



Bulletin

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"POSTCARDS FROM THE EDGE" ...OF CANADA



Indexing & Abstracting
Society of Canada

Société canadienne
pour l'analyse de documents

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Membership Report to June, 2003

by Annabelle Moore

IASC/SCAD would like to welcome the following new members:

Meral Alakus of Vancouver, BC alamer@ttnet.net.tr
Lesley Cameron of Maple Ridge, BC lesley@4camerons.com
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Please note the following changes to your Fall 2002 Directory:

Judith Anderson judithanderson@shaw.ca
Anne Lombard gourami@axion.net
Barbara Sale Schon barb.schon@utoronto.ca
Angela Williams angelawilliams@gooselane.com

Membership Renewal Notice

For those members who renew in June, if you haven't already responded to the e-mail reminder, please fill in the form at the following link: www.indexingsociety.ca/application.html and send with your cheque to the address on the form. Thanks for your early attention to this matter. (For members without e-mail, your renewal form has been mailed to you.)

IMPORTANT: Please remember to add the IASC/SCAD membership secretary to your list of people to contact when your details change.

Joining IASC/SCAD – Membership Categories and Fees:

- Individual (\$55)
- Student (\$35)*
- Institution (\$65)

Members outside Canada, add CDN \$10.

Student membership is available for full-time students only. Please inform IASC/SCAD of your course name/institution.

More details and application form available on the IASC/SCAD Web site at www.indexingsociety.ca

Membership Secretary IASC/SCAD
c/o Christina MacDougall
CanIndex@cogeco.ca

Editor, comments from . . .

by Rachel Rosenberg

Where is the president's column?

The president is off on a well-deserved break as she rides into the sunset post-conference, stepping down from her role as president to that of past president. During the conference Elizabeth kindly arranged for the selection of session reviews you see in this issue and, of course, undertook the Annual General Meeting agenda and minutes, which also comprise a goodly amount of space in this issue.

Thank you, Elizabeth, for your sage advice in this past year that I have been working with you.

I should also thank Lee Brentlinger for his past services managing the IASC/SCAD listserv. Volunteer positions for any organization do consume time, effort, and a great deal of thought and planning. Lee has certainly looked out for our best interests valiantly. Thank you, Lee.

We, as members, should also recognize the contributions of others among us who have served the Society and been helpful with arrangements for the conference. Please take a moment to recognize the people listed in the "Kudos" section on page 9.

And with all the other words in this issue that deserve to be gotten to post-haste, I didn't want "Editor, comments from..." to be a mere piece of fluff without merit. As I was searching for an indexing cartoon—and I admit this—to shrink down the space your overworked editor had to fill, I came across some indexing humour *chez* "Back Words Indexing" at backwordindexing.com/Humor.html.

Advertising Rates

The IASC/SCAD *Bulletin* accepts advertisements at the following rates per issue:

Full page	CDN \$80
Half page	CDN \$40
Quarter page	CDN \$20
Business card	CDN \$15

Advertisers are asked to supply camera-ready copy in PDF format.

The Online *Bulletin* may be found at:

www.indexingsociety.ca/BULLETIN_Spring_2002.pdf
www.indexingsociety.ca/BULLETIN_Summer_2002.pdf
www.indexingsociety.ca/BULLETIN_Autumn_2002.pdf
www.indexingsociety.ca/BULLETIN_Winter_2002.pdf
www.indexingsociety.ca/BULLETIN_Spring_2003.pdf
www.indexingsociety.ca/BULLETIN_Summer_2003.pdf

Best wishes for
a speedy recovery
to
Ruth Pincoe

Ruth has been recovering nicely from hip surgery after the conference, although the two events are not apparently linked in any way.

We all wish Ruth well and welcome her as our new president.

As anyone who has ever edited anything knows, there are pronouncements which are meant to be taken deadly seriously but end up causing no end of mirth—in this case, especially for professional indexers: www.udstx.com/Indexing%20and%20Coding.htm. This site, which promotes automatic indexing as if it were better than sliced bread, is quite worth flipping through for the pictures alone if you need the corners of your mouth to head north. I came across this piece of art by searching for "indexing" in the "Pictures" portion of Google. It never fails to amaze me what can be found there. It set me to wondering if the acronym and Web page for CODICE (tev.itc.it/CODICE/Applications.html) might be a second cousin to the previous page.

All this passion being poured into automated indexing . . . while we still keep busily beaver away at our art and craft.

Author Guidelines

Articles of up to 2,500 words may be submitted without contacting the Editor concerning publication time or space limitations.

Please submit articles electronically in DOC or RTF formats and artwork in PDF format.

Photographs may be provided in TIF format.

Call for *Bulletin* Contributions

We are always looking for contributions to the IASC/SCAD *Bulletin*. If you have any tips, reports, interesting Web sites or other reference sources, new information, or anything else you'd like to share with your fellow indexers, please contact the Editor, Rachel Rosenberg, by telephone at (416) 236-9311 or by e-mail at wordgoddess@sympatico.ca.

VANCOUVER CONFERENCE

... the Sessions

Writing Your Own Paycheck

Presentation by Larry Sweazy

Report by Elizabeth Bell, Calgary, Alberta

I confess, money management is not my strength. Money comes in, and money goes out. What's left over to manage?

The idea of being able to write my own paycheque each month, even when the cash flow is inconsistent, sounded good to me.

I went to the conference room. It was filled with people. I was relieved.

Larry Sweazy's excellent presentation spelled out what steps need to be taken to attain a consistent cash flow. A handout that included helpful examples and worksheets was also available.

In short, here are some key points I came away with. You will need to determine your living expenses, and a household

spending plan. You also need to decide what percentage of each client's cheque must be set aside for deductions such as taxes, benefits, expenses, and your retirement plan. You can then determine your net pay and set up a one- or two-week pay cycle. Then, when it is your payday, make the appropriate deposits and write yourself a paycheque. Ideally, you should work towards saving six months' worth of income. That sounds like a worthwhile goal.

I admit, my summary here does not do justice to the ideas and materials presented, but armed with Larry's handouts, a lot of discipline, and a little less retail therapy, I've decided to give it a try.



Left to right:
Gail Rhoades,
Andrea Palmer,
Karen Griffiths,
Ruth Pincoe,
Elizabeth Bell.

How to Develop a Style Guide

Presentation by Deborah Patton and L. Pilar Wyman

Report by Jennifer Hedges, Port Stanley, Ontario

"How to Develop an Index Style Guide" gave me the opportunity to put a face and voice to Pilar Wyman, my instructor in the USDA indexing course. In a polished but relaxed presentation, Ms. Wyman and Ms. Patton reviewed the myriad style decisions that must be made or acknowledged before indexing can proceed: Which editorial style guide will you follow? Which specialty reference resources will you consult? What level of analysis? Indented or run-in? How will you indicate figures or tables? Each possibility was illustrated with a clear example.

The printed handout of their PowerPoint presentation, along with a checklist, "Considerations for an Index Style Guide," will have a prominent place on my desk as I learn and develop my craft.

