

# Bulletin

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# Happy New Year

# BONNE ANNÉE



Indexing & Abstracting  
Society of Canada

Société canadienne pour l'analyse de  
documents

## Bulletin

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# Membership Report to December, 2002

By Annabelle Moore

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

Willa MacAllen of Brighton, Massachusetts, U.S. .... [macallen@theworld.com](mailto:macallen@theworld.com)

Manisha Solomon of St. Catharine's, ON..... [manisha@sprint.ca](mailto:manisha@sprint.ca)

Sandra Vandenhoff of Kamloops, B.C..... [Sandra\\_Vandenhoff@telus.net](mailto:Sandra_Vandenhoff@telus.net)

## Please note the following changes to your Fall 2002 Directory:

Changes to e-mail address:

Clare Breckenridge..... [troylake@ca.inter.net](mailto:troylake@ca.inter.net)

Audrey Dorsch..... [audrey@dorschedit.ca](mailto:audrey@dorschedit.ca)

Sheilagh Simpson ..... [sheilagh@attglobal.net](mailto:sheilagh@attglobal.net)

## Web site correction:

Karen Griffiths' web site address should be: [www.griffiths-indexing.com](http://www.griffiths-indexing.com)

## Membership Renewal:

Just a reminder that **December renewals** are now due. If your renewal date is 12/31/02, this means you! You should have received an e-mail message with a link to the renewal form on the web site. Please renew before the end of January, 2003, to save on further reminders and to ensure you receive your April, 2003, copy of *The Indexer*. Thanks.

## Joining IASC/SCAD: Membership Categories and Fees:

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

(For 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

IASC/SCAD web site at: [www.indexingsociety.ca](http://www.indexingsociety.ca)

**N.B.** IASC/SCAD has two membership years: January to December, and July of one year to June of the next.

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

Membership Secretary IASC/SCAD

c/o Annabelle Moore

[annamoore@shaw.ca](mailto:annamoore@shaw.ca)

The Online Bulletin may be found at:

[http://www.indexingsociety.ca/BULLETIN\\_Spring\\_2002.pdf](http://www.indexingsociety.ca/BULLETIN_Spring_2002.pdf)

[http://www.indexingsociety.ca/BULLETIN\\_Summer\\_2002.pdf](http://www.indexingsociety.ca/BULLETIN_Summer_2002.pdf)

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## Advertising Rates

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

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

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

## Author Guidelines

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

Please submit articles electronically in RTF format and artwork in PDF format.

Photographs may be provided in TIF format.

## President's Message

By Elizabeth Bell

As the year draws to a close, it is time to reflect on our achievements and give thanks to all who have contributed to IASC/SCAD's success in 2002.

Our membership has grown steadily each month, and we now have 116 members. Currently, a little over half of the members subscribe to our IASC-L listserv.

Without a doubt, revitalization of the IASC/SCAD *Bulletin* and its electronic distribution were significant achievements this year. Rachel has done an outstanding job as editor, and we thank her for her efforts.

In May, we offered our members an opportunity to attend sessions with an impressive array of speakers and subjects at our Montreal conference. A big thank you goes to Christine Jacobs and Christina Davidson Richards for their major contributions to this event.

On the international front, we are very fortunate to have Noeline representing us at the table. As you know, Noeline attended the Society of Indexers' conference in Cheltenham this past July. Noeline continues to generously donate her time, her expertise, and her wisdom to the society.

On the operational side of things, I would like to highlight the significant contribution made by Gale Rhoades, North American Representative for Macrex, as well as our own Annabelle Moore. After hearing how my attempt to create a membership database failed, Gale volunteered to design one for us using readily-available Access software. Our new database allows us to track contact information, renewal dates, and payment information. We are also able to generate labels, membership cards, directory information, and e-mail addresses for use in group mailings. Annabelle input all the information, tailored the processes, and mastered the program. She is now more efficient than ever. Thanks, Gale and Annabelle!

Rick Johnson, our Treasurer, also deserves special mention. He diligently attends to our financial affairs month after month and produces our quarterly financial statements.

Looking back, I'd say we can be pleased with our accomplishments in 2002.

Looking forward, we should all be excited about the upcoming opportunities, not least of which is our joint conference with ASI next June in Vancouver.

Wishing you all a happy holiday season,

Elizabeth

## Editor, comments from...

By Rachel Rosenberg

My wish for everyone this season and in the New Year is to not forget the gift of time—to give to you and yours.

This year has been particularly hectic for all, it seems, no matter what career path we may be on. It's something I've given a lot of thought to during the fall since my time in particular has been thoroughly scrunched up with a computer meltdown and upgrade. So I started looking about for things that might ease the daily burdens of those of us who work to tight deadlines.

First off, I decided to very deliberately plan vacation time next year, and that started off by including some planning around the 2003 convention in Vancouver next June 19th to the 21st, the Thursday to Saturday of that week. I hope you read Naomi Pauls' and Lee Brentlinger's words of inspiration on the subject of Vancouver as host city. You may also wish to view [vancouver.hyatt.com/property/index.jhtml](http://vancouver.hyatt.com/property/index.jhtml), where you can take the opportunity to view our up-coming home-away-from-home. After that, take the virtual walk-around-Vancouver tour at [www.virtuallyvancouver.com/indextour.html](http://www.virtuallyvancouver.com/indextour.html).

But until we get there mid-year, I have found a few practical, time-saving items to share with you that will soon be in my office: a Day-Timer™ [Folio Smoky Acrylic Combo Stand](#), a PDA (see [www.handheldcanada.com](http://www.handheldcanada.com)), and a Post-it® *Bulletin* board (see [www.visualtechniques.com/links/graphics/postit.jpg](http://www.visualtechniques.com/links/graphics/postit.jpg)).

Another thing we might do as an association is ensure that we communicate even a little more frequently. Obviously, the Toronto membership, with its larger population base, may have a better chance to actually see each other on a more or less regular basis. However, perhaps across the country people may wish to set aside some professional and social development time and actually visit with one another apart from the annual convention. Goodness knows it isn't easy. Time slips by incredibly fast when one works with short deadlines all the time, doesn't it.

I'm fortunate in that next year I will have the continuing efforts of my Assistant Editor, Judith Scott, and IASC/SCAD's Central Canada Representative, Elaine Melnick, who have helped keep the production of your *Bulletin* rolling along as I have been concentrating on organizing and growing this quarterly publication. Although this newsletter is not the Toronto Star in its volume, it still requires the combined efforts of more than one individual, and Judith and Elaine provide incredibly thorough help in getting each issue to you.

Best wishes for the New Year! Bonne Année!

Rachel

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## 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](mailto:wordgoddess@sympatico.ca).

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# THE PERFECT ACCOUNTING WORLD IS ALSO PERFECT FOR CLIENTS

By Jean Sinclair

*'Tis the season to collect all one's bits and bobs together and do some financial and tax planning. Here's an overview to help make this relatively pain-free.*

Indexers, and freelancers of various types, can imagine how their working life would go in a perfect world, with the perfect projects, perfect clients, just the right amount of paperwork. The same holds true for those of us in the accounting and bookkeeping profession. The concept of "perfection" doesn't mean there are parts of our working lives we dislike just out of a fit of pique; rather, it has more to do with the realization that we can get more out of life by minimizing those activities that detract from our enjoyment of the main meat of our métier and/or prevent us from taking on more of the work that we wish to engage in.

It must be said: The "perfect" working world also means reducing expenses deducted from what we have earned by the sweat of our brow.

So besides acting as a buffer between the freelance indexer and the government tax department, what succinct words of wisdom can come from the world of the accountant? In order, these would be as follows:

## 1. STARTING A FREELANCE BUSINESS

**INITIAL SET-UP:** Freelance professionals should consult with an accountant prior to starting a business to avoid unnecessary expenses and paperwork. Failing that, an accountant should be contacted as soon as possible after commencing the business to undo any misguided steps already undertaken.

