Bulletin

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The Indexer's Personality

Hazel Bell presented this keynote address at the 2014 ISC/SCI conference in Toronto.

I am very pleased to see you all—usually indexers are invisible. We are obscure creatures. We are rarely professionally acknowledged, as we have been complaining for decades. Nowadays we are even denied existence: surely we have all been told, when asked at a social occasion what we do and giving a truthful reply, "But don't computers do all that?" To show that we are not mere ghosts in the machine, we must assert our individuality. But what is the personality of the indexer?

Images of indexers are to be found occasionally in the press. An early one was in *The Nation* in 1883. This proposed that convicts should be set to indexing books, explaining that "the kind of labour proposed is peculiarly suited to the reformatory idea, being incomparable for teaching order, patience, humility, and for thoroughly eradicating the last trace of the Old Adam in whoever pursues it."

Philip Hensher portrayed indexers flatteringly in *The Independent*, declaring: "Indexers, in general, are admirable, scrupulous people who undertake a task demanding great skill and intelligence." But, he suggested, "The resentment which a really professional indexer might feel towards a slapdash and casual author could turn into a wildly misplaced megalomania," and observed, "The potential for revenge and mockery in indexing is very high."

Indeed it is. Perhaps the opportunities offered by compiling an index may bring out the worst qualities of the personality. An example of sheer vindictiveness manifest by an indexer is provided in the memoir of Margaret Cook, published after her husband had left her for a younger woman. The index entry for "Cook, Robin," includes these subheadings:

outbursts of temper
and guilt transference
heavy drinking

weight problems
sexual difficulties

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Frances Robinson
Membership Secretary

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Editor, comments from . . .

In 2002 former ISC/SCI member Susan Klement wrote a seminal article for *The Indexer*[1] in which she argued for a clearer understanding of the difference between back-of-book (closed) indexing and periodicals (open) indexing. Some of her arguments about the lack of clarity in the literature between book and periodical indexing might be overstated and less relevant today, thanks, I'm sure, at least in part to the writings of indexers like Klement. Nowadays book authors are consciously explicit about the scope of their publications. Where confusion exists in terminology, as far as the general public is concerned, in my experience it tends to be between mechanical, automatic indexing done by search engines or web crawlers and indexing done by human beings in conjunction with technology. To many people, indexing is something computers do, and they have never thought about how the book indexes they use came to be.

The substance of the article, however, has maintained its currency and is well worth a read. In addition to describing characteristics of the two types of indexing, Klement underscores that projects exist along a continuum of these characteristics, so the article is relevant even for indexers who work solely on books. Multiauthor works can require treatment involving aspects of open indexing. Even a text with one author might present challenges of multiple and overlapping meanings. I once indexed a compilation of the works of one scholar written over about a 50-year period. Between her 20s and her 70s, her understanding of the meanings of basic terms and concepts changed, which isn't surprising. Half a century's study of a topic might lead to deeper or at least different understanding. But it's this type of challenge that can make indexing done by humans, who can discern nuances of meaning far better than software can, so valuable to users.

I never met Susan Klement although there are ISC/SCI members who would remember her. She is one of the Canadians who have contributed locally and internationally to the development of the profession of indexer.

Moira Calder
Bulletin *Editor*

Note

[1] Klement, Susan. Open-system versus closed-system indexing: A vital distinction. *The Indexer, 23*(1), 23-31. Retrieved from http://www.theindexer.org/files/23-1/23-1_023.pdf

This magpie appears to be basking in the late summer sun. Or perhaps he is standing guard over a nest nestled deep within this tree. Photograph by Marnie Lamb.

Co-presidents' Report
Rapport des co-présidentes

Mary Newberry:

Only a few short summer weeks since the 2014 AGM and the annual conference, "Changing Pages: Indexing for Today and Tomorrow," I consider this to have been another remarkable year. Because of its proximity, the conference always takes prime position in my mind for the yearly report—and rightly so: it's one of the biggest services we supply as an organization.

L'assemblée générale et le congrès annuel 2014 « Tournons la page : index pour aujourd'hui et pour demain » ont eu lieu il y a quelques semaines seulement et ceci a été, à mon avis, une autre année remarquable. Comme le congrès vient tout juste d'avoir lieu, c'est la première chose à laquelle je pense au moment où je rédige mon rapport, et ceci est justifié, car c'est l'un des services les plus importants offerts par notre société.

The hours and effort that go into making the annual conference happen are enormous. And, I think, so are the benefits. The conference focus is always professional development and education—all of which includes networking, that nebulous thing gained by rubbing shoulders with others who are struggling and triumphing in the same industry.

L'organisation du congrès annuel requiert un nombre d'heures et des efforts substantiels. Mais ainsi le sont, à mon avis, les résultats obtenus. Le congrès est toujours centré sur le développement et l'éducation dans notre domaine, et ceci nécessite de créer des « réseaux », cette pratique nébuleuse qui consiste à prendre contact avec des inconnus qui ont choisi le même secteur professionnel, où certains ont des difficultés à s'établir et d'autres réussissent très bien.

We as a society aim to break even—the conference is not a money-maker. Those of us who have been given the society's mandate take this very seriously. We work to keep the standards high and the costs low. This year's conference offered two full days of programming, plus extra software workshops over two more days. We covered technology and we addressed basic indexing skills and content—the material we work on, the text we read! We don't want to lose sight of what it is that makes all of us love what we do.

En tant que société, notre objectif est tout simplement de rentrer dans nos frais, le congrès ne nous rapporte aucun bénéfice financier. Ceux d'entre nous qui s'occupent de remplir la mission de la société prennent cette tâche très au sérieux. Notre objectif est de continuer à adhérer à des normes élevées et à limiter nos dépenses. Cette année, nous avons offert deux jours complets de présentations dans le cadre du congrès, ainsi que deux journées supplémentaires d'ateliers sur divers logiciels. Nous avons traité des thèmes de la technologie et des principales compétences nécessaires en indexation ainsi que du contenu – le matériel sur lequel nous travaillons, le texte que nous lisons! Nous ne voulons pas perdre de vue ce qui nous fait aimer notre travail.

This conference wouldn't have been half of what it was if it weren't for the team that worked to make it happen, a team ably led by Margaret de Boer. She was superb. Which brings me to something that's been very much on my mind this past year: the crucial role of volunteers in ISC/SCI. All of us—the co-presidents and across the board—are volunteers. We all pay our membership fees. Some of us are full-time indexers with many years' experience; others of us are part-time or barely started or work only a few contracts a year. But something has inspired us to volunteer.

Ce congrès n'aurait de loin pas été aussi réussi sans l'aide de l'équipe qui a permis de l'organiser, équipe dirigée par Margaret de Boer, qui a fait un travail exceptionnel. Ceci me ramène à un sujet auquel j'ai pensé souvent au long de l'année qui vient de se terminer : le rôle essentiel de nos bénévoles à la SCI/ISC. Nous sommes tous – co-présidentes et autres membres du conseil d'administration – des bénévoles. Nous réglons tous nos frais d'adhésion. Certains d'entre nous travaillent comme indexeurs à temps plein et ont à leur actif de nombreuses années d'expérience; d'autres travaillent à mi-temps et viennent tout juste de commencer à décrocher des contrats. Mais quelque chose en nous nous a inspiré à travailler comme bénévole.

This year we received the final report from the Indexing Award Committee. In a carefully written and professionally presented 10-page report, the committee outlined for us the practical plans for an indexing award. It's a very real possibility! Wouldn't it be great to have our very own award? How can we make it happen?

Nous avons reçu, cette année, le rapport final du Comité responsable du prix d'indexation. Dans un rapport de 10 pages rédigé avec soin et professionnalisme, le comité a divulgué les plans mis en place pour créer un prix d'indexation. C'est une réelle possibilité! Ne serait-ce pas incroyable d'avoir notre propre prix? Et comment mettre ceci en pratique?

It can only happen if you, the membership, continue to step up and volunteer—and not just for establishing the indexing award. We need people to work on publicity, to administer the website, to organize regional meetings, to develop the budget and keep track of our money, to write for the *Bulletin*, to edit the *Bulletin*, to work on archives, to write policy for the constitutional committee, and to organize the conference—everything from setting up the evaluation on Survey Monkey to designing the program to chairing the committee to writing the thank-you cards. The indexing award cannot happen if there is no one to administer the website, manage the membership, or keep our books and develop the budget.

