

**Indexing Society of Canada
Indexing Award Committee**

Final Report

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BACKGROUND AND PROCESS

The Awards Committee consisted of 3 experienced practitioners, one of whom also teaches indexing, and an academic who teaches indexing at the master's level. The American, British and Australian societies were consulted about their practices. As a group we worked sporadically, but thoroughly, and presented the executive with an interim report for feedback. The feedback was integrated into the recommendations and the results were discussed at the annual conference in 2012. The points raised have been considered in this final report.

Online research into early publications turned up two individuals who, together, would represent gender and language balance.:

Marie-Claire Daveluy: A librarian and cataloguer, bibliographer, historian. She founded the first French- language library school, and published historical works, children's fiction and cataloguing rules, including those for subject headings. She published a monumental work on Jeanne Mance, that has an index (unusual for the French tradition), in 1934.

An important point that was raised at the 2012 conference was that we should check in case there are descendants of Marie-Claire Daveluy from whom we would need permission. Michèle Hudon at the Université de Montréal looked into this for us. Marie-Claire Daveluy was single, had no direct descendants and there do not appear to be any close relations who would be concerned.

John S. Ewart: *Ewart's Index of the Statutes...* published ca. 1870. He was on the team that defended Louis Riel, and was on the French side of the Manitoba school question, a respected lawyer.

See Appendix for links to more information about them.

RECOMMENDATIONS

Name of award:

Long form: ISC/SCI Ewart-Daveluy Indexing Award

Short form: Ewart-Daveluy Award

Form of award:

- A very nice framed certificate accompanied by a letter.
- Possibly a lapel pin? – a long term consideration, which could be given retrospectively
- Honourable mentions:
 - Consist of a letter of commendation.
 - are awarded if and when needed. Not required; no limit.
 - Should be publicized in the same places as the winner

Nominations:

- May be made by anyone (including self)
- Individuals may nominate more than one nominee. [This approach should be evaluated after the first two years]
- Nominated indexer
 - must be a Canadian citizen, resident in Canada or abroad, OR may be a citizen of another country resident in Canada.
 - is **not required to be a member of ISC**
 - because of the small number of indexers in Canada and the small size of the association it is not realistic for us to preserve anonymity

Admissible works:

- Monographs & multi-volume non-serial works
- May be published anywhere
- Could be online (e.g.: a pdf file)
- **E-books are excluded** since methodologies and standards are in flux
- An index may be submitted only once
- Languages of index:
 - French
 - English
- Time limit:
 - Year 1: back 3 years
 - Year 2 and until such time that ISC is regularly receiving a sufficient quantity of award nominations: 2 years
- As noted above, an index may be submitted only once

Adjudication:

- 3 voting members; non-voting specialists as required
- Coordinator appointed by ISC executive; must have extensive experience over a long period of time (50 indexes; active over 10+ years) and must be an ISC member
- Ideally the other panel members also have extensive experience

- Panel members may serve more than once; it is hoped that some will rotate into the Coordinator position in order to preserve institutional experience with the award.
 - Suggestion 1: Plan for continuity on the panel by staggering the rotation. E.g.: Ask coordinator to sit for 2 years, the others to sit for 1 & 3 year period. The '1' is rotated out the 2nd year, the coordinator rotates out the 3rd year (and remaining person '3' takes coordinator's place), and then '3' rotates out the 4th year. Note that this is the ideal. It is understood that it may not always be possible, and that we cannot require that panel member rotate into the coordinator position
 - Suggestion 2: Because of shipping and travelling costs, thought should be given to choosing judges with proximity / willingness to travel in mind → this may lead to choosing judges in the conference host city, or perhaps 2/3 of them in the host city and the third an executive member who would expect to be at the conference. Difficult to maintain institutional memory, but a practical approach
- Discussions of the judges are confidential and feedback will not be provided concerning submitted indexes
- Discussion point: The Committee was not comfortable with recommending that a non-indexer be included on the panel at this point. Issues: Costs, concerns about adequate knowledge bases. Perhaps this could be reconsidered once we have worked out the kinks??

