



Bulletin

Indexing and Abstracting Society of Canada
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Société canadienne pour l'analyse de documents
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IASC/SCAD News

In June, All Roads Lead to Ottawa

IASC/SCAD Conference
Wednesday, June 8, and Thursday, June 9,
2005 at the University of Ottawa

The global accessibility of information may be shrinking the world, but the demands on communicators are being "supersized" and indexers are no exception. We're not in Smallville anymore, and we're not just producing back-of-the-book indexes. We're applying our indexing skills wherever they're needed: developing meta-vocabularies for the Web; working with scholars, genealogists, and software developers; and breaking through cultural and language barriers.

That's why we chose the compass as the symbol for this year's conference. We may be information specialists, but we're business people too, and we need to plot our course, both to meet today's challenges and to develop tomorrow's. So set your sights on Ottawa and join us on June 8 and 9, when you can meet your professional peers and learn how to build your business. Indexing specialists will offer seminars on a range of topics, including

- landing and keeping contracts
- scholarly indexing
- meta-vocabularies and thesauri
- genealogical indexing
- indexing in a multicultural and multilingual environment

Pre-conference seminars on Monday, June 6, and Tuesday, June 7, will offer valuable software user tips, and there will be an information session on the Society of Indexers Training Course.

A new feature this year is the Show-and-Sell dinner and networking evening (included in the conference fee), where members can showcase and sell their own products.

The conference venue is the University of Ottawa, located just blocks from the Parliament Buildings, the National Gallery of Canada, the Canadian Museum of Civilization, and the Rideau Canal. For those who want to extend their stay, both Montréal and Kingston are within a two-hour drive.

A conference brochure with registration information was mailed to all our members in early April. If you haven't received a brochure, everything you need to know about this year's conference is posted on our Web site at www.indexingsociety.ca.

This is a professional opportunity you can't afford to miss!

Maura Brown, Ottawa

(For details on conference sessions, please see page 10.)

What's in a Name? Changing IASC/SCAD

Several months ago, as a result of a decision taken at the 2004 AGM in Calgary, the IASC/SCAD Executive embarked on the process of getting a new logo for your organization. At first we thought this would be a relatively easy process (although perhaps not for the designer). We wanted to design a logo so snappy that T-shirts with it on would

sell out immediately and grow a huge cult following and never be in stock!

When the designer asked us what the logo had to have on it, we all said, “Well, the whole name . . . in English and French . . . short form and long form . . .” At this point the prospect of a snappy logo started to fade. We thought about our sister societies. What did the American Society of Indexers or the Society of Indexers have that we didn’t? A lot fewer letters in their names. No matter how you look at it, IASC/SCAD, even as an abbreviation, is quite a mouthful.

After much discussion, the Executive finally decided to put the logo design process on hold while we give the issue more thought and consult the membership. There was an overwhelming feeling that it is time for our organization to consider a new name.

It was been pointed out that there is some history involved with our present name—Indexing and Abstracting Society of Canada/Société canadienne pour l’analyse de documents—and that proper consideration should go into a change. However, even with that history, today the mixing of the two terms *indexing* and *abstracting* in our name seems to cause more confusion than anything else. All this leads to some important questions:

Do you know of a good reason to keep the mix of abstracting and indexing in our name? One Executive member recalled that “during the 1970s and, I think, early 1980s, they were looking at the use of key terms in both the abstracts and the indexes to the bibliographical databases that librarians used, that each was linked to the other. And no doubt the

indexers of materials in those databases use both today in their work.”

How do you refer to the society when you are talking to those who are not familiar with it? One Executive member noted that “to non-members I refer to [IASC/SCAD] as ‘the indexing society,’ but a version of this is already taken, it doesn’t mention Canada, and it’s not bilingual.”

After much discussion among the Executive we came up with two possibilities for a new name. Both have some merit.

- One is Index Canada. This works in both French and English, but it doesn’t necessarily draw attention to our organization as bilingual.
- Another possibility is Indexers Canada Indexeurs. This one is obviously bilingual, but it presents a difficulty with how to present the French and English on an equal basis. Also, the word “Indexeurs” is masculine.

