



# Association of Southern African Indexers and Bibliographers ASAIB

## NEWSLETTER

JULY 2012

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### “Excellence from A to Z”

#### Society of Indexers Annual Conference 2011, Keele

I was fortunate enough to attend the Society of Indexers Annual Conference from 2-4 September 2011. Organised by the British and Irish professional body for indexing, it was held at the beautiful Keele University in Staffordshire. And that is why, on 31 August, I found myself on an Emirates flight leaving South Africa behind. The thing I'll remember most about the flights is how long it took. 22 hours did not sound like a long time to me, until I actually experienced it. On the upside, there were many movies and TV episodes to watch on my very own little screen.

After landing in Manchester Airport I enjoyed a ride in a taxi arranged for me through the travel agent. It was the one 'luxury' that I gave myself, not wanting to figure out the public transport in a strange country right after a long flight. It was definitely worth it. The driver pointed out landmarks and interesting places, and at the end of it, it felt like I've had a tour of the city. Later that day I walked around Manchester city, trying to look like a local.

After a good night's rest and a healthy (read: HUGE) breakfast in Manchester, I went in search of Piccadilly station and my train to Stoke-on-Trent. A train and bus ride later and a little bit of walking saw me at the registration desk of the conference. The venue of the conference was a building on the huge Keele University campus. The accommodation was a few minutes walk from the conference facilities in a pretty building complete with grassy courtyard.



Then followed a jam-packed programme, with informative talks and workshops and interesting conversations with other indexers in between. Those conversations were such a treat for me. Having the opportunity to be able to talk to indexers, not only from England, but also from America, Sweden, Ireland and the Netherlands was amazing. The two sessions that stood out for me were the “Indexing bibliographies and other life writings” and the “Experienced indexers’ discussion” workshops. Both

were informal and a lot of questions were asked. For reports on the conference, have a look at <http://www.indexers.org.uk/index.php?id=403> and <http://adelef.wordpress.com/>. Of course reading the conference reports is not the same as actually being there. It's an excellent learning experience and one I'll definitely recommend.

After the official close of the conference and a last lunch together, I was fortunate enough to hitch a ride to the train station and managed to take the correct trains to Manchester airport. After checking in and going through security, I was met with an oasis of shops. My only regret was that I did not have enough time to explore England more. I suppose that will have to wait for next time...



Sanet le Roux

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Sanet le Roux, treasurer from the Western Cape branch and previous winner of the Betty Moyes prize for the best new indexer as awarded by the Society of Indexers recently attended the SI annual conference held in Keele, UK.

## WINDLESS IN THE WILLOWS

*Some 40 language practitioners from Gauteng and surrounds gathered at the Willows Country Lodge outside Pretoria on Saturday, 16 July to experience first hand putting Plain Language principles into practice, under the expert guidance of Eleanor Cornelius*

The third run of PEG's one-day Plain Language Principles and Practice workshop – to cater to the needs of Gauteng members and non-member practitioners from the universities, SATI, ASAIB and Safrea – occupied the best part of a windless Highveld winter's day in The Willows, Pretoria, balmy conditions for soaking up the wisdom on offer.

The day began with some theoretical input, backed up by practical examples, on the elements of Plain Language. After indicating how difficult it is to define Plain Language – other than to describe it as text that will be easily understood by a motivated reader at first reading – the first presenter for the day, John Linnegar, talked the delegates through twelve devices the writer or copy-editor should be aware of and consider using to make text more accessible, including:

Shorter sentences and paragraphs

Simpler (ie monosyllabic or bisyllabic) rather than difficult words (for example, try rather than endeavour; pay or wage rather than remuneration)

Active voice and vibrant verbs rather than passive voice and nounisms (invite rather than invitation; announce rather than announcement)

Vertical lists (where appropriate) instead of continuous prose

Tabulated matter rather than continuous text

Avoiding jargon, where the average reader to whom the text is directed is likely to be unfamiliar with it

Simple rather than compound or complex sentences – especially avoiding embedded sub-clauses

Avoiding three- or four-word word strings, because they have to be read several times to be decoded (designated land usage; refuse management proposal compliance)

Avoiding tautological doublets and triplets such as 'null and void' (use either null or void) and 'administer, organise and arrange' (use the more general term).

He also made the point that sometimes Plain Language writing requires more, not fewer words instead of using 'difficult' words or jargon. Delegates also pointed out that passive voice constructions are sometime necessary or unavoidable, for example when the writer should not attribute an action to a particular person, or when it is irrelevant who the actor is: 'The windscreen was smashed.'; 'It was decided to discontinue that practice.', and so on.

The second session of the day was introduced and led by Eleanor Cornelius, lecturer in applied linguistics at the University of Johannesburg. A livelier, more qualified presenter we could not have wished for! Eleanor is busy with the final stages of her doctoral thesis in the area of Plain Language and the Law – in particular, she’s looking at how legislation is explained to citizens in a manner that enables them to exercise their fundamental rights of access to and the protection of the law. She’s also examining a variety of legally binding documents with which the average consumer is presented every day (loan agreements, cellphone contracts, credit card applications). They are usually couched in impossibly difficult language and set out in unreadable font sizes that make them extremely difficult to consider in detail before the consumer ‘signs on the dotted line’.