**CHOOSING A BUSINESS NAME:** You must decide on a name for the business so your clients can properly remit payment to you and so that the bank will set up a business bank account. The easiest way is to include name and/or description of the services provided; for example, Jones Indexing Services.

**REGISTERING A BUSINESS NAME:** You can register your business name in your province of residence as a sole proprietor or a partnership. Most provinces have on-line registration.

**FEDERAL REGISTRATION:** The federal incorporation of a company requires the services of a lawyer as this involves more complicated tax reporting requirements.

**SETTING UP A BUSINESS BANK ACCOUNT:** You should open a business bank account, which will return cancelled cheques

and provide you with a monthly statement. The bank will require a copy of the official provincial/federal registration form in order to open the account.

## 2. RUNNING A FREELANCE BUSINESS ON A DAY-TO-DAY BASIS

**SALES:** Keep all sales invoices in a numerical file, i.e., number your invoices. The simplest way of doing this is sequentially from 1 forward without resetting the number at the beginning of each year. Another method could be to number invoices as 01/02/UBCP, meaning Invoice No. 1 of the year 2002 for the client University of British Columbia Press, and to possibly start numbering again at 01 for the new year. This numbering would clearly indicate date and client, making it easier for you or your accountant to immediately identify date and client information in the bookkeeping ledgers, electronic or otherwise.

### EXPENDITURES:

**Petty Cash (Cash Purchases):** At the appropriate time, receipts are totalled and a new business cheque is written on the business bank account for the total of the receipts to replenish the amount of cash in petty cash.

**Purchases (By Cheque):** Keep all receipts from purchases and other expenditures in date order. Have a file folder and just keep placing them in the back of the folder in date order until the time comes to send them to your accountant.

**Purchases (By Credit Card):** If you don't have a credit card in the name of the business, the next best thing is to use a personal credit card but designate its use for business purchases only. If using personal credit cards to make business purchases, use one card for business purchases and a separate card for personal items. For example, MasterCard for business, Visa for personal use. Don't forget to match up these receipts to your credit card statement for easy accounting.

**What receipts to keep?** All receipts relevant to your business, i.e., office supplies, office equipment and furniture, computer software and hardware, phone bills, Internet costs, periodical and magazine subscriptions. As well, some meals can be deducted. If in doubt, put the receipt in; it can always be removed if not allowed under current taxation rules.

### 3. KEEPING BOOKS

At least every three months, courier, mail, or deliver all current paperwork to your accountant. Monthly is better in order to easily prepare GST remittances and to minimize time spent by the accountant, even if the accountant might be yourself. Dealing with recent accounting history while still fresh in one's mind is more accurate and saves time and, hence, money.

### 4. DOING TAXES

**IMPORTANT:** Keep notices, assessments, and reminders from Canada Customs and Revenue Agency ("CCRA") in a separate file so these items can be easily retrieved and responded to in the time limits required by the government.

**Tax Receipts:** Soon after December 31st each year you should pass the balance of your records to your accountant. If you have some traditional employment income for which you will receive a T4 slips, you will have to wait until these forms are sent out, which employers are legally bound to send out by the end of February.

**Tax Filings:**

**GST Remittances:** The collection of GST commences when your sales volume reaches \$30,000. Of course, there is a government form for this exercise. As well, you must apply for a GST number.

**Income Tax Returns:** Once all these records are together, your accountant will prepare books and financial statements for your company and then prepare your personal income tax return based on profit of the company.

**Tax Penalties:** A misconception prevalent amongst many freelance professionals is that taxes aren't due for filing until June. While it is true that the returns need not be filed until June, penalties in the form of interest on any amount due begins accumulating as of April 30th.

### CAN I DO MY OWN ACCOUNTING AND TAXES?

Motivated individuals can certainly take charge of all their accounting. However, seeking accounting advice at the initial stages will set you on the right track. If you truly do not enjoy this aspect of business ownership, your chances of making errors, which can result in loss of income, are increased. Plus you may not fully appreciate how to take the fullest advantage of the increasingly complex tax structure in Canada. Taxation software does provide assistance in getting the most from your tax situation through diagnostic features, but sometimes situations require a more thorough searching through CCH Canadian ([www.ca.cch.com/](http://www.ca.cch.com/)) manuals.

A survey published in MoneySense magazine in March, 2002, compared tax preparers at a major tax preparation company, a small tax preparation business, and a mom-and-pop tax shop. All got the job done; however, the mom-and-pop, individual-type business did achieve a higher refund, if one was owing, or a lesser amount owing and provided more attentive service than the first two kinds of tax operations. Certainly, if looking for a professional tax preparer you may want to inquire how familiar he or she is with doing books and taxes for freelance individuals and very small businesses.

However, if you can manage to keep receipts, invoices, and other records accurately, and submit them to your accountant on a timely basis, you indeed will save yourself time, stress, and money.

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*Jean Sinclair has been preparing books and providing tax preparation services for sole proprietorships, freelancers, and other small businesses for 30 years.*

#### Accounting Software:

- Professional-level tax software: .....[www.cantax.com/](http://www.cantax.com/)
- Professional-level accounting software: .....[www.myob.intuitcanada.com/](http://www.myob.intuitcanada.com/)
- Other tax software: .....[www.intuit.com/canada/quicktax/](http://www.intuit.com/canada/quicktax/)
- Other accounting software: .....[www.intuit.com/canada/quickbooks/](http://www.intuit.com/canada/quickbooks/)
- Accounting and tax reference materials: .....[www.ca.cch.com/](http://www.ca.cch.com/)

#### Government Business Sites:

- British Columbia  
[http://www.cse.gov.bc.ca/Subwebs/BusInv/Business\\_Services/Business\\_Information\\_&\\_Services/default.asp](http://www.cse.gov.bc.ca/Subwebs/BusInv/Business_Services/Business_Information_&_Services/default.asp)
- Alberta [http://www3.gov.ab.ca/gs/information/publications/forms\\_tradename.cfm](http://www3.gov.ab.ca/gs/information/publications/forms_tradename.cfm)
- Saskatchewan <http://www.gov.sk.ca/topic-picklists/questions.html?13/business-registration>
- Manitoba <https://direct.gov.mb.ca/servlet/ca.mb.gov.swi.servlets.SWIMainFrameSetServlet?guide=services>
- Ontario <http://www.gov.on.ca/MBS/english/government/business.html>
- Quebec <http://www.demarrez-entreprise.info.gouv.qc.ca/fr/regler/enregistrement.asp>
- New Brunswick <http://www.web11.snb.ca/snb7001/e/2000/2101e.asp>
- Nova Scotia <http://www.gov.ns.ca/snsmr/nsbr/entry.asp>
- Prince Edward Island <http://www.gov.pe.ca/infopei/Business/index.php3>
- Newfoundland & Labrador [http://www.gov.nf.ca/gsl/cca/cr/registry\\_companies.stm](http://www.gov.nf.ca/gsl/cca/cr/registry_companies.stm)
- Yukon <http://www.gov.yk.ca/services/b.html#BusinessNameRegistration>
- Northwest Territories <http://www.justice.gov.nt.ca/publicservices/corpreistry.htm>

# T H E O F F I C E A T W O R K

By Beth Macfie, Chelsea, Quebec

*Editor's Note: Many thanks to Beth Macfie for this original presentation of her home office which has been so beautifully illustrated by her own hand!*

I started setting up the office in 1993. It's in the basement but gets lots of light through a fairly large window that looks out into the backyard.