We need to know what you—the membership—think about this whole issue. Should we change the name? If so, to what? The possibility of a name change will be on the agenda for the AGM in Ottawa in June.

If you have any thoughts on this—whether you really like the name the way it is, whether you have suggestions for a change, anything at all—please contact me.

Mary Newberry,
Member-at-Large, Publicity
mary.newberry@rogers.com

Web Indexers Regroup to Promote Their Craft

by Cheryl Lemmens

Web site indexers in Canada, and anyone interested in this specialty, can now join the newly reactivated Web Indexing Special Interest Group (SIG). This group is affiliated with the American Society of Indexers (ASI), but membership is open to all current members of any of the ASI’s sister societies, including IASC/SCAD. It’s a great opportunity to get involved in a field that has been growing steadily in the past few years, and to interact with other Web site indexers from around the world.

Reactivation and reorganization of the SIG were undertaken by Heather Hedden, a Massachusetts-based indexer who runs her own information management company and also serves as vice-president of the ASI’s New England chapter. A SIG Web site, <http://www.web-indexing.org/>, as well as a discussion group, <http://groups.yahoo.com/group/web-indexing/>, has been established. Membership in the SIG is not required to join the discussion group.

The Web Indexing SIG has two objectives in promoting “the human indexing of the web and HTML documents”:

1. “to serve the professional interest of indexers who seek to apply their skills in traditional human indexing to the nontraditional web medium,” including “the writing of alphabetical indexes for individual web sites, intranets, online periodicals, and collections of multiple web sites”;
2. “to inform the web design and development community of the advantages of professional web indexing.”

As indexers and information architects have been pointing out for years, traditional back-of-the-book-style indexing can—and does—work on the Web. Particularly when compared to search engines, which can—and do—return results that sometimes have absolutely nothing to do with what a site visitor is looking for. Indexes, on the other hand, encompass all of the information included on a Web site, and organize that information in a systematic manner familiar to anyone who has ever turned to the back of a book. A Web site index enhances the user’s online experience by providing all the benefits of traditional indexes, such as alphabetical entry order, cross-references, double postings, and parenthetical explanations.

Although the SIG’s focus is the promotion of Web site indexing, it serves an educational role as well. Its Web site provides links to a wealth of resources such as online articles, Web indexing software tools, courses and presentations, books, and HTML resources for those who need to learn the basics or brush up on their coding skills. Links to Web indexes created by SIG members, as well as examples of outstanding Web indexes in various categories, are also included. And the SIG discussion group provides a forum for the exchange of ideas about all aspects of the field, from techniques, software, and marketing to specific topics such as non-alphabetical classification methods.

Details on becoming a member of the SIG can be found at [http://www.web-](http://www.web-indexing.org/membership.htm)

[indexing.org/membership.htm](http://www.web-indexing.org/membership.htm). Dues for 2005 are only US\$5, and can be sent via PayPal.

Indexers who offer Web indexing as part of their contract services are listed in the Contract Indexer Directory (<http://www.web-indexing.org/contract-indexer-directory.htm>). SIG membership applicants in this category should send in both the membership form and the Contract Indexer Directory form, providing up to three URLs of Web site indexes they have created. There is no additional charge to be listed on the contract indexer page.

To learn more about Web site indexing . . .

Here’s a list of articles that cover all the basics. Also included is Jared Spool’s 1997 article on the shortcomings of on-site search utilities, which helps make the case for human indexing of Web sites.

- American Society of Indexers, “Indexing the Web”
<http://www.asindexing.org/site/webndx.shtml>
- Kevin Broccoli, “Indexes: An Old Tool for a New Medium”
<http://www.webindexing.org/article-broccoli-contentious.htm>
- David M. Brown, “Why Create an Index?”
<http://www.webindexing.org/article-brown.htm>
- Chiara Fox, “Sitemaps and Site Indexes: What They Are and Why You Should Have Them”
http://www.boxesandarrows.com/archives/sitemaps_and_site_indexes_what_they_are_and_why_you_should_have_them.php
- Heather Hedden, “A–Z Indexes to Enhance Site Searching”
<http://www.webindexing.org/article-hedden-digitalweb.htm>
- Fred Leise, “Improving Usability with a Website Index”
<http://www.webindexing.org/article-leise.htm>
- Jared M. Spool, “Why On-Site Searching Stinks”
http://www.uie.com/articles/search_stinks/

Cheryl Lemmens (www.lemmens.ca) is a Toronto-based indexer and member of the Web Indexing SIG.

