

NETWORK OF INDEXERS

American Society of Indexers



The July/August 1994 issue of *Key Words*, 2 (4), opens with an article about "Pricing Your Indexing Services" by Garry Cousins, Australian Society of Indexers. Cousins suggests that it is to our benefit to discuss and examine the subject of pricing and costing. He goes on to discuss methods of costing including hourly rates, number of entries or references, number of pages in the index, and costing based on authors' royalties. Cousins also discusses relations with publishers regarding quoting before commencing work, setting prices for indexes, and professionalism among indexers over costing.

The 'Electronic Shoebox' column for this issue is by Ty Koontz. Koontz provides tips, tricks, and a few reality-tested macros for using MACREX software to solve indexing problems. His basic setup is to use MACREX in the Inspect mode with auto settings selected in the Options menu. Several macros are described, as are specifics of entering index text, entering page and volume numbers, editing, searching and replacing, and restyling after the index is done. Koontz also discusses starting new projects and indexing revised editions. Many features and utilities of MACREX are detailed providing a useful description of a valuable tool.

'Crutches We Love' by Barbara T. Newcombe is featured in the 'Reference Workshop' column. Suggested titles of reference works are listed, some with comments for obtaining and using. These specific works have been found useful by colleagues for solving vexing problems that come up in the process of indexing.

Lillian R. Lea provides tips on accounting and taxation in the 'Tax News Watch' column. Lea specializes in tax matters for freelance professionals and small businesses.

The Sept/Oct. 1994 issue of *Key Words*, 2 (5), opens with an article by Nancy Mulvany and Jessica Milstead, 'Indexicon, The Only Fully Automatic Indexer: A Review'. Automatic or machine-aided indexing is defined and systems are described. Indexicon for WordPerfect (version 1.00b) was tested on a 486DX 33MHz system running Windows 3.10 with 16Mb of RAM and WordPerfect 6.0a for Windows. Indexicon, published by Iconovex Corp., is an add-on product for WordPerfect 6 for Windows. Indexicon embeds tags for index entries in WordPerfect files. An overview and operation of the program is discussed. Testing procedures and results are provided, with results demonstrating that Indexicon is unable to produce a professional quality book index. In summary, the authors state that Indexicon is not a replacement for a human indexer and suggests that 'it is unfortunate that Iconovex has focused on the application of an inappropriate technology rather than addressing the market's need for improved computer-aided indexing tools'.

ASI President, Carolyn McGovern writes that 'ASI Vetoes Indexing Standard' in the 'From the President' column. The ASI board of directors decided in January 1994 to cast a NO vote on the NISO draft standard on indexes, Z39.4-199X, version 4.1. Primary objections to the draft are

two-fold: '(1) the draft standard fails to distinguish indexes from related information retrieval devices, thereby denigrating the standards for indexes, and (2) the language used in the standard is exclusionary, little attempt being made to address those who work with indexes in the print and electronic book publishing industry'.

The 'Electronic Shoebox' column features Maria Coughlin discussing her use of CINDEK and how it helps manage a very busy indexing business. Coughlin notes advantages and features of CINDEK including its speed, flexibility, spell-checking function, abbreviation file, and scientific notation display. CINDEK saves time spent on mechanics of indexing, allowing more time to concentrate on content of entries. An interesting point made by Coughlin is that as indexers, we are learning to use and adapt tools for our purposes. CINDEK is software that allows wide latitude for adapting to your needs.

'ASIS '94: An Indexer's Commentary' by Bella Hass Weinberg opens the Nov/Dec. 1994 issue of *Key Words*, 2 (6). 'Economics of Information' was the theme of the 57th annual meeting of the American Society for Information Science (ASIS), held 16-20 October, 1994, in Alexandria, Virginia. Topics presented and discussed at the conference included information ownership, classification research, vocabulary control, knowledge bases, data fusion and information retrieval, interfaces and future developments, and standards. The next ASIS mid-year meeting is scheduled to take place 24-26 May, 1995, in Minneapolis, Minnesota, USA. For additional information, or to order audiotapes of 1994

sessions, write ASIS, 8720 Georgia Avenue, Suite 501, Silver Spring, MD 20910-3602, or phone (301) 495-0900, or fax (301) 495-0810, or e-mail: ASIS@CNI.ORG

'Retiring Gracefully' by Sunday Oliver is featured in the 'Minding Our Business' column. Oliver provides some tips for basic retirement planning including health care plans, investments, social security, bonds, US treasury bonds, stocks, DRIPs (Dividend Reinvestment Plans), investment clubs, mutual funds, and finally, IRAs and keogh plans for self-employed people.

