IASC/SCAD News

A New Logo for IASC/SCAD

After some deliberation, the executive decided to approach a professional designer to create a new logo for our organization. This project is in the capable hands of our new Publicity Chair, Mary Newberry. If you have suggestions, please contact her at 416-966-1523.

The SI Training Course

A small committee, consisting of Ruth Pincoe and Christine Jacobs, has been set up to examine the materials and approach of the SI Training Course with a view to its use and appropriateness for Canadian Indexers. The committee plans to approach a number of individuals across the country, give these people an opportunity to look through the materials in detail, and provide comments. The committee will present a report at the Annual General Meeting in June 2005, and there will also be an opportunity during the conference for members to learn more about this excellent training opportunity.

The *Bulletin*

As many of you are probably aware, the Summer issue of the *Bulletin* was delayed. This delay was due to the combination of a number of factors. However, these issues have been addressed and we hope that with some changes in our production process that things will be easier and more efficient for all concerned.

At a recent e-meeting, the executive agreed that the number of issues per year be reduced from four to three. To keep the issue numbers consistent, we will publish the Summer and Fall issues (nos. 2 and 3) in the early fall as a double issue. While it is unfortunate to lose an issue, it is important that the *Bulletin* appear regularly. We will, however, revisit this decision in 2006, with the hope that we can return to a normal publishing schedule of four issues per year.

Resources on the IASC/SCAD Website

In a recent executive e-meeting, during a discussion regarding the updating of the Resources List that is sent to new members, we realized that much of this information was duplicated on our website. Since the website is more easily accessed and can also provide links to our sister Indexing Societies and other Internet resources, we agreed that we should discontinue the print resources list. Cheryl Lemmens took note of suggestions made for additional resources, prepared the information, and has posted it on the website. Thanks to Cheryl for her work in keeping our Internet presence not only up to date but also elegant.

Start Planning Now

Mark your calendars now for the IASC/SCAD Annual Conference in Ottawa: Wednesday, June 8, and Thursday, June 9, 2005.

Once again we invite participants from across Canada and from the United States to learn, network, and socialize with us—this time in Canada's picturesque, culture-rich capital (www.tourottawa.org). The conference committee is planning two days packed with varied sessions on typical indexing situations as well as some specialized topics that draw on the resources that the National Capital Region offers. In short, you will increase your skills for the work you do now, you'll become aware of other avenues in indexing, and you'll meet a group of wonderful indexers!

So far, the program includes a panel on scholarly indexing (with Ruth Pincoe, Patricia Buchanan and Noeline Bridge) and a session on evaluating indexes (for indexers, editors, and authors) presented by Kate Mertes, who is a past president of the American Society of Indexers. Cindex and Macrex will also be offer

ing indexing software workshops in Ottawa during the day or two before the conference.

Ottawa is easy to get to by road, rail, and air. Join us for this friendly gathering on the flowery banks of the Rideau Canal and the Ottawa River. Give your career a boost and meet fascinating and fun people. And you could combine your travel to central Canada with a trip to the Editors' Association of Canada conference in Toronto, June 10 to 12. Find out about it at www.editors.ca/conference/index.htm.

Watch http://www.indexingsociety.ca/conferences.html for developments as more of the program details are finalized. For more information—or to get involved (a great way to learn, network, and contribute to your indexing society)—contact Elizabeth Macfie, conference chair, at macfie@editors.ca or 819-827-4237.

New Places to Visit

Anyone who subscribed to Index-L may have seen the note informing us that an indexing association in the Netherlands—the Netherlands Indexing Network (NIN)—has established a website. You may want to visit their site at http://www.indexers.nl and wish them the best of luck in their professional endeavours.

While you're on the road, you can also pay a visit to another of our sister societies, the Association of South African Indexers and Bibliographers, at http://www.asaib.org.za/publication.html.

Q & A

Friendly, reassuring advice for indexers who are puzzled, frustrated, or just plain curious.

This column is a new addition to the IASC/SCAD *Bulletin*. We're starting small, but we hope this corner of our publication will soon be bursting its seams with questions—and answers—from our readers. If you have an answer for a question you see posted here—or if you want to ask a question of your own—please don't hesitate to contact Raven Girard at admindex@sympatico.ca. If you're shy, you can always use a pseudonym!