Japanese Names, Indexing of

by Copper Harding

The traditional writing system of Japan uses three different “alphabets.” The first and most difficult is kanji or the Chinese character system. The other two alphabets are phonetically based. Hiragana is a system of simplified characters that represent the 107 syllables in the Japanese language. There is also katakana, equivalent to hiragana, and commonly used for foreign or loan words. Japanese names are usually written using kanji or a combination of kanji and hiragana.

The first difficulty with Japanese names is that there are multiple methods of writing the syllable or sound in roman characters. The most common method is promulgated by the Japanese Ministry of Education. However, the Hepburn system is most commonly used for English transcription. The differences between the different systems of transcription give rise to multiple spellings for the same name, for example, Sat , Satou, or even Satoh.

Japanese people usually address each other by their last name or family name only. Often longtime work associates, and occasionally friends, don’t know the other person’s first or given name. Adult men or women will most likely be addressed as *san*, as in *Suzuki-san*. This is the equivalent of Mr. or Ms. Suzuki. However, *san* is also used in conjunction with a person’s first name. Do not assume that a name with *san* attached is the person’s family name. This is also true for the other methods of address. For example, *kun* and *chan* are the children’s equivalent of *san*, although they are also sometimes used with an adult’s name as well, attached to either the first name or last name. They are often used for a friend or family member who is an adult but younger than the speaker. If you come across a *-san*, *-kun*, or *-chan* name, you will need to query the author.

Each and every book will be different because the Japanese culture has changed in reaction to contact with Western culture. When a Japanese person introduces herself to another Japanese person, the traditional name order—last name first—will be used. Yet on the same occasion that same person will invert her name order when introducing herself to a foreign or Western person. This is considered by the Japanese person to be more correct or easier for the foreigner, but it often serves to confuse the foreigner more than anything else.

Name-flipping is carried over into the translation of business cards, business communications, and general writing. Translators who work with the Japanese language say that the only hard-and-fast rule is to ask the individuals concerned if they wish to have their name “Western style” or “Japanese style.” This personal choice of translation or presentation creates a situation in which names are inverted in the translation process according to personal whim or preference. Japanese children study English for six years in school, and they learn how Westerners write their names. Some Japanese people find it fashionable, or think it is easier, to invert their names when they communicate with Westerners.

The best resource for specific translation questions is the Society of Writers, Editors, and Translators (SWET). The article at http://www.swet.jp/articles/list/8_0_7_0_C/ is somewhat dated, but it provides an extensive treatment of the issues discussed above. The translators and editors I spoke with indicated that the current state of affairs has not changed since this excellent article was written. In fact, I heard many echoes of it in the comments submitted.

The one and only rule you should follow in indexing Japanese names is to place the family name first. The decision of whether to use a comma to separate the first name from the last name should be determined by the name order used within that particular book. If there are a large number of different Japanese names in the book, you may find some names in Western style and some in Japanese style, depending upon individual preference.

You also need to consider your audience. If the reader of the book is a Japanese historian he is more likely to know the “proper” or traditional name order and to expect to find a name indexed as such. The likelihood of a Japanese person’s preferring a traditional translation of her name is also higher when that person represents a traditional art or craft within Japan.

All of this leaves us with a situation in which each name is different. An indexer requires resources in order to determine which is which for name order purposes. In general you can hope that the author or translator has been consistent with names throughout the book—

that is, that the names are either all Western style or all Japanese style. However, this situation is not guaranteed or even likely. The good news is that there are only a handful of common Japanese last names; the vast majority of Japanese family names fall into a group of about 100 names. A list of common family names can be found at

<http://kanjidict.stc.cx/japnames.php> or <http://www.rootsweb.com/~jpnwgv/Names.html>. Waseda University, one of the top universities in Japan, has a useful English-language page at <http://wine.wul.waseda.ac.jp/search/>. I highly recommend this resource for name research.

