

# Melbourne Indexers Bulletin

No. 26, September 2017

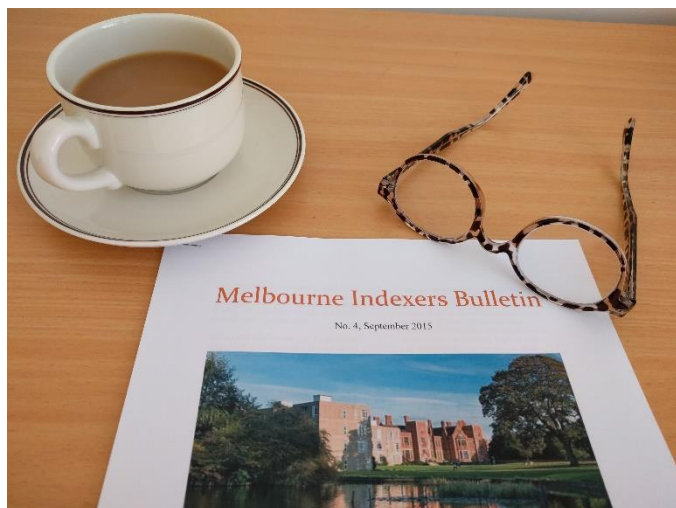
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## In this issue

- <i>Melbourne Indexers Bulletin</i> index	1
- <i>Style manual for authors, editors and printers</i> (Wiley)	5
- Upcoming meetings	5

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## Melbourne Indexers Bulletin index



The *Melbourne Indexers Bulletin* now has a hyperlinked index to the first 24 issues. It is available via <https://www.anzsi.org/wp-content/uploads/2017/09/MIB-Index-24issues.pdf>

It would be very easy to leave this notice at that. However, I thought some readers will ask ‘How did you do that?’ Here is a long-winded, but hopefully useful, answer.

### Background

You may think I had nothing better to do and decided to index the *Melbourne*

*Indexers Bulletin*. In fact, it was done for a very different reason.

I returned to the ANZSI Newsletter index project after several months to determine what still needed to be done. Two tasks. Updating the subject headings to the thesaurus of subject terms compiled by Michael Ramsden and creating the hyperlinks that will open the issue PDF on the website at the appropriate page. I’ll talk about the process of updating the subject headings to the thesaurus when the task has been completed. Hyperlinking is what I want to discuss here.

### Hyperlinked journal indexes

Firstly, what do I mean by hyperlinked journal indexes? In journal indexes the locators are typically in a form such as 1973(2):1, representing year 1973, issue two, page one. In a hyperlinked index, the locator would appear as something like [1973\(2\):1](#). When you click on this link it opens the PDF file on the ANZSI website for the *Society of Indexers in Australia Newsletter* issue number two to page one.

At a Melbourne Indexers meeting last year Max and Hugh McMaster explained how they created a hyperlinked index to *Victorian Landcare and Catchment Management* ([2016\(11\):1-2](#)). Chatting with them about how this method would work with the ANZSI Newsletter index highlighted a couple of issues:

1. Each issue of the newsletter should be a separate file. When the new website was created the issues were combined into an annual file. This not only meant the files were large (and could take a while to download), but it would make mapping more complicated. For example, 1991(7):6 might map to page 43 in the combined annual PDF file, while if each issue is a separate file it would probably map to page six. This would make the mapping easier to visually check as page six could map to page six. The reason for 'probably map' is explained below.
2. The importance of file names without spaces (these appear as %20 in web addresses) and consistency in both names and directory paths.
3. Several of the AusSI issues have cover pages which complicate the mapping as page one in the index, may be page two or even page three in the PDF file. The early issues also occasionally had supplementary material with separate page numbers within the PDF file.
4. If the PDF files are moved to another location on the website server, as happened in the McMaster case, the whole index needs to be updated.
5. While we have 20 years indexed now, we plan to add to the index and the method needs to cope with new versions of the index being created in the future.
6. The McMaster method was developed using a macro in Word. Was there an alternative way of doing this or should we employ Hugh McMaster to create the hyperlinks in Word?

The first two points were fixed by the ANZSI Webmaster when the separate issues were added to the new website. Point three adds a complication to the mapping that could be overcome for each issue. Point four is likely to happen if a new website is created in the future, for example.

The ability to easily update the index should errors be found in the index, file locations change, or additional years be added, drove me to see if a better method could be found that didn't rely on creating a macro in Word to massage the index each time. I had been told I could do hyperlinked indexes in SKY Index, but had never given it a go.

### **Hyperlinks in indexing software**

Before writing the process up, I paused as many readers don't use SKY Index. I decided to find out if it can be done in CINDEX and Macrex. I am not familiar with Macrex nor CINDEX, however, upon consulting *Indexing specialties: web sites* by Heather Hedden, I can confirm it is possible to do in both packages. The book was published in 2007, so the advice may be dated. I hope that means it is easier in newer versions of the software.

