The Bulletin

Conference 2017
Montréal, Québec
June 2–3

Contents

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Submit unsolicited articles electronically in Word or rich text format (*.rtf). Artwork should be in PDF format, and photographs in TIFF or JPG format. Send submissions to the editor, Andrea Hatley, andrea@wordtapestries.com.

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Please contact the *Bulletin* editor for details.

Editor, comments from . . .

Andrea Hatley

Welcome to the 2017 pre-conference issue of the *Bulletin*. I am fortunate to be part of this year's conference committee, and it certainly is an enthusiastic and engaged group. We are lucky to have lots to work with: the 40th anniversary of the Society, a fantastic city to host it (I admit to a bias here, as Montréal is my hometown), and an excellent lineup of presenters. You can find out more on pages six and seven.

If you feel like becoming part of this great team and enjoy writing, watch for the session reporter call-up in May. There are still many other volunteer opportunities waiting for you; contact Alex Peace at alex@alexandrapeace.com to find out where you can contribute.

Remember, early-bird conference rates end April 15, so don't miss out on the savings. The deadline for room reservations at the Novotel Montréal Centre hotel with ISC/SCI rates is May 2. Keep in mind that the Montréal Grand Prix is the following weekend, so rooms may go quickly.

On other fronts, the Constitution Committee has also been hard at work over the past year. It has presented a revised constitution to the ISC/SCI board, with the intention of ratifying it with members at the AGM on June 2. You can read about some of the changes that have been made on page 20. Watch for notice that it is available (in both official languages) for member review sometime in the late spring.

This issue's instalment of Focus on . . . zooms in on long-time ISC/SCI member Christine Jacobs, NFB PRECIS indexer, indexing instructor, and traveller. Stephen Ullstrom graces us once again with a book review; this time it's his take on one of the few medical indexing texts available, the slightly dated but still relevant Indexing Specialties: Medicine. And computer guru Gale Rhoades, of MACREX fame, shares with us the first of a series on computing, dealing with free programs and security.

I would like to thank everyone who contributed to this issue. As always, I welcome submissions for future editions of the Bulletin. If you have an idea for an article, have read something interesting, disagree with something, or just have some thoughts you would like to share, feel free to contact me at andrea@wordtapestries.com.

Andrea

Upcoming meetings, events, and webinars

April 2017

ISC/SCI online, nationwide chat. **April 26**, 9 pm EST (transcripts from previous sessions—about half-way down the page).

May 2017

ISC/SCI Central Canada in Toronto, **May 13**, 2–4 pm at the Toronto Reference Library basement. Contact Siusan Moffat, siusanmoffat@gmail.com, for more details.

Alex Peace, alex@alexandrapeace.com will be stopping in New Brunswick to check in with the indexers there, on the way to the conference in Montréal.

June 2017

ISC/SCI 2017 40th Anniversary Conference, **June 2–3**, Novotel Montréal Centre, Montréal, Québec.

Editors Canada conference, Guardians of the Lexicons, **June 9–11** at the Crowne Plaza, Gatineau–Ottawa.

American Society for Indexing conference, **June 15–17**, Portland, Maine.

Society of Indexers (UK) conference, **June 21**, St. Anne's College, Oxford (followed by a two-day symposium on the book index at the Bodleian Library).

President's Message

Margaret de Boer

Happy anniversary to us! This year marks 40 years of community building among indexers in Canada. We've come a long way in 40 years—from sorting index cards on the dining room table to sorting entries with the click of a button. Hmm, I wonder how long it took to create an index in 1977. How much has technology sped up the process? Do we still take the same amount of time to make our thoughtful decisions? While much has changed from a technology standpoint, I believe the same indexing goals exist today as they did in 1977, when we were called the Indexing and Abstracting Society of Canada/Société canadienne pour l'analyse de documents, or IASC/SCAD.

Our organization holds archives from most of those years: past issues of the Bulletin and many, many conference photos. If anyone would like to become involved in helping to organize our archives and promote the past to our members, please let us know. Knowing where you've come from can give some perspective in determining a steady course for the future.

Many milestones have been reached over the years, not the least being when we became the Indexing Society of Canada/Société canadienne d'indexation (ISC/SCI), and when we launched a website to promote our organization to both indexers and publishers.

Speaking of our website, it's in the midst of a major overhaul. The primary goals are to improve the membership renewal system and to revamp the "Find an Indexer" feature; this will make it easier for indexers to edit their own listing and for publishers and authors to find an indexer. Good things take a while to happen, so look for changes later this year or in early 2018.

We're also looking at more publicity options for promoting indexers. For the first time we're placing an advertisement in a publication handed out to the 8,000-plus attendees of the Congress of the Humanities and Social Sciences, being held this year in Toronto from May 27 to June 2. This will give excellent exposure to our brand, our members, and the indexing services we collectively offer.

Finally, dust off your suitcase and break out those walking shoes. You will likely have seen JoAnne Burek's emails over the past couple of months, enticing us to head to Montréal for June 2 to 3. Her information tidbits must surely be tempting you to come to the conference this year. We'd love to connect with you and get to know you, and you'll learn more about your indexing craft. See you in Montréal!

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Scenes of Montréal

Joyeux anniversaire à nous tous ! Cette année marque les 40 ans de notre communauté d'indexeurs canadiens. Nous avons fait du chemin en 40 ans – passant du tri des cartes d'index sur nos tables de salle à manger à un clic de souris pour trier les entrées. Hum, je me demande combien de temps il fallait en 1977 pour créer un index ? Dans quelle mesure la technologie a-t-elle permis d'accélérer le processus ? Prenons-nous toujours autant de temps pour prendre les décisions importantes ? Bien que beaucoup de choses aient changé d'un point de vue technologique, je pense que nos objectifs en matière d'indexation n'ont pas changé depuis 1977, alors que nous nous appelions la Société canadienne pour l'analyse de documents/The Indexing and Abstraction Society of Canada ou SCAD/IASCD.

Notre association conserve des archives pour la plupart des années qui se sont écoulées : anciens numéros du Bulletin et de très nombreuses photos de congrès. Si vous désirez nous aider à organiser ces archives et aider nos membres à se familiariser avec l'histoire de notre association, contactez-nous. Comprendre d'où l'on vient peut aider à mieux déterminer où l'on va.

Nous avons franchi de nombreuses étapes au cours des années, en particulier lorsque nous sommes devenus la Société canadienne d'indexation/The Indexing Society of Canada (SCI/ISC), ou lorsque nous avons créé un site Web pour promouvoir notre association, tant auprès des indexeurs que des éditeurs.