Historical names are quite different from modern names (from after the Meiji restoration, 1866–69). For example, Ichiro, born in Asahi *mura* (village) in the province of Musashi, would be “Ichiro from Asahi-*mura* of Musashi.” This will read “Musashi Asahi-*mura* no Ichiro.” A specialized biographical dictionary can be a good resource for historical names. A number

of Japanese biographical dictionaries are currently out of print, but you may be able to consult them if you have access to a local university library. Unfortunately, these dictionaries will mostly likely not contain the names of more recent artists and other figures, but they are quite useful for checking historical names. Ichiro Suzuki of the Seattle Mariners is a case in point. Within Japan he is known as Ichiro. He’s not Ichiro Suzuki except in formal occasions, and rarely Suzuki-san. Why? That’s the personal choice of Ichiro Suzuki.

I welcome specific questions about Japan, especially Hokkaido (which has lots of snow, friendly people, and excellent sashimi). I can be reached at copperharding@yahoo.com.

(Many thanks to Ryo Koyama, Martin Meadows, K. Hutcheon, James Maher, “Steve from Edo,” Becky Davis, and the kindness of those at SWET.)

Copper Harding

Q & A

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

This column is a recent addition to the *Bulletin*. Please don’t hesitate to contact Raven Girard with your queries and suggestions. If you’re shy, you can always use a pseudonym!

We received three answers to a question from 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?

Elizabeth Bell (Calgary): I would never go back to a client in this situation. My hope would be that any changes the client makes are for the better, but if I disagreed with them and the book has been published, it is too late anyway. Chances of anyone ruining your reputation over this one index are slim. Having an upset client is far more dangerous. In my view, I have been paid to do my job—to deliver an index. The publisher has a right to do whatever he/she wants with the index. The majority of the time, my name does not appear in the acknowledgements anyway. Onward!

Rick Johnson (Niagara Falls): If I determined that the changes were not necessary or were in some way wrong, I would contact the publisher to let them know of my thoughts. If the changes seem to me to be needed, the

right thing to do, I would not contact the publisher.

Noeline Bridge (Moncton): I’ve done this with only one client, but that was because the indenting was a mess in one book and I wanted to tell the editor so that the problem could be straightened out before they published more books with eccentric indenting. They were a new publisher and were still feeling their way. I got a note from the publisher thanking me for pointing out the error—and lots more of their books to index. Otherwise, no. I shrug my shoulders and give a rueful laugh, and see if there’s anything I can learn from the changes; that is, did I misinterpret their style? This happened once: The client likes to put all entries beginning with the same word together in the one run-in paragraph, if possible, so the editor had rolled several of my entries that were phrases beginning with the word “social” and followed by only one locator under “social: change . . .,” etc. I hadn’t realized that they would take their style rule so far! A no-no in indexing, of course: It looked odd to me as an indexer, but the context would be perfectly clear to the user. So now I do this myself with this client, so I have control over the process and save them the aggravation.

Gleaning Gold from Gale

by Heather Ebbs

I recently took advantage of my sojourn in southern California to attend a two-day Macrex workshop in San Francisco in March. It was superb—two cram-packed days of practical advice about getting more from Macrex in particular and my computer in general. Gale Rhoades is unbelievably knowledgeable about both. The other speakers and many of the participants also offered excellent advice on indexing and Macrex.

Saturday opened with Janet Perlman's description of recognizing and creating high-quality indexes. I found her discussion of the Wilson Award criteria especially interesting (see the ASI Web site at www.asindexing.org/site/awards.shtml for more information). Of note to Canadian indexers: Submissions must be for indexes to books published in the United States, but the indexer does not have to be American.

Later that day Michael Brackney inspired us all by showing some of the many highly useful macros he has created. I've always known that I don't come even close to using Macrex to its full potential, but now I'm stimulated to record a few macros of my own and start making my indexing life easier and faster.

