index in manuscript form (unformatted), she suggests you experiment with formatting your index to see if it will fit in the space allocated. Examine the PDF provided to get an idea of the size of a typical printed page, margin widths and approximate number of lines per page. Open your index in Word and change the font to Garamond or Times New Roman and the font size to 10. Place in two columns. You may have to reduce the width between the columns. Is the indexing fitting in the number of pages? Reducing the font size to 9 may help. Another option that may be available to you is to use run-on-style.

Thesaurus creation and indexing compared

Heather Hedden gave a very useful comparison between the terminology and basics of thesaurus construction and indexing, both back-of-book and journal indexing. Some of the things highlighted include:

- Book indexes have entries. Thesauri have terms.
- Book indexes have cross-references. Thesauri have relationships.
- Content is connected by page numbers in book indexes, but with references or links in thesauri.
- Book indexes have subheadings. Thesauri do not as based on relationships such as broader or narrower terms.
- No double posting in thesauri. Terms are listed as non-preferred with pointers to preferred terms.
- Indexer is in control of headings to use, while adding a new term to a thesaurus may require editorial decisions. There is typically greater detailed subject analysis in an index, while a thesaurus will be broader.
- See also terms can be two-way but not always. Related terms in thesauri are always bi-directional.

References:

Hedden, Heather. The accidental taxonomist. 2nd edition, Medford, NJ: Information Today, 2016.

Getting the most out of your indexing software: ask the experts

The three key indexing software packages were briefly discussed.

Frances Lennie explained her Tips and tricks topics and these will all be available on her new website shortly.

Gale Rhoades had asked some new and experienced indexers for their key features in Macrex.

Judi Gibbs showed what version 7 of Sky Index looks like and briefly explained a few changes in version 8, which has just been released.

Term selection for indexing efficiency

In the final session Kate Mertes discussed some very useful tips on term selection

1. Writing an abstract about the books help you think about appropriate metatopic terms.
2. Remember the audience of the book. While the book may be on termination of employment don't forget an entry for firing. The wider spread the audience the more cross-references you will need.
3. Use the language of the book and add appropriate terms for the audiences. For example, book refers to sofas, add couches.
4. Clumping or splitting are two different tendencies. If you find you are getting frustrated splitting say farms, farmers and farming, clump them together. Or split when clumping gets too complicated.
5. Space considerations. Determine what not to index and the priorities. Make sure you are able to explain the choice. Sticking to metatopic will help here.
6. Cross-references can be common across books, so develop lists if you are finding you are using similar ones. Readers will look up the metatopic and will be expected to be pointed to somewhere.
7. Narrow down topics to precise terms. Sometimes will need to put something down and let it percolate for a while until a better term comes to mind.
8. Sometimes terms can stand out in the index as being odd. Perhaps an entry for dogs in book on aged care. You may need to modify the heading to fit in better. Perhaps change to dogs in support of elderly.

9. Remember the re-reader audience. They will want to find something they read and are more likely to remember the quirky bits.
10. Sometimes the section headings are added later by the editor and they are not always placed in the best place. For example, the new topic is introduced before the heading, say the page before the section heading. Suggests keeping page numbers for section topic accurate so may have 213, 214–218.
11. Have important technical information about indexes for authors who are 'high level tinkers' and question things like why all the passing mentions are not listed.

Jigsaws and raffles

Each person had 5 raffle tickets and these were drawn just before each session as a way to make sure you returned on time. The prizes had been donated by several people and included several ASI indexing titles, books from Chinese Society and the volumes from the Truth and Reconciliation Commission.

All sessions were held in the one large room and at the back a table was set up with a 1000 piece jigsaw puzzle. It was very popular and was finished by morning tea of day 2. Another 500 piece puzzle was finished just before the last session.

The conference had a very friendly atmosphere and I can highly recommend, if you are able to, you attend a Canadian conference. There was no announcement for the location of the 2018 conference.

Mary Russell

Dr Jeremy Fisher OAM

Congratulations to Jeremy Fisher for being awarded a Medal of the Order of Australia for service to literature, to education, and to professional organisations.

Jeremy is the first indexer to be recognised in the Queen's Birthday Honours List. In another first, he was awarded the inaugural AusSI Medal (now the John Simkin Medal) in 1985 for his index to the twelve-volume *Australian Encyclopaedia* (4th edition), published by the Grolier Society of Australia.