Ceci est possible uniquement si vous, les membres, continuez à contribuer et à offrir vos services en tant que bénévole, et non pas seulement pour créer ce prix d'indexation. Il nous faut de l'aide pour faire de la publicité, pour gérer notre site Web, pour organiser des réunions régionales, pour développer un budget et pour surveiller nos dépenses, pour rédiger les articles de notre Bulletin*, pour les réviser, pour travailler sur nos archives, pour rédiger la politique de notre comité constitutionnel et pour organiser le congrès – que ce soit la mise en œuvre du sondage sur Survey Monkey, la conception du programme, la direction du comité ou la rédaction de cartes de remerciement. Il ne sera pas possible de créer un prix d'indexation si nous n'avons pas l'aide nécessaire pour administrer le site Web, gérer les adhésions ou faire le bilan des comptes et planifier le budget.*

We're a small organization, with a national membership that hovers around 125. At my last count— including those who newly joined the volunteer ranks at the conference—there were about 40 members volunteering in one capacity or another, some putting in hours of work every week, others only a few hours a month or year. That's 32 percent of the membership, and that's a pretty good statistic.

Notre organisation est de taille modeste, et nous comptons à peu près 125 membres à l'échelle nationale. Lors de mon dernier décompte, j'ai recensé à peu près 40 bénévoles – ceci inclut les nouveaux arrivants qui ont offert leurs services au congrès – qui exécutent diverses tâches et dont certains travaillent plusieurs heures par semaine et d'autres quelques heures par mois ou par année seulement. Ceci représente 32 pour cent des membres, ce qui constitue, à mon avis, une participation très satisfaisante.

But if you're not one of these people, I say to new indexers, part-time indexers, and sometime indexers: we need you to be an active, committed volunteer if we want to have an indexing award. To keep the current high standard of membership services—on the website, at the conference, through the *Bulletin*, to name a few—plus add a whole new labour-intensive service, we need more volunteers.

Mais si vous ne faites pas encore partie de ces bénévoles, que vous soyez nouveau dans ce métier ou que vous travailliez à temps partiel ou seulement à l'occasion, nous aimerions faire appel à votre aide et vous demander de vous engager, pour que nous puissions finalement créer ce prix d'indexation. Nous avons besoin d'un plus grand nombre de bénévoles, afin de pouvoir maintenir le niveau élevé des services que nous offrons à nos membres – sur notre site, au congrès, par le biais du Bulletin*, entre autres – et d'ajouter un nouveau service qui requiert de nombreuses heures de travail.*

If we want an indexing award, we need you to make it happen. Please. Volunteer. Now.

Si nous voulons créer ce prix d'indexation, nous avons besoin de votre aide. Merci de vous porter volontaire. Dès aujourd'hui.

Jennifer Hedges:

A year has passed since I replaced Viv Cartmell as co-president. Did I volunteer to take on this responsibility? Not exactly. Viv sent me a persuasive email and I couldn't say no. Besides, I knew Mary had agreed to stay on for another term, which meant I would be working with a top-notch mentor.

Une année a passé depuis que j'ai remplacé Viv Cartmell au poste de co-présidente. Est-ce que je me suis portée volontaire à ce poste? Pas vraiment. Viv m'a envoyé un courriel très convaincant et je n'ai pas pu dire non. De plus, je savais que Mary avait accepté un autre mandat, ce qui signifiait que je travaillerais avec un mentor du plus haut niveau.

At one time it was in the vice-president's job description that he or she would use that position as training for the president's role, and I think people were reluctant to make a minimum six-year commitment (two as vice-president, two as president, and two as past president). Somehow, agreeing to be a co-president seems less daunting. One year folds into the next and you can hardly believe the time has passed so quickly.

Précédemment, il était entendu que la personne qui occupait le poste de vice-président était également en formation pour le poste de président, et je pense que la plupart des gens hésitaient à s'engager pour une période de six ans (deux années en tant que vice-président, deux années en tant que président et deux années en tant que président sortant). D'une certaine façon, le poste de co-président est moins intimidant. Une année se fond dans l'autre et il est difficile de croire que le temps a passé si vite.

Sometimes I have felt like an executive assistant to the president, sometimes I have felt like the spokesman for the society, but mostly I just feel like part of a team. Because Mary and I are listed alphabetically by surname on the website, I often get cold emails from a wide variety of people: a man who is no longer able to work in his chosen profession because of a car accident and is considering indexing as a career; a journalist wanting to interview me about her perception that indexes in new non-fiction are reduced in content or entirely absent; a company in California promoting their services as videographers at our conference. Did I know the answers to their inquiries? No. But I knew a lot about the knowledge and experience in our group and was usually able to start a discussion with Mary that didn't make me feel like I was passing the buck.

J'avais parfois l'impression d'être l'assistante de la présidente, parfois la porte-parole de la société, mais la plupart du temps, j'avais l'impression de faire partie d'une équipe. Comme Mary et moi sommes nommées sur notre site Web par ordre alphabétique, je reçois souvent des courriels non sollicités de personnes diverses : une personne qui ne peut plus exercer son métier d'origine en raison d'un accident de voiture et qui envisage de travailler comme indexeur, une journaliste qui désire m'interviewer sur le fait qu'à son avis, les index dans les nouveaux ouvrages non fictionnels sont limités en contenu ou inexistants, une entreprise californienne qui offre ses services d'enregistrement vidéo pour notre conférence. Est-ce que j'ai su immédiatement quoi leur répondre? Non. Mais je savais que les membres de notre groupe disposaient de connaissances et d'une expérience très vaste et j'étais, en général, en mesure de commencer une discussion avec Mary qui me donnait malgré tout l'impression d'assumer moi-même la responsabilité de résoudre le problème.

My first job on the executive was as membership secretary earlier in the 2000s. Ruth Pincoe approached me then and said it would make her "very happy" if I would consider taking on the position when Joan Eadie left it. Again, how could I have said no?

Mon premier poste au conseil d'administration était celui de secrétaire d'adhésions au début des années 2000. Ruth Pincoe m'a abordée et m'a dit que cela « lui ferait très plaisir » si j'envisageais d'accepter le poste que Joan Eadie venait de quitter. Et encore une fois, comment aurais-je pu dire non?

Mary Newberry and Gillian Watts, Co-presidents / Co-présidentes
Indexing Society of Canada / Société canadienne d'indexation

Welcome to New ISC/SCI Executive Members

Judy Dunlop is now vice-president, and JoAnne Burek has taken over regional representation for the prairie provinces and northern Canada. Stephanie Watt is the new rep for eastern Canada. Frances Robinson is our new membership secretary. We thank departing executive members Stephanie Bilodeau, Audrey McClellan, and John Barkwell for their service.

The Indexer's Personality, by Hazel Bell
(continued from page 1)

Images of indexers most commonly appear in fiction, presented by authors—and authors are members of almost the only profession that recognizes that indexers must exist. How disappointing, then, that fictional representations of indexers are so very unflattering—I hope I can say unjust. Lady novelists such as Barbara Pym show indexers as diffident and genteel. Male writers show them as fallen pedants or, frankly, insane. There are indexers in detective fiction described as "a strange sort of chap. Fussy. Methodical." and "a meek man who drinks when he can get his hands on it."

Philip Hensher's novel *The Fit* has an indexer as its main character. His personality may best be illustrated by the fact that when he reads the letter his wife has written on leaving him, what strikes him chiefly is that she has twice misspelled the word *possessive*. He is literal-minded: he tells us, "My mother once said that I was one for changing horses in midstream. I did not know what she meant, as we lived in Bromley where there are no streams or horses." Perhaps we must accept that the stock image of indexers is as docile, eccentric, absurd, well out of the centre of life's stream.

So what is the reality, at least as prescribed? Most textbook authors listing the necessary qualities to become an indexer include personal characteristics as well as skills. Robert Collison wrote in *Indexing Books*: "Indexing books is only interesting to those people who really like an orderly approach to life … For those who prefer variety and the and the unexpected, indexing may easily prove an unwelcome burden, or at least an unpleasant shock …"

The specification for an indexer in the 12th edition of *The Chicago Manual of Style* is daunting indeed. It goes:

> Whoever the indexer is, he or she should be intelligent, widely read, and well acquainted with publishing practices—also level-headed, patient, scrupulous in handling detail, and analytically minded. This rare bird must—while being intelligent, level-headed, patient, accurate and analytical—work at top speed to meet an almost impossible deadline.

And Hans Wellisch wrote in *Indexing from A to Z*:

> Successful indexing does not result from a knowledge of basic rules and techniques alone; it also needs a certain flair for the task, as well as intuition, and these cannot be learned but must be traits of an indexer's personality. Truly outstanding indexers are born not made.

Photo by Robert Barnett

He lists the personal characteristics required, ending with "The spirit of 'Damn the torpedoes, full speed ahead!'"

So that's the exemplar—the sort of person indexers should be. Now let us look at some actual individual examples of the profession, to see how they fit this ideal. Robert Collison also wrote in *Indexes and Indexing*: "The personality of the indexer is never far behind the index. A careful study of any particular index will reveal something of the indexer's own outlook."

