Bulletin

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Important Information regarding ISC/SCI membership and *The Indexer*

Unfortunately, the announcement concerning *The Indexer* that appeared in the recent *Bulletin* contained some inaccuracies. What follows is the corrected information.

The Indexer and the Society of Indexers (Britain)

The Indexer's relationship with the Society of Indexers (SI) remains as it has been for a number of years: that is, it is the international journal of indexing that is published on behalf of the SI and the other Indexing Societies around the world.

The major change, however, is that as of March 2008 *The Indexer* will be published quarterly. This shift to a quarterly publication schedule represents excellent value for subscribers, since they will receive four issues per year (usually 48 pages plus occasional supplements). A more substantial "Around the World" section will provide more coverage of news and activities from the international network of Indexing Societies.

Current issues of *The Indexer* will also be available to subscribers on-line and there also are plans to have two years' of back issues freely available on-line. A cumulative index going back to 1996 is also available on-line. More details about *The Indexer* are available at http://www.theindexer.org/

For how this affects your membership, see page 11.

Indexing Society of Canada

Société canadienne
d'indexation

ISC/SCI

P.O Box 664, Station P
Toronto ON CAN M5S 2Y4

Web (English)
 http://www.indexers.ca/
Web (français)
http://www.indexers.ca/accueil.html

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MERAL ALAKUS

Membership Renewal Notice

Memberships that expired on December 31, 2007 are now due.
To renew please print out and fill in the form at the following link:
http://www.indexers.ca/application.html (English)
http://www.indexers.ca/applicationfr.html (Français)
and mail the form with your cheque to:

**The Membership Secretary, ISC/SCI
P.O. Box 664, Station P
Toronto, ON
Canada M5S 2Y4**

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

Jennifer Hedges
Membership Secretary

Call for Bulletin Contributions

Author Guidelines: submit unsolicited articles electronically in DOC or RTF formats, artwork in PDF format, and photographs in TIF or JPG format. Please send correspondence attention to:
The Editor, Natalie Boon   natalie@booninformationservices.com

Advertising in the Bulletin

Full page ....CDN $80.00
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Quarter page ....CDN $20.00
Business card ....CDN $15.00
Please contact the editor for details.
natalie@booninformationservices.com

Joining ISC/SCI

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 ISC/SCI of your course name and institution.

For more membership information, please visit our website at
http://www.indexers.ca/membership.html

President's Message

Year-end summary

Hello everyone,

Meral's and Jennifer's notes have prompted me to circulate this year-end summary of where we're at and where we're going. I did send out a quick "merry days" post, but I thought I should be a bit more informative.

It may seem like old news by now, but I want to repeat my thanks to Mary Newberry for her work on ISC's new logo, including helping a number of us with repro issues. Thanks, Mary!

Thanks to Cheryl Lemmens, ISC now has a Wikipedia presence: http://en.wikipedia.org/wiki/Indexing_Society_of_Canada. I see that the Wiki lords are saying we may need to be more notable. Have a look. We may just need more hits. Other associations are posted on Wiki, so I think we should be, too. And Cheryl did a fantastic job with the detailed entry currently posted. Thanks, Cheryl!

Natalie Boon has published the fall 2007 edition of the Bulletin. It's a big issue with a lot of interesting info about this past summer's conference, our member Audrey McClellan's being honoured with the Tom Fairley Award for Editorial Excellence at the annual banquet of the Editors' Association of Canada, and some proposed new special interest groups. Another Bulletin-related thanks goes out to Stéphanie Bilodeau for translating my message in the Bulletin (and yes, Stéphanie, I am lucky!). I'm sure Natalie would welcome more French-language submissions to the Bulletin. Thanks, Natalie and Stéphanie!

Clive Payne in Ottawa and Gillian Faulkner in Toronto have organized a number of successful meetings of indexers in those cities. Face-to-face meetings are wonderful for maintaining the interest of current members and encouraging others to join. Thanks, Clive and Gillian!

And of course, our conference in June 2007 was a tremendous success, thanks in large part to the dedicated work of Jane McGuire. Thanks, Jane!