With the hindsight of her researches, Eleanor shared with us her insights into what Plain Language in this context is; the problems inherent in ‘dumbing down’ legal texts and legislation (the spectre of inaccuracy and loopholes is often raised to resist conversion to Plain Language!); and the tools she has developed for measuring objectively whether texts pass muster in the area of accessibility. For example, she finds that recording ‘average consumers’ reading such documents aloud gives her greater insights into where the difficulties with non-plain language lie. We hung on every word of her 90-minute presentation.

After a hearty lunch laid on by The Willows Country Lodge, the delegates were given the opportunity to roll up their sleeves and examine seven documents that exemplified anything but Plain Language. Each group was given an hour to dissect their document, analyse its failings, and suggest areas of improvement, based on the morning’s input. Almost every document illustrated that it’s much more than just the words themselves that affects readability and accessibility. For example:

Logical sequencing and correct signposting of information is critical to promoting reading and understanding.

Text that is littered with typos and other gremlins is much less credible than that which is not.

The proportion of white space to black type on a page can play a significant role in making text accessible.

The use of colour to highlight important facets of a message can also encourage reading and aid understanding.

The size and style of a typeface is at least as important as the sentence length, grammar, punctuation, and so on.

The length of sentences and paragraphs can make text seem either a challenging chore or a walk in the park.

Bulleted lists are infinitely more readable than instructions or explanations set out as continuous prose.

Thanks to Eleanor’s hands-on approach to knowledge transfer, this group of practitioners went home perhaps a little breathless from their exertions but in no doubt about what constitutes Plain Language and how to achieve it through editorial intervention.

John Linnegar

## Will the E-Book Kill the Footnote?

By **ALEXANDRA HOROWITZ**

Published: **October 7, 2011**

When my dog, Pumpnickel, first found a stray grape on my kitchen floor, she licked at it, tumbled it around in her mouth and spat it out. She accepted a lot of food from my plate not traditionally thought of as interesting to dogs: carrots, broccoli, bagels. But she would not eat grapes, nor was she fond of raisins.

More than a decade later, I included this anecdote in my book about dog cognition, to open a chapter on domestication. I had subsequently learned that raisins — and grapes — “are now suspected of being toxic to some dogs, even in small amounts (though the mechanism of toxicity is unknown) — leading me to wonder whether Pump was instinctively averse to raisins,” as I added in a footnote.

A footnote. I did not include the facts about the toxicity of grapes in the anecdote itself, because, well, it’s not part of the anecdote. I did not include it in the main body of the chapter because, well, it has nothing to do with domestication. But I thought it was note-worthy and maybe even important, so I assigned it to the small type at the bottom of the page.

Since typing that small type, I have received dozens of angry and concerned queries about the anecdote. Why had I fed her grapes? Did I not know they were toxic? After some back-and-forth, I was surprised to discover that these incredulous comments often came from readers of the electronic version of my book, where the footnotes are shunted off to the end of the text, relegated to being mere endnotes. If footnotes are at risk of going unread, endnotes are even more so.

All this is discouraging for a champion of footnotes like myself. The footnotes are among the first things I look at when I pull a book from a store shelf. My editor gamely tolerated my inclusion of many in my own book (though we removed more than we left in). I would be proud to be a footnote in someone else’s work.

Of course, scholarly books are still full of footnotes. The prototypic footnote is the source note, providing a citation for each proclamation in the text (early annotations were sometimes called “proofs”). These footnotes range from useful to pedantic, sometimes lending an air of authority, sometimes providing a map of the writer’s path. Legal writing in particular is rife with these footnotes, perhaps an acknowledgment that law is built on laws-past.

But I champion another species of footnote: the wandering footnote. These digressive notes, seeing a sentence that some might consider complete, determine to hijack it with a new set of ever more tangential facts. In the wayward note, the bumps and curves of the author’s mind seem to be laid plain on the paper. I came of intellectual age hearing the author’s sotto voce asides in the philosophy essays I loved. I still recall footnotes that begin, enticingly, “Imagine that . . .”; “Consider . . .”; or even, in one of J. L. Austin’s famous thought experiments, “You have a donkey. . . .” I had the feeling of being taken into confidence by a wise fellow during an erudite lecture, and being told something even more clever and lucid.

In fiction, I was spoiled by Nicholson Baker, whose novel “The Mezzanine” is largely footnotes — including a four-pager that starts: “And escalators *are* safe. . . .” (A door has popped up unexpectedly and opened! I’m going in!) Smitten with the small type, I sought out the broader history of the footnote, covered to within a millimetre of its life in Anthony Grafton’s study “The Footnote: A Curious History” and Chuck Zerby’s “Devil’s Details: A History of Footnotes” (both are heavily footnoted).

Grafton led me to such rollicking footnoters as Edward Gibbon, whose judgmental, conversational and explicatory notes in “The History of the Decline and Fall of the Roman Empire” lighten a weighty read. Such digressions and asides were so enthusiastically used in the 18th century that one satirist wrote a mock dissertation consisting entirely of footnotes. Pierre Bayle’s best seller “Historical and Critical Dictionary,” first published in the 1690s, charmingly used footnotes to point out the errors in the scholarship of others. I’ll take Grafton and Zerby’s word for it that John Hodgson’s mighty “History of Northumberland,” published a century and a half later, is at least worth flipping through for its footnotes on footnotes on footnotes, including one traversing 165 pages.