Judging Excellence in Indexes: Demystifying the Process

Presentation by Laura Moss Gottlieb and Janet Perlman

Report by Elizabeth Macfie, macfie@editors.ca (with thanks for help from Janet Perlman and Laura Moss Gottlieb)

I am not preparing to submit an index to the American Society of Indexers' competition for the ASI/H.W. Wilson Award for Excellence in Indexing for books published in the United States. I attended this session to improve my skills by learning about what makes an index excellent, and I brought away a lot of valuable information and checklists.

The presenters, Janet Perlman (a Wilson Award judge several times, most recently in 2003, and Wilson Award chair for 2004) and Laura Moss Gottlieb (Wilson Award winner in 1998, a Wilson Award judge in 2002, and Wilson Award chair in 2003), explained that a quality index

- provides entries for all significant information in the text;
- represents the text, not the indexer's views or ideas;
- brings together similar concepts scattered in the text or expressed in varying terms;
- uses synonyms and cross-references for multiple access;
- uses cross-references appropriately;
- is arranged in a recognizable, searchable order;
- is consistent in form and usage;
- provides accurate page numbers;
- provides only five to seven references at a main entry without sub-entries (unless the author says the same things over and over);
- explains abbreviations and acronyms in an appropriate manner;

- has short sub-entries (don't go into detail about what the reader will find on a given page about a given topic, just tell them briefly what's there and direct them to the location).

The list of criteria for the ASI/H.W. Wilson Award (www.asindexing.org/site/awards.shtml#awcrit) is a handy one-page guide to quality. The list describes what an index needs in the way of

- an introductory note (which can be a paragraph long if a lot of typography, names, places, etc., need to be explained);
- physical format, typography, and style (because the award rewards the publisher as well as the indexer);
- content;
- structure and accuracy of entries.

ASI's handy "Indexing Evaluation Checklist" (www.asindexing.org/site/checklist.shtml) summarizes the quality approach to indexing in these categories: reader appropriateness, main headings, subheadings, double postings, locators, cross-references, length and type of index, and format.

During the discussion, the presenters made these comments about style details:

- It's okay to put locators after a main entry that also has sub-entries if there is no other obvious place for those locators.
- It's okay to have an entry for the main topic of a book. This can direct the reader to his or her area of interest through cross-references. It can also group topics that don't belong anywhere else, such as a general discussion on the topic of the book.

Do you want to go beyond competence and produce exceptional indexes? To become more than the sum of its parts, an index must be elegant. As described by Carolyn McGovern, a former president of the American Society of Indexers, elegance is grace; simplicity; succinctness; the right word in the right place, even if that word isn't found in the text; a certain charm; visual appeal; creativity; and a sense that the index contains exactly what it needs—nothing more, nothing less.

One way to assess the quality your indexes is through peer review. Two short, content-packed lists published in ASI's *Key Words* (Vol. 10, No. 3, May/June 2002, pp. 66–67) provide excellent guidance for people conducting peer reviews or assessing their own work ("Peer Review Discussion Guidelines" by Sherry Smith and Phyllis Linn, and "Considerations for On-Line Peer Reviews" by Martha Osgood).

For access to peer review, consider the online discussion group that Martha Osgood oversees: IndexPeers at www.yahogroups.com. Participants on this e-mail forum trade indexes for review and comment. For more about IndexPeers, as well as the process of sharing indexes, see *Key Words*, Vol. 10, No. 3, May/June 2002, pp. 63–67.

Starting Your Indexing Business

Presentation by Carolyn Weaver

Report by Andrea Palmer

As a true novice, I have held Carolyn Weaver in high regard from the very beginning. I have visited her Web site, I have read her article on moonlighting, and I pay close attention to the advice she gives on index-L. I was therefore quite excited to be able to attend her workshop and finally put a face to the name.

Carolyn Weaver's session was packed with information covering a wide range of topics, from taxes and business licences to rate setting, marketing considerations, equipment needs, business deductions, and moonlighting ethics. Although some of the accounting advice was more applicable to the U.S. audience, there were lots of good hands-on tips; for example, a business chequing account is an absolute must, right from the beginning; a good rule of thumb for estimating time required to index is one week per 200 pages; professionally printed letterhead and envelopes with a return address, as well as a Web site with e-mail access, are essential for business image, and not a "maybe later" add-on; and the Atlas copyholder (<http://bookandcopyholders.com/>) really is as good as it sounded on index-L.

The session ended with a quick review of Carolyn Weaver's humorously annotated "Ten Commandments of Moonlighting." The last two are good to keep in mind for novice and experienced indexer alike: "Thou shalt regard dust bunnies as pets," and "Thou shalt know when to say NO!"

Tracing the Themes: Layers of Meaning in the Scholarly World

Presentation by Christine Jacobs

Report by Elaine Melnick

Christine Jacobs's presentation on the perils of (gasp) scholarly indexing was a well-paced and thought-provoking way to begin the conference experience. A preliminary run-through of the characteristics of such material touched on some of the problems the indexer faces—the complexity of ideas presented, the multiple levels of discussion (or layers) involved, issues with vocabulary and/or non-standardized language, and the challenges posed by multiple authors—just revealed the tip of the iceberg.

An interesting group exercise involved the analysis of four excerpts on topics varying greatly in scope. This further illustrated the complexities of working with scholarly texts, providing real examples of points touched on earlier. A lively discussion on "decision points" followed—areas where indexers must decide on how to best handle the material they have to work with and translate the concepts of the text into the index.

A terrific start to the morning—and the conference!

Beyond Indexing Software . . .

Presentation by Jan Wright

Report by Christine Dudgeon

I attended a very enjoyable and informative presentation by Jan Wright called "Beyond Indexing Software."

I am familiar only with back-of-the-book indexing, and these programs would not help with that. The programs Jan introduced to us were for Web site indexing, thesaurus building, and other tasks for indexing media other than books.

Jan gave an excellent presentation, first introducing the software and explaining what it is used for and its advantages or disadvantages. She then opened the program and gave a simple example of how it could be used.

She explained that Excel could be used for importing an index into another program because it produces a tab-delimited file. She compared IXGen and emDEX, which are add-on programs for Framemaker. Both make indexing in Framemaker easier but work in different ways. Term Tree and MultiTes are thesaurus-creating programs. A comparison of the two showed that Term Tree is obviously a more visually oriented program. Logik, ProCite, Sonar Activate, RoboHelp, Metabrowser, and XML Spy were also explained and demonstrated. Jan showed an example of how Adobe Acrobat can be used to compare two versions of a document.

I don't know when or where I would use any of these programs, but now I'm interested in finding the types of projects that would involve some of the programs. It is a fascinating side of indexing. But for now I can say that if a situation came up where one would be useful, I would know that a program exists that can do the job.