On that note, I also want to thank Judith Anderson for volunteering to be a co-organizer with me for the 2008 conference, which will be held in Vancouver on June 2 and 3. Thanks, Judith (and thanks to Jane, again, for helping us identify what we need to do)! We're hoping to gain additional attendance from the Pacific Northwest Chapter of ASI, as well. Early in the new year, we'll begin conference planning -- I encourage all of you to participate in the conference forum as we identify potential topics and speakers, and there is definitely an opportunity for more of you to join our committee.

Another effort under way is the development of a rates and salaries survey. Marie Gabe has already done a lot of work on this. Thanks, Marie! I'm hoping we can administer the survey sometime in the spring so that we can talk about it at the conference in Vancouver, which I hope all of you will plan to attend.

I expect I've left someone or something out, for which I apologize. The executive members are so good that their work is seamless and almost "seen"-less. But it is appreciated. Thanks, everyone!

Happy holidays, and happy indexing in 2008!
Heather Ebbs

— Heather Ebbs

Editor's note – The above letter was originally posted as "Year-end summary" on Isc-l, on Thursday, December 20, 2007.

Editor, comments from . . .

Welcome to another issue of the *Bulletin!*

This issue contains the reports from the Fall Executive meeting as well as several informative articles. My thanks to all who contributed, especially those who contributed content –

- Meral Alakus wrote a very informative article on taxonomies and controlled vocabularies. I'm sure you'll find it as interesting as I did.

- Heather Ebbs contributed the first installment of a new feature "What would you do?" This will be a forum for discussion of issues pertinent to the indexing profession.

I'd also like to thank Vivien Cartmell and Kerry Cathers for stepping up and offering to proofread the newsletter.

Please note that we'd like to hear comments from you on the potential change to membership fees prompted by the change in the status of *the Indexer*. This will also be posted to ISC-l.

As ever, the biggest challenge the Bulletin faces is content. In order to keep providing the quality that our membership deserves, we all need to think about content. I'm already working towards getting the next issue completed, but I'm low on content. *PLEASE* consider contributing. If you're willing to write, but don't have any ideas, let me know.

We do welcome contributions in French as well as English.

Controlled Vocabularies and Taxonomies

Written by ISC/SCI's own Meral Alakus

The word taxonomy is used widely in the classification of subjects. It can be defined as a controlled vocabulary that is presented in a predetermined and structured system. Whereas controlled vocabularies are terms listed in straight alphabetical order, taxonomies consist of terms listed under their related categories and subcategories, according to an hierarchical system. When we talk about a controlled vocabulary, we mean the terms (descriptors or subject headings) that are used to describe specific concepts and which are fixed and stabilized in an alphabetical order. Each term in a controlled vocabulary is to refer to only one specific concept. The purpose is to use these terms for indexing, so that the indexers will know exactly under which term they will classify their topic and that the researchers will know under which term they can the retrieve the topic they are searching.

Taxonomies have been used for many many years in describing and classifying living organisms. Taxonomies have their beginning with Carl von Linné, who developed a hierarchical classification system for life forms in the 18th century which is the basis for the modern zoological and botanical classification and naming system for species. [1]

We are all familiar with the following table where organisms in the animal kingdom are classified as follows:

- Kingdom (Animalia)
- Phylum (plural phyla) A major division of plant and animal kingdom.
- Chordata - a group of animals that includes the vertebrates
- Class   (Mammalia)
- Order   (Placental Mammals)
- Family   (Primates)
- Genus (plural genera) (Homo sapiens)
- Species   (An extant taxon)

Controlled Vocabularies and Taxonomies (continued)

A taxonomy is actually an abstract structure we design in any subject field in a logical order within the specific subject which we are dealing with. So we can take any related group of terms and apply the same logical hierarchical structure to it.

Thus the characteristics of a taxonomy is described by *British Standard* as follows [2]:

- Like any classification scheme, a taxonomy is basically hierarchical in structure, but the classes are generally known as "categories".

- The categories are divided into narrower categories, these into yet narrower categories, and so on.

- Traditional classification schemes usually rely on notation to provide the unique label for each class or subclass, most taxonomies do not display a notation.

- If they have a notation at all, it may be hidden behind the scenes for use by the computer rather than the human. Human users rely on the visible category labels, looking much like the captions in a classification scheme.