Hazel Bell speaking at the ISC/SCI conference in Toronto, June 2014.
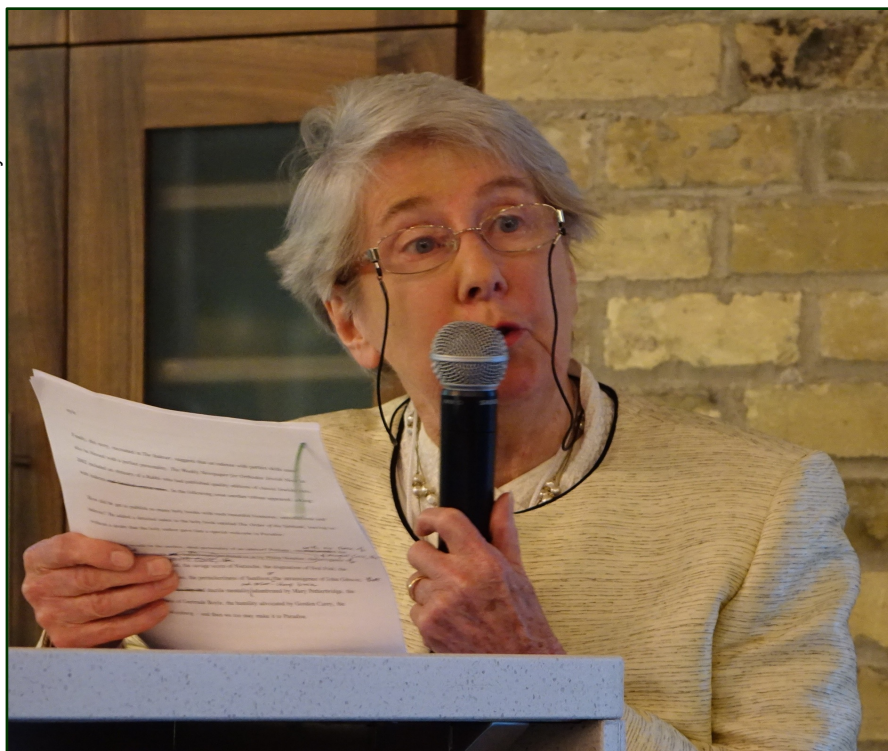
At the end of the 19th century we find an indexer whose personality is clearly revealed by his work as showing great arrogance. In the prefatory note to his edition of Boswell's *Life of Johnson*, Perry Fitzgerald wrote:

> This index, which has been made by the Editor himself, after considerable thought and labour, will, it is hoped, be found clear of the common defects which attend most indexes. Indexes are generally too minutely elaborate, too meagre, or too indefinite. I have tried to combine sufficient fullness, without including matter that is altogether unimportant, and I have attempted to give the salient points and topics … the analysis of the letters, which is conscientiously done, is a novelty, and will, I think, be found useful.

Friedrich Wilhelm Nietzsche, the German philosopher, compiled the index to the first 24 volumes of one of the pre-eminent German journals of classical philology. Nietzsche denounced Christianity as the faith of "little men," where excuses for weakness paraded as moral principles; he showed contempt for the masses in history and claimed that only the strong ought to survive, as human sympathy only perpetuates the unfit and the mediocre. I do not think he should be regarded as a typical indexer.

Lady indexers started later. Mary Petherbridge wrote in her article "Indexing as a Profession for Women" in 1923:

> The indexer works quietly in the background. … A clever girl straight from a good school, where she has been encouraged to read and think is excellent training material for indexing. Her mind is wonderfully ductile and plastic. She absorbs information and methods like the air she breathes. It is a joy to guide such a girl and to watch her getting into her stride, turning out her work carefully and methodically, using her critical faculties until her brain works like a keen-edged razor.

In 1953 Kathleen Coburn, a professor in the English Department of Victoria College in the University of Toronto—right here—undertook the editing of Samuel Taylor Coleridge's multifarious notebooks. The indexer engaged for the work was Gertrude Boyle, a retired cataloguer of the Toronto Reference Library. Coburn described her as "my doughty little indexer" and wrote of her as having

> a splendid intolerance of inaccuracy. Her patience was often stretched but never exhausted, and she gave that kind of stern support that only a conscientious indexer can give, correcting my errors or laziness, insisting on decisions when I thought I was too busy to make them, and generally sparing neither herself nor me.

After Gertrude had to give up the work because of illness, Coburn wrote, "the indexing was less provocative."

The circumstances of the founding of the Society of Indexers indicate the type of people expected to become members. Gilfred Norman Knight, a former barrister and civil servant who had been a freelance indexer for the previous thirty years but was "not acquainted with a single other person who worked in the field," as he stated, wrote in 1956 to the *Times Literary Supplement* to reach out to others of his kind, beginning, "Sir: It is proposed to form a Society of Indexers." In response, he said, "letters came pouring in," and after "several discreet luncheons" at Knight's London club (gentlemen only, of course), the Society of Indexers was inaugurated. The early tone of the Society seems to have been set by the venue of those preliminary meetings.

As for Knight's personality, when he was presented with the Society of Indexers' Carey Award for Services to Indexing, he was said to have inspired the society by his energy, dedication, and humour. He was called "Indefatigable writer and teacher; Implacable foe of disorder; Champion of exactitude; Indexer extraordinary."

Gordon Carey, the Society's first president, advocated humility as a prime requisite for indexers. In his address to the Society in 1964 he cautioned members against what he called "grandiose" notions, admonishing them:

> Aren't we just occasionally tempted to forget that our part on the literary stage, essential though it be, is not and never can be a star part? … I'm not immune from this temptation—to think of our calling a little more highly than we ought to think. The longing to create is common to nearly all of us, and some of you, I dare say, may have experienced something of the feeling that often comes to me on the completion of an index—the flush of pride, soon tempered by the thought: "IF ONLY I could write a book, paint a picture, compose a song, design a building, that will live after me. But no: my creator has seen fit to let me create nothing better than an index.

But the Society of Indexers has by no means always exhibited such meekness. In 1968 two stalwart members had a mighty row in the pages of our learned journal, *The Indexer*. Oliver Stallybrass, a vigorous campaigner for the rights of indexers, had advocated "an unusual method of making a book index," using a thumb-indexed notebook rather than cards. He cited the advantages of this system as being speed of operation,

"compactness, portability, and the absence of such perils as upsetting the file or mislaying cards," warning, "a card or wodge of cards left in the Reading Room of the British Museum or London Library may well sink without trace."

This proposal was made the subject of a symposium in *The Indexer*. One contributor was Neil Fisk (whose personality may be deduced from the fact that he spent one entire summer going through the latest edition of the *Oxford English Dictionary* to compile a list of misprints—entirely voluntarily, of his own accord). Fisk began his contribution to the symposium with "No!" and ended with this acerbic comment:

I agree with Mr. Stallybrass that "Nobody who is incapable of copying a three-figure number correctly should be making an index at all," but I would add that nobody who leaves in the British Museum "a wodge of cards" containing the results of his professional work is fit to be one by himself.

Stallybrass's trenchant counterattack included this riposte:

> My most formidable critic is Mr. Fisk: the Beeching of the index world, with the refrain of Quantify! Quantify! But then I looked at some of the Doctor's more dogmatic assertions, and wondered if it might not be he who was due for retirement. … Mr. Fisk must be a one-finger typist … As for Mr. Fisk's final crack ... did not the Doctor once leave his season ticket in another suit?

Such indexerly belligerence!

In *The Indexer* in 1990 appeared a startlingly frank obituary for a member of the Society of Indexers, beginning:

> Alexander Sandison died … after collapsing from a heart attack while questioning the Abbey National Chairman at a shareholders' meeting—doing, as the Chairman of the British Standards Institution Technical Committee wrote, what he did best. He continued, "Sandison was a great fighter for causes. At first I found his many contributions to your Committee discussions irritating, but later appreciated the value of his search for perfection."

Another formidable personality in the Society of Indexers was Dr. John Gibson, Fellow of the Royal College of Psychiatrists, who became an indexer of medical and scientific books and journals after his retirement. In 1991 he gave a talk to the Medical Writers Group of the Society of Authors, to which he gave the title "The Author as a Pain in the Neck of the Indexer."

The American professor Bella Hass Weinberg is an amazingly high achiever in the world of indexing, showing intense dedication to the task. In an onstage interview at a conference in 1993 she stated, "You cannot believe the kinds of hours that I put into work … I have very little time for leisure … don't have time for novels, don't like television … my leisure reading consists of publications on paper management ... I have no plants in my life—nature is irrelevant to my lifestyle."