The Anton desk arrived about 1999, replacing an IKEA desk that dated from before keyboard trays (it's now in our 7-year-old daughter's room along with my old computer and chair). I looked at desks in a lot of office supply stores but chose the IKEA Anton because it was a good price, nice looking and useful in its layout. (To the left of the keyboard is a wide drawer.) I chose the beech finish—not too light, not too dark, and has a nice wood look. The Anton series includes a small rolling file cabinet, but we've had the one in the picture for many years. I have my mouse on the keyboard tray to the right of the keyboard.

The Brother thermal-paper fax machine is satisfactory for the fairly small amount I use it. It's the only phone that is installed in the office. When I am planning to talk on the phone, especially whenever I need to be at the computer, I bring the cordless phone from upstairs. This is sufficient for the amount I talk on the phone.

Speaking of phones, I have one telephone line to the house, split for the fax and phone, which costs about \$4 extra per month but gives me a separate phone number for the fax machine and a double ring when a fax is coming through. Having just one phone line means I can't talk on the phone when I'm connected to the Internet, but that's rarely an inconvenience. I have dial-up access (low-speed) to the Internet. That's all that's available in my part of Chelsea so far, but it also works fine for me.

Not shown, but nevertheless part of my home office, is my GE Answerphone (digital recorder), located upstairs, serving the entire house.

I haven't shown the papers of the current project that are on the desk, but they're really there. Another missing item is a plastic Newell Office rack that sits on the desktop and holds six file folders. It slopes up from the front so I can read the labels on the folders, costs \$10, and is really handy for controlling a small group of files for a project.

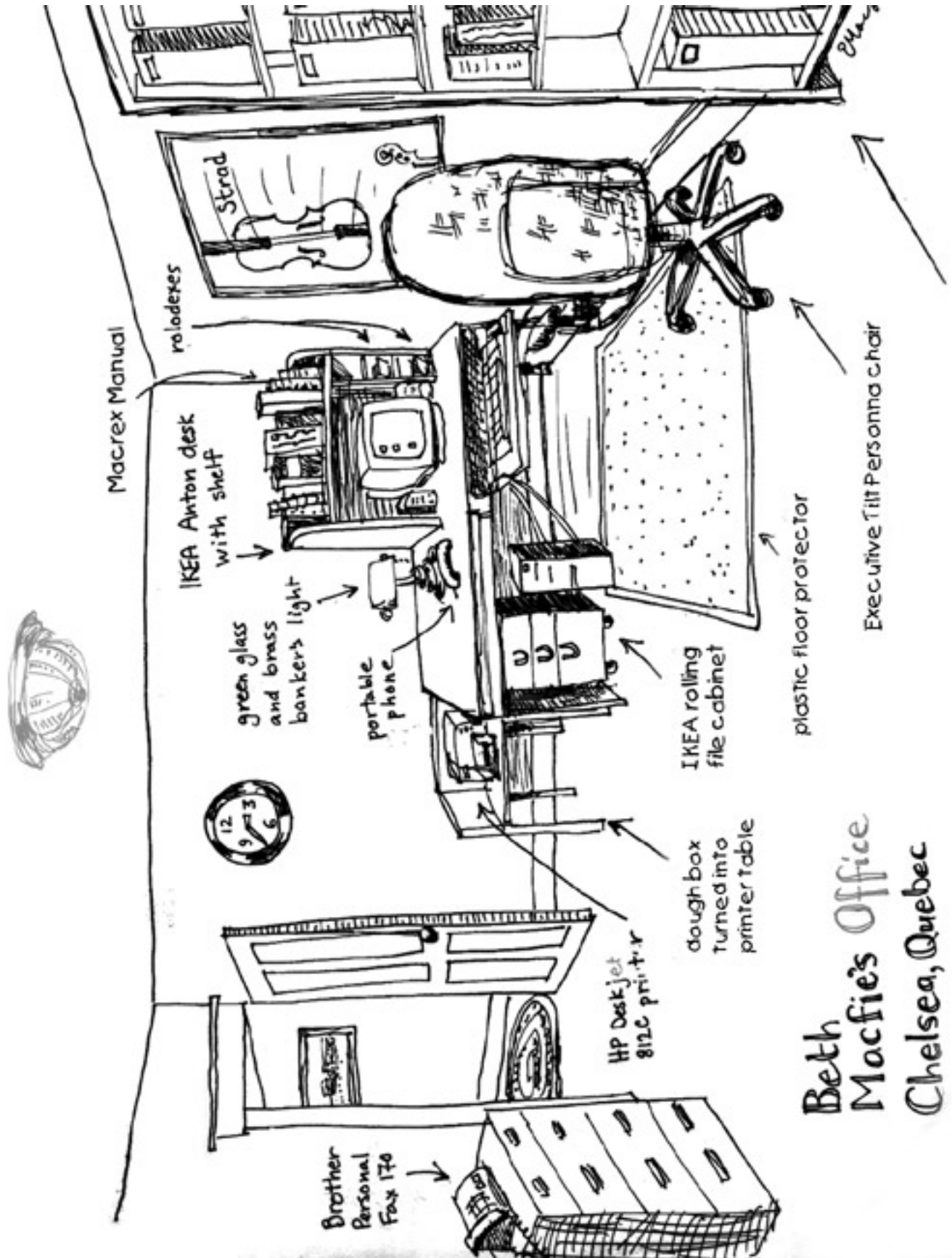
I put the manuscript on the desk to the left of the computer when I input and pile the completed pages on the right. I need a stand for the pages—that's the one change I want to make this year. Otherwise, this office works well for my indexing and editing business.

The poster from "*Strad*" magazine of a Guadagnini viola (1785) is on the wall because we are fans of old violins, have three (plus several new ones), and we all play. In some of my work breaks, I play my 1900 German "Ladies' Violin" (mostly Scottish music).

We bought this house in an abandoned state near Wakefield (20 km farther up the Gatineau Valley) in 1991, emptied it, tore it down, and had it reconstructed on a hillside acre in Chelsea (just north of Ottawa). We were inspired to find and rebuild this type of house because we had seen several in the valley and had found no other design that allows one to have a small yet nice-looking and substantial house. This squared white pine house was the traditional settlement dwelling of this part of Quebec and of much of Ontario, too. My ancestors lived in houses like this, and my husband and I are very pleased to have accomplished the move from a modern house to a log house.



# THE OFFICE AT WORK



Beth  
Macfie's Office  
Chelsea, Quebec

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## P R O F I L E S

## GINETTE CHANDONNET

## MONTRÉAL, QUÉBEC



**M**y name is Ginette Chandonnet. I am what you call a librarian-indexer, and as you probably guessed by my name, I am a French Canadian living in Montréal!

When I was younger (not that I am that old now!), I did not know what type of career to choose. I first thought of becoming a journalist or a translator, before finally choosing the latter. I got my B.A. in French/English Translation from Concordia University in 1984, and then started my Master degree in the same field of study at Université de Montréal. It took me four years to realize that translation wasn't really my "cup of tea" and that I needed something a little bit more challenging. The Université de Montréal Library and Information Science program seemed perfect for me, mainly because it combined training in computer science and in indexing, a field similar to terminology that I had learned during my studies in translation.

I finished my M.L.I.S. in May, 1988, and started working in November of the same year as a librarian in a documentation center. In 1989, I applied to work on a literacy thesaurus development project managed by Michèle Hudon. My knowledge of thesauri was very limited at the time, but I got the job because I had some knowledge in terminology, was bilingual, and was very enthusiastic about the project. I must say that this was a turning point in my professional life: I had finally found something that I really loved to do and that was quite challenging. I have been working as a thesaurus developer since then. I worked on the Canadian Literacy Thesaurus for a few years and then on other thesauri for governmental agencies such as Hydro-Québec, CRTC, and Environment Canada.