I decided to spell out what I had done in SKY Index as it may assist you to understand how to do something similar in CINDEX or Macrex. I suggest you consult your computer manuals and try it. Perhaps a reader of this article has done something similar in these packages? Or someone is inspired to give it a go. Could you share the process with us please?

### **Hyperlinks in SKY Index**

I read the SKY Index manual and give hyperlinking a serious go. This was done in version 7 and involves turning locators into HTML tag format and outputting the index in HTML (as a webpage).

For example, suppose you have an article with locator 1973(2):1 and want this to appear as the hyperlink [1973\(2\):1](#) the locator in SKY Index needs to be

```
<a href=https://https://www.anzsi.org/publications/socia-news/1973/socia-news-1973-2.pdf#page=1>1973(2):1</a>
```

The prefix (<a href=https://) and suffix ( </a> ) are the HTML tags. The PDF location and file name ends with '#page=1' which asks for the file to open on page 1. The code '>1973(2):1' is the text you want to appear as the hyperlink.

Fortunately, these can be simplified with the use of the Translation Manager feature in SKY Index. The translation table enables you to enter text within the index file that is translated to the specified text as the output file is created (like search and replace). The manual suggests you use the 'w=' for the website location and 'd=' for the text to be displayed and .. (two full stops) for the suffix tag. Using the Translation Manager, I set up

w2= to be <a href=https://www.anzsi.org/publications/socia-news/1973/socia-news-1973-2.pdf#page=

d= to be >

.. to be </a>

With these translations, the locator in SKY Index becomes: w2=1 d=1973(2):1.. This abbreviated form is certainly easier to manage.

How about issues with supplements or covers? Page two of the PDF file of this 1973 issue refers to a supplement and is numbered page one. The locator for this supplementary article is 1973(2):S1-8. How would this work in SKY? Easily. You ask it to open the PDF file to page two and give page numbers as S1-8, hence, in SKY Index you have the locator:

w2=2 d=1973(2):S1-8..

What is the output file like? It is a HTML (website) file that can be opened and edited in Word. The index is in one column and there is no indent for turnover lines. Hence a bit of editing is required to modify the layout. Hovering over the link [1973\(2\):1](#) you can see how the code appears in the Word file. Do the links work? Yes. Do the links still work if you convert the file format to Word file or PDF file? Yes.

### **Summary of trial in SKY Index**

- It worked! I had one of those human over software achievement moments!
- With the use of SKY Index Translation Manager each issue will have a specific code, such as w2=.
- If location of the files alters in the future the translation table only needs to be updated with the new location (translation) for w2= and the new index generated.
- It easily copes with differences in page location in PDFs and the labelled page number in the issue.
- The output file only requires minimal work to make presentable.
- It creates links for cross-references so you can click and jump to the new location within the index. I hadn't anticipated that!

### **Implications for the ANZSI Newsletter index**

This looks like a very credible method to create the hyperlinks in the ANZSI Newsletter index. The only, but very major, problem is all the 3600+ locators in the SKY index file for the ANZSI Newsletter index would need to be modified to this new format!!!

Before contemplating this massive task, I thought I need to test drive the process by creating an index to tease out any unexpected problems.

As it happened after the August meeting Nikki Davis made a throwaway line 'We're going to need an index to the *Bulletin* one of these days!' Perfect task to test drive the process, I thought. I had only planned to index a few issues, but I got hooked and indexed all issues. It was a fun job remembering all the things we have done.

## **Indexing the *Melbourne Indexers Bulletin***

Using the style guide and the thesaurus of subject terms created by Michael Ramsden, I indexed each issue.

In journal indexes each article typically has the following index entries:

1. Title entry in the form 'Title' (surname of author)
2. Author entry in the form Surname, given name, 'Title of article'
3. Subject entries

Some journal indexes have two indexes. One for title and author entries and a separate index for subject entries. In this index, the author/title entries are combined with subject entries.

A bit more care was required when entering page numbers as once you have set the formula for an issue (in the form w2=1 d=1973(2):1..), and entered the website details in the Translation Manager, you need to update the two page numbers as you index (one the page in PDF file and second in the displayed text). I found I got used to it quite quickly. If the locator isn't entered correctly I can easily see the link is wrong as page number displays as length of code in the index view section of SKY Index.

When I reached issue 10 I realised I had a problem with the order of page numbers as those starting w10= were filed after w1= and before w2=. I had to change the translations for single digits to double digits, for example from w1= to w01=.

### **The draft index**

I completed the index and output it into Word. I modified the layout and put it into two columns. I then sent the draft index to Max McMaster and Nikki Davis for comment. They raised a couple of things.

The hyperlinks are in blue font and underlined, as expected, but visually this makes them stand out and look heavy or chunky. Did we really need to have them in the form year(issue):page (such as 2016(11):4)? As we have running numbers for the issues, couldn't they be simplified to issue:page (11:4)? It was decided that knowing the year is useful, so after tossing up if reducing 2016 to 16 would look better, I left locators in full.