Finally, this story, recounted in *The Indexer*, suggests that an indexer with perfect skills must also be blessed with a perfect personality. The *Weekly Newspaper for Orthodox Jewish News* in 2002 included an obituary of a rabbi who had published quality editions of classic Jewish texts, with indexes. In the following issue another tribute appeared, asking:

> How did he get to publish so many holy books with such beautiful footnotes, introductions and indexes? He added a detailed index to the holy book entitled *The Order of the Sabbath*, leaving us without a doubt that the holy author gave him a special welcome in Paradise.

So what would be the perfect, ideal personality of an indexer? Perhaps one with no trace of the resentment and megalomania attributed to us by Philip Hensher, the arrogance of Percy Fitzgerald, the savage scorn of Nietzsche, the dogmatism of Neil Fisk, the contentiousness of Stallybrass, the pernicketiness of Sandison, the intransigence of John Gibson, or the vindictiveness of Margaret Cook. We should manifest instead the ductile mentality and razor-sharp brain adumbrated by Mary Petherbridge, the stern conscientiousness of Gertrude Boyle, the humility advocated by Gordon Carey, and the dedication of Bella Weinberg—and then we too may make it to Paradise.
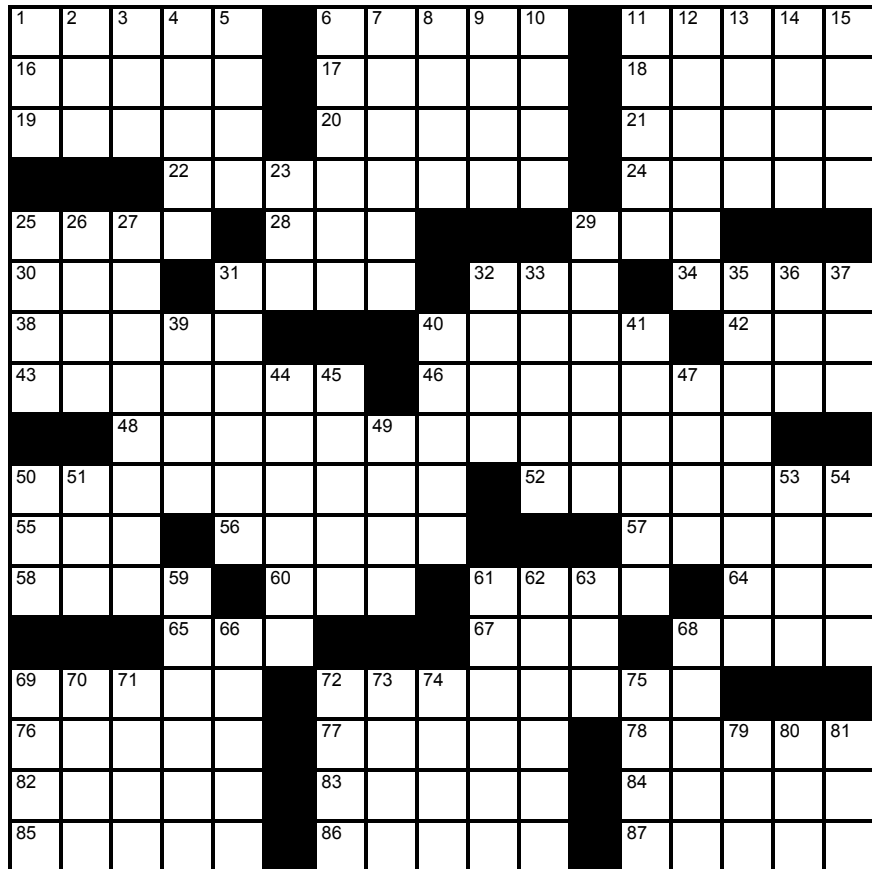
Hazel Bell

Songs of Summer
by Heather Ebbs

Across
1. K.D. Lang's "Summer__"
6. Walk proudly
11. Road for the Beatles
16. Sound
17. Bruins captain
18. Likely
19. Proud fort in North Carolina?
20. Bolshevik leader
21. Danger
22. How a kid at summer camp might feel
24. Tennis great
25. Salamander
28. Vex
29. Turkish hat
30. Rocks for a summery drink
31. Ass's cry
32. Optic orb
34. Spot
38. Fish
40. Violet
42. He's on first
43. Summer bonnets
46. Determine
48. "Roll out those ___ days of summer": Nat King Cole
50. Say again
52. Sets upon
55. Vase
56. Bette
57. Bert's buddy
58. Energy units
60. Fishing tool
61. Rugs
64. Jewel
65. Ancient King, familiarly
67. Brew
68. East German
69. Arctic
72. Summer of '69, to Bryan Adams
76. Firing
77. Henri's love
78. Helper
82. Check out, familiarly
83. Japanese porcelain
84. Actor Christopher
85. Leg joints
86. Claimed
87. Event for a midsummer night, according to Shakespeare

Down
1. Super
2. Natural blowing horn
3. Cdn pharmacy
4. Time for bed
5. Type of dancer or boots
6. Optic membrane
7. "In the summertime, ... and touch ____": Mungo Jerry
8. Hindu princess
9. Type of acid
10. Large container
11. Fruit for Jobs
12. "Summer ___ makes me feel fine": Seals and Crofts
13. Delivered
14. Children's author Blyton
15. Shout
23. Peaceful space station
25. Insect eggs
26. Beige
27. Young animal
29. High temperatures
31. Shone intensely
32. "Summertime and the livin' is ___": Gershwin and Heyward
33. Shrub for hot temperatures
35. Gentle rockings
36. 21st letter of Greek alphabet
37. Over there
39. "Say again?"
40. Labyrinths
41. Rubs out
44. Despot
45. Plane
47. Emperor
49. "I asked him to stop, but he's ____ again!"
50. Regret
51. Slip
53. Fibs
54. Transport truck, familiarly
59. Position
61. Age
62. Spaceman Buzz
63. Afternoon sip
66. Persuades
68. Willow
69. Where Chicago likes to spend a summer Saturday
70. Kine
71. 25 Down, grown up
72. Fish lure
73. Austen heroine
74. Drench
75. Playground
79. Actress Sandra
80. Actress Mendes
81. Radiation dosage

Tamarack Award 2014
Le prix Tamarack 2014

Each year the president or co-presidents of ISC/SCI have the pleasurable task of choosing a recipient for the Tamarack Award. The award was begun by Ruth Pincoe in 2004, as a way to recognize members who went "above and beyond the call of duty" in their volunteer work for the society. It's always a difficult decision. Our little band works very hard each year and among those of us who volunteer, there are always many deserving of recognition.

Chaque année, la présidente ou les co-présidentes de la SCI/ISC ont le privilège de choisir le récipiendaire du prix Tamarack. Ce prix a été créé par Ruth Pincoe en 2004 en vue de récompenser les membres qui vont « au-delà des attentes exigées par leurs fonctions » dans leur travail bénévole pour la Société. C'est toujours un choix difficile. Notre petite équipe travaille très dur chaque année et nombreux sont ceux parmi nous les bénévoles qui méritent d'être reconnus.

This year we have chosen to honour a member whose work, although prominent in its manifestation, is nonetheless behind-the-scenes. Our newsletter, the *Bulletin*, performs the job of a blog—through it we share current news about our members and pass on information to our members and the members of affiliated indexing societies. The *Bulletin* keeps us current among ourselves and our affiliated societies, and eventually it goes out into the world.

Cette année, nous avons choisi d'honorer un membre dont le travail produit des résultats manifestes, bien qu'il soient accomplis « en coulisses ». Notre bulletin d'information, le Bulletin*, fait fonction de blogue, car, grâce à lui, nous communiquons les dernières nouvelles concernant nos membres et transmettons des renseignements à nos membres et aux sociétés d'indexation affiliées. Le* Bulletin *permet aux membres et aux sociétés d'indexation affiliées de rester à jour, et est, en fin de compte, lu par bien d'autres.*

In late 2011 the *Bulletin* was without an editor, and Moira Calder agreed to step in as a "guest editor." In characteristically self-effacing style, she attributed the honour more to a Lemony Snicket–style "series of unfortunate events" than to her accomplishments! By the next issue, her status was no longer that of guest.

Photo by Robert Barnett

Bulletin *board of directors accepting the Tamarack Award on Moira Calder's behalf. From left to right: Co-president Jennifer Hedges, board member Francois Trahan, co-president Mary Newberry, and board members Marnie Lamb, Gillian Watts, and Chris Blackburn.*

Vers la fin de l'année 2011, le Bulletin *n'avait plus de rédacteur et Moira Calder a accepté de remplir le poste de « rédactrice invitée ». Modeste, comme à son habitude, elle a attribué son succès à une « série d'incidents malencontreux » (une allusion au film Lemony Snicket – A series of unfortunate events) plutôt qu'à son propre mérite! Au moment de la publication du numéro suivant, elle était devenue la rédactrice officielle du* Bulletin.