The information from Jan Wright's presentation can be found at her Web site: www.wrightinformation.com



Pilar Wyman and Deborah Patton, presenters of "How to Develop a Style Guide" (see page 5)

The Archivaria Project

Presentation by Susan Wilson Murray, Naomi Pauls, Elspeth Richmond, and Sheilagh Simpson

Report by Patricia Buchanan

This group of West Coast indexers bid for and won the contract to create a cumulative index (both print and Web versions) for this journal of the Association of Canadian Archivists. The project was complicated because there were three existing indexes to be cumulated—differing in style, depth of indexing, and terminology. The Association had issued an RFP (request for proposal) that detailed the job:

- reviewing the three existing indexes;
- creating a style (and style guide) appropriate for both print and online;
- developing appropriate and consistent subject headings for the three indexes by reviewing the existing headings, removing some and amalgamating others;
- creating a thesaurus to guide future indexing;
- indexing those volumes (10 years' worth) not yet indexed, using the new thesaurus.

With six weeks to respond to the RFP, the team divided up the necessary research, determining the time it took to index various issues; looking into methods of digitizing print indexes; checking the headings, etc., from the various indexes. Their costing for the actual indexing was very accurate, but they underestimated the time required for all the preparatory work: reviewing the headings of the earlier indexes; creating up-to-date but comprehensive subject headings; creating a thesaurus. A handout was available, containing tips for responding to RFPs.

Style Guide

Naomi reported that the team thought early about the style and looked through other journals for ideas. They wanted a clean-looking index with two columns to the page and a sans serif font because it was going on the Web. The following problems had to be addressed:

- Different depth of indexing, as some issues were indexed in back-of-the-book style, others in journal style. The team decided the maximum number of subject headings for articles was three, although this would be flexible in certain cases.
- Some early entries included the column title (e.g., "Counterpoint"), but some of these sections of the journal were not going to be indexed in the more recent issues, the team decided to drop these titles completely.
- There were some articles in French; these titles had to be included, but the index was being created in English only, so the format had to be thought out.
- Introductory notes are not usually read. Therefore, although the group had written a comprehensive and

informative note, they had to make the index as clear as possible.

Subject Headings

Sheilagh touched briefly on terminology. Both the team and the client wanted "inclusive, compatible, up-to-date" subject headings. Over the decades, there were duplications, synonyms, and terms that showed the evolution of the subject field and especially of technology, and naturally, the subject headings had to reflect current archival terminology. The team submitted drafts of subject headings to the client, the first draft having 1,900 entries! The client quickly returned that to them, and the final subject heading list came in at a more manageable 787 entries after a few rounds of approvals and suggestions.

Thesaurus

Elspeth began with some advice she gleaned (obviously too late) from Hans Wellisch: "Avoid thesaurus creation at all costs!" The team did quite a bit of research on thesaurus construction, finding publications for community archivists useful. They also looked at other thesauri, hoping they could adapt or build on existing material, but found it was not possible. Problems arising from terminology differences among countries had to be solved. The thesaurus continues as a work-in-progress, even though the project will run just till the end of October. The thesaurus will evolve as new terms emerge and are accepted. Elspeth noted that the cost of maintaining the thesaurus should be built into the cost of the project, because without regular, conscientious, and knowledgeable updating, it will become less and less accurate and useful.

Digital Database

The online index is a relational database, not hyperlinked, as the client did not want to put the full text on the Web. The relational database will be searchable using Boolean methods.

Susan summed up this report by remarking somewhat wryly that the project has been a wonderful learning experience. When they bid for the job, the team did not fully realize the extent of the work involved. They had not indexed scholarly journals, they had never created a cumulative index, and they had no experience creating a database for the Web. However, with perseverance and the willingness to work hard and learn the necessary skills, the year-long project was turning out satisfactorily for both client and contractors.



Left to right: Elspeth Richmond, Susan Wilson Murray, Naomi Pauls, Sheilagh Simpson

Pre-Conference Workshop: Basic Indexing

Presented by Kay Schlembach

Report by Amina Essop, Toronto, Ontario

"An Index—a web of interrelated terms providing multiple access points to the text while maintaining the author's structure and perspective."

Kay Schlembach, owner of Indexpro (indexpro.org/rates.htm) in Texas, presented her fast-paced introductory indexing course at "Northern Entries."

The workshop began with rewards for questions. There was a large bag of prizes in the middle of the room. Many in the workshop were new to the field, and the expectations were to determine if this was "it." The questions were endless and the pace of the workshop excelled.

Kay defined the characteristics, traits, and purpose of the indexer. Clever indexing exercises applied the theory behind the mechanisms of the unique exercise of indexing.

The nursery rhymes were a nice exercise, giving a sense of completion by seeing context. It provided the new indexer an immediate sense of possible technical scenarios and enabled the workshop to address solutions.

Longer indexing exercises looked daunting. The technical aspects of the indexing craft take time and patience. Kay provided step-by-step support both during and after the workshop.

Kay's background as a teacher for gifted home-schooled children animated the pace and delivery of the workshop. Prizes for questions spurred our courage, and the workshop covered a variety of industry-specific scenarios.

"Basic Indexing" covered the skills of editing metatopics, headings, and cross-references. In essence, indexing is about judgement, support, and ever-evolving continuing education through workshops and the indexing community.

The attendees finished the workshop with a sense of clarity, brushed-up skills, and a firm grasp of what it takes to index . . .

"Basic Indexing" was an all-purpose, fast-paced, "this is what it's all about" workshop for the beginner and novice. Kay's company, Indexpro, provides excellent aftercare for the indexer. The attendees left the day with homework, prizes, and a new mentor.

Making the Most of Cindex for Windows

Presented by Maria Sullivan Young

Report by Karen Griffiths, Vancouver, B.C.

This workshop offered a plethora of little ways to make data entry and editing faster and more convenient. Many audience members let out long *ahhhhs* upon discovering a shorter way to perform tasks as well as gaining some tips that can be crossed over into other programs and applications. Maria gave a glimpse of the scope of the program that many users had seen before. It was an afternoon that participants would have eagerly extended for a few more hours.

Thank you, Maria!

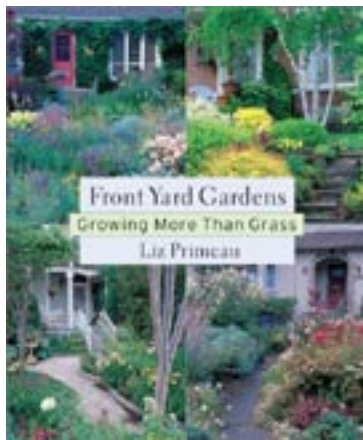


*Christine Jacobs's animated presentation of
"Tracing the Themes:
Layers of Meaning in the Scholarly World"
(see page 6)*

GARDENING BOOKS, indexing of

We met on a fine Saturday morning in early May to discuss a disparate collection of gardening books, having found an excellent new location at Rocco's Plum Tomato in Toronto's Annex district. It was a good crowd of about 15 people.