À propos, notre site Web fait actuellement l'objet de changements majeurs. Nos objectifs premiers sont d'améliorer le système de renouvellement des adhésions et de réorganiser la page « Trouver un indexeur », ce qui permettra aux indexeurs de mettre à jour leur profil et aux éditeurs et aux auteurs de trouver un indexeur plus facilement. Il faut souvent du temps pour que les bonnes choses prennent tournure, ce qui fait que vous découvrirez ces changements en fin d'année 2017 ou début 2018.

Nous envisageons également d'autres options pour rendre la promotion des indexeurs plus visible. Nous avons, pour la première fois, placé une annonce dans une publication qui sera distribuée à plus de 8 000 participants, au Congrès des sciences humaines qui se tiendra cette année du 27 mai au 2 juin à Toronto. Cela constituera une belle vitrine pour notre association, nos membres et les services d'indexation que nous offrons collectivement.

Et pour finir, j'aimerais vous demander de sortir votre valise et vos chaussures de marche du fond de votre placard. Vous avez très certainement vu les courriels que JoAnne Burek nous a envoyés au cours des derniers mois pour nous inciter à aller à Montréal du 2 au 3 juin. Je suis sûre que les détails qu'elle vous a donnés vous donnent envie d'assister au congrès de cette année. Nous aimerions beaucoup faire votre connaissance et vous en apprendrez davantage sur l'art de l'indexation. À bientôt donc à Montréal !

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Scènes de Montréal

Reflect, refresh, and celebrate 40 years of indexing

ISC/SCI Conference 2017 Program

June 2 & 3 in Montréal, Québec

Friday, June 2

8am **Registration** begins (light breakfast provided)

9:00–11:00 **Keynote and Panel Discussion**
Case Study of a Bilingual, Multi-volume, Team-Based Indexing Project
The Truth and Reconciliation Commission of Canada (TRC) has produced a comprehensive record of the Indian residential schools system and a six-volume bilingual report with recommendations to government concerning the system and its legacy. A team of six indexers, working from coast to coast, was recruited to produce a PDF index for each volume, to be accessible online in French and English. The challenges were multiple: communication, decision-making about consistency and name forms to be used, ethical considerations about what to include or not, etc. This presentation will examine the process and share lessons learned.

Mary Newberry, Alex Peace, Margaret de Boer, Anna Olivier, Louise Saint-André, François Trahan.

Ryan Van Huijstee

Panel discussion on indexing and the publishing industry, with particular reference to but not confined to the Truth and Reconciliation Commission report:
Panellists: Ryan Van Huijstee (managing editor at McGill-Queen's University Press), and the TRC presenters.

11:00–11:15 Break (snacks provided)

11:15–12:15 More Food for Thought: Grains and

Gillian Watts

Granularity (cookbook indexing)
Cookbook indexing is popular with foodie indexers, and this follow-up to an earlier presentation tackles some of the details. Many new cookbooks combine health information and recipes, while others focus narrowly on specific ingredients, cooking techniques, appliances, or cultures. Deciding what to index then becomes more challenging. Which ingredients are staple pantry items and which should be indexed? How important are seasonings? How much can you assume your reader knows? And what do you do when health issues intertwine with tempting recipes?

12:15–1:15 Lunch (provided)

1:15–2:30 Annual General Meeting

2:30–2:45 Break (snacks provided)

2:45–3:45 Developing a Business Strategy: Case Study for Indexers

Sergey Lobachev

Running an indexing business is a challenging task, especially for newcomers to the profession. The path to success depends on various factors, including effective marketing campaigns, strong customer relations, and sound project management. All these factors, however, should align with a unique business strategy. Sergey will discuss the main components of business strategy development and share his experiences in building a successful indexing business.

3:45–4:00 Break (snacks provided)

4:00–5:00 IXMLembedder: A New Tool for Embedding Index Entries

David Ream

IXMLembedder allows users to work in Word, InDesign, or XML and other markup languages to insert document IDs while writing the index in their standalone software. The index entries are then inserted into the source document via IXML files. A demonstration will be done for a real-life Word project.

6:30 **Banquet and awards, Novotel Hotel**

ISC/SCI Conference 2017 Program—June 2 & 3, Montréal, Québec

Saturday, June 3

8am   **Registration** begins (light breakfast provided)

9:00–10:00 Seven Types of Specificity: The History of Alphabetico-specific Indexing

In the late 19th century, a number of writers codified a set of principles for alphabetico-specific indexing, including C. A. Cutter in the United States and H. B. Wheatley in Britain. These principles are now generally accepted as the basis of many types of English-language indexing, ranging from library dictionary catalogues to back-of-the-book indexes and rules for thesaurus construction. Over time, associated terms of art that support the specific entry method were coined and defined, including natural language, direct order, syndetic structure, and alphabetical order itself.

Allan Walker

10:00–10:15 Break (snacks provided)

10:15–11:15 Indexing for Our Users, Not Ourselves

It makes sense that indexing and classification systems are developed by information professionals who are knowledgeable in information structure and management. Or does it? Often users find many of these systems non-intuitive and confusing to use, meaning that the systems are not meeting the users' needs. This presentation looks at the development of user-friendly indexing and classification practices by addressing information behaviour, usability, and user experience.

Val Nesset

11:15–11:30 Break (snacks provided)

11:30–12:15 Size *Does* Matter: Fitting the Index to the Pages

Ensuring that your index is the correct length for the book is a basic quality standard. To gauge an appropriate depth of indexing given the space available, indexers need to know how to calculate the pages remaining in a book and how to calculate how much space their index will take up. This practical session will cover the basics of page counts and measuring index length.

Heather Ebbs

12:15–1:15 Lunch (provided)

1:15–2:15 Thesaurus Creation and Indexing Compared

Creating a thesaurus—a structured kind of controlled vocabulary or taxonomy used to support indexing and retrieval—is in many ways similar to creating a back-of-the-book index, but there are also subtle yet significant differences that might not be readily apparent. This presentation compares key points, including creating multiple points of entry, forming a hierarchical structure, and indicating related topics, with examples in all cases. A comparison with periodical indexing is also included.

Heather Hedden

2:15–2:30   Break (snacks provided)

2:30–3:30   Getting the Most Out of Your Indexing Software: Ask the Experts

Frances Lennie (CINDEX), Gale Rhoades (MACREX), TBA (SKY Index).