It is with great pleasure that we honour Moira Calder, editor of the *Bulletin*, with the 2014 Tamarack Award. Moira stepped into the editor's chair at a low moment in the *Bulletin*'s history. In 2011 we had not managed to publish a single issue and the year was coming to an end. The priority then was to consistently produce a basic report of the Society's affairs, three times a year.

C'est avec grand plaisir que nous remettons à Moira Calder, rédactrice du Bulletin*, le prix Tamarack 2014. Moira a rempli le rôle de rédactrice pendant une des phases les plus difficiles dans l'histoire du* Bulletin*. En 2011, nous n'avions encore publié aucun numéro et l'année tirait déjà vers sa fin. Nous avions à l'époque comme priorité de rédiger de manière régulière un rapport relativement sommaire des affaires que menait la Société, trois fois par an.*

Under Moira's tutelage, those basics have been far exceeded. Moira professionally set about creating an informative, innovative, consistent, and handsome newsletter. The *Bulletin* is multilayered, from small touches such as the signature magpie photographs and trivia (a Calder innovation—the young magpie in Winter 2013/14 is particularly endearing) to the informative in-depth industry book reviews and interviews (occasionally written by Moira herself), to technology reports, to Internet resource links, and to various features covering everything from the business of indexing to the health of the indexer's body. (And not to forget the crossword, usually by Heather Ebbs, for our idle moments.)

Sous la tutelle de Moira, ces attentes ont été de loin dépassées. Moira s'est donné comme mission de créer un bulletin d'informations informatif, innovateur, de qualité constante et d'une présentation attrayante. Le Bulletin *est multidimensionnel et offre de petites touches sympathiques comme les photos de la pie emblème de notre société (une invention de Moira – la jeune pie qui figure dans le bulletin de l'hiver 2013/2014 est particulièrement attachante) ou des jeux de toutes sortes, mais aussi des comptes rendus approfondis et informatifs sur les livres et entretiens concernant notre secteur professionnel (parfois écrits par Moira elle-même) et des rapports sur la technologie, des liens vers des ressources sur Internet et divers articles couvrant des thèmes allant de l'aspect commercial de l'indexation à la santé physique de l'indexeur (et n'oublions pas les mots croisés généralement fournis par Heather Ebbs, pour les moments de détente).*

But we would be remiss not to mention Moira's team—not only remiss, but Moira would be deeply upset. To wit, upon hearing of her honour, Moira sent this response:

Mais ce serait pure négligence – non seulement de la négligence, mais Moira serait particulièrement offensée – de ne pas mentionner l'équipe de cette dernière. Après avoir été informée de l'honneur qui lui avait été décerné, Moira a envoyé cette réponse :

> Publishing the *Bulletin* really is a group effort. Marnie Lamb provides expert production management, creative ideas, and much, much more. Chris Blackburn went from providing insightful feedback as a board member to stepping in as proofreader when we needed one. Pietro Cammalleri served as our first proofreader, and I thank him for that. Gillian Watts is a brilliant copy editor, and François Trahan efficiently oversees translations and web posting. All have contributed in many, many ways, as has the ISC/SCI executive, who cheerfully and without prodding provide reports, ideas for content, and even crossword puzzles. Thanks to them for all their work, in particular to Mary, who has been co-president throughout my term as editor and has always been supportive.

> I spent a lot of my years as a member in the background while other people did the work. One of the blessings of serving as *Bulletin* editor is the insight I've received into the work of the society and its members. So here's to all the volunteers. If you find the *Bulletin* interesting, it is because this society and its members are doing fascinating and innovative things. Many times Mary has marvelled about how much this small society gets done. She's right. From an editor's perspective, that means there's always a lot to write about.

> Thank you all.

« La publication du Bulletin *est un véritable effort de groupe. Marnie Lamb partage son expertise en gestion de production, des idées, et plus encore. Chris Blackburn, non content de partager ses commentaires pertinents en tant que membre du conseil d'administration, a également offert ses services de correction d'épreuves lorsque cela était nécessaire. Pietro Cammalleri a été notre premier correcteur et je lui en suis reconnaissante. Gillian Watts fait de la préparation de copie absolument parfaite et François Trahan gère de manière très efficace les traductions et l'affichage sur le site Web. Ils ont tous contribué de multiples façons, y compris le comité directeur de la SCI/ISC qui, de bonne grâce et sans qu'on ait à lui demander deux fois, fournit des rapports, des idées sur le contenu et même des mots croisés. Merci à tous pour leur travail et plus particulièrement à Mary, qui était co-présidente tout au long de mon mandat et qui m'a toujours apporté son soutien.*

J'ai passé de nombreuses années dans les coulisses pendant que d'autres faisaient le travail. L'un des grands avantages de mon travail en tant que rédactrice du Bulletin *est d'avoir pu mieux comprendre le travail accompli par la Société et par ses membres. Je tiens donc à féliciter tous nos bénévoles. Si vous trouvez le* Bulletin *intéressant, c'est grâce au travail fascinant et innovateur de la Société et de ses membres. Mary s'est, à de nombreuses reprises, émerveillée sur la quantité de travail effectué par la Société. Elle a raison. Du point de vue d'un rédacteur, cela signifie que nous ne sommes jamais à court de sujets pour notre* Bulletin.

Merci à toutes et à tous. »

By way of acknowledging Moira's praise of her team, we now quote Marnie Lamb, who said this when we were researching Moira as the recipient of the Tamarack: "As the editor and designer, Moira Calder does the majority of the work on every issue—all while holding down a full-time job and taking continuing education courses.

Moira a fait les éloges de son équipe, mais nous tenons maintenant à faire son éloge personnel et à ces fins, avons reproduit ici les compliments de Marnie Lamb, alors que nous faisions des recherches sur Moira comme candidate potentielle pour le prix Tamarack : « Dans son rôle de rédactrice et de responsable de la conception, Moira fait la plus grande partie du travail pour chaque numéro publié, bien qu'elle travaille à temps plein et qu'elle suive des cours d'éducation permanente. »

Thank you, Moira, for your wonderful contributions to the Indexing Society of Canada / Société canadienne d'indexation.

Merci Moira de toutes vos merveilleuses contributions à la Société canadienne d'indexation / Indexing Society of Canada.

Jennifer Hedges and Mary Newberry

Right, Co-presidents Jennifer Hedges and Mary Newberry

Below, Moira Calder with the Tamarack award.

Photo by Robert Barnett

Photo by Moira Calder

ISC/SCI Membership Report for June 2014

As of June 1, 2014, we have 123 members. Eight new members have joined since February, and we are just entering the June renewal period. The geographical breakdown of the membership is as follows:

Within Canada

British Columbia	31
Alberta	7
Saskatchewan	2
Ontario	55
Quebec	12
New Brunswick	1
Nova Scotia	5
Prince Edward Island	2
Newfoundland & Labrador	1

Outside Canada

United States	5
Italy	1
Latvia	1

Membership Types

Individual	115
Student	1
Institutional	7

Institutional members are distributed as follows:

British Columbia	1	Ontario	3	United States	1
Alberta	1	Quebec	1		

The following members have joined since the last report:

Arija Berzitis of Toronto, ON	arijab@sympatico.ca
Ann Firth of Burlington, ON	ann@editwrite.ca
Anne Godlewski of Waterloo, ON	annegodlewski@sympatico.ca
Pierre Joyal of Toronto, ON	pierre@pier28consulting.com
Barbara Kamienski of Toronto, ON	wordswithoutend@sympatico.ca
Sam King of Trail, BC	sam.king@gmail.com
Eugene MacDonald of Halifax, NS	eugenewm@rocketmail.com
Wendy Thomas of Toronto, ON	wendythomas@editors.ca

There is a full membership list in the Members' Area on the website: http://indexers.ca/members-area/members-directory.

Audrey McClellan
Membership Secretary

Upcoming Conferences

The U.K. Society of Indexers' 2014 conference, with a theme Tesserae to Tablets, will be held September 5 to 7 in Cirencester. For information go to http://www.indexers.org.uk/index.php?id=578

The China Society of Indexers (http://www.cnindex.fudan.edu.cn/) will hold its 2014 conference in November in Beijing.