I have since found that attitudes on footnotes tend toward the hyperbolic. One scholarly writing handbook celebrates the “cartwheel” of the footnote, while Grafton compares the drone of the historian’s footnote to “the high whine of the dentist’s drill,” a sign that we are in the presence of professionals. Legal footnotes — the subject of particularly contentious debate — are “a mother lode, a vein of purest gold,” one judge gushed, while another legal writer called them “lead feet below the line.” Footnotes are “a rhapsodic grace note” in a master’s hands, a journalist wrote. More often, however, footnotes are slandered as “forbidding,” “unsightly,” “like a fungus”; and even, as one footnote-weary professor put it, a “subversive breed of mice.” I have come across more than one author who chose “excrescence” to describe footnotes. Noël Coward reputedly said that “having to read a footnote resembles having to go downstairs to answer the door while in the midst of making love.”

The footnote jousting could soon be moot, as the e-book may inadvertently be driving footnotes to extinction. The e-book hasn’t killed the book; instead, it’s killing the “page.” Today’s e-readers scroll text continuously, eliminating the single preformed page, along with any text defined by being on its bottom. A spokesman for the Kindle assured me that it is at the discretion of the publisher how to treat footnotes. Most are demoted to hyperlinked endnotes or, worst of all, unlinked endnotes that require scrolling through the e-reader to access. Few of these will be read, to be sure.

I admit to being somewhat mystified that technological innovation is imperiling footnotes. Computers would seem to solve what I see as the main problem they pose — to wit, edging in the superscript numbers on a typewritten page and measuring just the right amount of space to leave at the bottom. Footnotes really presage hyperlinks, the ultimate interrupter of a stream of thought. (But footnotes are far superior: while hyperlinks can be highly useful, one never finds oneself looking at an error message at the bottom of the page where a footnote used to be.) Even the audio book has solved the problem of how to convey footnotes. Listen to David Foster Wallace reading his essay collection “Consider the Lobster” with its ubiquitous show-stealing asides: at a certain point, his voice is unnaturally distant, the result of a production trick intended to represent the small type of a footnote. Wallace’s e-book was not immune to de-footnoting, though; all these crucial asides now appear at the end of the book in the Kindle and iPad versions. Even the Kindle edition of Zerby’s history of the footnote is now full of endnotes instead.

Should footnotes fully disappear, I would grieve their loss. I do not find it disagreeable to bend my nose south and find further information where it lands. Surely the purpose of a book is not to present a methodically linear narrative, never wavering from its course, with no superfluous commentary set off by commas. In my mind, footnotes are simply another punctuative style: a subspecies of parenthesis that tells the reader: “I’ve got something else here you might like! (Read it later.)” What better thing? You get to follow the slipstreams in the author’s thinking at your own leisure.

A footnote: I’ve kept this essay annotation-free. But every sentence could have had a footnote, providing a source, further reading, a tangent, an explanation. Is the essay really better without them?

[http://www.nytimes.com/2011/10/09/books/review/will-the-e-book-kill-the-footnote.html?\\_r=4&ref=books](http://www.nytimes.com/2011/10/09/books/review/will-the-e-book-kill-the-footnote.html?_r=4&ref=books)

**Noteworthy members of the indexing and bibliographic profession  
in South Africa.**

In our forthcoming newsletters we would like to include brief profiles of some of our esteemed members. Here are our first two:



**NAOMI MUSIKER**

Naomi Musiker became involved in bibliographic and indexing projects after qualifying as a professional librarian with a post graduate diploma in librarianship (with distinction) at Rhodes University, Grahamstown. She previously obtained a BA degree with history and French as majors at the University of the Witwatersrand and a higher diploma in education at the Johannesburg College of Education.

She compiled several bibliographic monographs including: *Southern African History* (Garland Press, USA), *Guide to Cape of Good Hope Official Publications, 1854-1910* [published by G K Hall USA], *Southern Africa* (Scarecrow Press).

She also served as professional book indexer for numerous South African authors and publishers, including Jonathan Ball and compiled an acclaimed index for Professor Jean Freed of a major study about Blake which earned her the SAILIS Award for Indexing in 1995.

Her published monographs were not confined to bibliographies and indexes. Her most ambitious achievement was the *Historical Dictionary of Greater Johannesburg* (Johannesburg, Sandton, Randburg and Soweto) published by Scarecrow Press, USA followed by a *Concise Historical Dictionary of Greater Johannesburg* published by Francolin. She also wrote a biography of Patrick Lewis, a former mayor of Johannesburg, which was privately published.

She served for two decades as an archivist, initially for the Catholic History Bureau, Victory Park (1987-1997). These Archives were subsequently incorporated into St Augustine's University. Since 1989, she has served as archivist for the South African Jewish Board of Deputies. During this period she edited a monograph, the 'Jews of South Africa' from the unpublished manuscript of Gus Saron, a former General Secretary of the SA Jewish Board of Deputies (Scarecrow Books, 2001). She also edited a unique manuscript of a Johannesburg

*Naomi compiled an acclaimed index for Professor Jean Freed of a major study about Blake which earned her the SAILIS Award for Indexing in 1995.*

Jewish pioneer, Morris Abrahams which was published under the title 'Jews of Johannesburg 1886-1901' (Scarecrow Books, 2001). She also indexed the 'Abstracts of the London Jewish Times, 1859-1910' compiled by SA Rochlin, a former archivist of the SA Jewish Board of Deputies. This was published on CD.

Current projects include a computerized index to the photographs in the SA Jewish Board of Deputies Archives and the supervision of the scanning of the minute books of the Board from 1903 to 1960. She is also assembling a collection of interviews with Johannesburg Jewish pioneers from material compiled by the South African Jewish Historical Society (no longer in existence) and from news cuttings. These interviews have been computerised.