Our very first question has been provided by Adrian Mather of AM Indexing in Edmonton, Alberta:

Would you ever contact a publisher after an index of yours is published to question changes made to it?

All answers welcome!

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2004 Financial Report

Summary of IASC Income and Expenses 2004

Income	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
membership					
individual	2,915	1,210	660	625	5,410
international	455	195	130	390	1,170
institutional	150			90	240
student	105		35		140
misc.	60		50		110
membership total					**7,070**
register fees	60	615	390	30	1,095
bulletin ads					
conference fees		5,600			5,600
misc.					
Total income	**3,745**	**7,620**	**1,265**	**1,135**	**13,765**
Expenses					
membership				456	**456**
Register			532	215	**747**
2004 conference *		4,298			**4,298**
website and listservs **		133	64	241	**438**
stationary and postage ***	122		115		**236**
Bulletin	171	319		183	**674**
Indexer				3,133	**3,133**
Int liaison travel		284			**285**
telephone			506		**506**
Total expenses	**293**	**5,034**	**1,217**	**4,228**	**10,773**

Cash on hand 31 Dec 2003	**22,667**
+ total revenue for 2004	13,765
– total expenses for 2004	10,773
– 2003 conference expense	12,681
Cash on hand 31 Dec 2004	**12,979**

NOTES

- The figure for Register expenses is not final.
- The figure for conference expenses does not include $12,680.55 for the 2003 conference that was paid in 2004. This expense was included in 2003 budget and was covered by 2003 conference fees.
- The figure for website and list-servers covers money paid to WebNetworks and NetNation and domain fees.
- The figure for postage and stationery includes treasurer's postage.

Report prepared by Richard Johnson, Treasurer, and Ruth Pincoe, President.

President's Message

Greetings to everyone across Canada and abroad. The days surrounding the end of an old year and the start of a new one seem to pull in both directions. On one hand, we look back at the past year, all the successes and perhaps some failures as well. On the other hand, we look forward to the new year, with all its promises. Even if we know there are challenges ahead, the feeling of starting with a clean slate seems to make things easier.

Looking back over 2004, IASC/SCAD does indeed have some important accomplishments to celebrate. The conference in Calgary provided a wonderful opportunity for members from across the country to get together for both informative sessions and informal talk. Our thanks once again to Beth Macfie and her committee for organizing this event. Other functions of IASC/SCAD have been just as important, if perhaps not so dramatic. The *Bulletin* has continued to keep members informed about indexing at home and abroad. My thanks to the present team: Raven Girard, Gillian Watts, and Christine Dudgeon—who does double duty as editor of our *Register*—and also to Rachel Rosenberg, who stepped down as editor during the summer.

Our website is almost magically kept up to date by Cheryl Lemmens. Thanks to her not only for her day-to-day maintenance of the site but also for her quick action when our site was down for short period in December! Also, seemingly by magic, but really by skill and efficiency, our membership records are kept up to date by Joan Eadie and our bills are paid by Richard Johnson. Finally, our regional representatives, Karen Griffiths (British Columbia), Brenda Hudson (Prairie Provinces), and Elaine Melnick (Central Canada), help to organize activities and welcome new members in their areas.

The year to come holds promising developments on several fronts. First of all, we have a conference to look forward to in early June. After two years in the West, we're returning to Ontario. Many of us will miss the wide-open prairie skies and mountains, but we hope that this central location will allow more members from Ontario, Quebec, the Maritimes, and the eastern United States to attend. Several important projects are also in the works. The committee to look into the use of the Society of Indexers Training Course is working away. Watch these pages for more information. IASC/SCAD is also getting a new logo. This project is in the capable hands of Mary Newberry, our Publicity Director. Let's hope that 2005 is a good year for indexes, indexers, and indexing.

Ruth Pincoe
President IASC/SCAD

Editor, comments from . . .

Happy New Year! It's time to set aside the last year and start fresh. That is exactly what we're doing here at the *Bulletin*. We are excited about some new ideas and trying our best to incorporate them into the *Bulletin*. There are many new things that happen at the beginning of a new year, from new resolutions for the upcoming year to new technology. I have listed below some websites directed at these specific topics.