Gale herself covered the rest of the topics and time, and her words were gold. Using Boolean grouping, printing groups, making client-specific files and folders, backing up work,

outputting in different formats and styles, e-mailing files and invoices securely, and more—Gale was able to answer any question thrown at her and describe “how to” in words we could understand. Most of us had taken laptop computers with us so we could try things out as Gale or the others spoke, providing practical demonstrations of just how easy the different methods are.

One of the best parts of the weekend was the collegiality. Presentations were informal, with ongoing interaction between the speakers and the small group of participants. Participants came from Virginia, Oregon, Texas, Arizona, Nevada, Washington, and California, and many had been to Macrex workshops in the past. It was great to put faces to the names I'd seen on the Macrex or Index-L list forums (including the vivacious Do Mi Stauber, author of *Facing the Text*, reviewed in the last issue of the *Bulletin*), and everyone was very open to discussing all manner of indexing and business issues.

If you are thinking about going to the Macrex workshop—or any other software workshop, for that matter—being held in conjunction with the IASC Conference in Ottawa this June, stop hesitating! Sign up right now—you'll thank yourself. And if you're not thinking about it, then start. Do not pass up this opportunity to glean gold from Gale!

Heather Ebbs is an indexer based in Ottawa.

IASC/SCAD Executive Committee

How can I get involved?

Would you like to help run IASC/SCAD? The Nominating Committee is presently preparing a slate of nominations for the IASC/SCAD Executive. Some jobs are small, other jobs are somewhat larger, but none are impossible. For more information please contact Richard Johnson (johnson@vaxxine.com) or Ruth Pincoe (ruth@pincoe.ca). We'd love to hear from you.

But I can't cope with a long-term commitment . . .

Get in touch anyway. There is plenty of work to be done and we often need extra help. Let us know what you'd like to do, and we'll do our best to make it so!

President's Message

Greetings to everyone across Canada. I find it hard to believe that this will be the last President's Message that I will write—as always, at the last minute, just before the *Bulletin* goes out! I have held the position of president of IASC/SCAD for almost two years, and I can truthfully say it has been one of the most rewarding experiences I have had. That is not to say things have always been easy. There have been Executive meetings to organize, problems to solve, deadlines to meet, and difficult decisions to make. Needless to say, I have some regrets. There are a number of things I had hoped to do that I was not able to accomplish during my time as president.

However, above any regrets, there is the satisfaction of knowing that IASC/SCAD has come through another two years, and is continually growing stronger and more dynamic. Little of this strength is due to me. Indeed, I often feel that the position of president is something like that of a traffic director at a particularly complicated intersection. The overall credit for what IASC/SCAD has achieved in the last two years goes to the membership—indexers across Canada and beyond—who make this organization what it is. That said, particular credit goes to the Executive. Although we have never met as a body, we have come to know each other quite well during our frequent e-mail discussions as well as our (slightly) more formal e-meetings. Everyone has been unbelievably patient, supportive, creative, and fantastic! First (at the risk of sounding like Eric Coates), I must thank the two Elizabeths: Elizabeth Bell, as past president, and Elizabeth Macfie, as vice-president, were always ready with cool heads and sage advice for any situation that might arise. My appreciation also goes to the three regional representatives—Karen Griffiths for British Columbia, Brenda Hudson for Prairie Provinces, and Elaine Melnick for Eastern Ontario—not only for their work in those regions, but also for their valuable voices on the Executive.

Joan Eadie, as membership secretary, and Richard Johnson, as treasurer, kept the IASC/SCAD machinery running smoothly and efficiently. As with any production or organization, there's a great deal going on behind the scenes. Cheryl Lemmens, our

Webmaster, has made an amazing contribution to our Internet presence, particularly with the new Web site design. Indeed, she always seems to be one jump ahead of the rest of us. Noeline Bridge sits on the Executive as international liaison, and does a wonderful job, but with her long experience in our organization, she is always ready with comments, advice, and fresh ideas in almost any area. Mary Newberry, our publicity chair, has also been busy, not only with taking on the project of a new logo for IASC/SCAD but also with publicity for our upcoming conference.