3:30–3:45   Break (snacks provided)

3:45–4:45   Term Selection for Indexing Efficiency
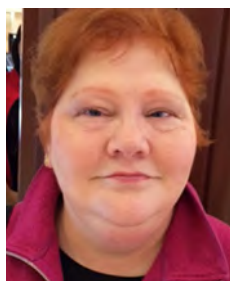
Term selection is perhaps the critical step of the indexing process, but how do you actually do it? And how do you do it efficiently and effectively? Even the most experienced indexers can get bogged down in the minutiae of a complex text. Kate Mertes will walk you through her own process for generating good terms in good time.

4:45–5:00   Wrap-up

5 pm   **Closing reception** (appetizers provided with a cash bar)

Note: Conference schedule is subject to change.
Photos courtesy of conference presenters.

Focus on . . .
Christine Jacobs

Siusan Moffat

How long have you been indexing?

I created my first index in 1983. I had just finished library school and was home with a new baby. The professor who had taught my indexing and abstracting class called to see if I was interested in preparing an index for a McGill professor who needed it in a hurry. So that was my first taste of freelancing.

How long have you been a member of ISC/SCI?

Since 1986 or '87, I think.

Where did you get your indexing training?

I took a course in indexing and abstracting as well as two cataloguing courses as part of my library and information studies degree at McGill.

Which indexing software do you use?

CINDEX. When I started out, I used index cards and a typewriter, then I upgraded to an electric typewriter, and finally in about 1987 I bought my first computer and a copy of CINDEX. I love it.

What did you do before you started your indexing career?

I had worked in bookstores for about seven years, then stopped to have a baby. During the first 18 months of motherhood I realized that I needed to be better prepared for the workforce if I was going to feel secure raising the kids. So I went back to school.

What was it that attracted you to indexing? Why did you think it would be a good fit?

It was more a matter of falling into the work and finding it a good fit, rather than being attracted to it. I liked the challenge of trying to map people's potential questions into the indexes. I also appreciated the flexible time aspect while my kids were young. I was lucky enough to be able to work at a variety of types of indexing right from the beginning, and also to work as a reference librarian and as a cataloguer. Reference work is excellent for giving insight into how people search for information, and it complements the indexing aspect of cataloguing—the choosing of classification numbers and subject headings.

After that first index I had a short contract with the National Film Board (NFB), devising a set of broad subject headings for their films, and from there I ended up working as a PRECIS indexer at the NFB part-time for about 10 years. PRECIS is a very intellectually demanding system of string indexing based on linguistic theory; it took me about six months to learn it well. It involves constructing short descriptive sentences using a controlled vocabulary, and each part of the sentence is encoded to reflect

its grammatical role so that it can be output under various key terms. The system also involved the maintenance of a fairly complex thesaurus. PRECIS strings are much better than traditional subject headings for describing complex topics, so it is very suited for indexing films and fiction; unfortunately the system is also very expensive in terms of labour, and I don't think PRECIS is still used in its original form anywhere.

I used to be paralyzed with anxiety about speaking in public.

Interspersed with the NFB and library work, I did back-of-the-book indexing, some periodical indexing, and some consulting on thesauri and on database indexing. I also started to teach indexing as part of programs at McGill, Concordia, and Dawson College, where I teach now. As I teach full-time—indexing, abstracting, classification, and cataloguing primarily—I create only a few scholarly indexes a year, just to keep my hand in and for the challenge of deciphering post-modernist thought ☺.

This is a very long way of saying that one of the things I have liked about indexing is the variety—the variety of types of indexing, the variety of materials to be indexed, and the variety of intellectual challenges.

What other sorts of things do you like to do?

I love to travel and to absorb other cultures; to walk, to think, to dance; to read mysteries, science fiction, thrillers, historical fiction, and sometimes even serious stuff … I have a piano waiting for me to start lessons again … and a sewing machine waiting to do other things than mending and hemming … and grandchildren waiting to be spoiled.

Do you see these things as having any relation to indexing?

Perhaps in the general sense. Indexes guide people to information that they are looking for, usually because they have an interest or a question that needs answering. The experiences and the knowledge that indexers have inform their ability to recognize where interests and answers lie in the material they are indexing.

What do you hope to do next that isn't related to indexing?

Get a haircut … finally sort out getting the basement refinished …

What is the craziest thing you have ever done in your life?

When my sons were in their early twenties—still living at home and studying—I decided the time was ripe to spend some time by myself, and I went to live in Ghana for five months. I knew no one there but I had some connections, and I set up two volunteer work experiences, one in a children's library in the south and the other in a college library in the north. It was a great experience—full of learning and a chance to re-centre myself, but my kids, although supportive, were not really amused with me endangering myself with parasites, malaria, etc. It was not really a crazy thing to do, but for someone who had never, ever lived alone, it was a step off the edge.

Is there anything you would like to share about yourself that people would never, in a million years, guess?

My students find it hard to believe that I used to be paralyzed with anxiety about speaking in public. I

dreaded it every year through grade school and high school and planned my bachelor's courses around avoiding seminars. I finally got fed up with being paralyzed when I started my library degree, so I took a workshop and practised like a fiend. It took a while, but I did get my fear under control and eventually lost it completely.

What is the most interesting index you have ever worked on?

I think it was a project I worked on for the Just for Laughs Museum (Musée Juste pour rire). The research library in the museum was setting up a database of the funny bits in films and TV shows, so that they would have good access to that information when setting up exhibitions and shows. It was a very ambitious undertaking; there were three researchers whose primary jobs were to watch US films and TV, British and Canadian films and TV, and French-language films and TV to identify the "funny bits" and create database records for them. I was hired to devise the subject-access part of the database and to train the researchers in the indexing aspects. Sadly, the museum did not survive the recessions, but I did find the job very challenging and interesting.

What index was the most fun to work on?

I loved indexing films. Image indexing is fun to begin with, but the added demands of the complex PRECIS indexing system made it a real challenge. And then there was the pleasure of actually being able to view a percentage of the films I indexed.

Share a nightmare index experience, one where everything that could go wrong did.

It was early in my career and I was preparing an index for a telecom company for one of their manuals. At that point I was unaware of the differences in expectations for technical indexes, so I prepared an index that generally made sense and highlighted what they had asked me to highlight. Then they wanted changes, which I did, and then finally they decided to change all the plurals to singulars, but they did it without telling me and did not re-sort the index, so—it was a real embarrassment—they were not happy with me and I was not happy with them. I learned from it, but I also wrote a rather stiff letter pointing out that they need only have asked for a re-sort. Needless to say, my name did not appear in the credits.

Do you have any thoughts about your indexing career that you would like to share?

I am very happy that I fell into it! I have read and appreciated many works that I would not have read otherwise, and I have learned many things. I have also met some very interesting people among my colleagues and clients.