Submission:

- Nomination & contact information form; separate sheet with paragraph indicating why this particular index merits the award; copy of book in reusable packaging; pdf of final index as published; and pdf of book, if available.
- The Executive will designate an Awards Secretary to handle distribution logistics.
- Note that it is not possible to preserve the anonymity of the nominees.
- Consists of:
 1. nomination and contact information form
 2. separate paragraph indicating why this particular index merits the award
 3. one copy of the book (2 volumes if it is a multi-volume work)
 4. pdf of final index as published
 5. pdf of final book (index included, if possible)
 6. submission fee

Costs:

- \$30 per submission
- This is an argument for choosing judges by proximity or potential proximity/willingness to travel

- Comment: ASI charges \$25-35; ANZSI does not appear to charge; SI did not charge – it has given up awarding the Wheatley for the moment partly because of the cost of administering it as well as the low number of submissions.

ISC/SCI EWART-DAVELUY INDEXING AWARD SUGGESTED PROCEDURES

General timeline for year 1

Jan. 1: Deadline for submissions published during the previous 3 years.

Jan-March:

Panel meets over 2-3 days to discuss the material and come to a consensus

Comments: This should be flexible. If the material submitted has electronic versions and is fairly straight forward, then it is easily dealt with electronically, the meeting could be virtual. If, however, the submitted items include an item(s) that is quite complex that would not lend itself to perusing online, then it might be better to actually meet OR the material must be sent back and forth. A large timespan leaves time for this to be organized.

Mid-April to mid-May: award materials to be organized (certificate, etc.)

May-June: award is presented at annual conference

Nominations

- May be made by anyone, including self
- Individuals may nominate more than one nominee
- An index may be nominated only once
- The index must be to a monograph or multi-volume non-serial work in English or in French. It may be print and/or online and may have been published anywhere in the world. At this point in time e-books are not accepted since the standards and methodologies are in flux.

Nominees

- Must be Canadian citizens resident in Canada ,or abroad, OR may be citizens of other countries resident in Canada.
- Are not required to be members of ISC
- Note that it is not possible to preserve the anonymity of nominees

Adjudication

- 3 voting members; non-voting specialists as required
- Coordinator appointed by ISC executive; must have extensive experience over a long period of time (50 indexes; active over 10+ years) and must be an ISC member.
- Ideally the other panel members also have extensive experience
- Panel members may serve more than once
- Because of shipping and travelling costs, thought should be given to choosing judges with proximity / willingness to travel in mind.
- Discussions of the judges are confidential and feedback will not be provided concerning submitted indexes

Submission

Costs: \$30 + cost of return postage & mailer/re-useable packaging if requested that the book be returned (same for member & non-member)

Consists of:

1. Nomination and contact information form
2. separate paragraph indicating why this particular index merits the award
3. one copy of the book (2 volumes if it is a multi-volume work)
4. pdf of final index as published
5. pdf of final book (index included, if possible)
6. fee

ISC/SCI EWART-DAVELUY INDEXING AWARD SUGGESTED CRITERIA

This award is presented to individuals who have created an index that demonstrates outstanding expertise and ability to analyze complex text and design indexes that significantly enhance reader use of the texts.