The star of the meeting was definitely Gillian Watts, who didn't just grab a gardening book off the shelf to bring to



Front Yard Gardens: Growing More Than Grass
by Liz Primeau; photographs by Andrew Layerle
Paperback, 232 pages (May 3, 2003)
Firefly Books; ISBN 1552977102

the group, but actually went to the trouble of doing an index for a gardening book and then having it published (*Front Yard Gardens: Growing More Than Grass*, by Liz Primeau and Andrew Layerle). One technique she employed in doing the index was to include entries for photographic material, the reason being that, since the gardens

were from all parts of Canada, not just a localized area, gardeners from other regions would need this extra help in identifying correct plant species for their zone. Although fearing over-indexing, Gillian also included entries when plants were mentioned in passing, for this same reason. In this sense, a gardening index functions also as a glossary.

Much discussion was had over the use of common versus scientific (or botanical) plant names, and the consensus was to use both. Scientific Latin names for plants—although created in the eighteenth century by a Swede, and not back in Roman times—distinguish precisely between plant varieties and categories (genus and species, for example), whereas common names do not. Indeed, common names vary considerably from country to country and language to language, such as impatiens being variably referred to as Busy Lizzies or Touch-me-nots. Gillian's approach was to use the scientific name as the main entry, with the common name following in parentheses.

An example of such cross-referencing between common and scientific naming is:

Continued on page 17

KUDOS

On behalf of the Society, many thanks to the wonderful presenters and the generous conference volunteers.

Presenters	IASC/SCAD 2003 Vancouver Conference Committee	The IASC/SCAD Executive 2002–2003	Other Helpful Individuals
Christine Jacobs Elspeth Richmond Sheilagh Simpson Susan Wilson Murray Naomi Pauls	Judy Dunlop Karen Griffiths Lee Brentlinger Ruth Pincoe Mary S. Stephenson Noeline Bridge Elizabeth Bell	Elizabeth Bell Ruth Pincoe Noeline Bridge Richard Johnson Annabelle Moore Audrey Dorsch Rachel Rosenberg Judith Scott Lee Brentlinger Judy Dunlop Karen Griffiths Elaine Melnick Christina Davidson Richards	Hugh Morrison Jacqui Haines Hunter Dickson Beth Macfie Ginette Chandonnet Elaine Melnick David Peebles Mary Newberry

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

Annual General Meeting

Date: Friday, June 20, 2003
Time: 12:00 p.m. – 1:30 p.m.
Location: Hyatt Regency Hotel
 655 Burrard St., Vancouver, BC
 Stanley Room, 34th Floor

Agenda

1. Call to order
2. Approval of agenda
3. Approval of minutes of 2002 Annual General Meeting, 24 May 2002
4. Executive Reports
5. New Business
 - a) 2004 Conference Update
 - b) Proposed New IASC/SCAD Logo
6. IASC/SCAD slate of candidates for 2003–05 executive:

President: Ruth Pincoe
 Vice-President/President Elect: Patricia Buchanan
 Past President: Elizabeth Bell
 Treasurer: Richard Johnson
 Membership Secretary: Christina MacDougall
 Editor, *Register of Indexers Available*: Christine Dudgeon

- Editor, *Bulletin*: Rachel Rosenberg
Bulletin Associate/Production Editor: Gillian Watts
 Eastern Canada Representative: vacant
 Central Canada Representative: Elaine Melnick
 Western Canada Representative: Brenda Hudson
 British Columbia Representative (occupying Member-at-Large position): Karen Griffiths
 Member-at-Large in charge of Public Relations: vacant
 Web Master: Ellen Warner
 Assistant Web Master: Cheryl Lemmens
 [Note: The International Liaison position has a three-year term and is currently occupied by Noeline Bridge.]
7. For the Good of the Order (suggestions for improvement)
 8. Adjournment

Minutes

Hyatt Regency Hotel, Vancouver, BC

Recorded by *Elizabeth Macfie*, macfie@editors.ca
 (819) 827-4237

Present:

Martin Ahermaa, Elizabeth Bell, Lee Brentlinger, Patricia Buchanan, Christine Dudgeon, Judy Dunlop, Amina Essop, Karen Griffiths, Jacqueline Haines, Jennifer Hedges, Brenda Hudson, Christine Jacobs, Laura Kotler, Donna Kynaston, Cynthia Landeen, Jean Lawrence, Elizabeth Macfie, Audrey McClellan, Elaine Melnick, Hugh Morrison, Andrea Palmer, Ruth Pincoe, Janet Price, and Joan Templeton.

1. Called to order at 12:30 p.m. by Elizabeth Bell. (Elizabeth Bell then gave words of encouragement to IASC; on behalf of the group, Lee Brentlinger thanked Elizabeth Bell for

her work for IASC; Ruth Pincoe took over as chair of the meeting; and Elizabeth Bell and Ruth Pincoe thanked Annabelle Moore for her diligent work as membership secretary.)

2. Approval of agenda: Moved by Patricia Buchanan. Seconded by Christine Jacobs. Carried.
3. Approval of minutes of 2002 AGM, 24 May, 2002: Moved by Karen Griffiths. Seconded by Brenda Hudson. Carried.
4. Executive reports received and accepted (Report of President and Vice-President, Treasurer's Report, Membership Report, Editor's Report, International Liaison Report, Eastern District Report, Central District Report, Prairie Provinces District Report, and British Columbia District Report): Moved by Christine Jacobs. Seconded by Elaine Melnick. Carried.

Further to the Treasurer's Report: Ruth Pincoe pointed out that cash on hand is high because conference revenues are in and expenses are not paid yet. IASC intends to circulate an up-to-date budget in the next *Bulletin*.

Further to the Editor's Report: Ruth Pincoe invited members to get their picture taken today for inclusion in the next *Bulletin*.

Further to the Central District Report: Ruth Pincoe thanked Elaine Melnick for her contribution to organizing events in Toronto.

5. New Business

- a) 2004 Conference Update: The 2004 IASC/SCAD Conference and AGM are expected to be in Calgary, 21–23 May, 2004 (to be confirmed soon), the same weekend, in the same location, as the conference of the Editors' Association of Canada. Members are invited to comment on date choice and conference content on the evaluation form for the 2003 conference and over the IASC-L e-mail forum.

b) New Logo Proposed

The IASC/SCAD logo is being changed because the current logo presents technical difficulties in reproduction, and because the society would benefit from a bolder, more up-to-date image.

Cost: so far, the redesign has cost nothing because a member donated the draft design. Current supplies of stationery will run out in one year, so new supplies need to be printed anyway.

The members were shown the proposed new IASC/SCAD logo and invited to comment. These were the comments:

- Shadow: would blur a black-and-white reproduction of the logo.
- Colour: members like the new colour (red), but some were concerned about losing identity by changing from the previous colour. The executive will check what the previous colour was.
- Address: the design needs to unite the address with the logo.
- Visual balance: the portrayal of the languages is unequal; the French part of the logo stands out more than the English because the shadow shows as black.
- Type size in the wordmark: too small.

Motion: The executive will propose to the members a new logo for IASC/SCAD, including guidelines for its use, within one year. Moved by Karen Griffiths. Seconded by Cynthia Landeen. Carried.