Do you have any thoughts that you would like to share about ISC/SCI?

As a librarian, I belong to a number of professional associations. ISC/SCI is the one I feel most at home in, and the one I have found most helpful, both professionally and personally, perhaps because its focus is practical. Over the years I served on a number of committees and as president, past president, assistant editor of the Bulletin, and the first international liaison. They were all growth experiences, and the people I worked with have enriched my life. It is also a lovely bonus that the indexing societies form an international network for knowledge and information exchange.

Do you have any suggestions or words of wisdom for other indexers out there, new and old?

Don't be afraid to try out new skills and to venture into new subject areas. And put both feet down about unreasonable deadlines.

Do you have any advice specifically for new indexers?

School yourself to be careful as you work. There is often not nearly enough time to check your work properly at the end, so check your spelling, grammar, and consistency as you go. Then when you are "in the zone" at the end, the editing goes more quickly and you can concentrate on the more abstract aspects such as enhancing the cross-references and improving the tracking of meta-themes. It feels slower, but the product is much better.

Please tell us a little about your involvement in this year's annual conference.

This year I am working on lining up the venue and banquet hall. I have chaired a number of conference committees for Montréal conferences, but this time I decided that I would just help out, and thankfully we have a good-sized committee with Alex Peace at the helm, which makes the work a lot more doable.

Focus on . . . Christine Jacobs

Montréal has a number of educational venues for conferences that I have relied on in the past, but this year the process was troublesome for some reason; my standby choices were either unavailable or uncooperative. However, the upside of that was that I had to broaden the search and found a nice small hotel venue. I knew it was probably the right one when I walked in and saw the ruby-red front desk—just what we needed to kick off our 40th (ruby) anniversary conference!

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Editors Canada

Guardians of the Lexicons, Unite!

Editors Canada is pleased to announce that registration for its 2017 national conference, "Guardians of the Lexicons," is now open. And members of the Indexing Society of Canada are invited to register at discounted associated organization rates.

Guardians of the Lexicons takes place June 9–11 at the Crowne Plaza Gatineau–Ottawa, in the heart of the National Capital Region, amid the Canada 150 celebrations. We are the bold, the italic, and the underlined. We come in every style and font. Join us as we learn, network, and celebrate the work of editors!

As always, the Editors Canada conference will be packed with relevant, useful, and varied sessions to help you build and enhance your editing career and skills.

Keynote Speakers

Cherie Dimaline
Our opening keynote speaker, Cherie Dimaline, is an author and editor from the Georgian Bay Métis community. Her collection of stories, *A Gentle Habit,* was released in 2015. Her first book, *Red Rooms*, won Fiction Book of the Year from the Anskohk Aboriginal Book Awards, and her novel *The Girl Who Grew a Galaxy* was shortlisted for the 2014 Burt Award.

John McIntyre
John McIntyre, our closing keynote speaker, has been a working editor for more than 30 years, first at the

Photo credit see page 25

Cincinnati Enquirer and for the past quarter-century at the Baltimore Sun, where he oversees the night news desk, writes a blog called "You Don't Say," and publishes a weekly vocabulary word and video joke. He is the author of *The Old Editor Says: Maxims for Writing and Editing.*

Register Early and Save

Register today to take advantage of the early-bird rate and save up to $80. But hurry! After April 11, this discount flies the coop.

Want to connect with hundreds of editors, writers, and communication professionals? Make 2017 the year you join us! Visit www.editors.ca/conference to learn more and to register now.

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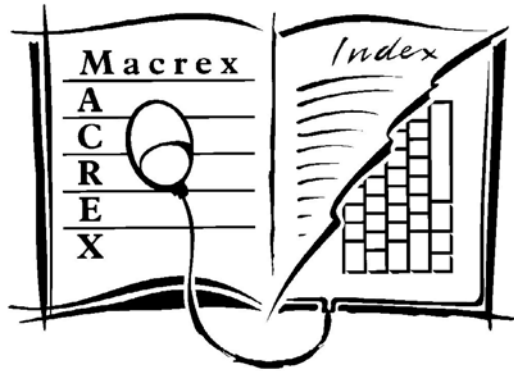
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- get flexible, adaptable index output to match any print specification and, additionally, output coded for EPUB and other eBook formats.

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- index books, encyclopedias, collections, newspapers, websites, electronic files, and much more with equal ease.

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- in North America enjoy amazing technical support based on the <u>Five-Minute Rule</u>.*

*****Five-Minute Rule: If you cannot resolve an issue within five minutes, get assistance!**

Tech Tidbits, Tricks, and Tips

Make Your Computing Life Easier

Gale Rhoades,
North American distributor of MACREX
and 36-year computer guru

Part 1: Securing Your Computer Against Invaders

In my business I provide computer support to users around the world; working with indexers is only a tiny part of my business. I am often asked which programs I install before all else on a new-to-me computer. It has occurred to me that the answer to this question might be of interest to the indexing community.[1]

Let me start by saying that I believe home users and home-based professionals should not, in general, need to purchase basic protection and system maintenance utilities. I recommend programs that offer free versions; most have paid versions or accept donations from those who, like me, want to support the brilliant programmers who write great utilities.

My general philosophy is that software designed to protect from viruses, malware, and hackers needs to be single-purpose; I am not a fan of the "jack of all trades, master of none" approach to computer security. I do not recommend so-called Internet security programs, choosing instead to use a virus checker and a separate malware guardian.

Blocking Viruses

When it comes to virus protection on Windows 10 computers, I generally recommend Windows Defender, which is included with Windows 10. You will find it under Updates & Security. Be sure that it is fully enabled. Once active, it will regularly update its database and scan the computer.

For older computers, AVG Antivirus Free is a program I have used many times to remove viruses from a system when brand-name software failed to prevent an infection. Note that AVG will frequently prompt you to upgrade to their Internet security package; decline these invitations and accept only updates, which should occur on a daily basis. Once you have installed the program, be sure to activate the scheduled scanning—a complete scan once a week is sufficient. If you are working on a deadline, there is little danger in cancelling the weekly system scan. Updates are a background task.

Finding the downloadable installer can be a bit tricky. I usually start by googling "AVG Antivirus Free." Always do a selective (custom) installation so that you have the option of choosing basic protection. Once installed, AVG will want to scan the system; allow this scan as soon as possible. You can work, albeit slowly, while the scan runs in the background.