The criteria include, but are not limited to:

Style

- Consistent and coherent throughout index
- Appropriate to the content and challenges of the material
- Anticipates user needs and enhances user experience of the text

Analysis of content

- User needs are anticipated
- All significant concepts are indexed
- All major themes are traced
- Minor concepts and themes are integrated, as appropriate
- Content is indexed at a consistent level of detail throughout the book, as much as variation in text/content allows
- Scattered discussions are traced
- Passing mentions are avoided
- Indexer maintains neutrality; no indexer bias is apparent
- Illustrations, tables, appendices, etc. are included in a consistent manner

Structure

- Multiple access points for concepts are provided as much as possible, including double-posted entries
- Sub-entries are introduced appropriately to:
 - clarify main headings when essential
 - divide locators into manageable and understandable groupings
 - clarify relationships among concepts
- Strings of undifferentiated locators occur only if there is no way of differentiating them effectively
- Levels of subentries are appropriate to the complexity/nature of the content
- Cross-reference (syndetic) structure is well developed and suits the content (see below)
- An introductory note / headnote clearly explains any special features such as abbreviations or departures from indexing conventions
- Prepositions are used with delicacy to clarify text only when essential (overuse obscures text)
- Font changes and symbols are appropriate to the complexity of the material and the needs of the user
- The layout and style enhances scanning and understanding of the index; care has been given to layout: whitespace, running heads, cont'd lines, etc

Vocabulary

- Main entries and sub-entries are clearly expressed
- Terms (main entries, sub-entries) are appropriate to the discipline and expected audience(s)
- The author's vocabulary is integrated
- User vocabulary is anticipated and integrated
- Current vocabulary is integrated where appropriate
- Indexer vocabulary is neutral and respectful of the content

Cross-referencing

- Cross-references are adequate and useful
- *See also* references send readers to appropriate related material.
- There are sufficient *see also* references to map the content clearly.
- Cross-references are not used to send users to entries that take up only 1-2 lines, where double-postings would clearly be preferable
- Rejected terms (*see* references) are clear, effective and sufficient

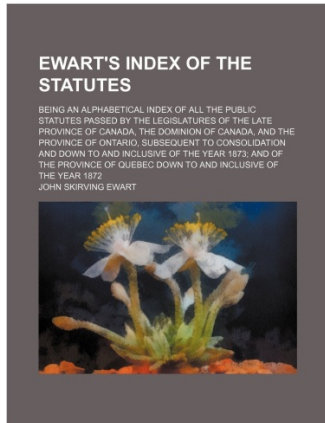
Accuracy

- No misspellings, or typos
- Page ranges and references are in order.
- Alphabetization of main entries, subentries, and cross-references is correct and consistent within the index, no matter the system chosen.
- Correct and consistent punctuation
- Forms of names are correct and consistent
- Terms are correctly and consistently formulated
- No circular or blind references
- Double-posted entries have the same page references at both locations

APPENDIX: EWART-DAVELUY INFORMATION

John Skirving Ewart, 1849-1933

Links to his works:



Reproduction of major index:

http://www.amazon.ca/Ewarts-Statutes-Alphabetical-Legislatures-Province/dp/1232259179/ref=sr_1_10?s=books&ie=UTF8&qid=1399473052&sr=1-10

You can look inside here:

http://www.archive.org/stream/cihm_10583#page/n5/mode/2up

Many of his other works can be viewed here (scanned)

[http://www.archive.org/search.php?query=creator%3A%22Ewart%2C%20John%20S.%20\(John%20Skirving\)%2C%201849-1933%22](http://www.archive.org/search.php?query=creator%3A%22Ewart%2C%20John%20S.%20(John%20Skirving)%2C%201849-1933%22)

Biographical:

<http://faculty.marianopolis.edu/c.belanger/quebechistory/encyclopedia/JohnS.Ewart-Wallace.htm>

[http://en.wikipedia.org/wiki/J. S. Ewart](http://en.wikipedia.org/wiki/J._S._Ewart)

http://www.umanitoba.ca/libraries/units/archives/collections/rad/ewart_family.html

http://www.mhs.mb.ca/docs/features/nationalhistoric/ewart_js.shtml

Marie-Claire Daveluy, 1880-1968:

<http://www.collectionscanada.gc.ca/women/030001-1352-e.html>

http://fr.wikipedia.org/wiki/Marie-Claire_Daveluy#Biographie

<http://www.academiedeslettresduquebec.ca/membres/marie-claire-daveluy-74>