## REUBEN MUSIKER

Reuben Musiker's career-long passion for bibliography was triggered by his comprehensive bibliography on the Australopithecinae, the so-called axe men, a critically important link in the evolutionary chain, published by the University of Cape Town, School of Librarianship in 1954.

His first major bibliographical monograph was his 'Guide to South African Reference Books' first published in 1955, and which appeared in six editions between that year and 1997. His associated work 'South African Bibliography' was published in three editions between 1970 and 1996. He was inspired throughout his career by his mentor, Douglas Varley, a distinguished former Director of the South African Library, Cape Town, one of the country's two national libraries at that time.

Reuben Musiker was a prolific researcher and author, his writings covered a wide variety of subjects in the field of librarianship totaling some six books, including his 'Companion to South African Libraries' (Donker, 1986) as well as 150 articles, essays and chapters in books.

His academic career began when he obtained a Medical BSc in Anatomy, Physiology and Histology. He regarded himself as fortunate to



*"He regarded himself as fortunate to have studied under the eminent Professors Raymond Dart and Phillip Tobias."*

have studied under the eminent Professors Raymond Dart and Phillip Tobias. He obtained a Higher Diploma in Librarianship (with distinction) at the University of Cape Town and an M.A. also with distinction at the University of Pretoria.

The University of the Witwatersrand recognized his scholarship with his appointment as Professor (Ad Hominem) of Librarianship and Bibliography. He served as Director of Libraries from 1973 to 1974 and as University Librarian and Professor of Librarianship from 1975 to 1991. Before coming to the University of the Witwatersrand he held the position of Deputy University Librarian at Rhodes University, Grahamstown for the decade from 1962 to 1972, Prior to this he was a professional librarian at the Johannesburg Public Library, where he served as Cataloguer, Periodicals Librarian, Assistant Librarian in the Strange Africana Library, Assistant Reference Librarian and Manager of Branch Libraries.

He was professionally active throughout his career. He was awarded the Fellowship of the South African Library Association and of its successor, the South African Institute of Library and Information Science. For many years he served as member, Chairman and Patron of the South African Music Libraries Association and also served for many decades on the Library Association's Bibliographic Committee.

He served as consultant at the Universities of KwaZulu Natal and the North West. He was appointed Tutor and Examiner for the South African Library Association and was subsequently external examiner in the Departments of Information Science at the University of South Africa and the University of the North.

He has been an enthusiastic bibliophile for half a century and participated in, and read papers at eight Conferences of the South African Bibliophiles between 1966 and 2005. All of these papers were published in *Bibliophilia Africana*.

He has enjoyed a life long passion for light orchestral music, and assembled an extensive collection of long playing records and more recently compact discs and DVD's, as well as a substantial collection of books in this field. These collections formed the basis of his encyclopaedic book 'Conductors and Composers of Popular Music, a Biographical and Discographical Source Book' (co-authored with Naomi Musiker) which was published by Garland Press (USA) in 1998. A second book 'With a Song in my Heart' is in the pipeline for 2012.

As a thematic philatelist he has collected and exhibited his collections of postage stamps on libraries, universities, books, authors and music.

Reuben and Naomi Musiker have been married for fifty years, a long time indeed but still not long enough to have earned an entry into the Guinness Book of Records!

*Reuben and Naomi Musiker have been married for fifty years, a long time indeed but still not long enough to have earned an entry into the Guinness Book of Records!*

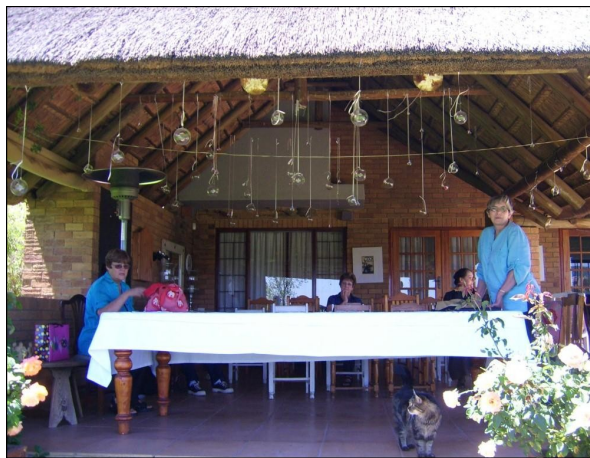


## REPORT BACK ON OUR ANNUAL ASAIB AGM HELD ON 25 NOVEMBER 2011 AT BELLA ROSA

In order to accommodate our members from both Johannesburg and Pretoria we chose as our venue this year Bella Rosa Farm in Beaulieu for our annual ASAIB AGM. The weather was perfect and we were able to hold our AGM under a lovely covered verandah complete with swallows dipping in and out above our heads as they carried on building their beautiful mud nests just above us. We had a total of 15 members attend and were honoured to have the Chair of PEG Isabelle Delvare as well as PEG member Mary Hazelton join us. Isabelle gave a brief talk on LAMP which endeavours to accommodate all associations who have language as a focus. Marlene Burger Chairperson of ASAIB gave her report back and ASAIB looks to be in good health with a small but steady growth in members thanks largely to the work done by Marlene conducting indexing workshops throughout the year. Jackie Kalley entertained us with her talk on editing *Veld, Vlei & Rose Gardens in South Africa* which she co-edited with Sheenagh Harris. Jackie outlined the pitfalls of having 40 individual contributors, a layout person operating in Canada and printing taking place in Singapore. All credit to Jackie's professionalism that the book in question is a delight to behold. After the formalities our members took advantage of the picturesque venue to take tea and dainties outside the little coffee shop with glorious views of swathes of blooming roses.



