



Bulletin

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"AIM HIGH" IASC/SCAD'S CALGARY CONFERENCE



*PARTIPANTS HAVE WAY TOO
MUCH FUN . . . AND SHOW
THEIR APPRECIATION TO
BETH MACFIE*



Indexing & Abstracting
Society of Canada

Société canadienne
pour l'analyse de documents

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

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

Joining IASC/SCAD – Membership Categories and Fees:

- Individual (\$75)
- Student (\$45)*
- Institution (\$90)

Members outside Canada, add CDN \$10.

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

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

Call for *Bulletin* Contributions

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

The Online *Bulletin* may be found at:

www.indexingsociety.ca/BULLETIN_Autumn_2002.pdf
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Please submit articles electronically in DOC or RTF formats and artwork in PDF format.

Photographs may be provided in TIF format

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Full page	CDN \$80
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President's Message

By Ruth Pincoe

First of all, our conference in Calgary was a great success. We had a good turnout and everyone seemed pleased with both the pre-conference seminar (presented by Kari Kells) and the conference sessions (presented by Nancy Mulvany, Gale Rhoades, and Fred Brown). If you missed the conference, you can read detailed reports on all four of these presentations in this issue of the *Bulletin*. I found the conference a joyous event. It was wonderful for members of our organization from all across Canada (and even from the U.S.) to get together, and to put faces to names we knew only by e-mail. My thanks go to the four presenters and also to the conference committee, who worked long and hard—not only with diligence but also with imagination and pizzazz—to plan our two days together: Elizabeth Macfie, Elizabeth Bell, Cynthia Landeen, Annabelle Moore, Andrea Palmer, and Brenda Hudson.

The Annual General Meeting is an important aspect of every IASC/SCAD conference, and I found it encouraging to see that the one-hour period over lunch is becoming too short a time for us to conduct our business. This can only mean that we are getting busier and that we have more and more things to discuss. If you want to see what we've been busy with, check out the AGM minutes and the annual report, also in this issue of the *Bulletin*. My thanks go to Naomi Pauls, who volunteered to take minutes for the AGM. My deepest thanks also go to all the members of this year's executive for their contributions throughout the year.

There are only a few changes to the executive for 2004–2005. Noeline Bridge, our international liaison, has agreed to remain for a fourth year (this position has usually been a three-year term to coincide with the triennial international meetings). Shortly after the AGM, Rachel Rosenberg resigned from her position as consulting editor of the *Bulletin*. We thank Rachel for her enormous contribution to the *Bulletin* over the last few years. She will indeed be missed, but we wish her well and know that she will put her newly found extra time to good use! The most exciting news is that we now have someone to occupy the position of member-at-large/public relations. We have been looking for a volunteer to fill this spot for several years without success, but shortly after the AGM Mary Newberry, a Toronto member, has agreed to take on this position. Mary is also the person who, rain or shine, in snow and sleet, empties the IASC/SCAD mailbox and forwards all the mail to the appropriate executive members!

This next year promises to be an exciting one indeed, and I find I am already looking forward to other opportunities for seeing IASC/SCAD members, both in our local Toronto group and at next year's conference in Ottawa. Meanwhile, I wish everyone a happy and healthy summer and a prosperous year to come.

Cheers from muggy Toronto,

Ruth Pincoe
President, IASC/SCAD

Editor, comments from ...

By Raven Girard

Hooray for summer! Don't get me wrong, I love the snow, but being able to spend a day at the beach is just what the doctor ordered. However, summer brings more than warm weather and relaxing vacation time—it brings those pesky summer chores such as renewing insurance, cleaning the gutters and windows, and renewing your IASC/SCAD membership. The latter being the most important!

As I was flipping through a magazine, I happened across an important phrase that I have adopted as my summer motto—"keep it simple." Try not to overdo it. With the onset of warmer weather, there is a tendency to want to do everything at once and we begin to race through our summer holidays in order to pack it all in. Relax and keep it simple. There are at least three or four full months left to get things done before we are forced indoors by colder weather. With this in mind, I offer the following links below to numb the mind, and also to refresh our memory regarding summer safety.

Use these summer sites to brighten your day and help you to relax during—and in between—your indexing projects:

Top Ten Lists to Numb the Mind

Dave Letterman

http://www.cbs.com/latenight/lateshow/top_ten/

Dennis Miller

<http://www.hbo.com/dml/>

For Summer Entertainment

<http://www.hahaha.com/splash/>
www.canoe.ca/CNEWSCanadiana01/0629_jokes-cp.html

Summer Tips for Energy Efficiency and Staying Safe

http://www.sja.ca/english/safety_tips/safety_tips/summer.asp
<http://www.pioneerthinking.com/summertips.html>

Now for a bit of business. In the last issue of the *Bulletin* (Winter/Spring 2004), I mentioned two main points: the Calgary conference and Canada's bilingualism as it pertains to our French indexing community. If you read through this edition of the *Bulletin*, you should be able to find all you want to know about the Calgary conference. As for our French indexing community, I have not yet been able to gather enough information together to make a meaningful addition to this newsletter. However, I have not given up hope and will continue my efforts in this respect. If you have any ideas or articles, please do not hesitate to contact me.

As I've said before, if there is anything you wish to have included in the *Bulletin*, or if you have any comments or concerns, please do not hesitate to contact me at adminindex@sympatico.ca. I wish you all a prosperous yet relaxing summer, and don't forget to wear your sunscreen!

Raven Girard
Managing Editor

CALGARY CONFERENCE

... the Sessions

Intermediate/Advanced Indexing

Presentation by Kari Kells

Report by Andrea Palmer

This year's Conference began with a one-day pre-conference seminar conducted by Kari Kells from Index West in Olympia, Washington. The objective of the seminar was to explore multiple solutions to indexing issues encountered in a 30-page document from Amnesty International dealing with the constitutionality of the juvenile death penalty in the US. This seminar involved homework! We were all asked to submit an index of the text to Kari prior to the seminar – anonymity assured. This investment of time prior to the Seminar was well worth it – Kari prepared two handouts comparing the fourteen indexes she received. The first one contained all our indexes one after another, identified only by a number. The second handout contained excerpts from all these indexes dealing with particular topics, so that we could see how different indexers had handled particular subjects. This allowed us to analyze the multiple ways of approaching a text.

We began the seminar by sketching an imaginary reader and the questions he or she might have about the text. One of the most difficult things in indexing is to read the minds of the audience as accurately as possible and it was interesting to see the wide range of potential readers and their differing reasons for consulting the text. This exercise highlighted the importance of clearly defining a primary audience prior to indexing.

Many issues came up in our discussion of the text and we had a fascinating exchange of viewpoints. This was as much an analysis of the Amnesty International text itself as it was an examination of major problems encountered when indexing any text. Many of the topics we discussed do not have one right answer and it was enlightening to hear differing opinions and approaches to our work. The following highlights some of our discussion.

We identified several metatopics in the Amnesty International text – some of us indexed these, others didn't. Should the metatopic of a text be indexed, and if so, how? Sometimes the indexer can reasonably anticipate the audience looking for an entry of the metatopic. In that case, a general cross-reference from the metatopic to the various subtopics discussed might be useful. Other times, perhaps where the audience is more sophisticated, this may be unnecessary or even inappropriate.