Applying a Taxonomy to Content Management

We need to develop a framework for managing documents and or web content when we are trying to classify them so that they will be defined and identified for retrieval purposes. Therefore a taxonomy can be structured in the following manner:

- Defining the content: the document can be a report in the "Finance" field.
- Defining the main subtopics related to it: "Industry" or "Trade", etc.
- Defining the actual values or attributes to each subtopic: "Production" "Sales", etc.

The structure then may look like this:

> Finance
> > Industry
> > > Production
> > > > Sales

There are decisive differences between controlled vocabularies and taxonomies. In fact, the processes and procedures follow a three stage development from controlled vocabularies to taxonomies and finally to thesauri construction:

1) An **index** is structured content access always existing in a specific context, as an index to something: a book, a journal, a series of journals, a web index. An index is a controlled vocabulary with links to specific content. Creating an index is a one-step activity and it displays an alphabetical arrangement.

2) **Taxonomy** involves two steps – first developing the terms (**controlled vocabulary**) and then representing these terms strictly in a hierarchical display. It usually exists as an independent structure, without reference to a specific context.

3) **Thesauri** have three-stages of development, possessing a hierarchical structure and also showing an additional associative structure among the terms, showing Broader Term (BT), Narrower Term (NT), and Related Term (RT) relationships. It is also a controlled vocabulary.

I believe that in any indexing, even when we are not using predetermined and structured taxonomies, such as in book indexing, we must still think in terms of taxonomies when we are placing the subtopics under main entries in relation to the context of the book.

[1]
http://www.ontopia.net/topicmaps/materials/tm-vs-thesaurus.html
[2] British Standards BS 8723, pt 3, draft.

What Would You Do?

Written by Heather Ebbs

I have a wonderful client who always sends me the typeset version of my index so that I can review it and make any formatting or other corrections. This consultation is rare among my clients (I can think of only three who always do this), and I value it. (And I value this client. She's wonderful.)

This past fall, she sent me, as usual, the typeset version of an index I had done, and I wrote up the small list of corrections I would like (mostly formatting) and thanked her in my e-note for consulting me about the presentation of something I had written.

Unfortunately, a few days later, I received an angry note from the typesetter, who was also the author's husband, telling me that I clearly didn't understand my place in the process (even though he also said he would make the changes I'd flagged). His objection was that I referred to the index as "something I had written." I was a mechanic providing a service, not a part of the creative process.

I ignored the e-mail. There was no way I could have responded to it without letting some of my anger through, and I consider anger to be unprofessional. I received an e-mail from my client very shortly afterward, for which her "Subject" line was "READ THIS FIRST". She was appalled by the typesetter's note and assured me that she would send a polite and professional but scathing response, which she did. I was paid, of course, and I am still on 100% good terms with my client.

The point here is that an author did not recognize the fact that an indexer's work is original writing – that it is a copyrighted document separate from the copyrighted writing of the rest of the book. She did not recognize it to an extent that her husband, the typesetter, found it appropriate to send a rather silly e-mail. Had I been working directly for the author, I would have disallowed publication of my index, which would have been a problem for them. (It was a recipe book, so for them to prove completely new indexing would have been, I think, very difficult.)

How would you have dealt with this issue?

Web Indexing Award

To encourage high quality web site indexes and to promote the web indexing work of professional indexers, the Web Indexing Special Interest Group of the American Society of Indexers will begin awarding a deserving indexer the annual Web Indexing SIG Award for excellence in web site indexing.

Nominations are open from November 26, 2007-March 1, 2008

The award will be announced at the Honors & Awards session of the American Society of Indexers Annual conference each spring. The first award will be announced at the ASI Conference's Awards dinner to be held at the Warwick Hotel in Denver, Colorado, on Friday, May 2, 2008.

NB: You do not have to be present if you win.

As soon as it is available, a link to conference information will be posted on the Web Indexing SIG web site: http://www.web-indexing.org/

Eligibility requirements and contact information is available on the Web Indexing SIG website at: http://www.web-indexing.org.

Indexing Seminar in Toronto, Feb 9, 2008
Indexing from A to Z

If you have colleagues interested in finding out a bit more about indexing, ISC/SCI's own president, Heather Ebbs will be giving a very basic, nuts-and-bolts session for the Editors' Association on Saturday, Feb 9, from 10 to 5. You can find out more about it at http://www.editors.ca/branches/toronto/seminars/indexing_from_a_to_z.html.