Dr Jackie Kalley,  
our guest speaker



Marlene Burger and Madely du Preez



Sue and Madely taking tea



BELLA ROSA

## ASAIB Western Cape talk on indexing cookbooks, held on 22 October 2011

This talk was arranged by the Western Cape branch of the Association of Southern African Indexers and Bibliographers (ASAIB). The venue was that treasure trove of books, the Book Lounge in Cape Town. Situated in the heart of Cape Town, the stairs to the lower level lead to a cosy sitting area ideal for informal talks. The speaker was Joy Clack, a writer and editor, and owner of Bushbaby Editorial Services.

Joy started by saying that the main points to remember when creating an index for a cookbook are: logic and user-friendliness. She urged us to put ourselves in the position of the reader: what would you look up? The other important point to consider early on is how much space is available for the index. This might have a big impact on how you approach and compile the index.



Other questions Joy discussed were: should people's names be left in the entry to a recipe? (mostly not, unless it is a well-known person); should photos and illustrations be indicated? (only if the photo or illustration is on a different page than the recipe); should cross-references be included for the different names of ingredients? (yes, include terms that will be used by the users of the book).

The talk ended with an opportunity to ask Joy questions and some interesting discussions followed. Thank you to Joy for presenting an informative and interesting talk.

Sanet le Roux

## ASAIB WORKSHOPS

Since December 2011 ASAIB presented a number of workshops in Pretoria and Cape Town on indexing and bibliography. The next round will be in Cape Town (September) and Pretoria on indexing Afrikaans publications, as well as the basic indexing workshop. Venues and dates for 2012 to be confirmed later.

## SARS and the Freelancer, held on 17 September 2011

On Saturday 17 September ASAIB Western Cape and PEG Cape Town hosted a meeting at which the guest speaker was Robin N Smith of SARS. His brief was to speak about the tax implications for the freelancer.

Robin commenced by giving the following e-mail addresses and details:

- SARS will provide (free of charge) taxation advice: [engagementct@SARS.gov.za](mailto:engagementct@SARS.gov.za)
- SARS will assist with filling in tax returns: [outreachct@SARS.gov.za](mailto:outreachct@SARS.gov.za)
- SARS will advise on all other matters involving personal taxation: [contact.south@SARS.gov.za](mailto:contact.south@SARS.gov.za)

SARS Call Centre: 0800 00 7277 or 0800 00 SARS

Robin's address was full of pertinent information – far too much to be covered in a brief summary. But perhaps the most important for the freelancer is the fact that taxation on earnings is governed by the relationship between the service provider (ie us) and the client, or “employer”, as defined in the Income Tax Act. If the relationship is deemed to be that of “employer” and “employee”, the client must deduct tax. If, on the other hand, it is deemed to be that of client and **independent contractor**, the client must not deduct tax.

It depends entirely on the contract between the freelancer and the client as to which of the above applies. The fact that you, the freelancer, may consider yourself to be an “independent contractor” does not necessarily mean that this is how it will be seen by the client and assessed by SARS. We are all urged to very carefully read the contract document.

Briefly, the greater the degree of control and supervision exercised by the client, the more likely it is that the contractual relationship is that of “employer-employee”. Payment is equally important: a contractor risks non-payment if he or she fails to fulfil the specified terms of engagement, while an employee may not suffer such sanction.

Robin concluded the presentation by explaining the deductions for home office expenses permitted in terms of section 23(m) of the Income Tax Act. [This is explained in Interpretation Note No. 28.]

Graham Townshend (PEG) and Marlene Rose (ASAIB)

“...taxation on earnings is governed by the relationship between the service provider (ie us) and the client, or “employer”, as defined in the Income Tax Act.”



## Some useful resources for indexers by Michel Cozien

Following a talk on the **Conceptual analysis of text for indexing** that was presented by Dr Gavin Davis at the University of the Western Cape, Michel Cozien from ASAIB Western Cape compiled the following list of useful resources for indexers:

Knight, G Norman 1972 *Indexing, the art of. A guide to the indexing of books and periodicals, music, recordings, films and other material*. London: Benn.

Lancaster, FW 1991 *Indexing & abstracting in theory & practice*. Champaign, IL. Graduate School of Library and Information Science.

*Indexing for Southern Africa: a manual compiled in celebration of ASAIB's first decade: 1994-2004* / edited by Jacqueline A Kalley, Elna Schoeman, Marlene Burger. Pretoria: Unisa Press, 2005. ISBN 1868883809. (R109)

### On back-of-book indexing

Bonura, Larry. 1994. *The Art of Indexing*. Wiley.

Fetters, LK 1994 *Handbook of indexing techniques a guide for beginner indexers*.

Mulvaney, Nancy. *Indexing books*. Chicago: University of Chicago Press, 1994

Indexers can order the following from Information Technology in the USA: [custserv@infotoday.com](mailto:custserv@infotoday.com)

- Marketing your indexing services. 2nd ed 1998 ed by Anne Leach.
- Starting an indexing business 3rd ed 1998 ed by Enid Zafran
- Running an indexing business 2001 ed by Janet Perlman

### Resources on the web

Both are key reading for back-of-book indexers.