Roving Indexer Abroad: Part 2

ASI Conference – Portland, Maine, 15–18 June 2017



One of Portland's six lighthouses (Picture by Mary Russell)

After spending some enjoyable time as a tourist in Canada, I headed to Portland, Maine for the American indexing conference. There were about 80 people at the conference. The format is a little different to the Canadian conference as they have several parallel sessions and some are like mini-workshops of two or three hours. There was a welcome reception on the Thursday night and an awards dinner on the Friday night. All events were held at the conference hotel.

Portland, Maine, not to be confused with Portland, Oregon, is about a two hours' drive north of Boston. It is a small town with an old cobbled port area. Lobsters and blueberries are local delicacies and much sampling was undertaken. There is also a focus on local crafts such as pottery and glass blowing. Somehow I managed not to sample those, but it was hard!

Ready, aim, fire: indexing military history

As Kendra Millis pointed out, US military histories can take many different forms from general overviews to very specific books focussing on one particular battle, to biographies on significant people. All have similar characteristics. She has a set of go-to subheadings she uses to help with consistency. For example, her list includes:

- strategy of
- troop movements and

- command of
- war preparations and
- recruitment of
- criticism of / praise of
- increased tension with
- boundary disputes with
- promotion of

Some of her other tips included:

- Rank – don't include unless author/publisher insists. If so use highest rank attained or highest rank mentioned in book
- Battles – invert headings. For example Gettysburg, battle of
- Forts – don't invert. For example Fort William Henry
- Military unit names – follow the text. File numbers as if spelt out. If lots of units double post as numbers at beginning of index.
- Ships – USS and HMS are not in italics, but names of ships are. Invert names. For example *Constitution*, USS
- Treaties – invert headings. For example Versailles, treaty of
- Biographies – use usual biographical subheadings and glosses for relatives. This was covered later in a presentation by Connie Binder.

Production departments: who's who and how to work with them

This session by Maya Bringe was a useful introduction into the workings of publishers and the various roles editors have. There is the editorial department that handles the initial contact with authors and determining if a book will be published. Production departments are in charge of all the production aspects of the book and it is often managing editors in this area that contact indexers. Sometimes this aspect of production and typesetting are done by outside 'vendors'. Packagers typically manage the whole book process and sell completed books

to publishers. Pre-press production firms are more common and just handle the production aspects of the book, including dealing with the indexer. She then went on to give tips on who to market to within firms and pointed out that general emails or letters to position titles, rather than specific people, is fine.

It's a wonderful life: indexing biographies and memoirs

Connie Binder gave a good overview on indexing biographies. While a luxury, sometimes it is useful to read the biography through to understand what topics are important and to get to know who the key people are.

Occasionally it is appropriate to arrange subheadings in chronological order, but Connie prefers not to.

Use last name of person in subheadings or initials to help save space, making sure the use of abbreviations is explained in the index introduction.

Adding relationship qualifiers, such as mother or father, are useful as often only the word mother appears on the page not Margaret Smith.

Hopefully family trees are provided, otherwise you may need to rough one out. A tip was to write names on old business cards or adhesive notes, so you can shuffle names around easily before you write it out.

She also pointed out the importance of making your software assist you. For example, if you have heading Lawrence, Joseph William (father) give it the abbreviation dad and make the software expand the heading for you. While autocomplete is useful using abbreviations makes it faster, particularly if you have lots of names starting the same.

Another example is to tag headings you want to double post and do the double posting when you are near the end. This helps add to the accuracy of the index.

Metadata: creating and maintaining accessibility

Amy Jerome and Sarah Krot work for Gale/Cengage on preparing the database entries of the various books and encyclopaedias they produce. The metadata terms they use for each entry are controlled by thesaurus. As always they ask, will the user be happy to be directed to this spot.

They spoke about machine-aided indexing (MAI) that is used for their newspapers and journal articles. As they pointed out the program needs to be educated sometimes as to appropriate headings to use. Classic case was references to the person Harvey Milk were given tags for dairy.

Beyond book indexing: using the skills you have to expand or change your business

This was a panel session looking at how indexers used their skills to expand their business. Jan Wright explained a video indexing project she is working on. The videos are interviews with retired zoo administrators and the transcripts of their often 2 to 5 hours of interviews are being published together with an index to the video. Time codes are used instead of page numbers and there is no need to time ranges. Jan was not only preparing the indexes, but the whole book. With more funding various tasks have been delegated out and Jan now leads that aspect of the project with assistance.

Donna Shear spoke about combining indexing with editing and proofreading skills. She tested us out with a proofreading task.

Lisa De Boer spoke about her work as a database indexer for periodicals. She pointed out the differences between this and book indexing and explained creating abstracts.