Malware and PUPs

When it comes to malware and PUPs (potentially unwanted programs), I rely on SuperAntiSpyware (SAS), though another good choice is MalwareBytes. SAS is a program for which I pay US$20 per year to cover two computers, because the alternative is to remember to download updates and scan my systems every day. I always download the free trial of the professional edition, as this presents the offer to purchase with a $10 saving. The "normal" cost is US$29.95; when ordering, you have an option to add another (third) computer for $9.95. There is no reason to pay for a disk copy of the program, nor do you need additional support.

Once SAS is installed, click on the box to scan the computer. On the next screen, put a checkmark for each of the items in the "Recommended Pre-scan Actions" before clicking on "Complete Scan." SAS is automatically configured for a background scan of the computer every day. Updates are also background tasks.

Watch for my next article in the series, on password security.

Note

[1] While most of my clients have Windows-compatible computers, MACREX users seem to be migrating to Macintosh systems. I have therefore become something of an expert on using Windows in conjunction with Parallels. Unfortunately this does not make me a Macintosh expert in its native OS environment. For that reason, most of the information in this article is written for Windows users.

Contest Opening Soon

Enid Zafran
Institute Of Certified Indexers

The Institute of Certified Indexers (ICI) is accepting entries for the ICI award for best new indexer: the Purple Pen Award. This international competition is open to indexers who have completed a training course in the past five years (January 1, 2012, to January 1, 2017) and who submit an index done for payment (in other words, not a practice index or a pro bono job).

Each entrant will receive a detailed feedback report compiled by three ICI-member judges. Previous years' contestants have said that the impetus to enter is the comments and guidance from the panel of experienced and well-respected judges. The contest gives entrants a unique opportunity to learn from a project they have completed and to see specific ways in which they might improve the index.

Contestants should submit the following electronically, with the subject line "ICI New Indexer Contest," to enid@indexingpartners.com:

- Name and mailing address
- Course completed and date of completion
- Title, author, and publisher of the text for index entry and year of publication or copyright
- Index in RTF format, with header giving book title
- Text indexed, in PDF or Word format (the format that the index locators refer to); name PDF file to include book title

The entry fee is a cheque for US$39, made payable to the Institute of Certified Indexers. Mail it to:

Institute of Certified Indexers
19266 Coastal Highway, Unit 4, #52
Rehoboth Beach, DE 19971

For overseas applicants unable to pay by US cheque, please contact enid@indexingpartners.com for PayPal information.

Submissions are accepted between May 1 and midnight (EDT), July 31, 2017.

Award

The award will be made to the best index submitted. As long as there are at least two competitors, an award will be presented. It is the intention of the ICI to make this award each year to a qualifying new indexer—the winner is "best in show" for the year.

Judging is by a panel of three anonymous judges chosen from certified members of the Institute of Certified Indexers. The judging criteria are the best practices posted on the ICI website: http://www.certifiedindexers.com/indexing_best_practices.pdf.

The winner of the Purple Pen Award will receive a prize of US$100. The winner's name will be posted with a biographical statement on the ICI website and will be announced on indexing-related listservs. Other media-appropriate announcements will be made about the award winner and the party that originally commissioned the index will be notified. The indexer will be able to include this prize in her/his qualifications when pursuing indexing jobs.

Editor's note:

Last year's winner was ASI member Sam Arnold-Boyd, for her index to *A Thousand Cuts: The Bizarre Underground World of Collectors and Dealers Who Saved the Movies*, by Dennis Bartok and Jeff Joseph, published by the University Press of Mississippi.

In 2015, ISC/SCI member Frances Curry won the Purple Pen award for her index to *Waking the Frog: Solutions for Our Climate Change Paralysis*, by Tom Rand, published by Toronto's ECW Press in 2014.

In 2014, ISC/SCI member Stephen Ullstrom won the Purple Pen Award for his index to *Strange Visitors: Documents in the History of Indigenous and Settler Relations in Canada from 1876*, edited by Keith D. Smith and published by University of Toronto Press in 2014.

Book Review

Indexing Specialties: Medicine

ed. Pilar Wyman (Information Today, 1999)

Stephen Ullstrom

I have been curious about medical indexing since I heard Mary Russell from Australia speak on the subject at the ISC conference in 2014. Though I don't have a science or medical background, the way Mary described the thoroughness and comprehensiveness of a medical index and the logic behind medical terminology made a lot of sense to me. Anne Fifer recently presented a three-part webinar through ASI on medical indexing (see here if you are interested), which seemed like the perfect opportunity to further explore this area of indexing. First, however, I decided to finally read ASI's book on medical indexing, which has been sitting on my shelf since last summer.

A slim volume at about 120 pages (including the index), the book answered most of my questions as a newcomer to the field. It was published almost 20 years ago, however, and so while I read, I also often wondered how relevant certain chapters still were.

The book is split into four sections. The first, "Medical Indexers," consists of an interview with Frances Lennie (of CINDEX fame) and Alexandra Nickerson, as well as a short autobiography by Shelley Greenhouse, who does database indexing. I found these interesting, especially the interview, as I felt that it gave a good sense of the different types of projects and situations a medical indexer might face, some of which I imagine are still relevant today. It would be great to read an updated interview, to see if there is anything new pertaining to the current indexing climate.

The second section, "Medical Indexes," consists of two chapters by Pilar Wyman, one looking at medical indexes that have been reviewed in *The Indexer,* and the other looking at award-winning medical indexes. I also found these chapters to be very helpful, as they give a good sense of the qualities that a good medical index should have, namely accuracy, thorough analysis, comprehensiveness, and usability. For me, this section is among the highlights of the book.

The third and most extensive section of the book, "Medical Indexing," consists of a mixed bag of chapters

on different aspects of medical indexing. The two chapters I found most relevant were Cynthia Bertelsen's chapter, "Indexing Food and Nutrition Materials," and Irving Conde Tullar's chapter on the different issues that one might face, ranging from text structure to terminology to considerations for different medical specialities. These chapters are very much about the nuts and bolts of dealing with the content, and as such are very helpful—if also a bit intimidating. I got the impression that Tullar is trying to discourage people from entering this field, and perhaps he is. He writes:

> I would not recommend that anyone think of specializing in medical indexing without first becoming a competent and time-efficient indexer. I also would discourage the indexer who contemplates devoting only a minor part of total indexing time to this speciality because it is the cumulative experience from numerous projects that prepares one to index at the requisite speed not only to meet the increasingly uncomfortable publisher schedules but to be adequately compensated for the effort and stress.

You—and I—have been warned.