In the publications area, we have a whole team of people to thank. Christine Dudgeon has done a wonderful job of editing and producing our *Register of Indexers Available*, and on top of that she has also taken care of the electronic and mail distribution of the *Bulletin*. A number of people have contributed to the production of the *Bulletin* over the past year. When I first became president, Rachel Rosenberg was the editor. When she resigned due to heavy work commitments, Raven Girard, a very new member, took over this somewhat daunting task. Gillian Watts has been taking care of our layout and some of the copy editing as well. Brenda Hudson and Cheryl Lemmens have also contributed to the production of the electronic edition of the *Bulletin*. And everyone (believe it or not) proofreads! My thanks for all of your contributions.

My final thoughts, however, go to you, the membership. Without you, IASC/SCAD would not exist. Many of you have been involved in one or several areas as volunteers. You have written articles for the *Bulletin*. You have made significant contributions to the organization and running of the 2004 Conference in Calgary and the upcoming 2005 Conference in Ottawa. You have been involved in local meetings and activities in Toronto, Vancouver, and elsewhere. Most important, you have been interested and involved in the discipline of indexing. I hope you will continue to be involved both in our profession and in our organization, and that you will help both to grow and develop. By working together, we can make IASC/SCAD even better in the years to come.

Some exciting issues are coming up: a stimulating conference in Ottawa, a new logo

and perhaps a new name for our organization, and an international conference in Toronto in 2006, to name only three. I know for sure there will be exciting and successful times ahead. With Beth Macfie as your new president, that

much is assured! I can hardly wait to see what will happen next!

Ruth Pincoe
President, IASC/SCAD

Editor, comments from . . .

It seems that 2005 has taken off with a bang. Since our last issue, there have been great happenings in 2005 around the world. From investigations into steroid use in sports, the increasing threat of war between China and Taiwan, and the Michael Jackson trial to the more recent death of Pope John Paul II and the election of Pope Benedict XVI. Here in Canada, chances are we will have another federal election before the summer ends—not a big surprise, I suppose.

As for myself, this year I have become quite the little activist. I am currently involved in a neighbourhood group that has become entangled in a fight with a proposed gravel pit expansion near my home. The expansion borders on land designated as environmentally sensitive and the aggregate company actually expects to break through the water table to create a new pond—apparently for our benefit, if they are to be believed.

As for our newsletter, I am happy to say that the *Bulletin* is coming along quite nicely. There have been several recent additions, including the question-and-answer zone, “Q&A.” For the

future we are hoping to provide concise profiles of new members (I like to call them “quickies”) so that new members feel they are part of an actual society—which they are—and so that we can get to know them. The first quickie is provided by Gillian Faulkner of Toronto. I hope there will be more to follow in our next issue.

The *Bulletin* is constantly striving to become a more informative, reliable, and interactive newsletter. This issue has all three qualities. It has information on upcoming events, such as the annual IASC/SCAD Conference in Ottawa, it is going to be out on time (thank goodness!), and with the new question-and-answer zone as well as the quickies, the *Bulletin* is more interactive than ever. I hope that you enjoy going through this issue and look forward to the combined Summer/Fall issue due out at the end of September 2005. Take care everybody, and have a great summer. I’ll touch base with you again in the fall.

Raven Girard
Managing Editor

Membership Report as of April 2005

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

Margaret Munz of Burlington, ON	mappysland@hotmail.com
Gillian Faulkner of Toronto, ON	dh939@torfree.net
Jean Mann of Forestville, CA	indxmann@sonic.net
Claudia Bickel of Toronto ON	c.bickel@sympatico.ca
Wendy Wilson of York, ON	wwilson@worldchat.com
Merridy Bradley of Nepean, ON	bradleys@quixnet.net
Deanna Cowan of St. Bruno, PQ	deanna.cowan@mcgill.ca
Eileen M. McCrank of Regina, SK	emccrank@ito.gov.sk.ca / emccrank@accesscomm.ca
Daphne Sams of Vancouver, BC	daphnesams@editors.ca
Dania Sheldon of Vancouver, BC	дания.sheldon@shaw.ca
Louise Saint-André of Gloucester, ON	lapsus@magma.ca

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

June renewals will soon be 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

New Member Profile: Gillian Faulkner

Raven Girard asked me, as a new member, to introduce myself. My name is Gillian Faulkner. I am not an indexer—yet! I'm in the process of negotiating a career change from nursing (British-trained, in Canada since 1982, initially working in remote northern communities, and more recently in Toronto community health centres) to editing and indexing.