1. From ISO 999, Information and Documentation - Guidelines for the Content, Organization and Presentation of Indexes". <http://backwordsindexing.com/Novice/Process.html>

2. Term Selection: Putting Humpty Dumpty together, At Last (Sylvia Coates' article on term selection.) <http://www.asindexing.org/files/sampling/coatesarticle.pdf>

**ANNUAL ASAIB REPORT 2011**  
**BY MARLENE BURGER CHAIRPERSON OF ASAIB**

Marlene Burger tables a brief report on ASAIB activities at the AGM held on 25 November 2011.

- The ASAIB Exco meets once a month, except during July and December.
- ASAIB membership is continuously growing and there are now 1767 members on the ASAIB database.
- International contact: ASAIB, like other national indexing societies, is affiliated to the Society of Indexers (SI) in the UK. All the affiliated societies have representation, mostly through the chairpersons, on The International Committee of Representatives of Indexing Societies (ICRIS). The purpose of ICRIS is to ensure indexing standards are applied across the world. Indexing Societies exchange newsletters and get invitations to each other's conferences. Sanet le Roux represented ASAIB at the SI conference this year and posted regular reports on the conference to the ASAIB List.
- The SI publishes *The Indexer*, a scholarly indexing journal. It includes a column, *Around the World*, to which ASAIB sends regular reports. Unfortunately the journal is not accredited in South Africa and Marlene will write a formal request to the SI to apply for accreditation.
- Training: ASAIB has had a number of training sessions. In February a brief session in the Western Cape, a bibliographic reference techniques workshop on 12 November (30 people attended) and an indexing workshop in 6-8 December. The workshop for December is nearly fully booked.
- Web indexing: there has not been many requests for that but ASAIB will move in that direction in the near future.
- Exco Projects: The Exco is currently planning to upload all past conference proceedings to the ASAIB website. The Exco is in the process of acquiring the necessary permissions to publish the presentations in a different format.
- ASAIB Newsletter: The ASAIB Newsletter is published twice a year. Amanda Simpson is the editor for the newsletter. She welcomes contributions from ASAIB members. She thanks Jackie for continuously sending her links to interesting websites and information.
- Website/ Blog/ Facebook: Madely du Preez reports the ASAIB website is hosted by Unisa. Until the beginning of 2011, Unisa also maintained the website. ASAIB now has to do that and some training is needed. It so happened that Marlene and Madely could not yet address this. But, once training does happen, the website will be reworked. ASAIB also has a Blog and a Facebook page where photos of events and news items are posted.
- Finance: Karin McGuirk is the ASAIB Treasurer. She reports that ASAIB's financial statements are not made available on the ASAIB website, but members are at any time welcome to ask for a statement from her. Karin reports a healthy balance of R69 141.00. Membership fees come in slowly, but ASAIB makes a lot of money from workshops and the sale of *The Indexing Book*. In 2012, ASAIB will pay for one of the Western Cape Branch members to attend the ASAIB conference. ASAIB also paid for Karin to attend the Language Act Launch in Parliament on 16 November. Both Karin and Marlene Rose (chairperson of the Western Cape Branch) will write reports for the Newsletter.

.../continued p14

- Western Cape branch: The Western Cape Branch was resuscitated in February this year. They are very active and have regular meetings. Most of the Western Cape Branch members are also members of the Professional Editors Group (PEG) and much of their activities are a combined effort. Marlene Burger is planning a workshop for the WC Branch in Cape Town in February 2012 to coincide with their first birthday.
- Sister organisations: ASAIB is also affiliated with other 'sister organisations' through the Alliance of Language and Media Practitioners (LAMP) – these include PEG, The South African Translators' Institute (SATI), Southern African Freelancers' Association (SAFREA) and the Writers Guild of South Africa (WGSA). ASAIB's membership has been agreed upon, the final documentation needs to be completed. Isabel Delvare represented LAMP at the AGM and reported on LAMP activities. LAMP's objective is to formally join forces to support and publicise the rights, skills and general recognition of language and media practitioners. Clive Lotter is the Lamp convenor. LAMP members have an overlap of interest and can therefore pool their resources and, develop common positions to opportunities and threats. Each member association will retain its own identity and will continue working according to its own constituency. But members will develop common positions and share resources.
- ASAIB constitution: The ASAIB constitution was originally drawn up in 1993 and needs to be amended, especially the language style in which it was written. The new draft constitution is now completed in which the wording has mostly been changed. Exco will receive copies to review where after the members will be informed.
- Conference 2012: The Conference will be hosted at the National Library of South Africa in Pretoria on 10 May 2012. The conference can be an ASAIB only conference, or an ASAIB conference with speakers from LAMP. The conference theme is "Are we on the same page?". The topics under discussion move from history to information technology. Should LAMP want to formally participate in the organisation of the conference, they will need to be represented at the ASAIB Exco meetings.
- ASAIB Exco election: The ASAIB Exco needs to be re-elected every two years, their period can be extended or it can be decided to reinstitute the current committee. The meeting unanimously decides to reinstitute the current committee. Anna-Marie Arnold is elected to Yvonne Garson's position who has resigned. Jenny de Wet is also elected as an additional member.

Marlene thanks the Committee for their hard work.