The Association of Southern African Indexers and Bibliographers (ASAIB) will hold their 2015 conference on April 23 and 24. To view presentations from 2014, see their website: http://www.asaib.org.za/index.php/conferences/conference-2014

The American Society for Indexing 2015 conference will be held April 30 to May 1 in Seattle, Washington. Information is available at http://www.asindexing.org/conferences/

The Australian and New Zealand Society of Indexers will hold their next national conference May 6 to 9, 2015, in Canberra, Australia. Information is available on their website: http://www.anzsi.org/site/2015Conf.asp

Check http://indexers.ca/annual-conference/ for updates on ISC/SCI's 2015 conference.

Chris Blackburn, First Emeritus Member of ISC/SCI

Like many indexers, Chris has a postgraduate degree in library science. He was a member of the first graduating class at the School of Library and Information Science at the University of Western Ontario (UWO) in 1968. Before going to library school Chris worked for many years as a publisher's sales rep (mainly Holt Rinehart Winston, but also Methuen of Canada and Prentice-Hall Canada). After working as a cataloguing assistant at UWO for a couple of years, Chris returned to the world of sales, working for General Publishing and Penguin Canada.

By the later 1970s Chris was applying for editorial positions and began accepting copy editing assignments from McGraw-Hill Ryerson. He also wrote articles for *Quill and Quire*, the Canadian book trade magazine, as well as some book reviews for *Q&Q* and *Books in Canada*. He began to advertise his editorial skills, including indexing, in the back pages of *Q&Q*, as a result of which he began to receive mailings from the Canadian Society for Indexing and Abstracting (CSIA), which became the Indexing and Abstracting Society of Canada/Société canadienne pour l'analyse de documents (IASC/SCAD) and, eventually, the Indexing Society of Canada/Société canadienne d'indexation.

Photo by Robert Barnett

Chris's Indexing Career

In 1975 Chris began proofreading issues of the *Canadian Theatre Review* and assisting on the annual *Canadian Theatre Directory*. "Indexing the annuals may have been my first indexing work before I began indexing books," he says. He doesn't remember the first book he indexed, but it was for McGraw-Hill Ryerson. "My early indexes were accepted by the publishers—they seemed to like them. Indexing certainly paid far better than writing." As for training, Chris felt that his studies in classification and abstracting at UWO made a helpful background for indexing. He educated himself further, using such publications as *Indexing, the Art of*, by G. Norman Knight; Borko and Bernier's *Indexing Concepts and Methods*; and Peter Greig's guide, "So You Want to Index."

Over the years, Chris has indexed books and other materials on a wide range of topics, including military history, biography, history, and economics. He recalls a friendship that developed with a professor at the University of Toronto while indexing a book on the Old Testament that the professor had written. If he had an indexing niche, he would say it was business. In particular, he indexed extensive course material on becoming a life underwriter and a financial advisor, produced by the Life Underwriters' Association of Canada and the Canadian Securities Institute, respectively. One area he avoided was mathematics textbooks beyond the Grade 10 level.

In the early days Chris used index cards and a box with alphabetical dividers to create his indexes. His first dedicated indexing software was from a company that went bankrupt. After that he was primarily a Macrex user but did occasionally work in CINDEX.

Chris's Involvement with ISC

Chris was an early member of the Indexing and Abstracting Society of Canada, as it was known when it formed in 1977. Ann Schabas asked him to edit the *Bulletin*, which he did from 1984 to 1986. For several years he was secretary/liaison officer on the IASC executive, and one of his responsibilities was to collect the mail from the post office box in Toronto and to reply to general inquiries. He was Central Canada representative in 2001 (when he also coordinated the annual conference) and in 2012–13.

Chris had the opportunity to attend the Society of Indexers conferences in Chester in 1987 and in Dublin in 1997. Twice, on trips to New York City, he attended branch meetings of the American Society for Indexers, where he met such people as Frances Lennie and Janet Mazefsky, both later presidents of ASI. He was also a long-standing member of the Editors' Association of Canada, from 1977 to 2011.

Retirement

Although Chris is no longer actively seeking indexing work, he is continuing his connection with the Society and his involvement in the Toronto meetings. In his spare time he volunteers with his church, helping at book sales and other events and contributing articles to the newsletter. He enjoys gardening, mainly flowers and tomatoes. He shares his home with Lisa, his wife of 41 years (whom he met when they both worked for General Publishing), two cats, a budgerigar, and a parrot. The parrot and his conversational skill are a great hit with their son Michael's identical twin daughters when they visit from Waterloo, Ontario.

Jennifer Hedges

Treasurer's Report to the Annual General Meeting, June 5, 2014

I am pleased to present the year-end financial statement for 2013. We had a surplus this year, In spite of budgeting for an almost equal loss. Some of this came about because, thanks to the high conference registration fee made necessary by our collaboration with the Editors' Association, we made a small profit on the conference. Telephone-based executive meetings and underspending in a number of categories were responsible for the rest. Revenues from Find an Indexer were higher than anticipated, but this was offset by higher expenses for adjusting and maintaining the website.

On the revenue generation side, the conference in Halifax was well attended and many of the costs were absorbed by the Editors' Association of Canada, resulting in a net profit for us of $1,065. Replacing the printed *Register of Indexers Available* with the website-based Find an Indexer is already proving to be far more efficient in terms of both the hours and costs involved. Magpie pins were still selling, although demand was (predictably) waning.

Our reserves remain healthy, with $10,000 invested in short-term GICs, which earned $114 in interest. The current bank account remains healthy, with a balance at year-end of about $13,700. Nevertheless, the executive has decided to budget for a deficit of about $4,000 in 2014 in order to accommodate for changing times and uncertain expenditures.

Gillian Watts
Treasurer

BALANCE SHEET (as of December 31, 2013)

Assets

Chequing account	13,667.12
GICs	10,324.30
Total	**23,991.42**

Liabilities

Accounts payable	1,500.00
Total	**1,500.00**

BALANCE	**22,491.42**

Learning and connecting in a beautiful setting, the 2014 ISC/SCI conference.

Photo by Robert Barnett

F	L	I	N	G		S	T	R	U	T		A	B	B	E	Y
A	U	D	I	O		C	H	A	R	A		P	R	O	N	E
B	R	A	G	G		L	E	N	I	N		P	E	R	I	L
			H	O	M	E	S	I	C	K		L	E	N	D	L
N	E	W	T		I	R	K			F	E	Z			
I	C	E		B	R	A	Y		E	Y	E		E	S	P	Y
T	R	A	W	L			M	A	U	V	E		W	H	O	
S	U	N	H	A	T	S		A	S	C	E	R	T	A	I	N
	L	A	Z	Y	H	A	Z	Y	C	R	A	Z	Y		
R	E	I	T	E	R	A	T	E		A	S	S	A	I	L	S
U	R	N		D	A	V	I	S			E	R	N	I	E
E	R	G	S		N	E	T		M	A	T	S		G	E	M
		T	U	T			A	L	E		O	S	S	I	
P	O	L	A	R		B	E	S	T	D	A	Y	S		
A	X	I	N	G		A	M	O	U	R		A	I	D	E	R
R	E	C	C	E		I	M	A	R	I		R	E	E	V	E
K	N	E	E	S		T	A	K	E	N		D	R	E	A	M

Crossword Solution

Puzzle on page 7.
Puzzle by Heather Ebbs.

ISC/SCI Toronto 2014 Conference Reports

E-Books, by Erin Mallory

The ISC/SCI conference was kicked off in fine fashion by Erin Mallory, manager of the Cross-Media Group at House of Anansi Press, with her back-to-the-basics presentation on e-books.

Erin started with an overview of the different e-book formats and e-book readers, noting that the EPUB 2 format is currently the most commonly used, though the new EPUB 3 format includes exciting capabilities, including specifications for indexes (David Ream later expanded on EPUB 3 and indexing). She noted that not all e-readers support all formats, and that not all readers or formats support indexes—one of the challenges of e-indexes to keep in mind. She also gave a brief overview of XML (Extensible Markup Language), which is designed to carry rather than to display data, and the CSS (Cascading Style Sheet), which defines how XML will be displayed.

Speaking to indexes in e-books, Erin spoke about their challenges up to now. Indexes are useful only if fully hyperlinked, and hyperlinking is a labour-intensive manual process. Taking into account search functions and the low rate of sales for most nonfiction e-books, it is little wonder that most publishers are reluctant to invest in indexes for them. The technology is changing, however, especially with Adobe InDesign CC and related software and plug-ins. While the programs are not perfect—it is important to be aware of their limitations and quirks so as to approach the task properly from the start—it is now possible to create an index in InDesign CC and have all the links fully functioning when it is exported as an e-pub. (Judy Dunlop spoke more about indexing in InDesign in her presentation.)