We discussed the actual indexing process and, more specifically, initial overindexing. Most participants initially overindex and label and annotate questionable entries to deal

Kari Kells prepares for the afternoon session



with them in the editing stage. A good suggestion is to begin indexing with the chapter and paragraph/section headings to give the index some structure before getting lost in the details of the text.

The Amnesty International document uses the phrase "mentally retarded," a term that is now out of style but was acceptable when the text was written. This led to a discussion whether the terminology in the text should always be reflected in the index, even when it is, or has become, politically incorrect. Taking this further, we discussed how to handle indexing a text that is completely against the indexer's own value system.

Our (sometimes obsessive) desire to achieve consistency in an index raised the question whether our concern for keeping entries consistent could negatively affect the usability of the index? Is there a danger that forcing consistency in the wording of entries can sometimes distort information that may be stated more clearly where consistency is sacrificed?

The Amnesty International text contains a reference to the Convention on the Rights of the Child – a United Nations document not identified as such in the text. How far should the indexer go in researching concepts to be able to group them? For example, is it the indexer's job to determine the source

of this document so that it can be grouped in the index as an entry under “UN documents”?

The text is full of statistical information on the use of the death penalty. How can the reader best be pointed to statistical information? Is “statistics” an appropriate entry? Will readers look for this entry? Would it be better as a subentry under a main heading?

It was reassuring to realize that we all puzzle over these and other challenging issues. Struggling over difficult indexing decisions appears to be normal, and often there is no clear right or wrong answer hiding somewhere. If our reasons for indexing decisions keep the needs of our primary audience paramount, personal style differences will not stand in the way of creating a good index.

If you missed the seminar, you can visit Kari’s Web site at <http://www.indexw.com/IASC/> to download copies of the Amnesty International document and Kari’s handouts.

Keynote Address: Book Indexing Is Alive and Well

Presentation by Nancy Mulvaney

Report by Mary Newberry

Nancy Mulvaney, the unofficial North American queen of indexing, delivered the keynote address at this year’s IASC/SCAD conference in Calgary. The title of the address, “Book Indexing Is Alive and Well,” answered the oft-repeated dire prediction of the death of the book first predicted by D. Jonassen in 1982 for ten years thence.

Nancy began her rebuttal with statistics about the enormous amount of information that has been recently created due to technological advances (enough to fill half a million new libraries the size of the U.S. Library of Congress), demonstrating the ever-growing urgency of intelligent information retrieval — sounds a lot like an index, no? Much of this new information, to many people’s surprise, is being disseminated in the form of print media.

As the publishing industry recovers from the shockwaves caused by 9/11, Nancy pointed out several interesting trends. For example, in 2003 book sales increased by 19 percent. There were 175 thousand new titles, the largest number ever. Of these, 100,042 were in non-fiction categories that require indexes. University presses were slower to feel the effects of 9/11 and have been slower to recover. In the meantime, trade publishers have been picking up some of the titles traditionally thought of as belonging to university presses.

E-books, another threat to the print media, have had some success in the field of fiction but little with non-fiction reference books. One of the complaints about reference e-books is that their search functions (previously known as indexes?) are too simplistic. Publishers have done little or no work on developing embedded indexing software.

As a case in point, Nancy presented an interesting study about automatic indexing that was used for information retrieval in a lawsuit that had 40,000 documents and 350,000 pages. The thought behind the project was that “full text retrieval avoids the need of human indexers, whose work is expensive and less than fully effective.” The study concluded that although the lawyers thought they were getting 75

percent of the relevant documents returned, in fact the actual retrieval rate was closer to 20 percent.

There is a perception that the vast number of hits one gets with electronic information retrieval (as, for example, with a Google search) means that it must be working. It’s the old problem of what to do with “passing mentions” — multiplied by the size of all those new libraries! Nancy encouraged us to go forth and index with the confidence that there will be a future for us, even as the predictions of the end of the book are repeated freshly each year.

Nancy Mulvaney’s address was followed by a lively question period where aspects of the Canadian publishing scene were addressed. It was pointed out that self-publishing is a growing part of the industry and indexers must find ways to get the word out to these entrepreneurs about what we do.

Nancy was warmly thanked and in return expressed her real pleasure at having received our invitation to speak and thanked us for the opportunity to return to Canada, a country in which she is very comfortable. It was a real honour to have Nancy Mulvaney’s gracious presence, and she was a lively participant for the entire conference.



All work and no play . . . Nancy Mulvaney and Gale Rhodes kick back at the Stanley Cup pub night.

Microsoft Word for Indexers

Presentation by Gale Rhoades

Report by Brenda Hudson

If you’ve used Microsoft Windows and related products, you have no doubt been faced with the “blue screen of death” (BSOD). Gale Rhoades’s informative, entertaining, and cautionary seminar went a long way in providing indexers with tools for preventing and minimizing disaster. One of Gale’s principles is that backups are needed only when they don’t exist! How many of us have learned that the hard way?

Although the session was called “Microsoft Word for Indexers,” Gale began by providing valuable information on how to download critical Windows updates and Office updates. She explained that for anybody relying on their computer to do business, these updates are *not*

optional; you should go to the Microsoft Web site (<http://office.microsoft.com/officeupdate/>) on a regular basis for updates and patches. Gale also provided us with the same cautionary tale regarding virus protection. In the month of May, more than 900 new viruses were released. Whatever software you are using (Norton, McAfee, etc.), Gale emphasized the importance of keeping it updated.

Throughout the seminar, Gale encouraged interruptions, resulting in discussions on the use of firewalls, setting up routers to act as firewalls, and the use of wireless mice and keyboards. Several shortcut keys were discussed, especially the importance of Ctrl+S (save). Gale suggests learning to save whenever you pause or at the end of every paragraph. Instructions were given for setting options, including file locations for backups and templates, using multiple dictionaries during spell checking, and auto recovery settings.

Customizing Word tips included recording macros, editing macros using Visual Basic, and creating and customizing toolbars. Gale's in-depth knowledge of Word was evident throughout the session and in her 12-page handout.



Fred Brown making his presentation

Web Indexes and Other Navigation Aids: A World Tour

Presentation by Fred Brown

Report by Audrey McClellan

In his workshop, Fred Brown took us on a wonderful "Club Med" tour of the different ways to index and organize Web sites, then brought us back to play volleyball at the beach.

To begin, Fred explained that the different navigation schemes seen on the Internet are all meant to help users know where they are and where they're going next. These schemes should also help us to find the needle of information we are looking for in the haystack of documentation. Needless to say, some are more successful than others.

The first tour stop was in the past: early indexes simply mimicked a back-of-book index, complete with (hyperlinked) page numbers. Other early sites we visited featured long

lists of topics, rather than page numbers, that viewers could browse through to find what they were looking for. There were many ways to find a given topic, and related terms were combined by the Web indexer (pre-coordination) so visitors would get where they were going, even if they didn't use the exact term given on the site. This form of navigation aid works well for small, unchanging bodies of information.