My other professional skills include back-of-the-book indexing, but I must say that French editors are very reluctant to hire indexers to produce an index. They feel it is too costly and often prefer to have the author produce the index. As you can imagine, this isn't the best solution. Making a living from back-of-the-book-indexing is therefore quite hard in Québec! This is one of the reasons why I am currently abstracting articles for the *Repère database of Services documentaires multimédia (SDM)* and working on a website for the Council of the Minister of Education, Canada.

What about the future? Well, I would love to learn embedded indexing and find out more about Web indexing

**M**on nom est Ginette Chandonnet. Je suis ce qu'on appelle une bibliothécaire-indexeuse et, comme vous l'aurez probablement deviné par mon nom, je suis Québécoise et je vis à Montréal!

Quand j'étais plus jeune (pas que je sois tellement vieille maintenant!), je ne savais pas vraiment quel type de carrière choisir. Ma toute première idée fut de devenir journaliste ou traductrice; j'ai finalement décidé de choisir cette dernière option. J'ai obtenu mon baccalauréat en traduction de l'Université Concordia en 1984 (B.A. in French/English Translation), pour ensuite entreprendre ma maîtrise dans le même domaine à l'Université de Montréal. Ça m'a pris quatre ans pour me rendre compte que la traduction n'était pas vraiment ce qu'il me fallait, et que je devais trouver un travail avec un peu plus de défis. Le programme de Bibliothéconomie et des Sciences de l'information de l'Université de Montréal m'a alors semblé parfait, notamment parce qu'il combinait une formation en informatique et en indexation, un champ d'étude similaire à la terminologie que j'avais étudiée pendant ma scolarité en traduction.

J'ai fini mon M.B.S.I. en mai 1988 et j'ai commencé à travailler en novembre de la même année comme bibliothécaire pour un centre de documentation. En 1989, j'ai posé ma candidature à un projet de développement de thésaurus dirigé par Michèle Hudon. Ma connaissance des thésaurus étant alors très limitée, j'ai tout de même obtenu le travail parce que j'avais des connaissances en terminologie, que j'étais bilingue et que j'étais très enthousiaste vis-à-vis du projet. Je dois dire que ce fut un tournant majeur dans ma vie professionnelle: j'avais finalement trouvé quelque chose que j'aimais faire et qui était plein de défis. C'est ainsi que je travaille au développement de thésaurus depuis lors. J'ai participé à l'élaboration du Thésaurus canadien d'alphabétisation pendant quelques années, pour ensuite développer d'autres thésaurus pour des agences gouvernementales telles que Hydro-Québec, le CRTC et Environnement Canada.

Mes autres qualifications professionnelles incluent l'indexation de livres. Je dois cependant avouer que les éditeurs francophones sont très peu disposés à faire appel à des indexeurs pour produire un index. Ils jugent que c'est une tâche trop coûteuse et préfèrent souvent faire produire l'index par l'auteur. Comme vous pouvez l'imaginer, ce n'est pas la meilleure solution. Vivre de l'indexation de livres est donc assez difficile au Québec! C'est une des raisons pour lesquelles j'indexe actuellement des articles pour la base de données *Repère des Services documentaires multimédia (SDM)*, et que je travaille à l'élaboration d'un site Web pour le Conseil des ministres de l'éducation, Canada.

A l'avenir? J'aimerais bien apprendre l'"embedded indexing" et en savoir davantage sur l'indexation sur le Web ainsi que la construction de sites Web. Mon seul problème est de trouver

# P R O F I L E S

and website development. My only problem is time. Working almost always six days a week and looking after a husband, two daughters, a cat and a fish is quite demanding!

You can learn more about me or the projects I have worked on by consulting my website,  
<http://www3.sympatico.ca/soumah/English.htm>

Cheers,

Ginette Chandonnet

suffisamment de temps pour le faire : travailler presque toujours six jours par semaine et s'occuper d'un mari, de deux filles, d'un chat et d'un poisson réduit beaucoup mes temps libres!

Vous pourrez en apprendre plus sur mes projets en visitant mon site Web à l'adresse suivante,  
<http://www3.sympatico.ca/soumah/English.htm>

Salut

Ginette Chandonnet

## Links of the Month

Look & Learn Series with graphics in the index	<a href="http://www.amazon.com/exec/obidos/tg/stores/detail/-/books/0764535080/reader/30/ref%3Dlib%5Frd%5FTI01/103-6899436-0779028">http://www.amazon.com/exec/obidos/tg/stores/detail/-/books/0764535080/reader/30/ref%3Dlib%5Frd%5FTI01/103-6899436-0779028</a>
The Bank of English	<a href="http://titania.cobuild.collins.co.uk/boe_info.html">http://titania.cobuild.collins.co.uk/boe_info.html</a>
Designing Print Docs with FrameMaker (Indexing Project)	<a href="http://www.io.com/~tcm/etwr2372/planners/index_proj.html">http://www.io.com/~tcm/etwr2372/planners/index_proj.html</a>
Marketing Your Indexing Services	<a href="http://www.marisol.com/maasi/susanh.htm">http://www.marisol.com/maasi/susanh.htm</a>
Genealogical Indexing	<a href="http://www.sigg.org.uk/arts/arts2302.htm">http://www.sigg.org.uk/arts/arts2302.htm</a>

Kudos should go to Que Publishing for their addition to their indexing pages. At the bottom of alternating pages in Que "Special Edition" manuals they have placed a request to readers to help them enhance usability of their indexes.

<b>animations</b> action, 125-126 bitmaps, 110 cartoon animations, 124-125 creating, 110 frames, 110-113 guidelines, 125-126 keyframes, 20, 110-113 motion tweens, 115-121 objects, 110 organizing, 110 scrubbing, 123 sequences, 110 shape tweens, 121-123	slice() method, 404 superclass constructors, 505 <b>arguments.length property, 274-275</b> <b>arithmetic</b> binary arithmetic, 224-225 operators, 216, 219-224 <b>arranging layers, 22</b> <b>array core objects</b> adding elements, 398 associative arrays, 399-400 creating, 396-397 data containers, 396	sorting, 402 sparse arrays, 398 troubleshooting, 439 values, 403 variables, declaring, 193 <b>Arrow tool, 15, 24</b> <b>As Bitmap command (Print pop-up menu), 639</b> <b>As Vectors command (Print pop-up menu), 639</b> <b>asin method (Math core object), 427, 438-439</b>
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How can we make this index more useful? Email us at [indexes@quepublishing.com](mailto:indexes@quepublishing.com)

# P R O F I L E S

## JANE BRODERICK MONTREAL, QUEBEC

### Could you tell us a bit about your background, education, and the part of the country where you live?

My background and education have little to do with how I make my living. I majored in art history for a time and then switched to urban geography, always taking evening classes while working during the day. First, I was a medical secretary. Then I did typesetting and editorial work for a motorsport magazine and a tabloid rag. I served in a voluntary and paid capacity for several organizations, including an architectural and neighbourhood preservation group, co-editing their newsletter, and I edited part-time for a book publisher while also cobbling together some freelance contracts. Originally from St John's, Newfoundland, I've lived in Montreal for more years than I can count, and I have been self-employed as an editor and indexer for a good many of those.

### How did indexing as a profession come to your attention?

I've always been fascinated by indexes. They're so important to a book—any kind of book. I really do no more than two or three a year. I like to keep my hand in it but don't believe I could index full time. When I'm working on an index I find myself saying things like "see also" and ending my sentences with prepositions. But I do enjoy the process. It's as though you're deconstructing the book and going back to where the author was when he or she began writing it. I think of the author beginning with a stack of cards containing ideas, notes, bits of data, and so on, and the indexer reducing the manuscript to just that—at least in the days before indexing software.

The editing and indexing processes are very different. With editing, you concentrate on language, whereas with indexing you're concerned only with the hard facts. Even when you edit and index the same manuscript you're wearing two different hats.