Each of these issues of *Key Words* includes an invitation to the next ASI annual meeting. This will be a joint one with IASC and will

be held 8-10 June, 1995 in Montreal, Canada. Hotel accommodations are available at Delta Montreal, 450, rue Sherbrooke ouest, Montreal, Quebec H3A 2TA, telephone 1-800-877-1133 (from U.S.), 1-800-268-1133 (from Canada).

Key Words is published six times a year. ASI membership/subscription information is available by contacting: ASI Admin Office, P.O. Box 386, Port Aransas, TX, USA 78373, phone (512) 749-4052, fax (512) 749-6334, e-mail: asi@well.sf.ca.us

Current ASI President is Carolyn McGovern.

—Report by THERESA WOLNER, St. Paul, Minnesota.

ACT Region Branch

Max MacMaster, former AusSI President, spoke at a general meeting in Canberra on becoming a freelance indexer. At a general meeting and dinner Pat Woolley from Fast Books gave a talk about the publisher's perspective on indexing and editing.

Newsletter

Five issues of the Newsletter were published for the half-year, monthly except for a joint November/December issue (Vol. 18, nos 6-10). In the July issue (Vol. 18, no 6). Geraldine Triffitt reported on the ACT Region Branch meeting in Canberra, a panel discussion on methods of database indexing to reduce irrelevance in searching. Speakers included Susan MacDougall from the University of Canberra, Sandra Henderson from the National Library of Australia and Brenda Gerrie of Infoscan Pty Ltd whose company manages the HERA and STREAMLINE databases. Kingsley Siebel's article, 'Professional Indexers', raised the issue of professional accreditation for indexers. A full list of AusSI members was included in the August issue (Vol. 18, no 7). Alan Walker reported on the joint general meeting of AusSI NSW Branch and the Society of Editors; Fiona Marcar, Editorial Manager at Prentice Hall Australia, described her company's policy and practice in commissioning indexers; Glenda Browne described her experiences as an indexer in the arrangements between editor and indexer; David Milliss, a freelance editor and designer, gave the editor's view of these arrangements; Kingsley Siebel gave an account of how an index is made for the benefit of editors unfamiliar with the process. Ian Odgers reported on the Victorian Branch general meeting at the State Library of Victoria in Melbourne, at which Wendy Pryor spoke on the La Trobe Library's Riley and Ephemera Collection, which covers

Australian Society of Indexers Activities

National/Victorian Branch

At a general meeting in Melbourne, John Scarce, Genealogical Research Officer at the Victorian Registry of Births, Deaths and Marriages presented an informative talk on the creation of CD-ROM indexes and the history of the Registry records which commenced in 1837.

A three-day 'Introduction to Book Indexing' course was held in Melbourne, with lecturers George Levick, Max McMaster and Mary Long. Participants represented a wide range of backgrounds, and the course proved most successful.

AusSI Medal

The AusSI Medal for 1994 was presented to winner Barry Howarth at a dinner held at the University of Melbourne. Kevin Ormsby, as representative of Cambridge University Press, received the certificate presented to the publisher



of the winning index. (See also the Awards Report in this issue.)

New South Wales Branch

A joint general meeting of the NSW Branch and the Society of Editors (NSW) was held in Sydney, at which panelists representing indexers, editors and publishers raised a number of issues concerning indexing in the publishing process.

Alan Walker led a workshop on thesaurus construction in Brisbane at a meeting organized as an activity of the Queensland Group of the Cataloguers' Section of the Australian Library and Information Association. At a general meeting in Sydney, two researchers presented results on studies into how successfully subject headings are assigned by indexing and abstracting services, and the latest version of CINDEX indexing software was demonstrated.

a wide range of political and social topics and a range of format such as posters, badges, cards and leaflets, dating from late last century. Kirstie McRobert discussed transfer to electronic form of the La Trobe Library's Picture Collection. This contains several hundred thousand images of Victoria's people, places and events, which are being catalogued and transferred to a videodisk system to allow rapid access to images while protecting the mostly very fragile originals.

Max McMaster reported on a workshop held by the Society of Editors (Vic. Inc.) at which he gave a paper to provide participants with the means for evaluating the quality of an index. Kingsley Siebel reviewed the 1994/95 Tax Pack, paying special attention to its index. A letter from Peter Greig (Canada) discussed the definitions of pamphlet/leaflet/brochure. In a letter responding to Kingley Siebel's article in the July issue, Janet Hine argued against the need for professional accreditation of indexers.