In contrast, taxonomies, directories, and subject lists are often laid out like trees, with roots going deeper and branching off but never crossing. In other words, there is a single hierarchical structure in which everything has its place, but only one place. These structures make it easy to find information if you understand the structure or organizing principle, but they can be frustrating if you don't. They work well for large bodies of information. For example, the U.S. Census Bureau site (<http://www.census.gov/>) has a subject list made up of themes (broad) and topics (narrow). Choosing a theme takes you into a narrower theme area that could in turn lead you to the topic you want to find. The Open Directory Project (<http://dmoz.org/>) was an exception to the rule. Its large tree structure had crossing roots, so there was more than one way to find a particular topic.

Thesauri provide visitors with a controlled list of terms. At this kind of site, you enter term(s) you're looking for and the Web site gives you the recognized search term you need to use (post-coordination). The advantage of this system is that it ensures you get all the information you're looking for. The disadvantage is that users must be somewhat expert — you have to have an idea of what you're looking for and how to express it. Documents must be catalogued and a thesaurus must be created before they can be found. This system works well for large bodies of changing information.

A metadata system provides data about resources in a collection — or data about data. It's like a card catalogue in a library, and is more useful for searching if you already know what you're looking for than for simple browsing. Fred took us to the Africa Focus site (<http://africafocus.library.wisc.edu/>), a stunning collection of African photographs, where we could search on various fields: content, type of file, copyright owners, etc. Information on each item in a collection is entered in defined fields, and that's what the visitor searches for (like looking up titles, authors, or subjects in the library).

Topic maps are the "new baby on the block," and we were particularly fascinated by the Italian Opera topic map (http://www.ontopia.net/omnigator/models/topicmap_complete.jsp?tm=opera.xtm), which allowed us to find operas based on not only commonplace categories such as composer and title but also who died and how they were killed. Topic maps work by defining topics in relation to other topics and are a flexible and powerful way to navigate large, structured bodies of information.

After virtually travelling to Africa, Italy, Australia, and elsewhere, it was fun to settle back in Calgary for our "volleyball game" — designing a Web index or navigation aid for an imaginary Web site. Our teams had to decide what information our site would contain and what navigation aid we would provide for visitors, along with the model we'd use to structure the information. Fred's workshop was a fascinating behind-the-scenes look at how Web sites work (or don't work). I'm looking at sites I visit much more critically now, and also have a few new ideas for how to find elusive information.

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

Annual General Meeting

Date: Friday, June 4, 2004
Time: 12:30 p.m. – 1:45 p.m.
Location: Southern Alberta Institute of Technology
 Calgary, Alberta

1. Call to Order

The meeting was called to order by the president, Ruth Pincoe, at 12:40 p.m.

2. Approval of Agenda

Moved by Gillian Watts, seconded by Audrey McClellan, that the agenda be approved. PASSED.

3. Approval of AGM Minutes of June 20, 2003

Moved by Christine Dudgeon, seconded by Brenda Hudson, that the 2003 AGM minutes be accepted. PASSED.

4. Old Business: Logo and stationery

Ruth Pincoe reported that the development of a logo and stationery for IASC/SCAD was ongoing. Members should watch for information in future issues of the *Bulletin*. Elizabeth (Beth) Macfie asked if the executive was interested in knowing names of graphic designers. Ruth Pincoe responded that names were welcome.

5. Executive Reports

Full reports for all executive positions will be published in the Summer issue of the *Bulletin*.

Membership Report: Ruth Pincoe thanked Joan Eadie for her help in preparing a membership report, which listed 131 members as of 1 June 2004. The circulated report gives a breakdown of the membership by geographic region and by membership type. Joan Eadie said some of the brochures need updating, especially the resource sheet for new members. She will send notice to executive members regarding these changes.

2003 Income and Expenses: Ruth Pincoe presented the income and expenses statement for 2003, broken down by quarter. It shows a total income of \$26,233.57 and total expenses of \$2,6862.32.

Joan Eadie, membership chair, and Richard Johnson, treasurer, were thanked for their good work over the year.

International Liaison Report: Noeline Bridge reported on the International meeting of indexing societies in Sydney,

Australia, in September 2003. Noeline said the International Agreement was tinkered with and gave a little background on the development of cooperation between the societies in Britain, Canada, the USA, South Africa, and Australia. The next international meeting will be held in 2006. Beth Macfie reported on her attendance at the American Society of Indexers (ASI) meeting in Virginia as the IASC/SCAD representative. She said everyone she met with was keen on international cooperation. The new president of ASI is Maria Coughlin. Ruth Pincoe reported on her attendance at the Society of Indexers meeting in Chester, England, in April 2004, and commented on conversations with the representative from South Africa.

6. Budget Projections for 2004, 2005, and 2006

Ruth Pincoe presented a draft budget projection listing income and expenses up to 2006 and including actual figures from 2002 and 2003. The projection shows a four-fold increase in annual income, from \$8,210.96 (actual) in 2002 to \$32,800 (projected) in 2006.

Ruth commented that recent growth in membership has led to consideration of funding for regional activities and thoughts about how IASC/SCAD can best serve a membership stretched across a large country that includes not only groups in cities but also isolated members. She also described recent difficulties that have come with the enlargement of the *Bulletin*, and suggested that money could be put towards outsourcing part of the *Bulletin* production, rather than depending on volunteers' valuable time. Additional income could also be spent on travel expenses for members. She encouraged members to think about the budget projections and the future of IASC/SCAD. Mary Newberry suggested that executive members have their travel expenses covered for attendance at IASC/SCAD conferences and that more money should go towards outreach.

7. New Business

(a) Fee increase for 2005

Moved by Brenda Hudson, seconded by Mary Newberry, that the fees for 2005 be as follows:

<i>Individual members</i>	<i>\$75</i>
<i>Institutional members</i>	<i>\$90</i>
<i>Student members</i>	<i>\$45</i>
<i>Members outside Canada</i>	<i>\$10</i>

Discussion: Mary Newberry said the executive should consider increasing the fee difference between individual and institutional membership categories.

Elizabeth Bell explained that there are two payment periods for membership fees: July and January.
PASSED.

Moved by Christine Dudgeon, seconded by Joan Eadie, that the Register of Indexers Available early fee for 2004 be increased from \$20 to \$30.

Discussion: Elizabeth Bell pointed out that the IASC/SCAD Web site will have to be amended immediately and that our brochures will need to be updated.
PASSED.

(b) Plans for the 2005 conference

The executive has recommended Ottawa as a site for the 2005 IASC/SCAD conference. Although the Editors' Association of Canada/Association canadienne des réviseurs (EAC/ACR) will be meeting in Toronto in 2005, Ottawa was chosen because the 2006 international conference will be in Toronto, and it would not be good to meet two years running in Toronto.

Beth Macfie asked for feedback on conference dates, especially with respect to the EAC/ACR conference, and requested a show of hands for those who would prefer that the IASC/SCAD conference be close in date to the EAC/ACR conference.

(c) Plans for the 2006 international conference in Toronto

This conference will be a joint event hosted by IASC/SCAD and ASI (as in Vancouver in June 2003). The American Society of Indexers (ASI) was considering two locations, Montreal and Toronto, and finally chose Toronto.