Now I want to mention the terrible events of December 26, 2004, in Sumatra and the surrounding area. The tsunami has claimed the lives of almost 200,000 people and left millions homeless. It was triggered by the largest earthquake Earth has seen in the last 40 years. In fact, the earth is still vibrating from the quake. At times like these I always reflect on how lucky I am to be happy and healthy, and think of how I can help people less fortunate. Along with the above-noted websites, I have also provided a website that lists a large number of organizations that are helping to provide aid and relief to the affected areas.

Editor, comments from …

(continued from previous page)

For any of you who have family or friends missing, my thoughts and hopes are with you that your loved ones will return safe.

For everyone, I wish a healthy and prosperous new year.

Raven Girard
Managing Editor

Tsunami Relief

http://www.networkforgood.org/topics/international/earthquake/tsunami122604.aspx?source=AOL&cmpgn=NSTSU

New Year's Resolutions (personal and business)

http://psychcentral.com/archives/new_years.htm

http://www.ucs.mun.ca/~emurphy/express12.html (although this one is three years old, it does have good advice)

http://www.articlecity.com/articles/business_and_finance/article_1837.shtml

New Technology

http://www.flipstart.com

Membership Report **as of January 2005**

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

Clive D. Pyne of Ottawa, ON	cpyne@magma.ca
Karen Prytula of Ottowa, ON	karenprytula@sympatico.ca
Babita Ramlal of Toronto, ON	ramlalb@hotmail.com
Christina Francisco of Toronto, ON	tfran@allstream.net
Susan Bauman of Toronto, ON	susanbaumann@sympatico.ca

Please note the following changes to your Fall 2004 Directory:

E-mail address changes:

Deirdre Grist	Deirdre.Grist@assembly.ab.ca
Donna Kynaston	kynastond@who.int
Sylvia Siemens	ssiemens@point-inc.ca

Mail address changes:
Moira Calder   9246–150 Street NW, Edmonton AB T5R 1G3

Joining IASC/SCAD

Membership Categories and Fees

Individual ($75)

Student ($45)*

Institution ($90)

(For members outside Canada, add $10).

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

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

Joan Eadie
Membership Secretary
jeadie1@cogeco.ca

Membership Renewal

December renewals are due. To renew please print out and fill in the form at the following link: http://www.indexingsociety.ca/application.html and mail the form with your cheque to
The Membership Secretary, IASC/SCAD
P.O. Box 664, Station P
Toronto, ON
Canada M5S 2Y4

Member Profile: Rachel Rice

Freelance indexer and editor, Brookline, Vermont
In the end, only kindness matters . . . (Jewel, "Hands")

What attracted you to indexing?

Mostly it was the idea of being able to work at home. At the time it was also a great way of making extra money. I have a background in psychology and I worked for a crisis response team from my home, so I could sort of double-dip—that is, work on indexes in between calls. About five years ago, my entire team was laid off suddenly, so I went into indexing full time. The transition was very smooth.

How long have you been indexing?

About twelve years part time, full time for about five years.

What was your favourite indexing project?

Hmmm, probably a coffee table book on thoroughbred horseracing. Also I'm working now on a large history of men's sex literature that is really fun. The whole beauty of indexing is the incredible variety of books I get to read, that I might never have read otherwise.

How did you learn to index?

The USDA offers two correspondence courses; I took the first one. I read all the available books on indexing, went to the annual conferences of the American Society of Indexers, and also all the local chapter meetings. And then I just practised.

What indexing software do you use?

Cindex for Mac. I also do embedding indexing in Word, but I find it much more difficult, because Word doesn't have any of the tools that Cindex has to make things easier. I can say this: if I had started indexing just a few years earlier, when folks still used actual index cards and typewriters, I am certain I wouldn't have continued long in the field.

Do you do other editing/writing work?

I do a little copyediting for a change of pace. I don't like it as well as indexing, though, and the pay isn't as good. I think that copyediting is left-brain activity, whereas indexing is right-brain, so sometimes I just like switching off for a little while. I do some nonfiction writing on psychology topics, and occasionally on indexing—mostly psychological issues related to freelance work. I wrote an illustrated children's book, which was published as an e-book, called *A Clearing in the Woods.* It's about a girl who feeds the wild animals near her home. Now I'm working on another one about a goat who lost his bell, and I hope to illustrate it myself.