It will be a truly basic session, intended as an introduction to indexing, so already practising indexers may not find it valuable. But you may know of friends or colleagues, so ...

It's $135 for EAC members and $175 for non-members, and that includes lunch. It will be held at Victoria College at the University of Toronto campus, room 215.

The EAC website describes the seminar as follows:

Indexing is a specialized skill that publishers of all types are buying. In this introductory seminar, you'll learn the A to Z of indexing: applications of indexes, characteristics of an indexer, index terminology, kinds of indexes, publications that need them, six steps to making a useful index, using computers for indexing, verifying an index, and the Zen of indexing. Whether your index is for a journal or a trade book, whether the final format will be online or on paper, this is the seminar for you.

Officer Reports from the Fall executive meeting in Toronto, October 2007

Register of Indexers Available Report

Prepared by Deborah Schryer, Editor (register@indexers.ca)

As you read this the production part of *the Register* will be complete. There are 48 indexers working in English, and 6 working in French. The last edition had 46 English and 4 French. So the numbers are up slightly.

What is next is the proofreading. I'm hoping to get someone local to do it so that a lot of mailing of forms doesn't slow things down even more. I can drive the materials to the kind soul who may do the proofing job. I am going to first solicit help from the Ottawa Indexers group who just met last week. However, if the Executive think that I should ask the wider ISC membership, then I will do that. Please let me know.

After that, the printing. I don't anticipate any problem there, but then Murphy's Law has played a major role in this for me this summer.

Then it's the mail-out and that shouldn't be an issue either.

I do still have issues with the logo. It just doesn't print well. I know it looks fine on the web site, and it does look fine in electronic documents. But when I print it, the wording is blurry and far too light. The designer, Rob Fujimoto, has bent over backwards to try to help, but nothing has worked. He says when he prints it, the complete logo is all dark black the way it should be. Has anyone else had my experience or is it just me?

And my big question is: What do I do for *the Register?* I just don't have a good feeling about using what I've got and having it look really bad.

I want to get this out in mid-October and am working toward that goal, logo or no logo.

REGISTER OF INDEXERS AVAILABLE UPDATE, JANUARY 2008:

In October 2007, things seemed to be on track to distribute *the Register* at that point. But I experienced significant and unforeseen delays. It is now being printed and should be mailed during the last week in January.
I am hoping that we can have a new schedule that will see *the Register* distributed at the beginning of the year from now on.
The online listing will be ready for its usual appearance on http://www.indexers.ca/ in February.

Regional report for ISC:

Prairies and Northern Canada

29 September 2007

prepared by Viv Cartmell, Regional Representative

Indexing Hansard transcripts dominates this report from the great Canadian western and northern frontiers where few indexers reside. Edmonton is our western city that has the greatest number of ISC members. One of those people, Adrian Mather, indexes complex academic works mainly from the University of British Columbia press. This work covers a wide range of subjects but when there are environmental studies topics Adrian is in his element.

In Alberta the Legislature sits for one session each calendar year and it has five standing committees plus four newly created policy field committees: a total of nine committees. The proceedings of the Legislature and the committee discussions are recorded and transcribed daily, and published in hard copy as well as being uploaded to the Assembly website. Subject and speaker indexes for all these discussions are created by a permanent indexer, Dierdre Grist, with assistance from a freelance indexer, Judy Dunlop. Dierdre works on the Assembly transcripts and those of two committees while Judy tackles the remaining committees that have recently increased in number. The current goal of the Alberta Hansard office is to have page references on the website index link directly to the related text in PDF of the daily transcript. An interim step facilitating access to the full text transcripts is available on their website at this time.

Indexing the proceedings of the Assembly and committees in the Saskatchewan Legislature is similar to that in Alberta. The annual session lasts approximately four or five months but the transcripts from the Assembly and eight committees keep the part-time indexer fully occupied for many more months. At the time of writing the Saskatchewan Hansard is having some problems with the internal custom programming that links between the index and the related texts on the Legislative website. So, although all indexing is up to date, the indexes on the website are not. At the time of writing, the indexer, Vivien Cartmell, is working on a project of creating a single subject index for all House sessions and for committee discussions for the current 25th Legislature. Compiling such an elephantine index is the only way to explore its value, although it could end up being downright ugly.