(d) Society of Indexers (SI) training course

The British Society of Indexers is making their training course available to members of other societies. Ruth Pincoe reported that a special meeting had been held the previous day and more information would be forthcoming in the *Bulletin*.

Beth Macfie reported briefly on issues arising from the June 3 meeting, namely:

- Where will the records of members who have passed the course reside?
- Will IASC/SCAD members be able to take the version of this course that is being developed by ASI?
- What level of course support will be available to members of IASC/SCAD?

An ad hoc committee is being set up to look at all the questions, and other volunteers are being sought.

Ruth reassured the meeting that the executive will not make any important decisions regarding this issue without consulting the membership. Also, there are no plans to tie membership to accreditation. Beth Macfie confirmed that membership in one of the indexing societies is required to take the training course.

(e) Not-for-profit status

Elizabeth Bell said IASC/SCAD should investigate not-for-profit status, due to questions of liability. The Society does have a constitution and bylaws. Several members clarified the distinction between incorporation as a not-for-profit society and registration as a society. EAC/ACR is federally incorporated as a non-profit. Mary Newberry and Alan Yoshioka volunteered to do some research into the not-for-profit issue and report back to the executive.

8. Executive Positions for 2004–2005

Ruth stated that since most members hold their position for two years, few changes were required this year. Noeline Bridge has volunteered to stay on one more year as international liaison. The society is still looking for an Eastern Canada Representative (Quebec and the Maritimes) as well as a Member-at-Large (Public Relations). The executive for 2004–2005 is as follows:

President: Ruth Pincoe

Vice President/President Elect: Elizabeth Macfie

Past President: Elizabeth Bell

Treasurer: Richard Johnson

Membership Secretary: Joan Eadie

Editor, *Register of Indexers Available*: Christine Dudgeon

Managing Editor, *Bulletin*: Raven Girard; Consulting

Editor: Rachel Rosenberg*; Production Editor: Gillian

Watts; Assistant Editor: Christine Dudgeon

Eastern Canada Representative: [none]

Central Canada Representative: Elaine Melnick

Western Canada Representative: Brenda Hudson

Member at Large (British Columbia Representative): Karen Griffiths

Member-at-Large (Public Relations): [none]

Webmaster and Assistant: Ellen Warner and Cheryl Lemmens

International Liaison: Noeline Bridge

9. Thanks to 2004 Conference Committee

Ruth Pincoe thanked the members of the 2004 Conference Committee for all their hard work: Elizabeth Macfie, Elizabeth Bell, Cynthia Landeen, Annabelle Moore, Andrea Palmer, and Brenda Hudson. Both Ruth and Beth Macfie presented each of them with a gift.

Ruth also presented the inaugural Tamarack Award for exceptional service to IASC/SCAD to Beth Macfie, Vice President and chair of the 2004 Conference Committee. Elizabeth Bell thanked Ruth for all her efforts over the past year.

10. Adjournment

Alan Yoshioka moved adjournment and Ruth Pincoe declared the meeting adjourned at 1:45 p.m.

* Rachel Rosenberg resigned from this position shortly after the AGM.

Executive Reports

Report of the President and Vice-President

I began my term as president of IASC/SCAD by taking a leave of absence for much of the summer while I was recovering from major surgery and dealing with a pressing family emergency, so my first thanks in this report go to Elizabeth Bell, who graciously offered to take care of things until I was once again ready for action. My thanks to Elizabeth also for her support and wisdom through the year. My second thanks go to Elizabeth Macfie, who is almost terrifyingly competent and organized, as she managed to keep me to the straight and narrow by asking questions, presenting reports, and giving straightforward common-sense replies in our executive discussions.

In spite of my somewhat bumpy start, the IASC/SCAD executive has had an exciting year that included two executive e-meetings and countless smaller discussions on specific topics. Indeed, the 2003–2004 executive committee and member volunteers have put in countless hours and applied their considerable skills and talents to keep our organization going and to develop new initiatives, as you will see from the reports that follow.

The Calgary conference helped to bring members together, not only for professional development through the excellent sessions and the pre-conference seminar, but also for fellowship and laughter. Members of IASC/SCAD have the ability to take indexing and abstracting seriously but not in deadly earnest. It is my hope that in future years conference attendance will grow and that we can find a way to provide travel assistance. My thanks to the conference committee for making it happen, and to all who attended for making it lively.

Our two publications are an important aspect of IASC/SCAD. This year the *Register of Indexers Available* listed 45 indexers and was distributed to about 130 authors, editors, publishers, institutions, and government agencies. It is also available to Internet users worldwide through our Web site. Thanks go to editor Christine Dudgeon and assistant webmaster Cheryl Lemmens for their contribution to the promotion and employment of IASC/SCAD members. The *Bulletin* had a staff of four volunteers to gather the articles, notices, and advertisements, edit all this material, lay it out, and produce the periodical in both print and electronic formats—a huge job. My thanks to managing editor Raven Girard, consulting editor Rachel Rosenberg, production editor Gillian Watts, and associate editor Christine Dudgeon. I also want to extend special appreciation to Rachel Rosenberg, who has been responsible for the present form of the *Bulletin* and who spent much of the past year picking up whatever pieces fell during the production process. Her vision for our publication has truly enriched us as a society.

IASC/SCAD has also been busy on the international front. In addition to sending representatives to the conferences of the American Society of Indexers and the Society of Indexers, we will be contributing towards an international project: the International Good Practice Website. Watch future issues of the *Bulletin* for more information. IASC/SCAD will also

be working closely with the Society of Indexers in Britain on arrangements for IASC/SCAD members to take the SI's Training Course. The most exciting news on the international front is the upcoming international conference, which will be jointly hosted by ASI and IASC/SCAD in Toronto in 2006. My thanks to Noeline Bridge, our international representative, for all her work on these various issues.

Back at home, my thanks also go to our three regional representatives, Karen Griffiths, Brenda Hudson, and Elaine Melnick, for all their efforts in support of local gatherings and projects. Local activities are very important for the strength and the growth of our society, and we hope we can give them more support over the coming year.

Needless to say, in every organization there are executive members working behind the scenes to keep the society functioning. Where indeed would we be without treasurer Richard Johnson to make bank deposits, write cheques, and keep the books? Without membership secretary Joan Eadie to welcome new members, keep our membership database up to date, and send broadcast e-mails to the membership and the executive when necessary? Without Cheryl Lemmens to keep our Web site up to date, to put the *Register* online, to answer all our questions, and to patiently remind us to get the latest software version? These three have shown tremendous commitment to their duties on an ongoing basis. Their work isn't particularly glamorous, but it is critical to the smooth operation of our organization.

My final thanks is to the membership, for giving us their support and encouragement and for all their contributions to our society. Here's to next year!

Ruth Pincoe
President, IASC/SCAD

Conference 2004 Report—IASC/SCAD in Alberta: Aim High

The conference committee aimed high this year as it added a full-day pre-conference seminar to the package ("Indexing Challenges, Multiple Solutions" with Kari Kells of Olympia, Washington) and booked speakers of international renown (Nancy Mulvany, Fred Brown, and Gale Rhoades).