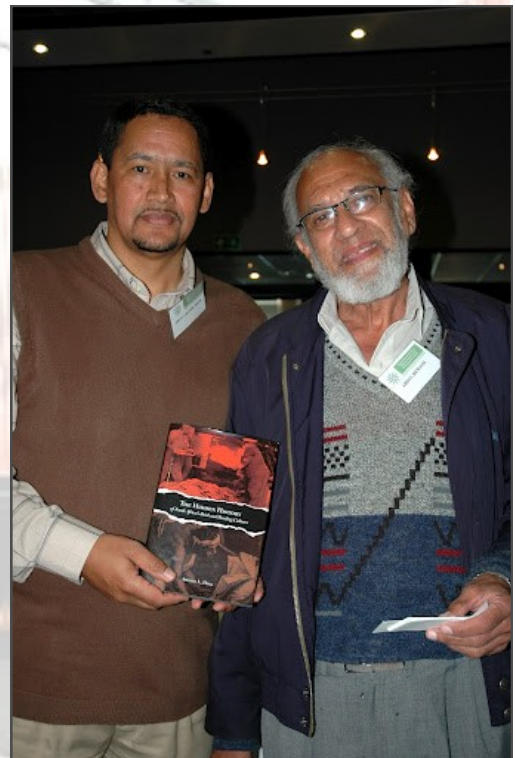
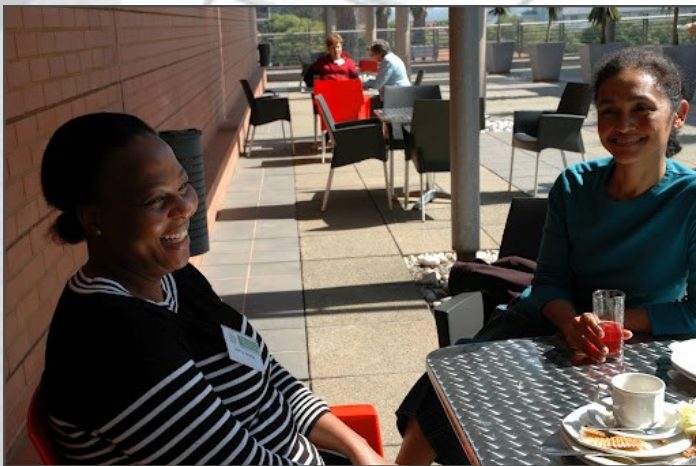
## ASAIB ANNUAL CONFERENCE 10 May 2012

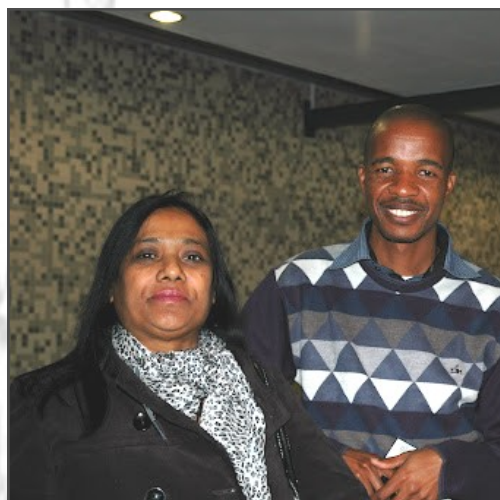
Are We on the Same Page?  
Report back

Conference Venue: Auditorium of the National Library of South Africa, 228 Proes Street, Pretoria, South Africa

The ASAIB conference on 10 May 2012 was well-organised and interesting. The conference theme was “Are we on the same page?” and ASAIB is grateful for the excellent papers by people in the publishing industry.

ASAIB also want to thank the National Library of South Africa for providing their beautiful auditorium and support staff for the conference.





For more pictures of the event go to

<http://saindexers.blogspot.com/>

or

<http://www.facebook.com/pages/Association-of-Southern-African-Indexers-and-Bibliographers/226768964012707>



## ANNUAL ASAIB INDEXING AWARD

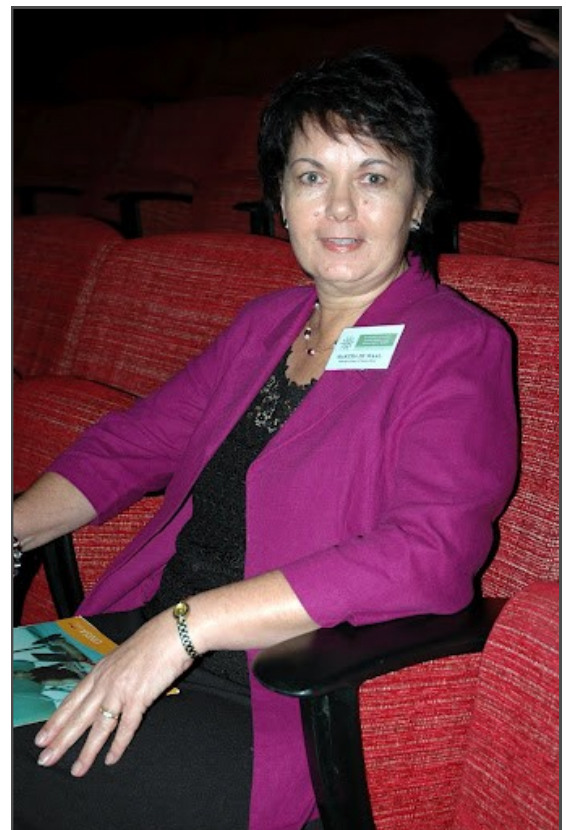
Every year ASAIB makes an award for the best index and bibliography published in the previous 2 years. This is an opportunity to submit your best work and to have it considered by a panel of experts who are independent of the ASAIB committee. Previous winners include Jenny De Wet, Jackie Kalley, Abdul Bemath and Muhammed Haron.