The ability to more easily create indexes for e-books raises its own questions, which Erin very thoughtfully addressed. Does the e-book index need to match the print book index? Can the e-book index be adapted to better serve the digital reading experience? Will the index work on all devices? How might indexing for e-books change the indexing workflow? From the Q&A and discussion afterwards came further thoughts on becoming more creative

Photo by Robert Barnett

Erin Mallory discussed the fundamentals and challenges of e-book publishing.

with locators in e-books and somehow merging the index with the search function.

While Erin didn't necessarily have answers for her questions, her talk was a thorough introduction to the basics of e-books, and to some of the concerns and discussions surrounding e-book indexing. For many of us this is an unknown field, made even more daunting by the need to learn what seems to be a myriad new computer programs and languages. But this unknown future will soon be upon us whether we like it or not. Erin's presentation was welcome, and an excellent setup for the later presentations by David Ream and Judy Dunlop.

Stephen Ullstrom

Indexing and Classification with the National Occupation Classification by Eva Hourihan Jansen

Eva Hourihan Jansen is a PhD candidate at the University of Toronto's Faculty of Information. Her current research focuses on

Canada's National Occupation Classification (NOC), a taxonomy of all occupations within the country's labour market. The NOC is published by Human Resources and Skills Development Canada (HRSDC) and is used by human resources organizations, labour economists, and health and social service workers, as well as insurance companies and litigators. Although for many years the NOC was printed, today it is available only online.

Entries in the NOC list an occupation's duties and employment requirements, but "competencies don't mention ethical imperative," said Jansen. Her interest in studying the NOC relates to information ethics: Where does the system intersect with the public good? Who is involved in creating, evaluating, modifying, and using competencies, and why do these details matter?

"Classification matters very deeply," said Jansen. Classification systems are tightly bound up with indexing practices, and it's important to recognize that classification has consequences—clear examples of this include classification under apartheid and the WHO's International Classification of Diseases. As for the NOC, that classification system has impacts on career planning and immigration, among other areas. Jansen is studying the sociological roles of occupational classification systems in context, "at the crossroads of knowledge organization, information retrieval, and information behaviour research."

Photo by Robert Barnett

Eva Hourihan Jensen presented her research on classification.

Jansen hopes to infuse the study of information with a perspective that takes into account the impacts of and on the people who create and use classification systems. The dominant assumption is that users derive meaning from the text and terms, but, Jansen argues, context is everything. Creators and users bring with them points of view that affect how they relate to the information.

For her research, Jansen is doing fieldwork at an organization for immigrants that is using the NOC to facilitate a mentorship program. The program assigns the NOC codes and reports this information back to its funders. Using an ethnographic approach (rather than a lab study of users or a statistical study), Jansen explores the context that people in this setting use to make distinctions in meaning. Context sets the criteria relating to specificity and expressive power, she said, and it's needed for disambiguation, suggestibility, and precision. Context in information behaviour is layered and complex, she added, and it "moves dynamically among the personal, group, organization, and the social." Jansen ended by quoting from the NOC 2011 training tutorial, which said: "Remember that the NOC is only as good as the person using it. Guessing should be avoided unless it is absolutely necessary." In reality, guessing is not an uncommon practice.

Jansen hopes that the outcome of her study will be a narrative that offers a way to understand and articulate how people relate to and make meaning with a standard classification system. Following her talk, conference attendees mentioned Christine Jacobs's article in *The Indexer* about ethics in indexing, "Ethical Places, Ethical Spaces: Stopping to Listen." Find it at http://www.ingentaconnect.com/content/index/tiji/2007/00000025/00000003/art00003.

Iva Cheung

Cookbook Indexing by Gillian Watts

Openers

As we settled into our seats, Gillian Watts, an indexer and editor who has prepared indexes to about 140 cookbooks, gave us some facts to nibble on.

- Cookbook indexing is a large market, as evidenced by the shelf space devoted to cookbooks in a large bookstore.

- With increasing interest in healthy eating, special foods, and recipes from other cultures, it is also a growing market.
- Indexing cookbooks is comparatively easy.
- Every cookbook is different.

Preparation and Serving

Gillian recommended careful preparation of the ingredients of the index. Take a look at other cookbooks from the publisher, to decide on style. Then read the book and choose entries. If you like to work on paper and have enough time, mark up the pages before entering raw data.

Make good use of the menus offered by your indexing program, such as auto-complete and choice of sorting methods. These devices aid in the task of preparing the entries.

Gillian's experience as an editor is reflected in the care with which she edits the successive drafts of her index, switching to Word for a final proofread. When she sends the index to her client, she includes a list of typos found on the pages.

Photo by Robert Barnett

Gillian Watts, shown with Chris Blackburn, offered substantial fare on cookbook indexing.

Variations

The cookbook indexer has various choices. Gillian likes to lowercase entries except for recipe titles, unless this goes against house style. She indexes the main components of a recipe, sometimes using boldface to highlight important information on the component. A publisher may occasionally agree to variations such as a different colour to make the titles stand out. Inverting the names of people, employing user-friendly abbreviations, putting recipes under principal ingredients, using general heads above specific heads, adapting

cross-references to help the reader, and carefully arranging subentries with the alphabetization helping meaning are all options the indexer may have, depending on the book.

Aids to Digestion (Tips for Cookbook Indexers)

Tip #1: You have to know how to cook. Experiment with new recipes. Browse the grocery aisles and "ethnic" food markets to get familiar with new ingredients.

Tip #2: Start with a standard list that you can use for different books.

Tip #3: Your list of staples may vary widely with specialized books.

Tip #4: Sometimes the index will be clearer if you don't invert, but follow the style your reader is most likely to use (perhaps "cream cheese" rather than "cheese, cream").

Tip #5: Canadian publishers often publish for a U.S. or world market. Add cross-references to make terms understandable to readers in different countries.

Tip #6: Some recipes start with unimportant descriptive words (such as "Yummy"). Add entries that invert the needless words to put the most important terms at the start.

Summarizing her tips, Gillian offered: "Think about what would be useful to readers."

Desserts

We were given several useful references, including Sharon Tyler Herbst's *Food Lover's Companion* (comprehensive definitions of food, drink, and culinary terms), *Food and Drink from A to Z* (John Ayto), and *The Oxford Companion to American Food and Drink* (Andrew F. Smith). We learned that ASI has a culinary SIG and has published *Indexing Specialties: Cookbooks*.

We left the session feeling pleasantly full.

Chris Blackburn

Epub 3 Indexes, by David Ream

David Ream is co-chair of the International Digital Publishing Forum (IDPF) Indexes Working Group and also of the Digital Trends Task Force of the American Society for Indexing. As president and chief consultant at Leverage Technologies he is responsible for implementing integration projects involving Indexing Research's CINDEX in corporate and government publishing operations.

His session on EPUB 3 Indexes 1.0 specifications was awaited with great interest, as it promised to provide insight into the future of digital publications indexing, a daunting prospect for many indexers. This standard defines a consistent way of encoding the structure and content of indexes in EPUB publications. It is currently awaiting a final IDPF vote and approval. E-book reading systems such as Nook can exploit this encoding to offer not only the benefits of a print index but also interactive functionality and features not possible in a print book. Both Adobe and Nook have committed full support for EPUB 3, but it is still anyone's guess whether publishers will embrace its indexing features.
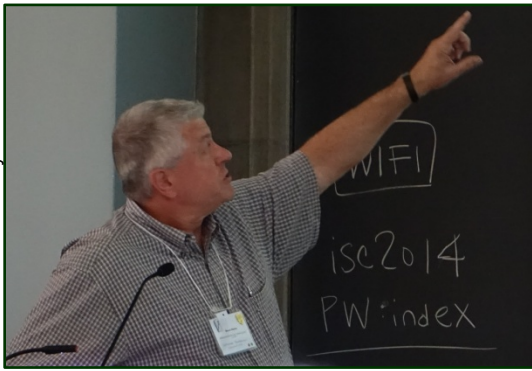
David Ream continued to develop the theme of e-books begun earlier.

David gave examples of HTML encoding showing how indexing features would be integrated into the digital publication as new encoding elements and used to develop an EPUB 3 index. He then took us through the four "use cases" considered by the working group. Descriptions of the use cases are available at http://www.idpf.org/epub/idx/.

Although e-book indexes can mimic conventional indexes and appear in a chapter-like format at the end of the book, their strength is in new navigational and search capabilities to enhance the reader experience. In an EPUB index, readers can

- browse through the index to the desired term, as in a traditional index;
- click the locator to move to the content; and
- click the cross-references to move across index entries.

Meanwhile, the indexer can

- highlight ranges to help users quickly identify where coverage of a topic begins and ends;

- provide expandable/collapsible heading levels and clickable heading level "breadcrumbs" for index browsing; and
- provide pop-up boxes for highlighting particular information such as page locators and index filtering, to restrict the view to only certain types of locators (figures and tables but not text, for example).