Members took this opportunity to ponder if "Abstracting" still belongs in the organization's name. It does, because several members do abstracting as well as indexing.

6. Elections for the 2003–05 IASC/SCAD Executive

The following candidates were elected by acclamation:

President: Ruth Pincoe (Elizabeth Bell will act as president until July 11, 2003, because of Ruth Pincoe's unavailability.)

Vice-President/President Elect: Patricia Buchanan

Treasurer: Richard Johnson

Membership Secretary: Christina MacDougall

Editor, *Register of Indexers Available*: Christine Dudgeon

Editor, *Bulletin*: Rachel Rosenberg

Bulletin Associate/Production Editor: Gillian Watts

Central Canada Representative: Elaine Melnick

Western Canada Representative: Brenda Hudson

British Columbia Representative (occupying Member-at-Large position): Karen Griffiths

Web master: Ellen Warner and Cheryl Lemmens (Cheryl Lemmens will temporarily handle this position alone)

Vacant positions, which the executive will fill as soon as possible:

Eastern Canada Representative

Member-at-Large (in charge of public relations)

Unelected member of the executive:

Past President: Elizabeth Bell

Following the elections, Ruth Pincoe thanked Elizabeth Bell for her hard work for IASC/SCAD and for her pleasant manner, and gave her a gift from IASC/SCAD.

Elizabeth Bell thanked the 2002–03 volunteers (named on the back of the reports). These volunteers worked on the conference, the 2001–03 executive, and other projects. Special thanks went to Judy Dunlop for leading the 2003 conference committee and to Karen Griffiths for her hard work for the conference. Both received gifts from IASC/SCAD.

Ruth Pincoe thanked other volunteers who did special work in 2002–03: Lee Brentlinger for organizing the Victoria excursion that will help show Canada to our American visitors, and Christine Jacobs for her stellar job of guest-editing the April 2003 edition of *The Indexer*.

7. For the Good of the Order (a free-ranging discussion about IASC/SCAD)

- We need to make it easier for Americans to pay membership fees to IASC/SCAD. Solution: a Paypal account has been set up.
- We are happy to have Americans joining IASC/SCAD.
- In-coming president Ruth Pincoe explained that she sees her role as a traffic cop, bringing members together to run the society. Her special interest is to build local IASC/SCAD groups across Canada. Such groups have been shown to increase membership of organizations like ours. Our goal can be to increase membership through personal links between members and indexers who don't yet belong. Members are welcome to ask the national executive for help in developing local groups.

8. Adjournment: 1:30 p.m. Moved by Judy Dunlop. Seconded by Lee Brentlinger. Carried.

Executive Reports

Report of the President and Vice-President

Article II of the Society's constitution states:

"The purposes and objectives of the Society are to encourage the production of indexes and abstracts, to promote the employment of indexers and abstracters, to make available information about indexing and abstracting techniques, and to facilitate communication between indexers and abstracters."

The 2001–03 Executive Committee and member volunteers have worked countless hours and applied their considerable skills and talents to furthering these objectives.

The Vancouver ASI–IASC/SCAD joint conference will do much to encourage the production of indexes and abstracts in Canada and the United States. The advertising of this event through the impressive conference brochure, the Internet, meetings, listservs, flyers and word-of-mouth spread the news that indexers and abstracters DO exist and their craft is a specialized and valuable one. Five hundred brochures were distributed throughout Canada alone. Many thanks to Judy Dunlop, Karen Griffiths, the conference committee, and the many volunteers who worked as a team amongst themselves and with Frances Lennie and her wonderful ASI organizers.

The *Register of Indexers Available 2002–2003* was distributed to over a hundred authors, editors, publishers, institutions, and government agencies and is available to Internet users worldwide through our Web site. Audrey Dorsch, Ellen Warner, and Cheryl Lemmens have made this significant contribution to promoting the employment of indexers and abstracters for the Society.

Outstanding publications of the Society's *Bulletin* and the April issue of *The Indexer* supported our objective to make information available about indexing and abstracting. Rachel Rosenberg and Judith Scott, as editor and production associate of the *Bulletin*, and Christine Jacobs, as guest editor of *The Indexer*, turned in stellar performances. Judith and Chris Blackburn have recently resigned from their *Bulletin* duties. We wish to thank them both for their service. Gillian Watts has taken over from Judith and Chris in the *Bulletin* production and advertising role.

The opportunity to work together within the Society and with the international indexing community, the IASC-L listserv, the *Bulletin*, the area meetings, the conference, and the post-conference trip all afford members an opportunity to get to know one another and combine to facilitate communication between indexers and abstracters at home and abroad. Last July, Noeline Bridge, our Past President and International Liaison Officer, represented IASC/SCAD at the Society of Indexers' conference in Cheltenham, England. Thank you, Noeline. In addition, our thanks to regional representatives Karen Griffiths, Judy Dunlop, Elaine Melnick, and Christine Davidson Richards and to Lee Brentlinger, Member-at-Large,

for organizing the post-conference trip to Victoria. Special thanks go to Karen and Elaine for organizing informative and entertaining meetings and social events in Vancouver and Toronto on a regular basis.

It takes many people working together to keep the Society functioning. In particular, Annabelle Moore, Membership Secretary, and Richard Johnson, Treasurer, showed tremendous commitment to their duties on an on-going basis. Their work isn't flashy, but it has been critical to the smooth operation of the Society. We have experienced a 30 percent growth in the Society's membership over the past two years and our financial situation is sound. Thanks, Annabelle and Richard, for a job well done.

Here's to all of you! Thanks.

Submitted by Elizabeth Bell and Ruth Pincoe

Membership Report

(as of AGM, June 2003, Vancouver)

IASC/SCAD has seen membership climb over the past year to our current 135 members—an increase of 30 percent. The increase for B.C. has been most significant: currently 31, compared to the 13 reported last AGM. Quebec and Ontario had net increases, whereas the other provinces held steady. (There is a strong correlation between conference location and subsequent regional distributions.)

The geographic distribution of members is as follows:

Canada – 126
USA – 7
Germany – 1
France – 1

Distribution of members within Canada:

Alberta – 13
British Columbia – 31
Manitoba – 2
New Brunswick – 2
Ontario – 61
Québec – 16
Saskatchewan – 1

Membership types:

Individual – 116
Student – 6
Institutional – 13

Submitted by Annabelle Moore, Membership Secretary

Treasurer's Report

Cash on hand as of June 5, 2003 **\$9,672.01**

Income

Membership Fees

1 @ \$35.00 \$35.00

11 @ \$55.00 \$605.00

2 @ \$65.00 \$130.00

1 @ \$35.00 \$35.00

Total Membership Revenue **\$770.00**

Registry Fee

1 @ \$20.00 \$20.00

Total Registry Fees **20.00**

Advertising Revenue

2 @ \$320.00 \$640.00

Total Advertising Revenue **640.00**

Miscellaneous Income

U.S. exchange \$5.00

Total Miscellaneous 5.00

Total Revenue* **\$1,435.00**

Expenses

Stationery and Postage \$71.90

Bulletin Expense 127.79

Total Expenses** **\$199.69**

Cash on hand, March 31, 2002 \$9,672.01

plus revenue from 2nd quarter 1,435.00

less expenses from 1st quarter 199.69

Cash on hand, June 5, 2003 **\$10,907.32**

* Not including revenue from Conference fees

** Not including expenses for the Conference

Submitted by Richard Johnson, Treasurer

Editor's Report

In the past year we have continued our pursuit of getting to know each other across the country through our Profiles section and The Office at Work. The strategy was to alternate from east to west until we covered all the regions of Canada, and finally this upcoming issue will feature Ontario indexers. We will continue these profiles in the coming year, obviously. We would like to have more member photos and will work on this for upcoming issues.