Registration numbers were about the same as for IASC/SCAD conferences in recent years (34). The seminar had 18 registrants plus the host. The conference took place in the same location as, and right before, the annual conference of the Editors' Association of Canada (EAC). This allowed IASC/SCAD conference attendees to attend two conferences in one trip, and it drew in some EAC members.

Thanks to the location, we enjoyed a great turnout of western indexers, including six from the US. Ten registrants came from eastern Canada.

The conference cleared \$1,302 on revenue of \$5,600. This is due to the good deal the conference centre gave us (particularly on room rental and equipment) and to the

generosity of our speakers. As is the IASC/SCAD custom, we kept the registration prices as low as possible while providing high-quality content and atmosphere in a comfortable setting.

Registrants were pleased with the seminar and conference. They came to learn about indexing and to meet other indexers, and the seminar and conference delivered this. I thank the speakers for providing the conference content, all the participants for contributing to the knowledge-sharing and fun, and my fellow members of the conference committee: Elizabeth Bell, Annabelle Moore, Andrea Palmer, Cheryl Landeen, and Brenda Hudson.

Elizabeth Macfie
Vice-President and Conference Committee Chair

Membership Report

As of June 1, 2004, there are 131 IASC/SCAD members. The geographical breakdown of our membership is as follows.

Within Canada

British Columbia	30 members
Alberta	14 members
Manitoba	2 members
Ontario	56 members
Quebec	14 members
New Brunswick	2 members
Nova Scotia	1 member

Outside Canada

United States	10 members
France	1 member
Germany	1 member

The membership types are as follows:

Membership Types

Institutional	12 members
Student	6 members
Individual	113 members

The institutional members are distributed as follows:

British Columbia	2
Manitoba	1
Ontario	4
Quebec	2
United States	2
Germany	1

Joan Eadie
Membership Secretary

Report of the Managing Editor, *Bulletin*

The past year has been a difficult one for the staff of the *Bulletin*. First of all, as the publication grew in size it required more work to create and produce. In an effort to spread out the workload, Rachel Rosenberg stepped down from her

position as *Bulletin* editor and set up a new structure with four editorial positions: Raven Girard as managing editor, in charge of the day-to-day running of the publication and the co-ordination of material and editorial tasks; Rachel Rosenberg as consulting editor, working in an advisory role and also scouting out new articles and ideas for future issues; Gillian Watts as production editor, in charge of layout and production; and Karen Griffiths as assistant editor, responsible for the e-mail distribution and also the mail-out of hard copies. This structure was approved by the executive. Shortly after, Karen Griffiths resigned for personal reasons and Christine Dudgeon took over as assistant editor. Needless to say, it took the new *Bulletin* staff a little time to establish ways of working together, and the last few editions of the *Bulletin* have been somewhat behind schedule.

Secondly, everyone working on the *Bulletin* has found it difficult—and somewhat discouraging—to produce a publication when there is little or no feedback from the membership. We can edit the material, put together issues, and distribute them, and with a little more practice, we can do this on schedule. But—and it's an important *but*—we need material to print. We need to hear from the membership!

- *Do you have an idea for an article or a series?*
- *Would you like to write a review for a new book on indexing?*
- *Do you want to express your opinion about a particular issue?*

The Spring issue included several new items—such as the crossword—and we'd like to do more, but without feedback from you, our readers, it sometimes seems pointless to keep on with these efforts. If you have an article, a picture, a story that you want to share with the rest of the indexing community, you need to let us know. The *Bulletin* is for everyone to enjoy and share. Recent ideas we've had include a question-and-answer column; a word search, crossword, or jumble puzzle; and perhaps even a recipe section. Let's have your input! Please contact me (admindex@sympatico.ca) to let me know your thoughts.

The *Bulletin* is an important aspect of IASC/SCAD for several reasons. First, it is the principal means of communication we have with all members. Second, it is our statement to the world of who we are and what we do. We all know that indexing is anything but dull. Please do your best over the next year to help us become the real voice of Canadian indexers.

Finally, shortly after the 2004 Annual General Meeting, Rachel Rosenberg resigned her position as consulting editor of the *Bulletin*. We are deeply sorry to see her go. Rachel made a tremendous contribution to the growth of the *Bulletin*, and her help in producing the past few issues was invaluable. We wish her all the best. With Rachel leaving us, we are in yet another state of transition, but we'll continue to do our best to get each issue out on time. We appreciate your patience as we work out our glitches and turn from green to seasoned *Bulletin* veterans!

Raven Girard
Bulletin Managing Editor

Report of the Editor, *Register of Indexers Available*

The 2003–2004 *Register of Indexers Available* was sent out in September 2003 to 130 publishers and other companies. There were 45 indexers listed, including two indexers who were listed in both the English and the French sections. The reminder for this year's deadline for application went out in early June.

In order to solve difficulties with terminology when translating the print *Register* to an online version, a list for terms has been created in both English and French. This list will be updated and available to both the editor of the *Register* and the webmaster.

The online version has been revamped and will be easier to update. It is also greatly improved in both look and function. Application forms for *Register* entries have been rewritten and are now in HTML format. There are two forms available in both English and French. One is a complete application form for new entries; the other is an update form for members who listed in the previous year's edition and want to either leave their listing as is or make only minor changes.

The future of the print version has been discussed by the executive. Several other societies have moved to an on-line-only register, but the executive chose to retain the print format, at least for the next year or two. This question will be put to the membership before any decision is made.

Christine Dudgeon
Editor, *Register of Indexers Available*

IASC/SCAD Web Site Report for 2004

I am happy to report that there were no problems or issues with respect to the IASC/SCAD Web site in 2003. However, I do have a few comments:

Online Register of Indexers Available

Identification System Changed from Numbers to Names

Identification of indexers in the online *Register* underwent a format change early in 2004. The previous system, under which each person's entry was assigned a number, was replaced with a system under which each person is identified by name, enabling any additions or deletions to the online *Register* to be made quickly and easily.

Application Forms Now in HTML Format

Christine Dudgeon and I have been working on new *Register* application forms in HTML format, which replace the PDF forms. These have now been posted on the Web site for members to print. In addition to application forms in both English and French, "change forms" in both languages have been included for members who are renewing their listings but require only minor changes (a new e-mail address, addition of a fax number, deletion of a subject, etc.). I hope

this will cut down on the work needed to produce the print *Register* and, in turn, the online version.

Problems Viewing PDFs

Because some members reported problems viewing the *Bulletin* online, I have recently added a note about switching to the latest version of Adobe Acrobat Reader (Adobe Reader 6.0). Members who had earlier versions of the Reader were unable to read the *Bulletin* because it utilized features accessible only via later versions of the software.

Indexing Links Page

In April 2003 this page was checked for broken links and incorrect information. Categories were reworked, with some new ones added, and new links were added as appropriate. In July 2003 a new section—"Education/Training"—was added to this page. This addition came about because the Simon Fraser University writing and publishing program included a link to the IASC on their Web site, and we agreed to reciprocate. Other educational programs listed in this section include the Ryerson publishing program, the USDA indexing courses, and EAC seminars.

Related Associations Page

In November 2003 this page was checked for broken links and incorrect information, and completely reworked as a two-column display.