In September (Vol. 18, no. 8), appeared John Scarce's (Genealogical Research Officer at the Victorian Registry of Births, Deaths and Marriages) talk on indexes for genealogists. The first of three instalments discussed the history of the Victorian indexes until the compilation of the Victorian Pioneers Index. Kingsley Siebel provided an article on AusSI membership, discussing the turnover of members and suggesting ways to ensure membership growth. Garry Cousins considered the practice of providing subheadings to some, but not all, locators in an index.

In October (Vol. 18 no. 9) Geraldine Triffitt reported on a general meeting in Canberra at which Max McMaster gave practical advice on becoming a freelance indexer. Elizabeth Riley, Committee member of the Cataloguers' Section, Queensland

Group of the Australian Library and Information Association reported on a thesaurus construction workshop held in Brisbane on 19 August. Alan Walker, President of AusSI NSW Branch, led the workshop. An edited version of a report on the development of a thesaurus of nineteenth-century terminology and a National Centre for Collaborative Indexing Projects to be based in Adelaide appeared. Hans Wellisch responded to Garry Cousins' letter in the September issue on the question of providing subheadings for some, but not all, locators in an index. In the second instalment of John Scarce's paper on indexes for genealogists, the production of the Victorian Pioneers Index on CD-ROM and

its features were discussed.

In November/December (Vol. 18, no. 10), The Judges' Report on the 1994 AusSI Medal was published. Geraldine Triffitt reported on the ACT Region Branch meeting in Canberra at which Pat Woolley of Fast Books talked about self-publishing, and the ramifications for commercial publishers. In the third instalment of John Scarce's paper on indexes for genealogists, advice was given on problems which may arise in locating information from the records, and details on how to obtain information from the Victorian Registry of Births, Deaths and Marriages.

—Report by IAN ODGERS, Secretary of AusSI

China Society of Indexers

The first National Exhibition of Indexing Products was held in Shanghai during 23 and 29 May, 1994. The exhibition was organized and sponsored by the China Society of Indexers, Shanghai Libraries Association, and Shanghai Library. Four types of products were displayed: printed indexes; bibliographic databases; indexing software; monographs and textbooks on indexing and index constructing. The exhibition attracted a large audience from all of the country. About 20 products were awarded excellent products prizes. A variety of local and national news media reported the event. Professional journals and newsletters reported the exhibition in great detail.

Indexes have existed in China for a thousand years, yet the primary approaches to constructing indexes, the basic components of indexes and index entries, as well as the format and layout designs of in-

dexes have remained unchanged. With the applications of PC-based Chinese software in word processing and desktop publishing during recent years, programs for constructing Chinese language indexes have emerged. The exhibition included a dozen types of indexing software. The Society also held two computer-assisted Indexing Workshops during May and June 1994: the first workshops devoted to computerized indexing in China.

The Society has been publishing a series entitled *Index Research* since 1994. The first two volumes, *Indexes: yesterday, today, and tomorrow* and *On indexes and indexing methods* have been issued. The third volume, *Automation of indexing* will be issued soon. The Society has also published its 1994 Membership Directory.

—Report by MARCIA LEI ZENG, based on the Newsletter of the China Society of Indexers No. 2, 1994.

*Indexing and Abstracting Society of Canada/
Société canadienne pour l'analyse de documents*



For most of IASC/SCAD's 17 years, our national executive has been largely centred in an Ontario city: Ottawa until the early 80s, then Toronto until mid-1994. The recent move to make the executive truly national, with its workload distributed across several provinces, has not been without growing pains. Long distances and several time-zones separating sparse local groups of indexers contribute to communication problems, but a central coordinator is trying, with the help of a devoted executive, to surmount these. Such a task depends on the extensive use of electronic mail and teleconferencing!

Currently, the operative word for regional activity here is 'informal'. In Alberta, Ontario and Québec, small groups of indexers have gathered in restaurants and private homes to network and discuss practical working problems. In the Toronto area, for example, a handful of new members has experimented successfully with mentoring, and some Toronto MACREX users plan to meet as an informal users' group. In Montréal, bilingualism at local meetings continues to be a goal. In 1995, Québec indexers have the opportunity to be involved with our American colleagues in plans for the joint ASI and IASC/SCAD AGM, scheduled for June 8-10 in Montréal. Christine Jacobs, IASC/SCAD regional representative for eastern Canada and a member of the conference planning committee, reports that the program has a truly international flavour and includes an excellent mix of workshops, roundtable discussions, panels and speakers.