I have been taking the Editing Certificate courses at George Brown College in Toronto and am waiting for a volunteer placement through the college. I have also recently started the USDA distance learning program for indexing. So far I am about halfway through Nancy Mulvany's book, and a little behind with my homework. What appeals to me about indexing is its paradoxical nature.

I feel many of the skills I have as a nurse practitioner will be very useful in both editing and indexing, and I am excited to be starting a new venture. My sister is also an indexer, so I

am hoping that I too have that all-important gene! I have one question: Do any of the Toronto indexers ever get together for a cup of tea or coffee? I can be reached at dh939@torfree.net.

Editor's note: Welcome, Gillian. We're glad to have you with us. And yes, IASC/SCAD members have at least two or three meetings each year, and many of us often meet informally as well. Elaine Melnick (reddot@cuic.ca), the Ontario representative on the IASC/SCAD Executive, organizes these get-togethers.

Only in Toronto, you say? Probably not so! It would be great to hear from other IASC/SCAD members who have—or would like to have—local meetings.

2005 Conference Program

Wednesday, June 8, 2005

Registration (8:30 a.m. to 9:30 a.m.)

Keynote Address

Phil Jenkins (9:30 a.m. to 10:15 a.m.)

Keynote speaker Phil Jenkins is a musician, songwriter, teacher, and the author of award-winning books on Canadian history: *Fields of Vision: A Journey to Canada's Family Farms*, which enjoyed 13 weeks on the *Globe and Mail* bestseller list, and *An Acre of Time*, which follows a tract of land in Ottawa from prehistory to the present day. *River Song: Sailing the History of the St. Lawrence River*, was published in 2001.

Indexing in a Multicultural and Multilingual Environment

Michèle Hudon (10:30 a.m. to noon)

Rapid transportation and sophisticated communication technologies have shrunk the globe. Today, information is available to almost anyone, anywhere, at any time. Yet language and cultural barriers need to be conquered as effectively as geographic and technological ones, and cross-language information retrieval still involves more than mere translation. Michèle Hudon will address several dimensions of indexing in this environment, including tools and software; transcription and transliteration problems; the need for a well-defined, transferable concept; respecting a society's cultural structure; ensuring language and cultural equality; and ways to lower the costs of indexing and information retrieval. A question period will follow.

Controlled Vocabulary Implementation in Government of Canada Web Metadata

Gay Lepkey (1:30 p.m. to 3 p.m.)

In 2001 the Government of Canada adopted the Dublin Core Metadata scheme as a standard for its Web metadata. It now requires all federal government organizations to use these standards for their publicly accessible Web-based information. This has resulted in the adoption of a number of metadata elements, including "subjects" that require controlled vocabularies as value sets. Lepkey will review selected activities and the progress to date, as well as issues that have been part

of the continuing experience of the Government of Canada metadata community.

Society of Indexers Course and Accreditation Information Session

Christine Jacobs (3:15 p.m. to 3:45 p.m.)

The Society of Indexers of the United Kingdom has offered to make its training course and accreditation procedures available to its sibling indexing associations. Christine Jacobs will report on the findings of an IASC/SCAD committee that has been studying the benefits and possibilities of such an arrangement. Participants are invited to discuss potential benefits and costs.

IASC/SCAD Annual General Meeting

(4 p.m. to 5:30 p.m.)

Dinner and networking/social evening —
Le Resto-Pub Jazzy

Thursday, June 9

Panel on Genealogy Indexing

Patricia Roberts-Pichette, Sylvie Tremblay, and Ruth Pincoe

(9 a.m. to 10:30 a.m.)