Cheryl Lemmens
Assistant Webmaster

Report of the British Columbia Representative

In March 2004 the BC local IASC/SCAD group hosted Do Mi Stauber's Workshop *Facing the Text: Content Analysis and Entry Selection*. Do Mi presented her workshop to 40 participants, who included indexers of all levels. This particular workshop focuses on the practical processes of indexing, how an indexer interprets the text and creates index structures. Do Mi used hands-on exercises from a range of real texts and indexes covering both scholarly books and textbooks in the social sciences and humanities. While it was not a basic introduction to indexing, novices as well as experienced indexers benefited.

Other than the seminar, the BC IASC/SCAD members have not met as a group, but we do seem to have a thriving community of indexers. There are two or three basic indexing courses offered every year at local universities. We get a number of e-mails from people interested in indexing and a few have carried on with courses (USDA or with Sherry Smith). While we do not meet often, many indexers in BC correspond through e-mail after getting to know each other at conferences, workshops, and our meetings or seminars.

Treasurer's Report

Submitted by Richard Johnson, Treasurer

2003 Income and Expenses by Quarter

INCOME	1st quarter	2nd quarter	3rd quarter	4th quarter	Totals
Membership fees					
individual	1,375.00	770.00	1,210.00	220.00	
student	130.00	35.00	—	—	
institutional	45.00	260.00	130.00	390.00	
total	1,550.00	1,065.00	1,340.00	610.00	4,565.00
Conference fees	—	19,055.00	595.00	—	19,650.00
Register fees	60.00	60.00	840.00	20.00	980.00
<i>Bulletin</i> advertising	160.00	860.00	—	—	1,020.00
U.S. exchange	18.57	—	—	—	18.57
Total income	1,788.57	21,040.00	2,775.00	630.00	26,233.57
EXPENSES					
Membership	29.97	—	81.00	514.21	625.18
Conference	600.00	4,233.09	340.80	319.40	5,493.29
final payment to ASI					12,680.55
Intl. liaison travel	—	—	—	750.00	750.00
<i>Bulletin</i>	133.56	127.79	—	164.16	425.51
<i>Register</i>	—	—	715.63	213.25	928.88
<i>Indexer</i>	1,468.23	1,433.27	—	1,749.16	4,650.66
Web site	—	—	144.45	117.70	262.15
e-mail forums	68.70	132.64	—	132.64	333.98
Stationery and postage	401.54	71.90	176.00	21.14	670.58
Mailbox	—	—	—	—	0.00
Treasurer's expenses	—	—	—	—	0.00
Bank charges	30.00	11.54	—	—	41.54
Miscellaneous	—	—	—	—	0.00
Total expenses	2,732.00	6,010.23	1,457.88	3,981.66	26,862.32
Income less expenses					-628.75

2003 Conference Details	
Registration income	19,650.00
expenses paid in 2003	5,493.29
final payment to ASI	12,680.55
Total expenses	18,173.84
Income less expenses	1,476.16

P R O F I L E

ALAN YOSHIOKA

ONTARIO

What attracted you to indexing?

I've been a member of the Editors' Association of Canada (EAC) since 1999 and have gone to all its annual conferences since then, including the one in Vancouver in 2000. Out of curiosity, I went to the IASC conference that was running back-to-back with EAC's. When I heard that good indexers needed to think analytically *and* pay attention to detail, well, my eyes kind of lit up.

How long have you indexed?

The idea of indexing sat on the back burner for several years because of other commitments, but I got right into it as soon as I left my day job last October to go freelance. I read Mulvany cover to cover and practised on a favourite book of mine that didn't already have an index, Philip Yancey's *What's So Amazing About Grace?* I finished my first paid index in February, for a scholarly book on economic liberalization in Nepal.

What was your favourite indexing project?

Community Radio in Bolivia: The Miners' Radio Stations, for which I took care of copy editing and proofing as well as indexing. The researcher who compiled the essays and translated them from Spanish, Alan O'Connor, is an old friend with whom I went to Bolivia many years ago. We really enjoyed working together on the book (not that he took a particularly active role with the index itself), and the subject matter was just fascinating. To give you a taste, the main entries under the H's included "housewives" (the Committee of Housewives was very politically active), "humor," "human rights," and "hunger strikes."

How did you learn to index?

Stephanie Fysh has been my mentor since last fall. I looked over her shoulder as she went through the various stages of a book she was doing, and then she has reviewed multiple drafts of my own indexes. It's also been useful to follow some of the discussions on Index-L. And I've learned a lot from both receiving and conducting peer reviews within the IndexPeers online group.

What indexing software do you use?

I use Macrex. I've been around computers long enough that I'm still a bit of a DOS guy, so the user interface seemed reasonably intuitive to me, and I was glad it didn't require a lot of mousing.



Alan Yoshioka momentarily takes his eyes off the hockey game for our Calgary conference camerawoman, Elizabeth Bell.

Do you do other editing/writing work?

Yes, a lot of my income comes from medical writing and editing. I'm also keen to edit some more books that have a historical angle.

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

I read a fair amount of material related to faith in one way or another, including the Bible itself. To chill out—crime novels, especially Ian Rankin's. On the Web, a favourite site I don't get to often enough is Arts & Letters Daily (www.alddaily.com).

If you wish, tell us a bit about your personal circumstances.

I've lived in many different parts of Canada and have called Toronto home since 1984. I did a PhD in history of science, technology, and medicine at Imperial College (UK) on the introduction of the antibiotic streptomycin to postwar Britain. I like to tell people that I hope someday to turn my thesis into *Streptomycin: The Musical*. I sing in a chamber choir and briefly directed Song Cycles, Toronto's now-defunct choir on bicycles. I write songs and anagrams. My one indexing-related anagram turns "*Facing the Text* by Do Mi Stauber" into "If they bug me to index abstract."

Have you attended indexing conferences here or overseas?

First the Vancouver conference, as I mentioned, and then the IASC conference in Calgary in June. That's been it so far. I love meeting people at conferences, though, so I'm sure there'll be more eventually.

Alan Yoshioka may be reached through the Web site for his business, AY's Edit, at www.aysedit.com.

The Society of Indexers (SI) Training Course — Questions & Answers

What is the SI Training Course?

The Society of Indexers has been running a distance-learning training course for a number of years. This course, which covers basic information about indexing, consists of four assessed units plus a practical indexing assignment. The content was designed to meet the needs of both people who want to embark on a career as a professional indexer and indexers who want to update or formalize their knowledge of indexing in order to enhance professional development and career prospects.

What subjects do the units cover?

Unit A, "Users and Documents," is an introduction to the indexing process and the function and characteristics of indexes. It covers topics such as basic indexing terminology, the role of authors and other document producers, document production and categories, and the creation of bibliographic references.

Unit B, "Choice and Form of Entries," provides detailed guidance on the intellectual processes involved in indexing. It covers the selection of concepts for indexing, the choice of appropriate index terms, and the form of headings and subheadings, as well as issues involved with indexing proper names, organizing locators, and correct use of cross-references.