IASC/SCAD members have contributed to various publications over the past few months. In *The Indexer* 19 (2) Oct. 1994, Jean Wheeler published author and subject indexes for Parts 1-3, 1990-93 of her 'Indexing: a current-awareness bibliography' (pp. 111-122). In the same issue, Christine Jacobs contributed with Clément Arsenault a description of the indexing of items in Montréal's *Musée . . . pour rire* in the article, 'Words can't describe it: streamlining PRECIS just for laughs!' (pp. 88-92). The *IASC/SCAD Bulletin* 16 (3) Sept. 1994 was edited by Jin Tan and James Turner. It included IASC/SCAD treasurer Noeline Bridge's scathing review of the

index of Brian Andrews' *Northern gardens* (pp. 7-8), as well as a largely positive review by Mary McLean of the manual *Indexing legal materials* (p. 9). In the 'Speaking from experience' column, which we hope will become a regular feature, David Chamberlin of Victoria, BC describes his experiences as a provider of archival and description services.

Publication plans for 1995 include the printing of the 1994 IASC/SCAD AGM proceedings, which were recorded and transcribed by Rick Wiebe, regional representative for western Canada, and the production by Noeline Bridge of a membership directory which will facilitate networking among members. Pat Buchanan has taken over from Michèle Hudon the editorship of the *Register of indexers available/Répertoire des indexeurs*, and plans for the 1995 edition are under way.

—Report by ANNE TAYLOR-VAISEY,
IASC/SCAD PRESIDENT

Society of Indexers



In December a talk was given to the Society by Chris Clark, Head of Cataloguing at the British Library's National Sound Archive.

The 1994 Conference at Norwich (15-17 July) was attended by members from South Africa, the USA, Ireland and Germany as well as the UK. Among the speakers were Frances Lennie on software for different types of indexes; Ruth Levitt on indexing Macmillan's *Dictionary of art*; Michael Robertson on indexing on the Continent; Plantagenet Somerset Fry on authors' attitudes to indexes; and SI's President, Professor David Crystal, on indexing decisions in the Cambridge encyclopedia family.

The programme also included a discussion on CD-ROM and the future of the book; one afternoon was devoted to subject groups on earth sciences, law, children's books, archaeology, languages and medicine. A visit was arranged to the University of East Anglia library.

The 1994 Annual General Meeting was held on 24 Sept. in Birmingham, the first under SI's new constitution. Gwyneth Fox of the Collins-Birmingham University International Language Database spoke on 'COBUILD and beyond'; Angela Moar of Elsevier Science, Oxford, on book production, and Yvonne Dixon on indexing chil-

dren's books. The AGM was followed by an open session for questions and discussion, with most of the officers re-elected.

Barbara Britton, former Treasurer of the Society, was presented with the Carey Award for outstanding services to indexing.

Publications

The *MicroIndexer* no longer exists as a separate publication, but technology-related articles will in future appear in a special section of the Newsletter, 'Hardware and Liveware'. The July 1994 issue con-

tained Part I of a two-part guide to buying a computer by Drusilla Calvert, as well as the results of Paul Nash's survey on costing indexes. October's offered advice on portable computers and Post Office services, with a lively letters section covering originality, insurance, soap operas, Christmas greetings, pricing, publishers' changes to indexes, computer use, and the Newsletter itself.

Special interest and local groups

Genealogy Group: a fifth newsletter was produced. The

group is working on a genealogical thesaurus. West London group: held an inaugural meeting in Brentford. West Country: At a meeting in September at Bath, talks were given by Eleanor Lines, publisher of Gaia Books, Ian Carter of IBM Bristol on electronic communications, and SI Secretary Claire Troughton. North-East: had a pre-Christmas get-together with local publishers and SFEP members.

—Report by CHRISTINE SHUTTLEWORTH, London



Andrew Ott Photographic

Members of Council of the Society of Indexers at the conference in Norwich, July 1994. From left to right: Elizabeth Moys, Cherry Lavell, Doreen Blake, Connie Tyler, Hazel Bell, Ian Crane, David Crystal, Anne McCarthy, Geraldine Beare, Dorothy Frame, Christine Shuttleworth, John Gibson, Claire Troughton, Elizabeth Wallis.

Excuses, excuses . . .

'My spare time being somewhat limited, I have compiled this index almost entirely in the railway carriage on my daily journeys to and from London. Considering the distractions of such a situation, I must beg the indulgence of members of the Society for the errors and omissions (which I hope are few) that they may find in the work.'

—William Page, 1897, in foreword to his cumulative index 1884-95 for the *Transactions of the St Albans Architectural & Archaeological Society*.

The soul of an indexer

'He was another kind of scholar—slow, careful, methodical, anxious to control every phase of the project . . . he was "luxuriating" in a list of more than one hundred coffee houses frequented by Pepys. . . . he had the soul of an indexer.'

—August Frugé on Robert Latham (winner of the Wheatley Medal for his index to *Pepys diary*), in *Sceptic among scholars*, University of California Press, 1993.