Saskatchewan can also boast that it has a lurker who is considering entering the indexing arena. Eileen McCrank is considering part-time indexing after retiring from the provincial government where she is working in the Information Technology Office co-ordinating provincial government websites. Eileen writes, "I keep trying to integrate some human indexing into my websites but trying to get the IT world to see the point is an uphill battle."

Moving east to Manitoba, the province had an election this year and their Legislature has some new young faces, particularly young women. When up to date with current Hansard indexing, Emma Hill Kepron works on old bound volumes that lack indexes. She writes about text from the late 1950s: "What's keeping it interesting is noticing the change in language and decorum and speaking style through the years. The language was a lot more formal and members were generally more polite and verbal swipes at other members or parties were wittier… Also interesting are the terms used for different

PRAIRIES AND NORTHERN CANADA (continued)

subjects, especially women and Aboriginals. Everything was men's this and men's that

even at a time when women were quite active and visible in the work force and politics. Native rights and Aboriginals themselves just weren't on the radar at all."

Web Services Report

Prepared by Cheryl Lemmens, Webmaster */ May 22, 2007 (updated October 1, 2007)*

(1) 2007 Conference Web Pages
Following the model of the 2006 conference Web site, a separate "site within a site" was created for the 2007 conference in Ottawa. Conference pages were created as follows:

Conference Home Page
Conference Highlights (keynote address and tours)
Conference Program
Registration
Venue and Accommodations

Many thanks to Louise Saint-André for translating the home page content into French, enabling us to provide information to our members in both official languages.

The conference brochure, in PDF format, was uploaded to the Web site and made accessible from the conference home and registration pages.The registration form was included in the brochure, so no separate forms had to be created.

(2) Web Site Privacy and Security
It was brought to the Webmaster's attention that links to online copies of the Bulletin (accessible on the Web site as PDFs) appear when people "Google" their names. Because these issues contain some personal information, such as cities of residence and (more importantly) e-mail addresses, they represent a potential privacy problem for current and former members alike.

In an attempt to stop search engines from indexing all PDFs, I have uploaded a specific file to the Web site. As well, I have inserted "nofollow" meta-tagging into the HTML source code for the Bulletin Web page to prevent search engines from following the links to the PDF files. These measures do not yet appear to have taken hold, as old Bulletins still appear on a Google search of my own name. I am going to keep checking back to see if the Bulletins eventually disappear from Google searches.

Even if the meta-tagging measures show results, however, the "nofollow" command isn't completely foolproof; as Jakob Nielsen notes in his article "Preventing Public Search Engines from Spidering PDF Files" (http://www.useit.com/alertbox/2003072 8_spidering.html), "there
is still a risk that other websites will … link directly to your PDF files, and thus expose the URLs to spiders." Nielsen suggests that password protection of PDFs be implemented as "a final option," although the obvious downside is that passwords represent "an additional barrier between users and the information they seek."

The problem of the searchable PDFs brings up the whole issue of privacy and security on Web sites, such as ours, that provide personal information. As noted in my report to the 2005 AGM, I inserted meta-tagging on both the Register and executive pages in an effort to prevent them from being crawled by search engines. This appears to have worked, but PDFs present a new challenge that we will have to look into in the future as we strive to provide information to our members, and potential clients, while at the same time protecting members' privacy.

The only other thing I have to add, as stated at the meeting, is that I did a slight redesign of the Web site to include the new logo (albeit without the accompanying text). The name and mailing address of the society, which previously appeared in the Georgia font, are now in Arial - a sans serif font to complement the font used with the logo.

ISC/SCI Membership Report

Prepared by Jennifer Hedges, Membership Secretary

September 2007

Membership is currently at 106. Although this may seem a large drop from 120, it may be a truer reflection of active members than the last report in May where I had kept some non-renewers from December in the database. Twelve members from the June renewal period have not yet responded to my e-mail notices. Of those, I expect about half will eventually renew. As in the past, the majority of those who do not renew leave within one or two years of joining.

