

Melbourne Indexers Bulletin

No. 38, October 2018

In this issue

- October meeting: Editing the index 1
 - Upcoming meetings 2
-

October meeting: Editing the index

Editing indexes from both the editors and indexers perspective is a good way of learning about indexing, by identifying errors. At the October Melbourne Indexers meeting, a small group of indexers and editors were put through their paces. Participants were provided with an eight-page, deliberately faulty (made up) index. They were also given a made-up house style to edit against.

For over an hour the level of comments and laughter amongst the participants was amazing. A diverse range of errors were identified – including typos, filing errors, layout errors, incorrect formatting of initials in names, incorrect font and point sizes, missing italics in book names, confused headings and terminology, incorrect or missing locators, poor double postings, cross-reference issues, underindexing issues, overindexing issues including excessive numbers of undifferentiated locators and excessive numbers of subheadings, problems of classified subheadings, meaningless headings, inappropriate headings, and acronyms without explanation.

Some errors needed explanation, for example, why classified subheadings were considered poor indexing. The faulty index showed:

apples 30-4, 38

 Golden Delicious 32

 Granny Smith 32

 Jazz 32

 Red Delicious 32

Replacing the specific apple types with a single term 'varieties' would have been more useful, particularly as the entries were all on the same page. If warranted, the specific varieties could have been included as main headings, but the group felt this was excessive for this text.

A couple of headings had logic errors that caused hilarity. I shall leave it up to the reader to sort out the problems.

gum

 chewing 65, 229, 290, 358

 mahogany 398

 spotted 402

nuts

see also walnuts

and bolts 279, 289, 290, 307

removing shells from 86, 266

Everyone agreed it was a very enjoyable and worthwhile PD session.

Max McMaster

Upcoming meetings

Day: First Thursday of the month

Venue: Hawthorn Library meeting room 1 (called Glenferrie), 584 Glenferrie Road, Hawthorn

Time: 6.00 – 8.00 pm

Carparking is available down the side of the building. If you are travelling by public transport there is a tram stop nearby, and Glenferrie Station is just a couple of tram stops away.

After the meeting we will go to a local restaurant for a meal (at own expense). For those travelling by public transport, there is always plenty of space in members' cars to enable us to all get to the restaurant quickly. You will also be well located for getting home afterwards, with the train station and tram stops just a short walk away.

November 1	Show and tell	Have you seen a different index in a book, app or journal? Have you explored different indexing techniques or areas you would like to share? Perhaps a new software feature or app? Has a job encouraged you to arrange material in a different way? In other words, bring something to show and tell with others.
December 6	Indexing handwritten journals	Even in this computer age, handwritten journals are still popular. Indexing these has a long history. This session will explore some of the methods, tools and terminology being used by those keeping journals today. Are there tips for professional indexers?

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