### Do you work in both English and French?

No, in English only.

### How did you become an indexer? Did you take any courses?

I didn't take any courses. I just plunged in with an index for a book on national parks that was later shelved. To my knowledge, that's the only time a book I worked on has been shelved—and it had to be my very first index! It was an uncomplicated one, but that was before indexing software came along so it represented an awful lot of work.

### Do you have any software preferences or experiences to share?

I've used only Cindex and so can't compare. I'm a bit of a dinosaur. I'm still using the DOS version since I don't do many indexes.

### Tell us a little bit about indexing conditions in your part of the country.

I know of only two other indexers in Montreal, Christine Jacobs and Linda Cardella Cournoyer, both of whom have been extremely helpful. One of the odd things about working in Quebec is that indexes get translated and people have been known to leave entries alphabetized as they were in French—for example, "neutron stars" under "E" because that's where "étoiles à neutrons" was! I've come across this kind of thing when hired to copy edit or proofread a finished index. I've also had to fix things like "the" alphabetized under "T" and totally inappropriate entries such as "Centre: John Smith", because the person who indexed the photo captions didn't have a good grasp of English. These are usually simple one- or two-level indexes, but so many changes are necessary it clearly would have been more efficient to have the manuscript properly indexed in English. Provides the occasional chuckle though.

### Do you have strong feelings about embedded versus third party indexing methods?

Don't get me started. I'm reminded of something I read in *Another Life: A Memoir of Other People*, by Michael Korda, former editor-in-chief at Simon & Schuster (New York: Dell, 2000): "Indexing a book, for example, once a weary matter of reading every page carefully and noting each name down on a three-by-five card, could now be done electronically—and since time is money, the cost inevitably went down" (p. 503). Here, Korda is referring to the efficiencies made possible by computer technology, but the passage does suggest that "reading every page carefully" is no longer even an option. This from a man who for years ran a major publishing house. I'm scandalized.

### What was your favourite project as an indexer?

My most memorable one was my first using Cindex. It was a baptism of fire—a two-volume home medical encyclopaedia published by Reader's Digest for the Canadian Medical Association. I tend to over-index, if there is such a thing, and I certainly did in this case. The index takes up 67 four-column, large-format pages. In fact, they had to reduce the type size considerably to make it fit. It's a dynamite index, if I do say so myself, even if it did nearly kill me.

A pleasant recent project was a history of the Unitarian Church in Montreal. This book is filled with interesting characters from the 19th and 20th centuries.

## Joint ASI - IASC/SCAD Annual Conference

June 19-21, 2003 - Vancouver, B.C.

The organizing committees for ASI and IASC/SCAD invite you to contribute to next year's annual conference by submitting proposals for presentations for general sessions (all conference attendees) as well as for parallel break-out sessions (small groups).

Deadline for submitting proposals is October 15th, 2002. Proposals should be sent by email directly to:

[flennie@indexres.com](mailto:flennie@indexres.com)

with the subject line reading

"Call for Papers-Vancouver, 2003"

Among many possible topics, we particularly welcome proposals in the following subject areas:

- Abstracting
- Teaching of Indexing
- Business of Indexing
- Usability Testing
- Thesaurus Development
- Meta data
- On-line Searching
- Textbook Indexing
- Database Indexing
- Humanities Indexing
- Foreign-language Indexing
- Image and Audio Indexing

Submission of a proposal does not guarantee automatic acceptance by the organizing committees. Successful candidates will be notified by November 15th, and accepted papers will be published in Proceedings of the 2003 conference.

Please provide the following information when submitting your proposal:

- Title of Presentation
- Presenter Name(s)
- Presentation Level (basic, intermediate, advanced)
- Scope (general or break-out sessions)
- Length (45 mins./1.5 hours)
- Type (panel, lecture, practical, open discussion)
- Description [1]: For Committee Review - Please provide full information on content and approach.
- Description [2]: For Conference Program - Please restrict to 75 words

We look forward to receiving your proposals.

Frances S. Lennie  
Judy Dunlop  
for ASI & IASC/SCAD Vancouver Conference  
Organizing Committees

## Conférence annuelle conjointe ASI - IASC/SCAD

Du 19 au 21 juin 2003 - Vancouver, C.-B.

Les comités organisateurs d'ASI et d'IASC/SCAD vous invitent à participer à leur prochaine conférence annuelle conjointe et à soumettre vos textes pour les présentations lors d'ateliers généraux ouverts à tous les participants, ou d'ateliers spécialisés donnés en petits groupes.

La date d'échéance pour soumettre les textes est fixée au 15 octobre 2002. Ceux-ci doivent être envoyés par courriel à :

[flennie@indexres.com](mailto:flennie@indexres.com)

avec la mention suivante en objet:

"Appel de communications-Conférence de Vancouver, 2003"

Les sujets particulièrement susceptibles d'être retenus sont :

- L'analyse documentaire
- L'enseignement de l'indexation
- Les activités liées à l'indexation
- Les tests d'utilisation
- La construction de thésaurus
- Les métadonnées
- La recherche en ligne
- L'indexation de manuels
- L'indexation de bases de données
- L'indexation en sciences humaines
- L'indexation en langues étrangères
- L'indexation d'images et de sources sonores

Veuillez noter que les textes soumis ne seront pas automatiquement acceptés par les comités organisateurs. Les candidats retenus seront avisés au plus tard le 15 novembre 2002, tandis que les textes retenus seront publiés dans les actes de la conférence.

Toutes les personnes intéressées sont priées d'inclure les informations suivantes dans leur proposition :

- Titre de la présentation
- Nom du conférencier
- Niveau de la présentation (débutant, intermédiaire ou avancé)
- Champ d'application (atelier général ou spécialisé)
- Durée (45 minutes à 1h30)
- Type (panel, conférence, atelier pratique, groupe de discussion)
- Description [1] : Pour les comités organisateurs - Prière de fournir tous les renseignements pertinents sur le contenu et l'approche privilégiée.
- Description [2] : Pour le programme de la conférence - Limite de 75 mots.

Au plaisir de recevoir vos propositions.

Frances S. Lennie  
Judy Dunlop  
Représentantes des comités organisateurs d'ASI et  
d'IASC/SCAD.

# A WARM WELCOME TO THE WE(S)T COAST

*By Naomi Pauls*



Ah, yes. June in Vancouver. How could I forget? The day dawned warm but overcast, with low clouds and drizzle obscuring the North Shore mountains. By late afternoon, conditions had not improved. The tiles on the outdoor patio were slick with rain, the “ocean view” a wall of white. Just another late-spring day on the We(s)t Coast, but it happened to be my wedding day.

If I sound bitter, I’m really not. When you live in this corner of the world, you learn—slowly but surely, in a character-building kind of way—to accept the rain. It is rain, after all, that makes this city of tree-lined boulevards, municipal parks and public gardens burst forth with colourful blooms and generous shades of green, especially in the spring. Rain keeps the streets and sidewalks clean, the air as fresh as city air can be.

You can see that, even though I’ve been asked to promote Vancouver and British Columbia as a vacation destination, a must-attend venue for the ASI-IASC/SCAD joint conference June 19-21, 2003, I am not afraid to be candid. Am I not a credible source? Fact is, other than the odd downpour, it’s hard for me to diss my hometown.

The great thing about the conference is that it’s scheduled right at summer solstice, when the days are at their longest. Locals know to take advantage of the light evenings, strolling the six-mile Stanley Park Seawall, food shopping at one of the public markets, or, Starbucks in hand, taking in the sunset at one of the city’s many beaches. Although you can drop many (low Canadian) dollars in Robson Street’s high-end shops and the city has its share of cultural institutions and events, Vancouver is really a low-key, outdoors kind of town, where the natural environment is both a spectacular backdrop and a recreationalist’s Shangri-La.