Do you read apart from indexing; if so, what types of materials?

Oh, of course. I read a lot of history books, and a lot of thriller/mystery fiction. I also enjoy reading about the art of writing. I subscribe to about 20 magazines, including *Smithsonian*, *Discover*, *Wired*, *Forbes*, *Redbook*, *Hobby Farms*, *Reader's Digest*, and yes, *TV Guide*.

Tell us a bit about your personal circumstances.

I live on a farm on the side of mountain in southern Vermont. My road is sometimes impassable, but I never have to worry about being able to get to work if the weather is bad or the driving is dangerous. Sometimes FedEx and UPS can't make it up here so they leave my packages at the general store in the village. If I can't get down the mountain to get them, I lose work time. I take breaks from work by going out to the barn and spending time with the animals, and I can take better care of the animals because I'm around all the time. The animals know where I work, and sometimes the geese and goats come and stare at me through the window. I really consider my life to be as close to perfect as anyone could ever expect.

Have you attended indexing conferences here or overseas?

I go to as many annual conferences as I can, but unfortunately I don't get to go every year. I've never gone to any overseas, but I'd really like to go to one in the UK or Australia some day.

Rachel Rice, M.A.
Freelance indexing and editing, Brookline, Vermont, USA
http://www.rachelrice.com (Directions Unlimited Indexing Services)
http://www.sevencatday.com (Seven Cat Day Farm)

Book Reviews

Website Indexing: Enhancing Access to Information within Websites
Glenda Browne and Jonathan Jermey

Adelaide, South Australia: Auslib Press, 2004 (2nd edition)
148 pages, with 24 figures, 4 appendices, glossary and index

Reviewed by Martin Ahermaa

The second edition of this important resource has moved beyond a how-to approach to web indexes to including ways of improving access to websites by enhancing searches and even the strategic placement of sites within directories. In short, if you can't find the site itself, the likelihood of finding the information you need is even less probable.

In the first six chapters, the authors advocate for the retention of a back-of-the-book style for web indexing, arguing for its usability and the relative familiarity of readers and researchers with this method. They also forcefully point out that this approach requires a strong commitment by an individual website's owner(s) to regular updating and refinement. The authors cover the range of methods and tools for accessing information, provide copious examples, and thankfully advise the reader about the strengths and weaknesses of each one. In the previous edition, there were useful practice exercises for HTML Indexer. Fortunately, these are still available at http://www.webindexing.biz/HTMLIndexerExercises.htm.

The rest of the book covers issues such as an individual website's structure and its relevance to information access methods. In addition, the authors feel that incorporating metadata and using controlled vocabularies will improve search access to individual websites. Again, if someone can't find your site (or worse, they can find it but can't figure out how it's set up), they probably won't find what they may be looking for. Nowhere is this last point better illustrated than the all too common frustration of having to scroll through pages of useless "hits" in a search. This is especially crucial as new types of automated search tools are created, which employ approaches more sensitive to context and hence are more dependent on the precise description of data.

If all this sounds like heavy sledding, it is. There's no way around it. The web has grown enormously in size and complexity, and more information is being put there and nowhere else. Browne and Jermey are to be commended for helping make the web and individual websites more accessible and comprehensible by encouraging indexers to apply their considerable analytical skills there.

Facing the Text: Content and Structure in Book Indexing
Do Mi Stauber

Eugene, OR: Cedar Row Press, 2004
351 pages plus index

Reviewed by Heather Ebbs

Facing the Text is a wonderfully reassuring and highly informative guide to book indexing. In her introduction, Stauber says that she developed the book based on her workshop on content analysis and entry selection. As a result, the book is filled with useful, practical strategies for approaching that daunting ream of page proofs waiting on your desk.

Reassuring how? For me, it was by reinforcing many of the concepts and approaches I follow and by admitting to some of the same self-doubts. For example, one of the mantras I repeat in my own work and in my indexing seminar is that value to the reader is the

(continued from previous page)

indexer's guiding principle. Stauber stresses the same mantra, often reiterating the importance of considering readers' needs in decision making. Another core concept is the subjectivity of the indexing process and the subsequent lack of hard-and-fast rules. Stauber agrees, reciting Fred Leise's theme, "There are no rules. There are only contexts," going on to offer exceptions to her own two "rules."