How are genealogical indexes constructed? What tools are needed? Who uses genealogical indexes? Who publishes them? Can an ordinary indexer work in the field of genealogy? The panel will address these and other questions, including current standards and record systems, in an eclectic session that will take indexers back to both their French and English roots.

Scholarly Indexing Panel

Ruth Pincoe, Patricia Buchanan, Noeline Bridge, and Joan McGilvray

(10:45 a.m. to 12:15 p.m.)

What makes an index of a scholarly book different from other indexes? Our panel of three experienced indexers and a commissioning editor from McGill-Queen's University Press present the complete lowdown. They'll discuss what type of person is suited to this specialized form of indexing, and reveal how to get and keep clients in the world of scholarly publishing. They'll also talk about producing an index for a scholarly book, including what to index (or not), relative depths, and technical factors such as the use

of XML. Suggestions for further resources, including reference books, the Web, and e-mail lists, will round out the session.

The Finishing Touch: Helping Editors and Authors Evaluate Indexes

Kate Mertes (1:30 p.m. to 4:30 p.m.)

Your index is done and it's a work of art! Now how do you get your clients to see it that way? The real finishing touch is to ensure that authors and editors are satisfied with the final product, and that it will be published correctly. The process begins with eliciting critical information from the client before you start

indexing; continues with asking the right questions and communicating effectively with clients while you are creating the index; and ends with providing authors, editors, copy editors, and proofreaders with knowledge that will allow them to understand how your index works. This three-hour hands-on workshop will cover such topics as helping editors develop style sheets, dealing with "difficult" authors, how and when to offer indexing education, and developing your own evaluation sheet for clients.

Dinner and networking/social evening

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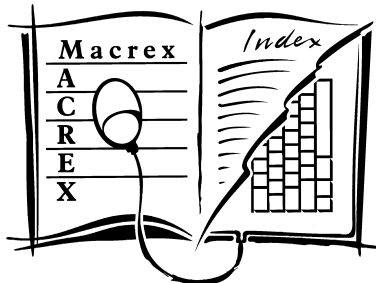
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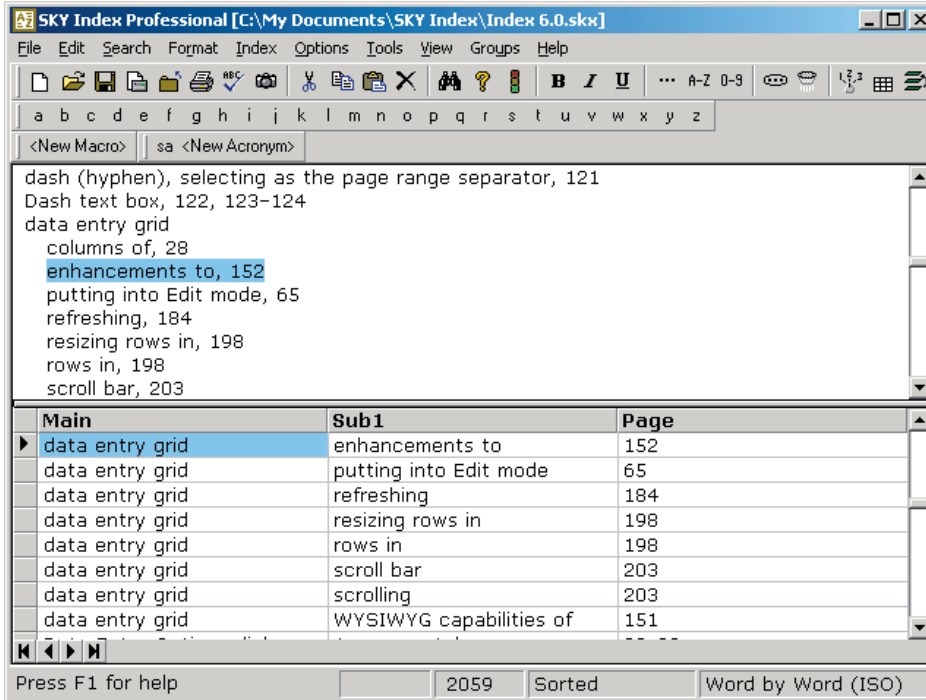
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