From the Hyatt Regency Hotel, the conference site (where President Clinton himself stayed), it’s a short downhill walk to the waterfront, where you can catch the enclosed passenger SeaBus across the harbour to Lonsdale Quay, North Vancouver’s public market. At \$2 one way, it’s a cheap yet scenic harbour cruise. Other companies, such as Harbour Cruises ([www.boatcruises.com](http://www.boatcruises.com)) do the cruise thing in style. Once on the North Shore, you can catch a bus to the Capilano Suspension Bridge ([www.capbridge.com](http://www.capbridge.com)), or to the base of Grouse Mountain ([www.grousemountain.com](http://www.grousemountain.com)), where the only

thing between you and a “peak experience” is a three-minute gondola ride or an arduous one-hour hike up the popular Grouse Grind trail.

Other sights are equally accessible by public transit, whether your taste leans to rhodos and mazes (Van Dusen Botanical Garden), Asian oases (Dr. Sun Yat-sen Classical Chinese Garden or the Nitobe Garden at the University of British Columbia) or Native art (the Museum of Anthropology, also on the UBC campus). By June, the city’s festival season is in full swing. Lucky for indexers, the renowned Vancouver International Jazz Festival ([www.jazzvancouver.com](http://www.jazzvancouver.com)) begins its 10-day run June 20, with free concerts both weekends. Other June festivals include the Alcan Dragonboat Festival ([www.canadadragonboat.com](http://www.canadadragonboat.com)) and Bard on the Beach ([www.bard.faximum.com](http://www.bard.faximum.com)), which is Shakespeare under tents in Vanier Park, also the site of several museums.

Thinking like an indexer, from A (architecture—check out the Marine Building three blocks down from the Hyatt, an art deco treasure that was long Vancouver’s tallest building) to Z (well, the zoo’s a little out of town, but there’s a fine aquarium), I guarantee you will find something to pique your interest in Vancouver. And I haven’t even touched on the cosmopolitan food (from Alaskan black cod to zabaglione). As for keywords, my five picks would have to be harbour, markets, mountains, sailboats and sushi.

Conference organizers are planning a day trip across the Strait of Georgia to Victoria, the province’s oh-so-British capital. An extended stay could easily encompass a sojourn on one of the Gulf Islands, [www.islands.bc.ca](http://www.islands.bc.ca), or a trip to the ski resort of Whistler, [www.mywhistler.com](http://www.mywhistler.com), which offers many year-round activities. Because pictures are worth a thousand words, here are a few more URLs to help you plan your trip and give you a taste of Vancouver: [www.tourismvancouver.com](http://www.tourismvancouver.com), [www.vancouverattractions.com](http://www.vancouverattractions.com), [www.city.vancouver.bc.ca/](http://www.city.vancouver.bc.ca/), [www.portraitv2k.com](http://www.portraitv2k.com). See you in June. On the outside chance that it should be necessary, you can always share my umbrella.

---

*Naomi Pauls is an indexer/editor in Vancouver where she has just completed editing a travel book on that city.*

# DEAR FELLOW INDEXERS AND CONFERENCE ATTENDEES,

I'd like to tell you about an exciting excursion that we here at Western Indexing are planning for the joint ASI and IASC/SCAD conference to be held in June, 2003, in Vancouver. On the Sunday of the conference weekend, there will be a day trip to our beautiful home city of Victoria!

For those who have never visited this part of the world, British Columbia's capital of Victoria is located on Vancouver Island, a ferry's ride from the city of Vancouver. The city receives about two inches of snow a year and only two-thirds the rain of Vancouver and Seattle (see [www.tourismvictoria.com](http://www.tourismvictoria.com)).

Our day will begin early with boarding a special bus at the conference hotel. The bus itself will board the Spirit of British Columbia, a ferry with a length of more than 500 feet and a capacity of more than 2,000 passengers. Our voyage of one-and-a-half hours will traverse the Gulf Islands with beautiful views of Mt. Baker and possibly Orca whales on the way (see [www.bcferries.com](http://www.bcferries.com)).

Once docked on the other side, our bus will take us to the world-famous Butchart Gardens, a dazzling, 55-acre horticultural display in the tradition of a carefully cultivated English garden (see [www.butchartgardens.com](http://www.butchartgardens.com)). In between strolling along the meandering paths, lunch will be available at one of the garden's several restaurants.

Upon reboarding the bus, it will be a pleasure to share with you a tour of our truly breathtaking city. Victoria has many spectacular locations from which to view mountains on three sides and the ocean on two! The city tour will end at our lovely inner harbour in downtown Victoria. We'll

schedule mid-afternoon high tea for our group at the world-famous Empress Hotel (see [www.fairmont.com](http://www.fairmont.com)).

Our day will end in time for those flying home out of Seattle to catch the Victoria Clipper (not included in the tour cost), North America's fastest commercial catamaran, which holds over 200 travellers and achieves speeds of 50 mph (see [www.victoriaclipper.com](http://www.victoriaclipper.com)). Our tour bus will return by ferry to the conference hotel in Vancouver.

What is the cost for this magnificent day of travel and networking, including all travel to and from the conference hotel and admission to both the Butchart Gardens and tea at the Empress Hotel? With our connections here, we are able to schedule our group for less than \$175 Canadian or just over \$100 U.S. per person!

I sincerely hope that a great many conference attendees, Canadian and American alike, will choose to end the conference by lengthening their June stay here and see a bit of what we on the island experience on a daily basis. Although we anticipate that demand will be high, we need full buses to keep costs to a minimum. For that reason, we may not be able to accommodate late registration.

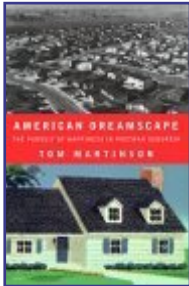
Hope you can join us!

Lee Brentlinger  
Director, Western Indexing  
401 – 3868 Shelbourne Street  
Victoria, B.C. V8P 5J1  
[wesindex@islandnet.com](mailto:wesindex@islandnet.com)



## I N D E X R E V I E W

## INDEXING THE SUBURBS



***American Dreamscape:  
The Pursuit of Happiness in  
Postwar Suburbia***

Author: Tom Martinson  
(New York: Carroll & Graf, 2000)

*Index Review by Cheryl Lemmens*

An interesting addition to the growing number of books on suburban culture, *American Dreamscape* takes a look at the origins, architecture, and culture of the American postwar suburbs—from the suburbanites' point of view. Tom Martinson, a Minneapolis-based city planning consultant and urban historian, defends the lifestyle of the suburban “yeoman” against the opposing views of the “urbanist” gentry intelligentsia. And, whether they’re criticizing the the wastefulness of urban sprawl, the visual sterility of subdivisions, or the amount of time involved in tending one’s lawn, urbanists certainly have a lot to say about the suburbs—much of it negative. Martinson argues, however, that suburbanites—that is, those who live in the suburbs—have a rich and fulfilling life exactly where they are and that they don’t need any lecturing, or “hectoring”, from urbanist critics.

As a lifelong suburbanite who nevertheless identifies with the “urbanist” point of view (making me, I suppose, a sort of hybrid, a suburbanite urbanist), I wanted to read *American Dreamscape* because of its sympathetic portrait of the suburbs—particularly after having read two comprehensive histories of suburbia, Kenneth T. Jackson’s *Crabgrass Frontier* and Robert Fishman’s *Bourgeois Utopias*. On taking a first cursory glance through Martinson’s book, I found it to be well designed, with each section visually marked by a photograph of Main Street in Irvine, California—“an archetypal postwar gentry suburb”. The notes are fairly copious for a book that is often highly personal, and on reading through the bibliography, I noted the absence of at least one landmark work on urban planning, Jane Jacobs’ *The Death and Life of Great American Cities*.