Unit C, entitled "Arrangement and Presentation of Indexes and Thesauri," is concerned with principles of index arrangement, requirements for specialized types of indexing, and thesaurus construction. Topics include rules for arranging index entries, multiple sequences of indexes, cumulative indexing, and index layout and presentation.

Unit D, entitled "The Business of Indexing," provides students with a guide to good practice in establishing and running an indexing business. It provides helpful information for starting up a business; handling financial issues, commissions, and contracts; and guidelines for customer relations.

The practical indexing assignment, in which students index a complete book or other document of their choice, is intended to demonstrate that the student is ready to work in the commercial world. This assignment is the last stage of the course, and is done after the student has completed tests for all four units.

How long does the course take? How much does it cost? Are there textbooks or other course materials to buy as well?

Each unit typically takes about 45–50 hours of study, and the course is based on British and International Standards guidelines. The minimum time needed to complete the course is five months; most candidates complete it within nine to twelve months.

The course material is delivered in CD-ROM format with accompanying printed booklets. Members' prices (in pounds

sterling) for the various components of the course are as follows:

CD 1 (unit A)	£ 50.00
CD 2 (units B, C, and D)	£175.00
Test A	£ 30.00
Test B	£ 40.00
Test C	£ 40.00
Test D	£ 40.00
Practical assignment	£ 75.00

The SI estimates that students will also have to spend about £100.00 on essential reference material. In addition, students should own a good English-language dictionary and have easy access (through either the Internet or a library) to a range of encyclopedias, directories, bibliographies, and other reference sources.

The SI Training Course sounds okay—what are the disadvantages?

One potential problem concerns unit D, which covers business aspects of indexing. While the SI realizes that some aspects—most specifically taxation matters—are not relevant to candidates outside the UK, they feel this relatively small part of the unit could be ignored since candidates are not tested on such details. However, as Canadians, we are acutely aware of how we are different from both the US and Britain. There may well be a number of aspects, in both this unit and the other three, do not apply to the Canadian situation. Another criticism of the course is that it is extremely theoretical and makes use of the British and International Standards, which may well be new to many Canadian indexers.

Is the course open to everyone? What does it have to do with accreditation?

Anyone may purchase the course materials, but only members of the Society of Indexers may take the formal tests. Members may also buy the units at a discount.

In Britain, successful candidates—who must be members of SI—are awarded the status of Accredited Indexer of the Society. This status is a help in obtaining commercial work. Once qualified, successful candidates may use the title of Accredited Indexer as long as they remain Society members.

Can members of IASC/SCAD take the SI Training Course?

Until recently, only members of the Society of Indexers could take the SI Training Course and write the tests and final assignment. Over the years, members of other indexing societies around the world have joined SI for the sole purpose of taking the course and becoming accredited. More recently there has been interest from one or two societies in gaining access to the course in other ways. With this in mind, the SI launched a proposal to give other societies access to the SI Training Course. Under this proposal, members of indexing

societies that have agreed to the scheme will be able to take the SI Training Course.

How would IASC/SCAD and SI work together on this?

Individual students would purchase the units directly from the Society of Indexers and submit test papers to SI markers at the end of each unit. IASC/SCAD would be required to verify the student's membership. IASC/SCAD would also be required to maintain a record of all members who successfully complete the course.

Does this mean that IASC/SCAD would have an accreditation process?

Not necessarily. This entire issue is still at the discussion stage. According to the SI proposal, upon successful completion of the course accreditation would be awarded by the candidate's home society (in our case, IASC/SCAD). This accreditation would lapse when the person leaves the society. Neither the executive nor the membership has agreed to accept any kind of accreditation system. Such a decision can be made only after careful consideration and would require the support of the IASC/SCAD membership. Even if IASC/SCAD decides not to endorse a formal accreditation structure, it seems likely that individuals who pass the course will be able to add this information to their qualifications. However, we will have to discuss the matter with the Society of Indexers.

How will IASC/SCAD decide what to do about all this? What discussions have taken place?

The executive had a brief discussion of the issue during an e-meeting in February 2003. The decision reached at that time was that IASC/SCAD was definitely interested in having access to the SI Training Course, but we needed to know more details before any sort of decision could be taken. Since that time Ruth Pincoe has been able to discuss the matter with several board members in Britain during the SI conference in April, and Beth Macfie was able to do the same with members of the ASI board of directors in May. Ruth and Beth have been able to share what they learned with the executive and local IASC/SCAD members.

What happened at that meeting in Calgary?

A special open executive meeting was called during the Calgary conference to explain the issues and discuss options for IASC/SCAD. This meeting raised a number of points:

- It will be relatively easy for IASC/SCAD to keep a record of who has successfully completed the Training Course. This information could be attached to the membership records. However, in the (unlikely, we hope!) event that IASC/SCAD should cease to exist, we need to make provision to transfer these records to another body (possibly SI?).
- There was concern that there would be a lack of support for Canadian students taking the course. Would there be any e-mail or phone support? In Britain there are a number of SI workshops and other meetings that students can attend. We do not have such an active structure in Canada.
- Some members wondered if there was a possibility that the ASI would allow IASC/SCAD members to take the ASI

version (see below) of the course. This would especially be an advantage for those who work mostly with trade books that are heavily influenced by American publication practices.

What have the other societies decided about this issue?

At this point, the only society we have information about is the American Society of Indexers. They have opted to lease the Training Course from SI and create an American version. They will handle all the administration for the course and the accreditation process themselves. This is not an option for IASC/SCAD, as we have neither the person-power nor the budget to handle such a huge project. (Anyone who is aware of the accreditation process in the Editors' Association of Canada will have a good idea of how much work it could be!)

Where do we go from here?

So far, the informal consensus seems to be that people are indeed interested in the course, and a number of people have indicated they would like to take it. However, members are not comfortable with the accreditation aspect of the course. One of the disadvantages for the executive in dealing with the Training Course issue so far is that we have seen the actual course content only for the first unit. We are hoping that this can be rectified over the next few months.

IASC/SCAD's only official response so far (aside from indicating interest to SI back in February) has been a truly Canadian reaction. While we don't have the resources for a Royal Commission, we will be setting up a committee to study the whole matter and to gather ideas and reactions from the membership. If you are interested in further discussion or in volunteering some time to investigate the whole question, please contact Ruth Pincoe (ruth@pincoe.ca).



Our fearless leader enjoying the social life in Calgary.

New to Indexing?

Come to **Indexing from A to Z**, an introductory seminar presented by the Editors' Association of Canada (EAC/ACR) Toronto branch in co-operation with IASC/SCAD.

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.

Instructor Heather Ebbs, a freelance editor, writer, and indexer, has created hundreds of indexes in a broad range of subjects and styles.

Saturday, November 13, 2004

10 a.m. to 5 p.m. (lunch included)

\$125 for members of IASC/SCAD or EAC/ACR

\$155 for non-members

Northrop Frye Hall, Room 119 (on the University of Toronto downtown campus, close to Museum subway station)

For information about registering, visit www.editors.ca/toronto/seminars.htm, call the EAC Toronto branch office at 416-975-5528, or write to toronto@editors.ca.