Participation through contributions to the *Bulletin* has been very good, but we are always looking for new ideas if not articles to publish. Currently, the standard portions of the *Bulletin* are planned up until the end of the year (i.e., index/book reviews and several articles.

Although it's difficult to expand advertising, as the newsletter pertains to a rather specific area, we have garnered one new advertiser, emDEX, which will be with us for all of this year. We are still working on ideas for more advertising so as to fund the *Bulletin* appropriately.

Costs have been cut through the use of the online newsletter. At the same time, we do respect the wishes of those who want a hard copy edition for various reasons. The online version certainly allows for interactive hyperlinks within text, graphics, and advertisements, and more interactivity is planned for upcoming issues while still maintaining the readability of the newsletter at the Acrobat 4 level.

We welcome the addition of Gillian Watts as the new Assistant and Production Editor. Gillian is currently using her extensive computer experience to master *Bulletin* production in InDesign and Adobe Acrobat.

One goal that I do have in mind for this year is to create a formal production manual so that anyone can step in and become editor or assistant/production editor.

Submitted by Rachel Rosenberg, Editor, Bulletin

International Liaison Report

I attended the Society of Indexers' meeting in Cheltenham, England, last summer and wrote up an account for the Fall *Bulletin*. I am anticipating my visit to Sydney, Australia, in mid-September for the international conference. There, we will be overhauling the International Agreement, with an emphasis on reciprocal advertising. I will also be making short presentations on indexing and indexing education in Canada.

Submitted by Noeline Bridge, Liaison Officer

Eastern District Report

The Eastern region hosted a very successful joint conference with EAC/ACR in Montreal last May. The conference was well attended and well received. When all the figures were in, we made a small net gain of \$164. Since then, we have gained five new members. Long-time member and past president Christine Jacobs was the guest editor of the April 2003 issue of *The Indexer*.

Submitted by Christina Davidson Richards, Eastern District Representative

Central District Report

The meeting schedule has become more established, with four per year (one per season). Discussions have varied, ranging from aspects of running a business to indexing practice (what a surprise!).

The September meeting included discussions on dealing with GST, placing a fair value on your work (or indexing without going broke), and basic bookkeeping practice. In November we compared three books considered to be indexing standards—Wellisch, Mulvany, and the new Pat Booth volume. In February 2003 we went back to business—specifically, getting work: how do people get their names in front of potential clients? The merry month of May brought out the gardening books, and an interesting session followed in comparing the various techniques used in their indexing. A post-conference session is in the works for July.

Indexers from as far afield as London, Peterborough, Kitchener, and Niagara Falls have made the effort to attend. I am pleased to say we have always had a good turnout, with attendance ranging from 8 to 12 people. We are beginning to draw people who are interested in the indexing field; hopefully they will become new members. I have had a few inquiries from the Ottawa area as to the possibility of meetings in that vicinity. Perhaps this could be pursued by someone in the Ottawa/Kingston area.

Apart from the more formal meetings, we have also had two informal gatherings. A potluck garden party was hosted by Rachel Rosenberg in August 2002. The second annual Toronto Indexers' New Year Après-midi was held by Ruth Pincoe in January, a pleasant way to usher in 2003.

Submitted by Elaine Melnick, Central District Representative

Prairie Provinces District Report

During the past year the annual conference has been the main focus for members of the Prairie Provinces District. Eight indexers from our area are attending the conference. Other events during the year included a gathering in Calgary in the fall. Brenda Hudson, a *Hansard* indexer from Winnipeg, has volunteered to be the representative for this district next year.

Submitted by Judy Dunlop, Prairie Provinces District Representative

British Columbia District Report

We've been busy here in Vancouver!!! Very excited to be in the host city for an ASI-IASC/SCAD joint conference.

We had a meeting in March 2003 at a local indexer's home. There were 14 of us, and we had a general meeting where we introduced ourselves and our indexing backgrounds, leaving time afterwards for questions. Then we broke into three groups, with each reviewing an index.

I am planning to have a speaker at a fall meeting. I have talked to Do Mi Stauber about presenting her workshop "Facing the Text," so that is a great possibility! It would also be good to have an after-conference meeting in the summer to share our conference experiences with each other and with those who could not make it.

I am looking forward to seeing you soon!

Submitted by Karen Griffiths, B.C. District Representative

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T H E B O O K R E V I E W

Indexing the Medical Sciences

Doreen Blake, Michèle Clarke, Anne McCarthy, and June Morrison

Society of Indexers Occasional Paper No. 3 (2002)

Reviewed by Gillian Watts

Indexing the Medical Sciences is one of five booklets on specialized indexing produced by the Society of Indexers. About 75 pages long, it contains a wealth of useful information for both beginning and more experienced indexers, especially those who may be called upon to work with medical, pharmaceutical, or veterinary texts. Three of the authors have backgrounds as medical librarians, and one is a former science educator. They are all experienced indexers and active members of the profession.

The first chapters review the types of texts that indexers may have to deal with. They include academic textbooks, laboratory manuals, monographs, conference proceedings, quick-reference pocket books, medical atlases, biographies, question-and-answer study aids, medico-legal material, and books for the general public. Also noted are medical and healthcare-cost audits (studies of effectiveness), statistical material, and reports on clinical trials. Medical journals include both the general (e.g., *New England Journal of Medicine*) and the specialized (e.g., *British Journal of Bone and Joint Surgery*, *Journal of Medical Biography*), as well as e-journals and those that are principally vehicles for advertising.

A short section on indexing electronic publications is included that will be useful for those of us who are still struggling with the concept of embedded indexing. It compares the indexing of hard copy and electronic material and provides a handy summary of how hard-coded and embedded indexing work, including a list of points to remember. The last point, while applicable (in my opinion) to all indexing, serves as a warning to would-be embedders: "Patience, logical thought and great organization are required for embedding!"

A lengthy and meaty chapter on terminology points out the difficulties in working with medical writing posed by inconsistent use of terminology. For example, "cancer" and "carcinoma" may be used interchangeably, as may "cardiovascular," "cardiac," "coronary," and "heart." These inconsistencies are especially challenging for the indexer of multi-author works or journal articles. Choosing the preferred term for the index may also depend on the readership; in a book for the general public it might be preferable to use "babies" instead of "neonates," for example.