Cliff Perusset received the 2012 award for best book index and Martha de Waal for a periodical index.

Please consider submitting your index or bibliography for this award which is usually made at the ASAIB conference in May each year. Submissions for 2013 must be made before the next conference in May 2013.



Cliff Perusset



Martha de Waal

## CAPE TOWN BOOK FAIR 15-17 June 2012

By Marlene Rose

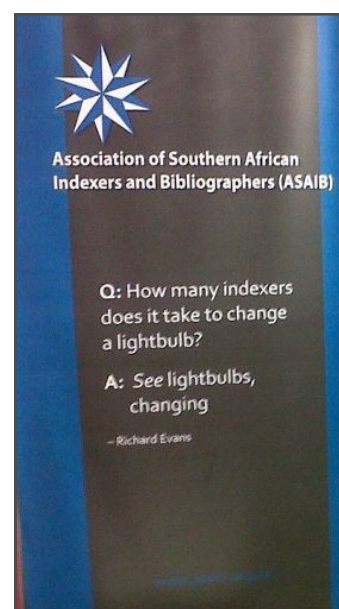
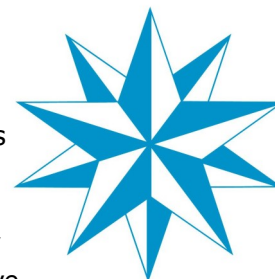
This year, ASAIB participated in the Cape Town Book Fair for the first time. We shared an exhibitor's stand under the LAMP umbrella with SATI, PEG and Edit & Train.

Although the Book Fair was not as busy as usual, this worked in our favour as many visitors stopped at the stand to chat to the indexers, translators and editors on duty. On the Saturday the four ASAIB representatives who had volunteered to man the stand - Sanet le Roux, Michel Cozien, Annette Gerstner and Cliff Perusset - made valuable contacts with prospective clients. They all agreed that the Book Fair represents a unique and valuable marketing opportunity to promote one's own skills and the profession. Cliff was particularly thrilled to find the book for which he won the 'Best Index' award this year, *The University in Development*, being displayed as an 'Award Winner' at the adjacent HSRC stand.

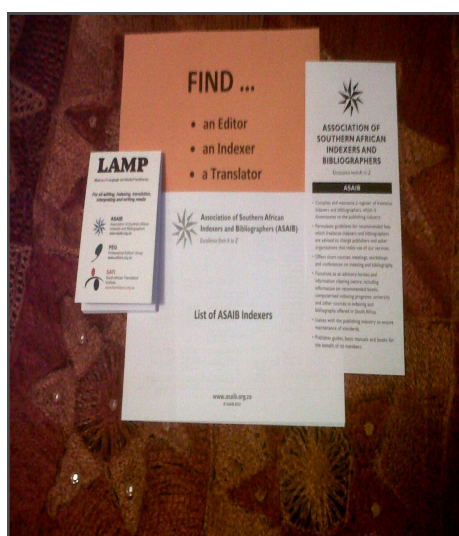
Before the Book Fair, we prepared and printed a list of ASAIB indexers in the form of an A5 booklet. This went into a goodie bag along with an ASAIB flyer, a little notebook carrying the logos of the LAMP partners, and the business cards of indexers who had sent in their promotional material on time. Altogether 150 goodie bags were distributed to targeted clients over the course of the three days. The list of indexers was particularly appreciated by publishers.

As you saw on the ASAIB Facebook page, the stall was decorated with banners depicting the identity of the LAMP partners. ASAIB's striking turquoise star definitely caught the eye!

We are already planning for the next Cape Town Book Fair in two years' time to raise the profile of our profession even more and promote the skills of our members.



The ASAIB banner



Some of the items that were included in the goodie bags: LAMP notebook, list of indexers and ASAIB flyer .



## Society of Indexers Annual Conference 2012, Brighton

The Society of Indexers (SI) Annual Conference was held on 11-13 July 2012 in the Mercure Brighton Seafront Hotel. The theme was “An Indexing Olympiad: International perspectives”. Marlene Burger attended this conference on behalf of ASAIB. It was a truly international conference with delegates from many countries such as GB, the Netherlands, USA, Australia, Canada, Germany, and of course South Africa.

The programme was interesting with expert presenters, with a wide range of topics. There were also workshops and parallel sessions that resulted in difficult choice making.



### International Committee of Representatives of Indexing Societies

*Front:* Elske Janssen (DNI); Ruth Pincoe (ISC/SCI) (International Coordinator);  
Caroline Dieveveen (NIN).

*Back:* Maureen MacGlashan (SI); Mary Russell (ANZSI); Pilar Wyman (ASI); Jill  
Halliday (SI); Marlene Burger (ASAIB).


**JULY 2012**
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**ASAIB COMMITTEE CHANGES FOR 2012**

Amanda Simpson, our current Publications Officer will not be available to serve on the committee for 2012. At the annual 2011 ASAIB AGM it was decided that Jenny de Wet and Anna-Marie Arnold would join the committee and we would like to take this opportunity to welcome them and thank them for agreeing to be part of the ASAIB committee. Anna-Marie is a past committee member and both she and Jenny, a previous ASAIB index award winner, will make a valuable contribution to the executive committee.


**INDEXING RATES**

Recommended ASAIB rates per indexable page

School textbooks: R18+

FET textbooks: R22–R25

Academic and similar: R30+ (depending on complexity of text and detail of index)