The index, however, was a surprise—laid out in a one-column format, with *all entries* flush left. This means, for example, that the entry “suburbs”, which has subentries taking up the better part of pages 288-289, completely loses its impact; there is no way to tell where the subentries end except by trying to figure it out alphabetically.

## View the index

[http://www.amazon.com/exec/obidos/tg/detail/-/0786707712/ref=lib\\_rd\\_ss\\_T101/102-8660308-8499361?v=glance&s=books&vi=reader&img=13#reader-link](http://www.amazon.com/exec/obidos/tg/detail/-/0786707712/ref=lib_rd_ss_T101/102-8660308-8499361?v=glance&s=books&vi=reader&img=13#reader-link)

The beginning of the “suburbs” entry looks like this:

suburbs  
1940’s housing explosion, ...52  
Arcadia, ...221-222, 235-237  
balanced environments and, ...239-240  
and bedroom suburbs, ...185  
Beverly Hills, ...225  
Blue Collar Suburb, ...63

Four entries at the bottom of page 289, all starting with the word “suburban”, appear to be subentries of “suburbs”, while “subways”, the last entry on the page, appears to be a new main entry.

Reader Harold M. Morgan, who posted a review of the book on Amazon.com, thought there was an error in this section of the index. He noted that “something strange happens toward [the] end of the index; another index jumps into the middle of the S’s”. In fact, the “other index” in the middle of the S’s represents the continuation of the subentries to “suburbs” at the top of page 289, starting with the subentry “Ladue, ...143-144”. Because it is set flush left, it appears to be a new main entry that belongs in the “L” section.

Similar examples of flush-left subentries are found throughout the index. For example:

Gruen, Victor, ...58  
and shopping malls, ...103  
Guggenheim Museum, ...68, 160

Poor layout is not the only problem with this index. It also appears that there is one significant omission, that of any reference to urbanist critic Jane Holtz Kay, whose book *Asphalt Nation* is discussed at length in a chapter on transportation issues. As Martinson puts it, Kay’s position on the automobile is that it is “a big negative”, and in her view “suburbia is really the underlying culprit”. Now, if you go to the index, there are apparently no entries for either Kay or her book. Upon closer scrutiny, however, an entry does appear: “Holtz, Jane, and negatives of automobiles, ...105”. Not only is her name given incorrectly, but the locator “105” does not match the lengthy discussion of Kay’s views, which appears on pages 105-107 and 111-118.

Was Jane Holtz Kay given such short shrift in the index because she is an urbanist critic of the suburban lifestyle? In fairness, without knowing how the index was compiled, one hesitates to make this call. However, the presence of some other main entries in this light is interesting, to say the least. For example, in the “K” section from which Kay was omitted, there is an entry for “Knott’s Berry Farm”, which is mentioned on page 187 as an attraction located in Orange County, California. And in the “L” section, the following entry appears: “Lugo, Marisol, on public transportation, ...119”.

# I N D E X R E V I E W

Marisol Lugo, as it turns out, is neither an urban planner nor a transportation expert, but “a Miami welfare recipient” whose comment on the limiting nature of public transit is reproduced in the book.

In addition to poor layout and the omission cited above, problems with this index include the following:

- Identification of locations (cities, counties, suburbs, houses, etc.). State names would have helped in most cases; parenthetical references would also have been helpful, particularly since the index was laid out with room to spare. As examples, actual entries from the index are given below in one list, followed by my own version of the list with identifying information added:

Bon Aire  
Fairbanks Ranch  
Hopkins  
Ladue  
Montecito  
Pullman  
Bon Aire (development in Iowa City, Iowa)  
Fairbanks Ranch, Ca. (San Diego suburb)  
Hopkins, Minn.  
Ladue, Mo. (St. Louis suburb)  
Montecito, Ca. (Santa Barbara suburb)  
Pullman, Ill. (company town)

Similarly, the entry “Arcadia” is never qualified as referring to the concept of the “Arcadian village”. (Given the many examples of California suburbs, one might think the index entry was a reference to the city of Arcadia.) And the entry “Cape Cod” refers to the well-known residential architectural style, not to Cape Cod, Massachusetts.

- Poor grouping of entries and subentries. For example, Frank Lloyd Wright’s entry is loaded with undifferentiated locators; only three subentries appear below his name, just one of which refers to an actual structure. Omitted from the subentries are Wright-designed buildings such as the Guggenheim Museum, Fallingwater, and the Robie House, as well as Wright’s proposed Broadacre City, which are given main entry status elsewhere in the index.

- Confusing or irrelevant entries. Consider, for example, the following:

Big Thoughts, ...37  
Flower Preparation Room, ...61

It turns out that the first reference is to the life of the farmer, who, living a solitary lifestyle in communion with the land, “is unavoidably drawn into the much larger context of all nature—this is the personal realm of Big Thoughts”. The second reference is to a room in a luxurious suburban house that the author visited as an architectural student. Neither entry should have made it into the index.

- Three entries with dates, such as “1956 Interstate Highways Act”, are grouped together at the beginning of the index under the heading “Symbols”. It seems to me that none of these needed to be indexed under their dates; two refer to presidential elections (of 1828 and 1896), and could have been referenced in other ways, such as under the names of the contestants. The highway legislation probably should have been indexed under “Interstate Highways Act (1956)”.
- Finally, some typos create entries that are not immediately recognizable as incorrect – until you look them up in the book. For example:

George Tidewater estate, ...172  
Maison Carr, ...25

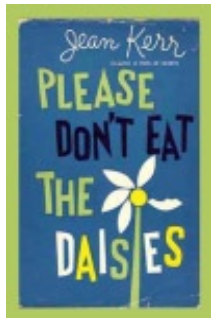
George Tidewater is not a person; the first entry above should actually look like something along the lines of “Georgian Tidewater estate houses (Virginia)”. And “Maison Carr” is not the French version of “Carr House”—it is in fact “an ancient [Roman] imperial temple in the south of France known as the Maison Carrée”, which was admired by Thomas Jefferson.

All in all, then, *American Dreamscape* remains an interesting treatise, presenting as it does a vigorous defence of suburbia and the people who choose this lifestyle. Whether one agrees with its premise or not, the book has in any event generated discussion about the ongoing debate over the merits of city and suburb. Its index, however (all 13 pages of which can be viewed online at [www.amazon.com](http://www.amazon.com)), leaves much to be desired. In its unusual one-column layout, with generous right-hand margins, it might in fact be said to mimic the typical suburban street of single-story detached houses on comfortable lots. Unfortunately, the reader who uses this index may find that there are a few too many cul-de-sacs in this subdivision.



## I N D E X R E V I E W

## INDEXING THE SUBURBS: THE LIGHTER SIDE

***Please Don't Eat the Daisies***

Author: Jean Kerr  
 (Garden City, N.Y.: Doubleday,  
 1957)

Index Review by Cheryl  
 Lemmens

While reading up on the history and culture of suburbia, I was reminiscing with some fondness about the many TV comedies I watched as a youngster—almost all of which were set in the comfortable world of the suburbs. From *Leave it to Beaver* to *My Three Sons*, television comedy seemed to mirror the familiar world of the single-family detached home with garage, nicely paved driveway, and ample lawn.