Alan Yoshioka

Co-Chair, Professional Development, EAC Toronto branch

ay1@aysedit.com

Executive Reports

(Continued from page 10)

Report of the Central Canada Representative

Meetings are continuing apace, although because of extenuating circumstances we have held only three this past year. Our turnouts remain good, and the regularity previously established has been so successful that the absence of a late winter/early spring meeting was noticed by more than a few. The intention is to get back to four meetings a year—we're on a roll and want to keep it that way!

In July 2003 we got rolling with a post-conference discussion that was well attended both by those who did make it to Vancouver and those who couldn't. In October we had a good session on fine-tuning an index, including working with editors and typesetters to ensure the format is preserved when going to print. A lengthy hiatus followed. Our third meeting was held in April 2004. Stephanie Fysh gave us an excellent presentation on the revisions involving indexing in the new 15th edition of *The Chicago Manual of Style*. Our final meeting was our post-conference discussion held at the end of June, and tentative plans have been made for a meeting in September.

Elaine Melnick

Central Canada Representative



Participants enjoying lunch at the AGM in Calgary (L to R): Andrea Palmer, Beth Macfie, Annabelle Moore.



All conference photos courtesy of Elizabeth Bell.

Want to learn more about indexing?

Training in indexing

A good index adds value to any publication, and publishers always need good specialist indexers. Our training course gives a comprehensive introduction to indexing principles and practice and leads to Accredited Indexer status. The new fully revised and updated edition – in electronic as well as printed format – will be released during 2002. For more information on the course, contact:

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650-292-2302 (fax)
macrex@aol.com
website: <http://www.macrex.com>

Why choose MACREX?

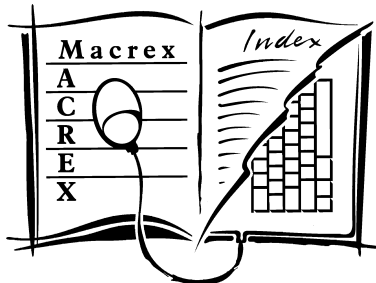
- 📖 Easy to learn – easy to use
- 📖 Great value for your money
- 📖 Superior and readily available tech support
- 📖 Powerful time-saving editing features for fast indexing
- 📖 Complete indexing package – no expensive add-ons
- 📖 Custom layouts available at no additional charge

About our Demo

- Allows 300 entries per index (sufficient for most class projects)
- Free with electronic documentation
- Includes printed manual when ordered on disk.

Designed for professional indexers with:

- 📖 New features ideal for CD-ROM & embedded indexing
- 📖 48 macros (up to 100 keystrokes each) – more than any other indexing program
- 📖 Option of using either mouse or total keyboard control
- 📖 “Track added entries” – see the index develop as you create entries
- 📖 Ability to customize locators ideal for indexing journals, newspapers, images, photos, museum collections, technical documentation...
- 📖 Group select feature: to simultaneously create author and subject indexes; to separate custom-defined subindexes from original indexes
- 📖 Built-in layouts for multiple word processing programs



Windows® 98/ME/XP/2000 is the recommended platform but MACREX is available for any PC compatible and most Macintosh® systems.

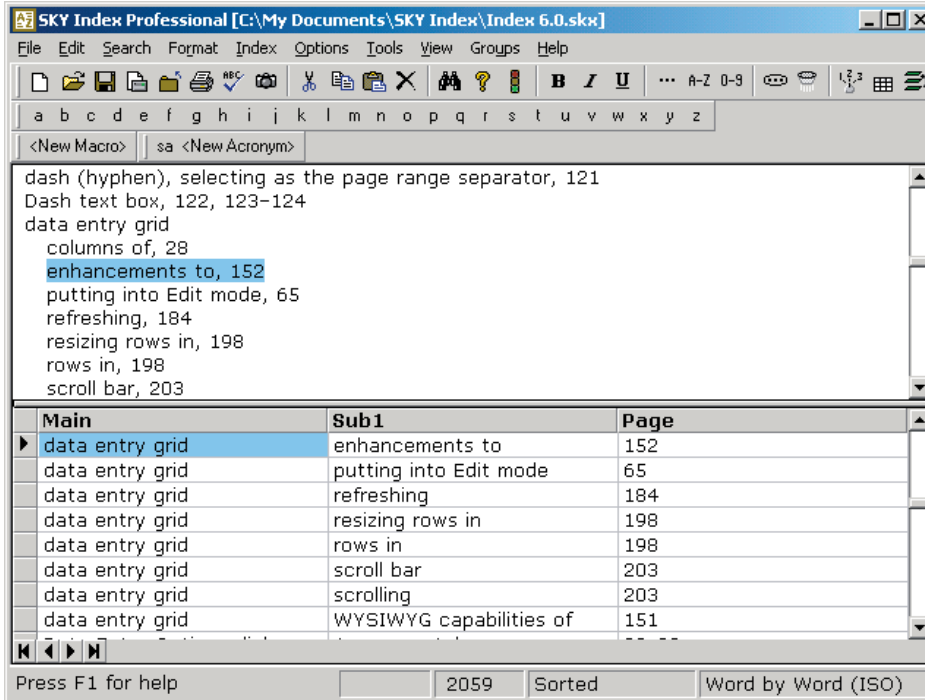
Free demo with electronic documentation available on request.

Demo with printed documentation is \$50.00 (applied to purchase).

Discounts are offered to IASC/SCAD members and to students (and instructors) enrolled in approved indexing courses.

SKY Index™ Professional Edition

The New Standard in Indexing Software



The fastest way to complete your index

SKY Index™ is easy to learn and includes data entry and editing features that allow you to enter and edit your index *faster*. Of course, the faster you complete your index, the greater your potential earnings. Don't take our word for it, though. Try SKY Index™ today! Download a **FREE** demo from our web site and find out why everyone is talking about SKY Index.™

A Student Edition is also available. Call for details.



www.sky-software.com

(800) 776-0137 or (540) 869-6581

info@sky-software.com • SKY Software, 350 Montgomery Circle, Stephens City, VA 22655

Greatest editing flexibility

SKY Index™ has the most complete set of editing commands and tools. SKY Index's spreadsheet approach to data entry and editing provides editing capabilities simply not possible with other data entry techniques.

Easiest to learn and configure

Because of our spreadsheet approach, many indexers are able to effectively use SKY Index™ with virtually no learning curve. When configuring your index, preview screens are frequently provided so that you don't have to guess what effect your changes will have. Presets for commonly used settings are also provided.

Most advanced AutoComplete

SKY Index's AutoComplete feature uses sort order, frequency of use, and last time of use when anticipating your entries, resulting in greater accuracy. AutoComplete also works for cross-references and it can even be used as a controlled vocabulary.

Most sophisticated user interface

Whether you like using a mouse or a keyboard, you'll have full access to SKY Index's power. Get your indexing done fast with the industry's premier indexing software user interface.

Drag and drop embedding

Simply drag your index entries from SKY Index™ and drop them into your Word document.

HTML just got a little easier

The new HTML mode allows you to see hyperlinks as they will appear in the formatted index. Cross-references are automatically converted into hyperlinks.

Automatic double-posting

SKY Index's new AutoEntry feature allows you to specify index entries that will be automatically double-posted and lets you specify how they will be posted.