Also interesting and clearly written, though potentially less useful, are the two chapters on medical database indexing: a more general chapter by Max McMaster and a chapter by Helen Ochej on the MEDLINE database. My hesitation comes from hearing from long-time indexers that most of their database indexing contracts have disappeared. Is this then still a viable field for new indexers to pursue? I have no idea, and I would appreciate clarification. Also, if database indexing is still a thing, is the technology used the same as described in these chapters? If not, then the chapters' usefulness also diminishes, though you still get a good sense of the theory and purpose of database indexing.

Interesting but possibly a historical footnote today is Susanne Humphrey's chapter on the MedIndEx Project, which was (is?) an attempt to automate aspects of

April Firsts

Heather Ebbs

April is a month of firsts in Canadian and world history.

ACROSS

1. Georgia left it, April '91
5. Church area
9. Ridge captured by Canadians, April 1917
13. Grimm beast
17. Int'l agreement signed by Pearson, April 1949
18. First Canadian female sea captain, April 1939
19. Great lake
20. Sun's ray
21. Baby's bed
22. Belonging to our 8th PM
23. Holy man
24. Put ___ words
25. Wrinkly fruit
26. "Listen up"
27. Horse opera
28. Commotion
29. Short adolescent?
30. Site of mustard gas attack, April 1915
32. Long time
33. The Thin Man's woman
34. Turf
36. "Uncle Tom's Cabin" girl
37. Border
40. Bath salts
43. Journeys
45. Roared
48. Dangerous wave
50. Her daughter Ashley was born April 1968
52. Rankle
53. Prepare to shoot
54. Angry
55. Centres of activity
57. Joint
58. Annual event to promote reading, 23 April
62. First Canadian and first lefty to win the Masters, April 2003
65. Understood
66. Electric fish
67. Blue boy in Toronto?
70. Fortifier
72. Small intestine
75. Piano music
77. Relating to Greek love poet
79. Artificial
81. Auspices
82. Writer Uris
83. Seaman
84. The other woman
85. Molecular structure identified by Watson and Crick, April 1953
87. He played the piano again
90. Manicurist's board
92. Emulates Drake
96. Peel
98. Gastric woe
100. Actor Danson
101. Log for 113 Across
102. Director Preminger
103. Latvia's capital
104. Old Russian autocrat
105. Grenade
106. St. Paul's architect
107. "Did you ___?!"
108. Gumbo ingredient
109. Greek liqueur
110. Central point
111. Rod's companion
112. Places to work on abs
113. Dec. holiday

DOWN

1. Full length, as a movie
2. Boot camp boss
3. Steps over a fence
4. First black major leaguer (traded from Montreal Royals, April 1947)
5. His first Blues Brothers appearance was April 1978
6. Little lump
7. More judgelike?
8. Golfer with autism foundation (April is Autism Awareness Month)
9. Membranes
10. Angry
11. Small copier
12. Longer
13. Eastern ties
14. April's newly married fellow
15. Sine or cosine
16. Atlanta university
27. Expo 70 site
31. Balanced
35. Mutual of ___
38. Canine
39. ____ Park (film)
40. Flight info
41. Greek letter
42. Total
43. Atlantic tragedy, April 1912
44. Stag
45. First female Chief Justice in Alberta, April 2006
46. Henri's summer
47. Fiddle-de-___
49. Holy man
51. Farm call
56. Brain wave
58. Henri's pancake
59. "Runaway" singer
60. Dazzles
61. Seaweeds
62. Is in the past?
63. Long time
64. Set deeply
67. Newfoundland lure
68. Henri's friend
69. Agreement
71. Greek letter
73. Say
74. Hat-tipper's word
76. He started the Marathon of Hope, April 1980
78. 35 Down, for one
80. The Great One (retired April 1999)
84. Tentacled sea creatures
85. Soak
86. Short explosive
88. Breathing
89. First politician assassinated in Canada, April 1868
91. Fortify again
93. Gold
94. Olympic ___, Calgary
95. Utah lilies
97. Cooked
99. Lady's man
104. Wheel tooth

Executive Reports—February 2017

Vice-President's Report

François Trahan

Since the last meeting I participated in the Constitution Committee's discussions and revisions and transferred French-language duties for the Bulletin to Anna Olivier. We haven't discussed the other French content yet (the website plus odd bits) but we'll do that in Montréal in June. I'll keep doing the French for the website (at least the proofreading) until I can take her through the administration site.

Past President's Report

Mary Newberry

I've been busy with conference program development and preparations.

Membership Report

Frances Robinson

As of January 31, 2017, we have 106 members. Three new members have joined since October's report. As of January 31, one member has decided not to renew and several members have not yet responded to reminders to renew in December 2016 (they are included in this report).

Within Canada		99
British Columbia	26	
Alberta	6	
Saskatchewan	1	
Manitoba	2	
Ontario	49	
Québec	11	
New Brunswick	1	
Prince Edward Island	1	
Nova Scotia	2	
Outside Canada		7
United States	5	
Latvia	1	
France	1	

Membership Types		
Individual		**99**
Listed	63	
Basic	31	
Student	3	
Emeritus	2	
Institutional		**7**
Alberta	1	
Ontario	3	
USA	2	
France	1	

New Members

The following members have joined since the previous report:
  Inge Wiesen, Great Neck, NY
  Sarah McIntosh, Salt Spring Island, BC
  Catherine Plear, Vancouver, BC
  Paula Butler, Toronto, ON
  Olga Sushinsky, Toronto, ON

Treasurer's Report

Sergey Lobachev

As of January 30, 2017, the financial statement of the Society is as follows:
- Everyday Business Chequing Account: $25,029.68
- Guaranteed Investment Certificate (maturity value): $5,357.04 (locked in until July 20, 2017)
- Security GIC Plus (maturity value): $5,325.78 (locked in until October 14, 2017)
- PayPal account: $1,378.97

The 2016 statement for the GICs:

GIC (MATURING JULY 20, 2017)	
Principal	$5,262
Accrued interest	22
Current value	5,331
Maturity value	5,357

SECURITY GIC PLUS (MATURING OCTOBER 14, 2017)	
Principal	$5,221
Accrued interest	8
Current value	5,298
Maturity value	5,326

Below is the budget and actual revenue/spending from April 1, 2016 to January 22, 2017:

JANUARY 22, 2017	BUDGET	ACTUAL
INCOME		
Membership fees	$10,000	$7,395
Conference revenue	10,200	1,323
Find an Indexer fees	3,200	2,400
Misc. income (pins, books)	100	150
Interest income	40	29
TOTAL INCOME	**23,540**	**11,298**
EXPENSES		
Membership (incl. Directory)	300	
Conference expenses	10,200	
Executive expenses		
Meeting costs & telephone	300	824
Executive travel	1,000	
International liaison travel	2,000	
Bulletin	600	693
The Indexer	7,600	6,279
Website and listservs	3,000	1,224
Operating expenses		
Office supplies	50	–
Postage & delivery	50	19
Bank charges	100	14
PayPal fees	400	262
Regional groups	400	267
Volunteers, honours & awards	4,000	4,013
Outside services	0	–
Translation	1,000	416
Promotion	200	–
Miscellaneous expenses	50	8
TOTAL EXPENSES	**31,250**	**14,018**
INCOME LESS EXPENSES	**-$7,710**	**-$2,720**

Web Administrator's Report

Stephen Ullstrom

I am afraid that I have very little to report. This has been a busy quarter for me, especially given a number of unexpected personal events. This means that the email issue I mentioned in my previous report is still ongoing, as I haven't had the time to follow up with our web host, Webnames. I also need to follow up on backups, as I think we have reached or are nearing our limit with Webnames.