The good news is that we have 15 new members so far in 2007. Eight joined between January and May; seven have joined since the Conference. Two new areas are included: the Northwest Territories and Italy.

The geographical breakdown of the membership is as follows:

Within Canada

British Columbia	20
Alberta	5
Saskatchewan	2
Manitoba	2
Ontario	50
Quebec	8
New Brunswick	2
Newfoundland & Labrador	1
Northwest Territories	1
Nova Scotia	2
Prince Edward Island	1

Outside Canada

United States	10
Germany	1
Italy	1

Membership Types

Individual	92
Student	5
Institutional	9

Institutional members are distributed as follows:

British Columbia	1
Manitoba	1
Ontario	1
Quebec	2
Germany	1
Italy	1
United States	2

January 2008

Memberships that expired on December 31, 2007 are now due.

We are pleased to welcome the following members who joined in 2007:

Stéphanie Bilodeau of Ottawa, ON
Bilods@parl.gc.ca
Kerry Cathers of Toronto, ON
cathers_kerry@yahoo.ca
Marie Gabe of Ottawa, ON
marie.gabe@sympatico.ca
Gillian Akenson Griffith of Kingston, ON
gillian.griffith@queensu.ca
Roberto Guarasci of Rende (Cozenza), Italy
guarasci@unical.it
Brian Hogan of Hamilton, ON
brian.hogan@utoronto.ca
Dagmar Ismail of Milton, ON
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Katherine Jensen of Port Townsend, Washington   kathjensen@olypen.com
Nora Johnston of Elgin, QC
johnston.index@rocler.com
Jennifer Knowlan of Yellowknife, NT
indexter@indexter.ca
Sarah Lunn of Longueuil, QC
sarah.lunn@mail.mcgill.ca
Andrea McKay of Arnprior, ON
amckay@sympatico.ca
Cher Paul of Portland, Oregon
cbpaul@spiritone.com
Kish Qureshi of Ottawa, ON
kish_q@hotmail.com
Sharon Rankin of Montréal, QC
sharon.rankin@mcgill.ca

Please update your *Membership Directory / Liste des membres* as follows:
Email changes:Lloyd Davis
ldaviseditor@gmail.com

ISC-SCI 2008 Conference in Vancouver-- plan to attend

Elizabeth Macfie is now leading the ISC 2008 Conference committee. Judith Anderson has lined up meeting and accommodation space at Simon Fraser University (a half-hour drive from Vancouver). So far, the program includes:

- Julie McClung of the BC legislature--on indexing multi-authored documents using controlled vocabulary

- Meral Alakus--on taxonomies

The committee is currently pursuing other exciting presentation possibilities. In the conference crowd, we are looking forward to welcoming some of our indexing neighbours from the Pacific Northwest states.

If you'd like to get in on the fun (show what you can do, learn something new, and contribute to your organization), the committee can assign you a project large or small. Contact or host speakers, write or edit promo material, circulate publicity, prepare registration packages, staff the registration desk, organize social events... We have a role for you no matter where you live, and whether or not you are able to attend the conference. Contact Elizabeth Macfie at macfie@editors.ca or 819-927-4237.

And consider making an educational and social tour of BC and Alberta in June: attend the ISC-SCI conference on June 2 and 3 (yes, that's a Monday and Tuesday), and then travel to Edmonton for the Editors' Association of Canada conference June 6 to 8.

Watch ISC-l, mailings and the Bulletin for further information.

Important Information regarding ISC/SCI membership and *The Indexer*

CONTINUED FROM PAGE 1

Up to now, membership in the Indexing Society of Canada / La Société canadienne d'indexation (ISC/SCI) has included a subscription to *The Indexer*. Needless to say, the shift to four issues a year will involve additional cost. In our lengthy discussions of this issue, the ISC/SCI executive agreed that *The Indexer* was an important benefit for our members, but also that that a significant jump in membership fees would represent a hardship.

Following negotiations with the staff of *The Indexer*, we have come up with a proposal to retain subscription to *The Indexer* as a membership benefit, and to raise membership fees by $15 to cover the extra two issues. Details of the proposed fee structure will be published in the next issue of *The Bulletin* and will be discussed at the upcoming ISC/SCI Annual General Meeting in June 2008.