Stauber reassures with statements such as "The moment of anxiety, the awareness that the gap between indexer and text can only be bridged by empathy and intuition, happens to experienced indexers as often as beginners," and "At some point . . . you may find yourself completely lost, wondering whether you really are a competent indexer after all." These and similar self-doubts and brain-blocks that Stauber identifies struck chords and left me feeling heartened.

Highly informative how? In a hundred and one ways, at least. The metatopic strategy she defines in the first chapter will be extremely useful. I've used the concept subconsciously to some degree, as I expect most indexers have, but the deliberate identification of a metatopic as a tool for assisting in decision making and in structuring the index is a new idea to me. Taking that concept two steps further, Stauber identifies local main topics and ancillary topics. Again, these concepts are what we tend to use subconsciously, but by defining them and describing how to use them, Stauber offers a way for us to become more consciously methodological in our text analysis and our decision making about term choices. Even if this method of structuring were the only thing an indexer took away from this book, it would be well worth the purchase price.

But there's much, much more.

Stauber identifies useful strategies and ways of approaching the text at every stage of the indexing process, including when to include subheads, how to word and structure them, how to determine what—and what not—to index, when to include cross-references, and how to edit an index. She offers helpful exercises or examples for every strategy, and while I admit to skimming over most of these during my initial read, I know that they're available if I want to delve in during a specific project. ("Oh, I think Stauber dealt with a similar problem! Let's see how she handled it.") Similarly, I didn't follow up the frequent internal cross-references, but I know that they're there when I start using the book as a resource.

Stauber's description of her indexing process also contains many helpful tips and tools. Some of these I already use or do myself (for example, we seem to deal with what she calls "*those* scholarly books" in the same way). Others I'll pick up (for example, using a Macrex marker to prevent double-cross-checking). And many I handle in a different way, which Stauber stresses is okay. She rarely says "you must" or "you must not." Instead, she suggests methods, offers strategies, and reminds us of the subjectivity of the process. I particularly like her section on what to do if you feel stuck—that's a section I expect to reread often.

I have one minor quibble: A number of times Stauber mentions that space considerations may prompt an indexing decision one way or the other. Given how commonly indexers must deal with restricted space and how it colours the depth of indexing, and hence both term choice and editing, I would have liked a more detailed discussion on how to handle space restrictions. The chapter on process might have been a good location for the primary discussion. But inevitably, just as any two indexers will create a slightly different index, any two people talking about indexing will focus on different topics.

Without question, *Facing the Text* will become a much-thumbed resource for both the beginning and the experienced indexer. My recommendation: Buy this book, read it through and then keep it close to hand on your reference shelf—you'll use it often.

Upcoming Conferences

It's only January now, but the conference season is fast approaching! For many of us, one gathering a year is all we can manage. However, if you are travelling, you may want to consider either the IASC/SCAD conference in Ottawa or one of the other events listed below. Remember that under the terms of the International Agreement, a member of one indexing society may attend conferences of any of the societies at member's rates!

This year, ANZSI (the Australian and New Zealand Society of Indexers) are first off the blocks. Their conference—"Indexing: Engage, Enlighten, Enrich"—will take place in Melbourne at Rydges Riverwalk, Richmond, 18–19 March 2005. For more information, see below and www.aussi.org.

The ASI conference, "I Is for Indexing," will be held at the Westin Hotel in Pasadena, California, 12–14 May 2005. IASC/SCAD members in the west might well want to include this event in their travel plans. For more information, visit www.asindexing.org.

Our own IASC/SCAD conference in Ottawa is next in line, 8–9 June 2005. For more information, see the article in this issue. More information will be available on our website, www.indexingsociety.ca, over the next few months as arrangements are completed. When planning your trip, you might also consider combining two conferences: After the IASC conference in Ottawa, head west along the 401 to Toronto for the Editors' Association of Canada conference, 10–13 June 2005. For more information, see their website at www.editors.ca.