One of my favourite sitcoms was *Please Don't Eat the Daisies*, the TV version of Jean Kerr's bestselling collection of short stories about suburban life. On borrowing a library copy and starting to leaf through it, I was surprised to find that there was, in fact, an index. There was also an introduction, which Kerr felt obliged to provide for her book "because it doesn't have an Index and it ought to have *something*". In the end, however, she also provided a hilarious index which is worth reading on its own. Kerr mimics indexing conventions expertly, and adds a few zingers of her own. Here are just some of the entries:

Alaska, baked, 119  
 kill, urge to, 66  
 Bloomingdale's, New Rochelle, 29  
 Maltose, Dextri-, 111  
 Bloomingdale's, New York, 24  
*Morningstar*, *Marjorie*, 56  
 chicken pie, Birdseye, frozen, 11  
 numbers, tell me not in mournful, 179  
 Cola, Coca, 224  
 place, no, like home, 80  
 diet, Mother's Milk, 49  
 dishwasher, Hotpoint, 30  
 sheets, Pepperell, 45  
 spaghetti, Heinz's, 12  
 good riddance (to bad rubbish), 17  
 Tarzan, *see* Jane  
*How Not to Write a Play*, Simon  
 tooth, eye for eye and tooth for, 113  
     and Schuster, \$3.50  
 vermouth, dry, 89  
 Jill, Jack and, Nursery School, 40  
 vermouth, sweet, 112

The cross-reference from "Tarzan" to "Jane", naturally, has no corresponding entry for "Jane". As well, a rather interesting entry with many undifferentiated locators—"beer, Rheingold the dry, 17, 38, 74-5, 164, 195, 211"—is not mentioned in any of the short stories. And, for the kicker, this note at the end of the index:

*In all cases, the page numbers refer to the magazines in which these pieces originally appeared*

Well, what if they do? An index whose subjects range from T.S. Eliot and Ernest Hemingway to Betty Crocker and Frosty the Snowman has achieved a measure of distinction, indeed.

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*Cheryl Lemmens is a Toronto indexer whose expertise also includes web site indexing. Please see Cheryl's web site at: [www3.sympatico.ca/lemmens/cheryl.htm](http://www3.sympatico.ca/lemmens/cheryl.htm)*

**Editor's Note:**

It occurred to me in reading this review that I would look for it in [www.amazon.com](http://www.amazon.com) as they sometimes show pages from books, including full indexes. What I found in this instance was an audible book since the original paper edition is now out of print.

Is there an opportunity here for an audible index to be created for this product and others like it?

If anyone has experience in doing this type of work, please let us know.

# THE WAY WE WERE... IN 2002

By Elaine Melnick, *Central Canada Representative*

The Editor has asked for a "Year in Review", nothing overly lengthy—a few paragraphs would be fine.

Well, on looking back, I'm wondering how do I squeeze it all into a couple paragraphs?

A Sunday afternoon in January got the ball rolling as we met at Ruth Pincoe's for an informal potluck brunch. And so, with a glass of wine and some lovely munchies, we started 2002.

We had more formal meetings in April and June. Topics included index usability, placement of cross-references, use of prepositions/conjunctions, the importance of page checks, PalmPilots, and various elements of web indexing (including search utilities, and site indexes vs. site maps). And this was just the first half of the year!

Our resourceful Editor, Rachel Rosenberg, hosted a potluck brunch in August, a celebration to honour summer, and Elizabeth Bell, who was in Toronto as part of her annual summer sojourn in Ontario. An afternoon on the deck with good company and some incredible edibles - the perfect way to spend a mid-summer afternoon!

The September meeting included discussions on dealing with GST, placing a fair value on your work (or indexing without going broke), and basic bookkeeping practice. In November, we compared three books considered to be indexing standards—Wellisch, Mulvany, and the new Pat Booth volume.

We've had our meetings on the east side of Toronto, the west side, and downtown. Whether in a coffee shop (the old Britnell's Books, now a tastefully renovated Starbucks) or a pub, indexers from as far afield as London, Peterborough, Kitchener, and Niagara Falls have made the effort to be there. I am pleased to say we have always had a good turnout, with attendance ranging from eight to twelve people. My thanks to



all those who participated. You helped make it a successful year! Special thanks as well to Cheryl Lemmens, Gillian Watts, and Ruth Pincoe—for volunteering (or being volunteered) to lead some of these discussions. I couldn't have done it without you. My apologies, too, for being delinquent in providing timely summaries. Hmm, sounds like a New Year's resolution...

I'd like to hear your ideas. If there is something you'd like to see discussed at a future meeting, let me know! (Do think about it. I'll be asking again in the not-too-distant future!)

One last point of business. Mark January 5, 2003. on your calendars. Ruth Pincoe will again be hosting an informal

Sunday get-together to start off the New Year. Until then, I wish you all the best the season has to offer—now, and in the New Year!

## THE WAY WE WERE... ON THE WEST COAST

By Karen Griffiths, *British Columbia Representative*

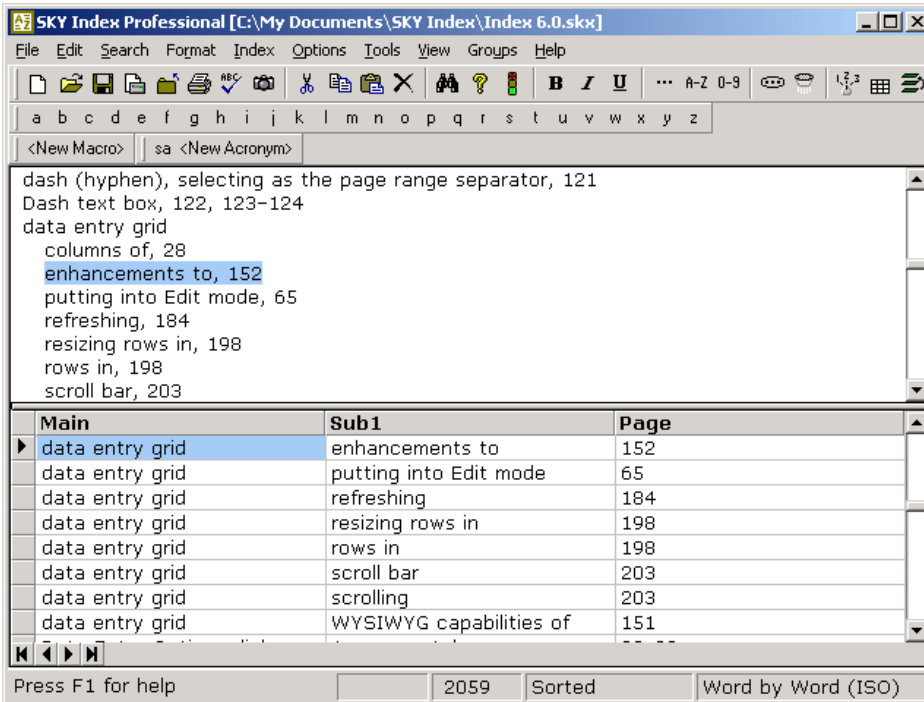
We had a great meeting/peer review on November 23rd, 2002, at a local indexer's house in Burnaby with ten people in attendance—two traveling from a few hours away! We split into two groups and spent a couple of hours reviewing indexes and then socialized with general questions being asked. We will plan another meeting/peer review for the early spring. I think indexers of all levels found the meeting helpful and enjoyable. All are looking forward to the conference in June, 2003.

Some of you may fondly remember the old Albert Britnell book shop in Toronto, located at Yonge and Bloor Streets. Although we were taken aback when Starbucks Coffee first took over this location, they have done credit to the old book store by retaining the tall, dark book shelves and providing an atmosphere in keeping with its former identity. Of note are the old photographs of the Britnell store in its former heyday.

You may or may not know that Britnell Books carries on from an office in downtown Toronto and can be reached through their web site: [www.britnellbooks.com](http://www.britnellbooks.com).

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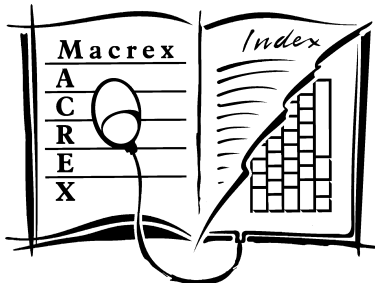
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