Particularly tricky to index are the names of chemical and biochemical compounds. These include such challenges as "2-p-iso-propylphenylheptane" and "[¹⁴C]urea" as well as a vast array of commonly used abbreviations such as

RNA and HDL. Other terms that need close attention are scientific names, usually for bacteria and parasites, and pharmaceuticals, which not only have both trade and generic names, but can also be spelled quite differently in different countries. This chapter provides plenty of examples and good advice on how to deal with these issues.

Another lengthy section is concerned with choosing headings and the hierarchy of entries. The information contained in most medical texts can be of vital importance and must be able to be accessed quickly and accurately. For this reason they may be much more heavily indexed than other types of material. This chapter also covers the particular concerns of lab manuals, monographs, nursing textbooks, books for the general public, and journals, noting the importance for the last of consistency, keywords, and changing terminology.

A section on specific problems is fascinating, if daunting, to the non-specialist. It is a goldmine of information about abbreviations and gene nomenclature, and also discusses more general problems such as the indexing of Greek characters, use of en dashes, and the grammar of the entries (i.e., singular or plural, use of prepositions, etc.). The section after it discusses names, which can refer not only to people but also to diseases and apparatus. Consider, for example, "Fitz-Hugh–Curtis syndrome" versus "Paterson–Brown Kelly syndrome"—and things will only get more complicated as new generations of multi-hyphenated names appear. A good medical dictionary becomes an essential tool.

The book ends with some basic advice on preparing the final version of the index, plus a good list of reference materials, including lots of dictionaries and Web sites.

This book provides an excellent entrée into the art of medical indexing. The level of information is a curious mixture of material for both the experienced and the newbie. My guess is that it is intended both for indexers new to the medical field and for people in the medical field who are new to indexing. Having myself worked with medical material for the general public, I am left with the impression that it may not be wise to attempt the more technical material without having a rather solid background in science or a related field. However, this book—in conjunction with a general reference such as the *Merck Manual of Medical Information*, an anatomy book, a drug compendium, and a good medical dictionary—could help to dispel the non-specialist's anxiety when approaching this often highly technical material.

Gardening Books, Indexing of

Continued from page 9

Allium, 94, 138, 199

A. "Globemaster" (giant purple allium), 58, 61

A. *sativum* (garlic), 73, 88

A. *schoenoprasum* (chives), 46, 76, 214, 217

A. *sphaerocephalon* (drumstick allium), 210

allyssum. See *Lobularia maritima*

Amaranthus caudatus (love-lies-bleeding), 72

In looking up botanical names, Gillian would rely on other gardening books as a cross-check, noting there were some very good references to be found on the Internet. (See www.ipni.org/index.html and www.bioindexers.org/resources.html.) As well, there are excellent books available for this purpose. (See *CRC World Dictionary of Plant Names: Common Names, Scientific Names, Eponyms, Synonyms, and Etymology*, from www.crcpress.com.)

The conversation on this point clearly demonstrated there is no consistency between publishers or even between books by the same publisher as how best to index gardening books with botanical versus common names or style of presentation. However, certainly the "gold standard" for presenting plant names is the botanical name, which should then be cross-referenced with the common plant name.

Another gardening-related book indexed by Gillian is *The Cook's Garden*, again authored by Liz Primeau, which is just currently being published. This represented an interesting challenge as it combined the usual plant information and photographs, and then went on to recipes. This was a combination cookbook/gardening book index project and involved including numerous cross-references for significant ingredients for the recipe portion of the book.

In another book, *Marijuana Grower's Insider's Guide*, by Mel Frank, Aidan Kelly (editor), and Oliver Williams (illustrator), as it was dedicated to one particular subject area it seems the indexer deemed it unnecessary to cross-reference or even indicate the common name at all:

Cannabis indica, 159

Cannabis ruderalis, 159

Cannabis saliva, 159

history of, 3

Ruth Pincoe presented her copy of Lois Wilson's gardening book for *Chatelaine*, *The Complete Guide to Garden Success*, published in Toronto by Doubleday, 1970, which featured the oddity of underlined main entry locators. All agreed that bolding of locators would have been a better approach, although one better left for indicating references to graphic material. The indexer of this tome seemed to have become progressively more tired, as the

index commenced with "[Entry], main discussion of," but the "main discussion of" had disappeared by the entries under D. This index also contained an enormous number of locators after main entries. We considered the issue of this book's being printed in the pre-computer age, i.e., was it too difficult to proof all this material? was the author or a secretary doing the indexing?

As we looked through various garden book indexes we discovered in particular insufficient cross-referencing: composting not referenced to waste, but coming under "garden waste, disposing of"; daffodils being cross-referenced as narcissus, yet under "narcissus" we have "forcing, in water" as a sub-head, with no mention of forcing of plants in general, although there was a reference to "hyacinths, forcing, in water." It was considered better to have a reference to forcing, with a sub-entry for hyacinths and narcissus, or even spring bulbs.

One interesting but odd characteristic from one book was locators in colour. Assuming the colours got through the design and proofing stage accurately, none of us could ascertain what benefit this might confer.

If you yearn to try your hand at indexing garden books there are some publishers to consider: www.whitecap.ca/gardening.asp, www.timberpress.com, and www.fireflybooks.com/gardening.html.

Good luck! We'll be 'rooting' for you!

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P R O F I L E S

MARY NEWBERRY

ONTARIO

As is common among indexers, I have an eclectic background. After early multiple moves (beginning with birth in South Africa), I have been centred in Toronto, Ontario, since the age of eight. I quit before completing high school to join the Toronto Dance Theatre, and although I had stopped dancing 15 years earlier, it was not until I completed my B.A. (political science and literature) and then my Master's in English that I came to consider myself anything other than a dancer.

The years between dance and indexing I shared with a group of people who became my family. For a version of that story, one can see the 1999 Norman Jewison movie *The Hurricane*, in which the people referred to as "the Canadians" are roughly based on us. To carry on the family metaphor, there was a divorce, and my new life includes only disparate, but important, elements from those middle years.

While going to university and for many years before, I had worked as a manager, first in the specialty food industry and then later in health care. After I graduated, I didn't want to return to management.

Many people recommended I go to Ryerson University's publishing program, which I did. I took the copyediting and the substantive editing courses. When a neighbour, a university professor, casually mentioned that she was looking for someone to index her book, I, equally casually, told her that I could do it for her. (The copyediting course did include one day on indexing.) She took me up on my offer. This, my first index, I did using many MS Word documents. She was so pleased with my work that she referred her friends and colleagues, at which time I immediately ordered a copy of *Cindex*. I did eventually take some of the courses and seminars in indexing offered by the Editors' Association of Canada.

I have to add here that it was around this time that I realized that one of my early childhood friends was now a highly acclaimed indexer—Ruth Pincoe. She has been an enormous help and inspiration to me.

I became busy quite quickly, as my first author referred me to her friends, and I contacted all the professors from my recently completed university studies. Once I had compiled a few indexes, the publishers began referring me to their authors. I also began working part-time as the managing editor for a literary magazine, *Descant* (www.descant.on.ca). I like very much the variety that the two jobs offer. The indexing is focused and quiet; the magazine is often ragged and wild with, ironically, lots of management.