Summer, as always, brings the Society of Indexers conference. This year's gathering, "Connections: Working in the Present—Learning from the Past," will be held at the University of Exeter, 8–10 July 2005. For details, see http://www.socind.demon.co.uk/confern/conf2005.htm.

Australian and New Zealand Society of Indexers

GPO Box 2069, Canberra ACT 2601

email: aussi@aussi.org or president@aussi.org

phone: 0500 525 005

home page: http://www.aussi.org

AusSI Is Now ANZSI

On 17 November 2004, the Australian Society of Indexers (AusSI) adopted a revised constitution that, *inter alia*, changed the name of the Society to the Australian and New Zealand Society of Indexers (ANZSI). This name change reflects our increased membership from both sides of the Tasman, evident in the recent formation of a New Zealand Branch of the Society. The Society now has formal branches in the ACT Region, New South Wales, New Zealand, and Victoria, as well as interest groups or members in all other states of Australia. Beginning in 2005, the Newsletter of the Australian Society of Indexers will be renamed *ANZSI Newsletter*, but the website address will remain www.aussi.org for the time being.

ANZSI will hold its next conference—entitled "Indexing: Engage, Enlighten, Enrich"—in Melbourne at Rydges Riverwalk, Richmond, 18–19 March 2005. It will be hosted by the Victorian Branch. Full details can be found on the Society's web site, www.aussi.org. The conference program is designed to consider indexing in a diverse range of disciplines.

Topics include
- archives, records and metadata indexing
- back-of-book indexing
- database indexing
- education for indexing
- historical indexing
- integrated database/library catalogues
- newspaper indexing
- pictorial, sound/moving image indexing
- thesaurus construction
- users and user education

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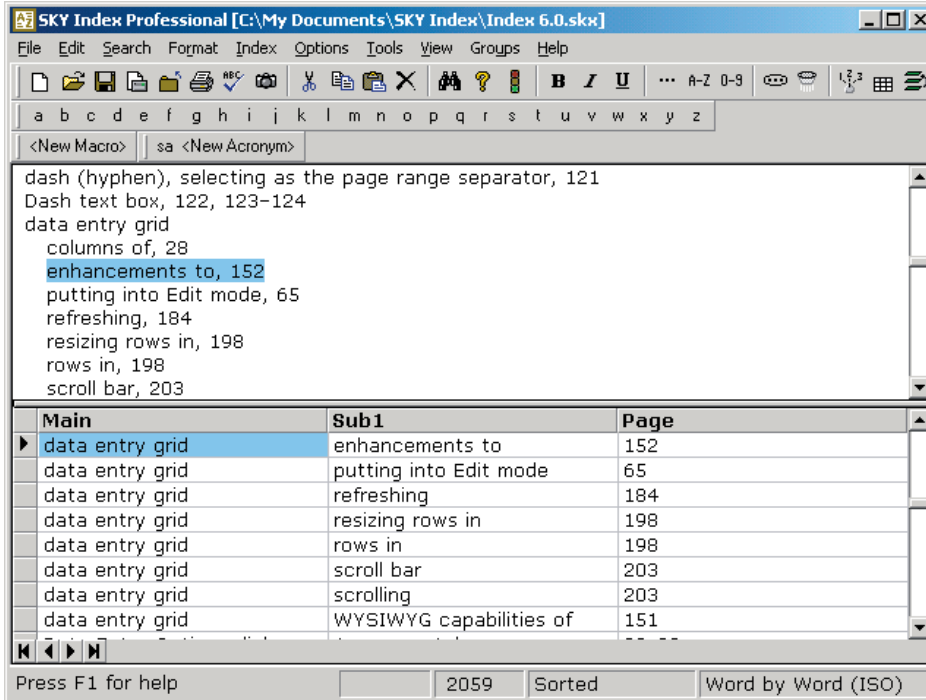
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- Built-in layouts for multiple word processing programs
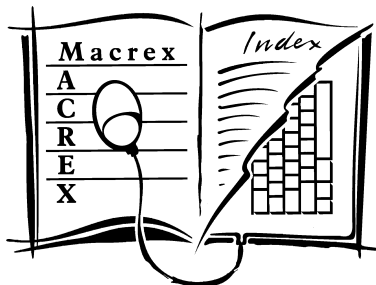
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