Usability analysis in the indexing profession

This was another panel session. First up was Chuck Knapp, from Bloomsburg BNA, who explained a small, but useful usability study he was involved in some years ago. Law students were asked to use one of their weekly law publications to answer several general

questions. Initially they were left to find these themselves. In the second part they were encouraged to use the index. There were significant differences in speed and efficiency between the two methods. Fortunately the questions answered with the index were quicker.

Amy Jerome, from Gale/Cengage, spoke about the user tracking that is used for Gale Virtual Reference Library (GVRL) that is available in public libraries. It is really user analysis rather than usability as they are tracking how users navigate the system. Several of the items in GVRL are available in PDF form and include an index. However, it requires about six clicks to get to the index!

Paul Sweum works with government departments assisting them to prepare various reports as well as compiling indexes. He tries to encourage usability within these by encouraging glossaries and indexes. He had a wonderful example of a poorly set out index. Not only were subheadings not indented, illustrations were randomly placed within the index and the index was wrapped around them!

Annals of indexing

Mary Norris, the recently retired *New Yorker* comma queen (as she calls herself in her book title) gave a fascinating paper on her experiences of starting at the *New Yorker* in the library and the indexing that was done on each issue. Cards were created for each article for author, title and subjects. They also added abstracts. Writing abstracts for cartoons was fun.

Articles were carefully cut out and pasted into scrap books. Prolific authors had their own scrap book. While she moved to another department, she explained how each issue of *New Yorker* and the index cards were digitised and some of the issues they had to overcome. For example, standardising and modernising some of the terms used. One aspect of digitisation was that quirky article titles had to stop. Titles now reflect what the article actually is about. Some early articles were written anonymously, but actual author was

added to the card index. Should these be made public with digitisation? They decided yes. Similar decisions were made with authors writing under pseudonyms and nicknames.

As a nice touch she had her book and explained how she uses the index to find appropriate bits to read when speaking at different events. I liked her presentation and will chase up her book (*Between you and me: confessions of a comma queen*) to read.

In following up I discovered she has produced several mini-videos on grammar and these are available via this link <http://video.newyorker.com/series/comma-queen>

Reusing an existing index

After the recent Melbourne Indexers meeting discussing reusing an index I was interested to hear what Peter Rooney would say. He covered very similar ground, explaining when you might reuse the index, the importance of assessing if you want to reuse the index or start from scratch, and some of the issues involved with keeping track with changes made. He uses his own software to assist him with modifying the index, which he demonstrated.

Working in Sky Index Pro: favourite things

Anne Fifer and Kamm Schriener (via video link) did their best to get to demonstrate the new version of Sky Index to work for any length of time, but unfortunately it was continually dropping out. Still I managed to pick up a few new things available in the new version that confirm I will be upgrading.

Awards

ASI has the Order of the Kohlrabi to acknowledge those who have volunteered their time to the organisation at all levels. Each recipient is presented with a pin. I am not sure how many were awarded but it was at least 15. The winners were taken into the corridor for a photo. There was an interesting moment as those left in the room considered what they had missed out on and perhaps

considered volunteering to do something in the future.

Pilar Wyman was awarded the Hines award for outstanding service to ASI. In her acceptance speech she stressed the responsibility all indexers have to promote indexing and by assisting ASI is one way of doing that.

ASI now funds their own Excellence in Indexing Award. This year it was awarded to Richard Genova for a 500-page law book. I wasn't quite quick enough to get the details, and they are as yet not available on ASI's website, so keep an eye out for an update in the next issue of the *Bulletin*.

Cruise

On the Sunday morning they offered an optional cruise around the Bay. The morning dawned with a thick fog. Fortunately that had nearly lifted by the time of the cruise. There are several islands in the Bay from those big

enough to house a small community all year to those with summer residences to rocky outcrops. On one rocky outcrop several seals were positioned to spend a leisurely Sunday sunning themselves until the tide rose. They were being watched by an eagle. The cruise was a nice opportunity to chat with other indexers and enjoy the changing surroundings.

Mary Russell



Portland seals enjoying the sun (Picture by Mary Russell)

Upcoming meetings

Month	Session	Details
Wednesday 2 August 10:00 am to 12:00pm Camberwell Library	Cited authors	How and when to index cited authors in the index.
Friday 1 September CAE, Flinders Lane	Indexes through publishers' eyes	Full day seminar
October Details TBC	Singular or plural headings	Usual rule is for plural headings. When should headings be singular? For example, apple rather than apples.
December Details TBC	Don't make me think!	Take this very poor index and discuss its faults and how it could be improved.

Contributions to *Melbourne Indexers Bulletin* are welcome at melbourneindexers@gmail.com