I love the books that I index. I can't believe the variety that comes my way. Mostly I do back-of-the-book indexes in the humanities from university presses, but recently I have begun to get books from trade publishers. I have to say that these are a welcome break from the intense work required for many of the academic books. I don't yet

have a favourite project, but I feel particularly happy to have worked on a former favourite professor's book, Heather Murray's *Come, Bright Improvement! The Literary Societies of Nineteenth-Century Ontario* and on Sherene H. Razack's book *Race, Space, and the Law: Unmapping a White Settler Society*.

I haven't formally taught indexing, but recently I have begun asking some of the interns at the magazine (and paying them) for help with my indexes. This means that I need to think through the process in a way that I would not necessarily otherwise do. Working with the interns at the magazine is a very fulfilling part of that job, and finding that I can extend it into my own work is a pleasure. In the long run, I am likely to give up the magazine job and expand my own business, particularly now that I can envision a way to include others in the work. I went into indexing and editing so that I could leave management behind. For whatever reason, it does not appear to be something I can abandon.

I think of myself as an introvert but have chosen a life partner who is not—and who is a bagpiper, to emphasize the issue. When given the opportunity of a solitary occupation, I work to include others. Oh, the joys of a life filled with contradictions.



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THE OFFICE AT WORK

by Gillian Watts

Someday I'd like a fancy customized desk with all the bells and whistles, but in the meantime I make do with three recycled tables. And maybe I'll have a separate office instead of using part of the bedroom, but I love my office anyway. It's my ivory (well, blue) tower—the place to work the way I've always wanted to.

Our third floor is one huge space with a bathroom and closet area at the front of the house. Its separation from the rest of the house, private loo, and spacious deck surrounded by trees made it the obvious choice for my office.

After years of tinkering with layouts, I have a U shape composed of two IKEA tables and an old computer desk. The computer sits at the “bottom” of the U, against the wall, on one table, which is deep enough to push the monitor back and leave room for copy in front of it. The pull-out keyboard shelf below comes from the old computer desk.

Framing the monitor is a hutch with style guides and dictionaries on the top shelf, plus box files of professional journals. A CD rack below holds software, while various shelves hold tall reference books, floppies, and more CDs. A cupboard hides messy odds and ends, and a shelf holds papers to be filed. Attached underneath the table is a plastic three-drawer unit for small office supplies.

The old computer desk holds my CPU, laser printer, and fax machine. The back corner is a useful hiding place for printer paper and old manuscripts. Beside the table is a two-drawer filing cabinet with organizing trays on top and a bookcase of reference books and some of the books I've worked on. (I sometimes find it handy to refer to old indexes instead of rechecking names and spellings.)

To the left of the central computer table is the writing table, with in-tray, desk lamp, file caddy, and—most important—my table fountain; its quiet trickle is calming on hectic days. Here I do proofreading and copyediting on paper; I can spread out



around the corner to the computer area if I have to. Under this table is a three-drawer unit on wheels for larger stationery and office supplies.

The office area is completed by a second full-length bookcase with more reference books and books that I've worked on, plus a compact stereo for mood music when I don't have to think in words. The office is screened off from the bedroom by a shoji screen. I use it for my scheduling calendar, a typeface poster, and favourite photos by photographer friends. The bed on the other side of the screen is rarely a temptation, and it's useful when I feel under the weather but still have to work.

French doors to the deck provide a view of sky and treetops that I find very refreshing. I occasionally work at the table outside, but it's easier indoors with everything at hand, and it's often too hot in the summer. Being on the top floor, the office gets hot in the summer and cold in the winter, but a slimline air conditioner and a baseboard heater solve those problems.

My massive chair, while comfortable and cheapish, is not the best for the space. It's difficult to move on the carpet, and the arms crash into the keyboard shelf. But at least I don't get the back pains I used to with my old (really cheap) chair.

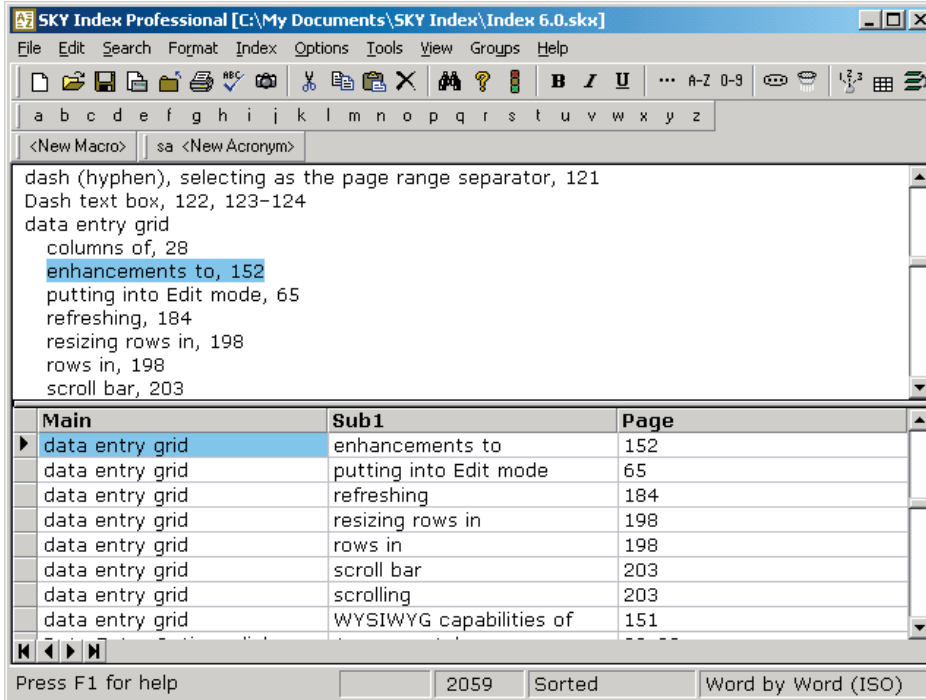
Because my office is in my bedroom, I obviously prefer not to meet clients there. However, the not-much-used dining room, which is lined with bookshelves, is right next to the front door. Its library-like atmosphere adds to its appeal as a conference area in which to meet with clients, and the kitchen is handy for providing coffee.

Even without the customized desk I've been dreaming about, I'm happy with my office arrangement. It's comfortable, aesthetically tolerable, and efficient. Although it's open to the rest of the house, the family cooperates about noise, and it's comforting to feel like part of the household even when I'm working. And the two-flight sprint downstairs when a courier comes provides plenty of exercise!



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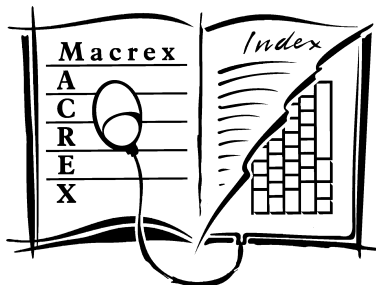
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