We are forever promoting upcoming events in the Bulletin. Useful for readers of each issue, but in a journal index these should each be indexed. This meant some events had five or more references to similar advertisements for the upcoming event. Do we really need to index all occurrences of the advertisement? It was decided to only index the initial advertisement.

The layout of the index looked better in one column, rather than two. The indents for subheading looked better when doubled. Alphabet links were added to assist navigation.

The links on the ANZSI website refer to the month rather than issue number. It was decided that since the index refers to issues, rather than months, we would ask the Web Manager if the links could be modified to issues. The links have now been changed.

When I suggested waiting until the end of the year so I would have an index to all three years, I was asked 'why not put it up now?' An updated version can be added to the website on a more regular basis than yearly. I hesitate to say monthly as I don't want to get locked into that requirement.

### **Was the exercise worth it?**

Yes. Apart from having an index to the *Bulletin*, I learnt a new skill. It reinforced the importance of testing something out on a small scale before innocently applying the technique to a larger file. I

have said I will keep the index up-to-date on a regular (keeping it vague) basis, so I can remember how it is done and hopefully improve the process. It gave me the confidence to convert the 3600+ locators in the ANZSI Newsletter index to hyperlinks. It was a tedious process, but is now complete.

### The index on the web

The index to the first 24 issues of the Melbourne Indexers Bulletin is now up at <https://www.anzsi.org/wp-content/uploads/2017/09/MIB-Index-24issues.pdf>

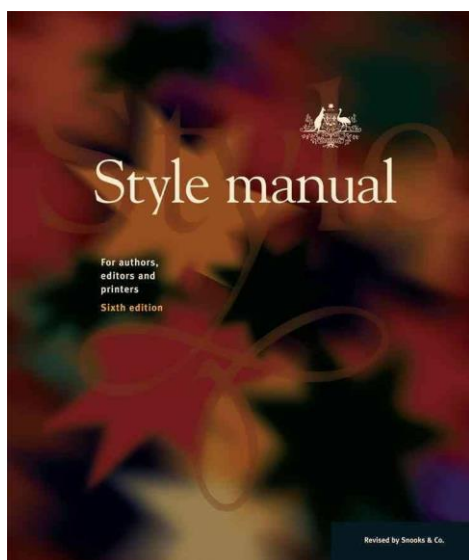
Should the links not seem to work, check the settings in your browser for handling PDFs.

If you find a typo, faulty link or have suggestions for improvements please, let me know via [mruss@ozemail.com](mailto:mruss@ozemail.com).

Mary Russell

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### *Style manual for authors editors and printers*



In my write-up 'Indexing cited authors' in last month's issue of the *Bulletin*, I incorrectly referred to the *Style manual for authors, editors and printers* (6th edition) as the *AGPS (Australian Government Publishing Service) style manual*.

Copyright on the *Style manual* is held by the Commonwealth of Australia and the kangaroo and the emu logo is prominent on the cover, but the Australian Government Publishing Service ceased its operations in 1997. The 6th edition, issued in 2002, was revised by Snooks & Co. and is published by John Wiley & Sons.

Definitely mea culpa, but interestingly, some Australian university libraries still refer to the *AGPS style manual* in their guidelines on referencing.

Nikki Davis

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### Upcoming meetings

#### October: Singular or plural headings

##### **Thursday 5 October, 10.30 am – 12.00 pm**

Meeting Room 3, Camberwell Library, 340 Camberwell Road, Camberwell

##### *When to use*

As indexers, we have been taught that if there can be more than one of something, then make it plural. However, should this blanket ruling always be applied?

##### *Terms*

If there are differences in meaning between the singular form and the plural, then using parentheses, or glosses for our American colleagues, is the only option, e.g. writing (activity) and writings (artistic works).

### *Style*

If both singular and plural forms are used in the same entry, what is the best way of displaying this to the user, so that the entry is meaningful? E.g. habitat(s), or are there alternatives which could be used?

### *Filing*

If a combined term, e.g. habitat(s) is used, should you file it with the singular spelling, or as the plural, where it is likely to come after many other habitat terms, e.g. habitat conservation, habitat destruction, habitat fragmentation, habitat modification, etc.

Tea/coffee will be available on arrival. If you would like to have a light lunch after the meeting, Ignite Café in the Library complex is fine.

We shall be holding our regular indexing clinic for one-on-one guidance from 10.00 – 10.30 am.

*Max McMaster*

### **Program of events**

<b>Month</b>	<b>Session</b>	<b>Details</b>
December	End-of-year social event	Southbank area. TBC
Mid-march 2018 CAE, Flinders Lane	Indexes through Publishers' Eyes	Full day seminar

Contributions to *Melbourne Indexers Bulletin* are welcome at [melbourneindexers@gmail.com](mailto:melbourneindexers@gmail.com)