I have had a bit of contact with the conference committee, but not recently, so I should follow up to see if there is anything that I could help with involving the website.

There have been a few other, smaller issues—membership forms and uploading the chat transcripts—that our tech expert David and I are working on resolving. These types of issues, though bothersome, seem to be fairly common as WordPress and the plug-ins we use are upgraded; features perhaps change or don't work as well together as they used to. Many thanks to Frances Robinson especially (membership issues often seem to be affected) and others for their patience, and to those who point out these problems to us.

Bulletin Editor's Report

Andrea Hatley

The Fall/Winter issue of the *Bulletin* (Volume 38, No. 3) was late, late, late! I ended up being very busy in November and December and wasn't able to get working on it until early January. Anna Olivier will be taking over, from François Trahan, the coordinating and proofreading of French translations. I don't have time to create EPUB and MOBI versions for this issue. If no one comments or misses them, perhaps it is not worth the time and effort.

The Spring issue will, I hope, follow rather quickly, with an anticipated distribution date of mid- to late March, a couple of weeks after conference registration opens. It will highlight the conference, the presenters, and the sessions.

I will reach out to advertisers again, especially as this issue is bound to be a popular one.

I would again like to thank Gillian Watts for copy editing, Alex Peace for proofreading (Sylvia Siemens plans to return for the next issue), and François Trahan and Anna Olivier for coordinating the French translation and proofreading.

International Liaison Report

Heather Ebbs

All societies agreed to welcome the Association of Freelance Editors, Proofreaders and Indexers of Ireland (AFEPI Ireland) to our international agreement of sister societies.

The Netherlands Indexers Network has a new website. Although construction continues, the new site is available at www.indexers.nl. There is no separate English site; rather, the English and Dutch are together on each page.

Forthcoming conferences:

- Society of Indexers (UK): 21 June, St. Anne's College, Oxford (followed by a two-day symposium on the book index at the Bodleian Library)
- American Society for Indexing: 15–17 June, Portland, Maine
- China Society of Indexers: 1–4 November, Shaoxing, China

Constitution Committee Report

Heather Ebbs,
on behalf of the committee: François Trahan, Gillian Watts, and Andrea Hatley

After our report to the executive a year ago and the executive's directions for continuing, the Constitution Committee did a thorough restructuring of the document and had several fruitful back-and-forth discussions within the committee.

At last February's executive meeting we asked for and received approval to completely restructure the constitution into a single bylaw with several articles, with the goal of simplifying and clarifying the document and reducing repetition. We have done that, with the articles being titled Introduction, Definitions, Objectives, Membership, Meetings, Governance, Finances, and Amendments. Most of this was done by moving things around, but there are a lot of tiny rewordings, usually to clarify ambiguity (e.g., in the first article, about the names of the Society, we clarified what it means to have a French name and an English name and how they can be rendered).

In addition to restructuring so that like is with like, we have separated the constitution, which must be voted on and approved by a two-thirds majority of the votes cast at an AGM, from policies, which are maintained and revised as needed by the executive. This separation means that the policy schedules can continue to be updated, fleshed out, or cut back, and more schedules can be added over time by the executive without needing to go back to the members.

An annotated copy of the document containing both of these was circulated to the executive for review. It is hoped to circulate the final draft to members in April with a description of the changes and their rationales, so that when members receive the call to meeting in early May, they will be prepared to see a motion for ratification of the amendments and will have had time to review the documents.

Join us for a walk about in Old Montréal on the evening of June 1

Conference Committee Report

Alexandra Peace (Chair),
on behalf of the committee: Susan Brown, JoAnne Burek, Andrea Hatley, Christine Jacobs, Mary Newberry

We have a great team, all working hard. The documentation from previous conferences is very helpful.

Venue

Christine Jacobs has worked patiently and finally we have a signed contract with Novotel Montréal for June 1–3, 2017.

We have booked a room, including a light lunch and snacks, for Thursday, June 1, for volunteers to prepare conference bags in the morning, for the executive meeting in the early afternoon, and for the international meeting afterwards.

A suitable room with AV equipment is booked for two days of conference sessions. The hotel will provide two meals (breakfast and lunch) and two snacks (morning and afternoon) for each day. The food looks great. Christine and I will be testing it out in March.

We are also planning an after-conference reception right after the last session (details to come).

Speakers

Mary Newberry has been tirelessly communicating with many people about the sessions and we have almost a full roster of speakers.

Accommodation

Christine Jacobs has looked at the Novotel rooms—they are small but nicely renovated. The hotel will hold a block of a minimum of 10 rooms for us at a rate of $189 + taxes. We will try to find out ahead of time, either by direct mail or by registration form, whether enough people are interested (we would be on the hook for them). Christine explained that this is a very good price for a hotel room at this time of year (June, just before the Grand Prix). However, there are other, cheaper options that Christine is also looking into (YWCA, McGill University residence).

Publicity

JoAnne Burek has been a publicity wonder. She has developed a social media schedule with specific dates for targeted information, and she has started pumping out articles once a week to some of the sites and monthly to others.

I spoke to Gwen Hansen, the executive director for ASI, and she suggested getting an ISC/SCI Facebook page going, with a separate event page about the conference. The committee agreed, and I've requested a go-ahead from the executive to implement this. JoAnne has volunteered to set it up.

Documentation

Andrea Hatley was able to quickly develop a conference logo based on committee discussions and get it to *The Indexer* in time for their November issue. She will promote the conference in the upcoming issues of the *Bulletin*.

Registration

Susan Brown has updated and revised the 2015 website registration form with current information. It is ready for translation by Pierre Joyal, the volunteer conference translator. JoAnne will get it up onto the website by March 1, 2017.

Conference Packages ("Bags and Swag")

Susan Brown has found more bag choices than we know what to do with and has started to find items to fill them. We will try to get some free samples from businesses in the area in exchange for a mention at the conference.

Banquet

Christine Jacobs is checking into venues, but we don't have anything to report at present.

Icebreaker

A pre-conference icebreaker will be held Thursday evening, June 1—a meal at Le Jardin Nelson (patio option) and afterwards a stroll through Old Montréal on a self-guided tour. RSVPs will be requested on the registration form.

All in all, we feel in good shape and that the conference will be interesting and fun.

Executive Reports, February 2017—Regions

Eastern Canada
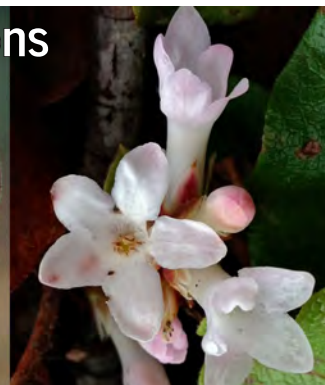
Alexandra Peace

Montréal

We had another meeting in Montréal in October. Four of us were able to make it, and it was very informative. We talked about business documentation such as quote letters, spreadsheets, time keepers, and invoices. A Montréal study group has not quite made it off the ground, but I will try to get it going this spring. I will be in Montréal from March 13 to 17 and I will organize a meeting with everyone sometime during that week.

Nova Scotia

The population of Society indexers has doubled. Fazeela Jiwa has joined and I see her regularly, but in our editing roles. We take the opportunity to talk indexing when the opportunity arises.

Central Canada

Siusan Moffat

October 29 (11 attendees)

Chris Blackburn showed us the old technique of card indexing. I did a presentation on future technology and indexing: will it affect our careers; will computers be able to understand concepts? Yes, but not for a while. We are probably safe for 10 years‽

November 26 (14 attendees)

Sergey Lobachev did a fascinating presentation on the origins of indexing in 18th-century Russia. We saw some very interesting old indexes and talked about indexing and publishing in general. Pierre Joyal shared his experience with the ASI course "How to Create Brilliantly Structured Indexes." Olga Sushinsky introduced us to her recently finished self-published novel.

January 29 (9 attendees)

Time for another review of sister organizations' newsletters. Olga, Boyd Holmes, Margaret de Boer, and I gave overviews on *The Indexer*, ASI's *Key Words,* ANZSI's newsletter, and the indexers' discussion group.

Ongoing

We have had three nationwide members-only online chat sessions so far. They've gone very well. No more than five people at each session, but we chat about interesting and helpful things. Heather Ebbs and Margaret de Boer each moderated a session. The next online chat, scheduled for February 22, will be moderated by Susan Brown, a Montréal indexer who is also on this year's conference committee.

In the past several months we've had a few new members and sme new people dropping into meetings. Most of them, I've noticed, rarely come back to a second meeting! :o

Prairies and Northern Canada

JoAnne Burek

I t is hoped to have a get-together soon!

British Columbia

Elena Gwynne

It's been pretty quiet in BC, with only two things of note happening. The first was a request from Simon Fraser University's Continuing Studies for indexing instructors. That got forwarded on to the ISC/SCI list. I hope they were able to find someone—I have not heard further on the subject.

The second is that I'm in the middle of setting up a March meeting in the Victoria area. So far it looks as though there's going to be very good attendance—more than six RSVPs and counting. Potential topics for discussion include websites, Google's requirements for websites, and using websites in marketing, and last year's new indexing books. Now to figure out a meeting place . . . .

I think that, with the end of winter weather, things may be picking up in 2017.

☙

medical indexing. I have no idea if this initiative actually worked. Googling revealed no recent information, so either it failed or it now goes under a different name.

Last, there is a curious short chapter by Gerry L. Messner on why nurses make potentially great indexers. I have no argument with the author; presumably this would be most useful for someone with a nursing background who is considering a career change.

The final section is on resources, consisting of another chapter from Cynthia Bertelsen and a chapter by Carolyn Weaver. I found these, especially Bertelsen's, to be helpful for knowing what types of resources I am likely to need, but given the age of the book I feel that I can't trust them to be up-to-date. I suspect that I would need to do my own research to see what is still in print, if any of these resources are now available in a digital or web-based format, and what new resources might be available. Ditto for Weaver's chapter on web-based resources, which I assume would now be much longer.

Aside from the periodic feeling that some material is out-of-date, I would also appreciate more information on project workflow and schedules. A typical book for me, indexing in the humanities and social sciences, is 200 to 500 pages long, and I have two to three weeks to complete the index. How do I jump from what I am familiar with to working on a book that is, say, 1,000 or more pages long, or in multiple volumes? Tullar touches on this by saying that some projects can stretch out over many months and that he often receives books as batches of chapters not always in order, but I still don't get a clear enough sense of how that works in practice. How do you schedule your time for such a project? How do you invoice? How do you negotiate budgets or a schedule? How do you keep track of that much information? How do you handle disparate chapters at different times? How long are typical indexes? Any tips for editing such a large index so that nothing falls through the cracks? I feel that this could take up a chapter in itself, or at least a significant portion of a chapter.

For a contemporary edition of this book, I would also want to know about embedded indexing or other forms of digital or web-based indexing. Are they now common for medical texts? Are books expected to be output in digital or web-based formats? My previous family doctor used her smartphone during consultations to check my medical records and other information. Do changes in how doctors access information affect how indexes are created? Besides the subject matter, do I need to learn new technical skills?

I am also curious about name indexes. In theory they sound easy, and I understand that they are often subcontracted out to other indexers, but if the book is 1,000 or more pages long, that is a lot of names, which could magnify problems by virtue of sheer volume. So, are name indexes common in medical texts? Any tips for compiling both a names index and a subject index for a book? Any conventions that I should be aware of? Common issues?

Despite my reservations, I do highly recommend this book, especially as it has no real competitors. There is mention in the references to a book published in 1995 by the Society of Indexers in the UK, *Indexing the Medical and Biological Sciences*, but that appears to be out of print. I also checked the index for The Indexer, and it appears that the last time that journal published an article on medical indexing was in 2009. I don't have access to Key Words, so I don't know if that has published any recent and relevant articles. So beyond Anne Fifer's new webinar—which seems a most timely addition—this book is it in terms of resources. There is still much of value to be found in it, but I sincerely hope that ASI will consider publishing an updated edition, which can only improve upon the strengths of this book.

☙

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