In addition, publishers can use "index crawlers" to

- allow readers to preview indexes and
- use main heading extraction to help locate heading matches between books and conduct searches for e-books for sale that feature similar headings.

Judy Dunlop joined David onstage to share her recent experience of indexing using Adobe InDesign, a program in which many e-book indexes are prepared. Judy wrote her index in CINDEX, had the client approve the index, and then tagged the InDesign files to link the text references to the index locators (the indexer must be using the same version of InDesign as the client). The tagging process took four to five days.

E-book indexing is still in its infancy but many of the features discussed during the presentation will become possible as publishers and software designers integrate indexing capabilities in their products. Indexers should get familiar with the EPUB indexing standards and keep current with updates/changes in indexing software and e-publishing. David suggested taking apart an e-pub, learning to index in the EPUB environment, experimenting and being prepared to innovate. The presentation contained useful reference materials to get every indexer started in their e-pub indexing quest.

Pierre Joyal

Health and Science Indexing, by Mary Russell

Australian indexer Mary Russell offered a tasting of the complexities of indexing in the health and science disciplines.

Medical terminology based on eponyms can present a minefield for unwary indexers, with capitalization and punctuation following no overall rules (e.g., Down syndrome, Paget's disease, Graves' disease). Although the indexer must follow the spelling given in the

text, you should know when to query the editor about spelling issues.

Similarly, a choice of "American" or "English" spelling isn't straightforward. Some specific professions resist the changes we might be used to seeing with general terms. As an indexer, you may see *haemophilia* or *foetal* where you expect *hemophilia* or *fetal,* or vice versa, but you can't assume that a spelling is incorrect.

Medicine and science are full of alternative terms and levels of complexity. For example, Grade I brain tumours are also called Grade I astrocytomas or pilocytic astrocytomas. A Grade II astrocytoma is also called a diffuse astrocytoma. Either of these could be referred to as a low-grade astrocytoma, or simply LGA. And you mustn't confuse tumour grades with tumour stages. The indexer needs to grapple with how to guide readers to the preferred term; if you are struggling with it, chances are that the book's audience will be too. Abbreviations add further complexity, as their original meaning may have been forgotten by users, and there may be place-specific initialisms. It's common for these indexes to require more cross-references.

Photo by Robert Barnett

Mary Russell provided insight into the complexities of health and science indexing.

Names of pharmaceuticals can be complicated because there are different brand names for generic drugs, and even generics are called different things in different countries. Further, there are various classifications: class names, drug groups, drug names, and brand or trade names. For example, the generic drug cephalexin (or cefalexin) is marketed in Australia as Ialex and in the U.S. as Keflex, among other names. It is classified as an antibacterial or antibiotic and is in the drug group cephalosporins. Under which of these terms should it be indexed? You must think not just about the audience but also about how the index is to be used (e.g., in crisis situations).

Names of plants, animals, and microbiological organisms have their own rules. For most works, classification to the level of genus and species is usually required, but the common name is often needed also (e.g., *Ornithorhynchus anatinus,* the platypus). Further, inversion may be required with zoological names but it is never done with botanical names.

There are numerous resources to assist the indexer in understanding health and science terminology and conventions. These tools include subject dictionaries (often available as apps), specialty thesauri, scientific style guides, name authorities and taxonomies, guides to nomenclature, books and articles on scientific indexing, and other resources in the subject area. It's also useful to get to know other indexers who work in the same area so that you can talk through thorny issues. And don't be afraid to ask subject experts, including the author or editor.

All in all, there are many things to consider when indexing in health and the sciences, but there are also many resources and people to aid the struggling indexer.

Heather Ebbs

Indexing a Moving Target at Ontario Hansard, by Cheryl Caballero, Erica Smith, and Rosalind Guldner

Cheryl Caballero, Erica Smith, and Rosalind Guldner, indexers for the Ontario Legislature, gave a detailed presentation about their responsibilities and procedures. Their main responsibility is to provide subject and speaker indexes for the Official Report of Debates (Hansard) of the Legislative Assembly and of its standing committees. One indexer works on legislative proceedings and another on committee proceedings, although teamwork is prevalent. In addition to the long-standing print version of Hansard, which began in 1949, an

electronic web version has been in use for about 12 years.

Hansard House Indexing

Debates are the mainstay of legislative proceedings. Oral questions and statements by members and by ministry representatives are included as well. A skeleton index is the first step to indexing the House debates. This is done by an assistant, not the primary indexer. Double posting occurs during the editing, not the initial entry phase. A subheading is included with every new entry. Large main entries, such as "automobile insurance," are edited when a topic becomes very popular.

Indexers use and update a subject authority list that contains more than 10,000 records and is kept in a CINDEX 3.0 file. The file is kept open while indexing and is searched using CTRL-F. The list is a continually growing body of work, with headings that go in and out of style (cross-references are maintained from outdated terms to preferred terms). As new topics that don't have an established heading are introduced, indexers must create one. To research headings, the indexers look at the bills and explanatory notes, news media discussions, and Library of Congress subject headings.

There are many challenges to this work. The debates are complex and fast-paced. The transcript is verbatim; thus it lacks structure and contains off-topic comments. As Hansard is used to determine legislative intent, it is important for the indexer to focus on policy-related materials. Members of the legislature often use partisan language. It is essential for the indexer to maintain a neutral, non-partisan approach to subject matter—terms such as *crisis* and *scandal* are never used.

Photo by Robert Barnett

Erica Smith, Cheryl Caballero, and Rosalind Guldner described team indexing of legislative materials at Ontario Hansard.

Hansard Committee Indexing

The process is quite similar to indexing the House proceedings, although there are a few differences. There is no skeleton index. In addition, the committees don't meet every week, so publication of the proceedings is more sporadic. A witness list by individual name and/or organizational name is produced. Committee meetings are very focused on narrow subject matter, so it may be necessary to have more subheadings or to add new headings altogether.

Other Indexer Services

The indexers have created reference and knowledge-management tools for the entire editorial staff. These include commonly referred to organizations and acronyms and links to outside web resources. Formerly referred to as the "green page," this web resource has been reorganized into a much improved, user-friendly arrangement. Currently it is available to transcribers on Drupal, a content-management system.

Hansard on the Web

HTML/Prep and Webprep convert CINDEX files into HTML. The indexers' wish list includes providing live headings for quick access to popular content, chunking and tagging, and linking to audio and video files.

Government debates are always lively and provide continuous and challenging work for this talented and dedicated group of indexers.

Judy Weiner

Indexer-Author Relations, by Enid Zafran

Enid Zafran of Indexing Partners LLC has more than 30 years' experience with a wide variety of clients. In an occupation that relies heavily on word-of-mouth recommendations, dealing with authors tactfully and effectively is a skill that is as important as creating an index that will guide readers through the text.

About half of Enid's presentation focused on building up the relationship with the author before the project actually begins. Initial contact is usually by email. Enid's first question to authors is how they found her. It may be a publisher she knows, a mutual contact, or online. Is the book under contract with a press or will it be self-published? What are their expectations? Then she gets into the details of the manuscript: topic, page count, schedule and deadline, the availability of

sample chapters, and indexing requirements. Authors may have a list of concepts they want to see in the index, and sometimes a list of names they want included.

Photo by Robert Barnett

Enid Zafran drew on her experience to offer advice on the business of indexing.

The fee for the project is based on the sample chapters that the author provides. If the deadline is short, Enid recommends negotiating a rush premium. She also sets out her expectations for payment. She needs to know who will be paying the invoice. If it's an institution and she is not a registered vendor, there may be forms to fill out and submit, which could delay payment. If the author is self-publishing, she proposes a 25% down payment. The invoice for the remainder goes out the day the author accepts the index. For a really big project, she may index a portion of the book and submit it to the author for approval. She then gets a "milestone" payment.

Once the index is underway, the indexer and author need to be able to connect when questions arise (e.g., if the text contains inconsistencies or errors); however, she recommends against agreeing to send a draft of the index, or part thereof, because so much can change in the editing phase. Once the index is finished, the indexer sends it to the author for review. Often this is when an indexer needs to be a skilled, patient communicator. Enid advises the author who is reviewing the index not to read it "like a novel" but to approach it as a user would: look up a topic and follow the links.

Enid's handout detailed four frequent author comments:

1. "I have lots more names in the book than appear in the index."
2. "The indexer did not pick up every occurrence of a term."
3. "Sometimes there are cross-references for acronyms, and sometimes there are actual page numbers. The index is inconsistent."
4. "The topic of my book is xxx. I was shocked that the index barely has anything at that topic."

For each comment she establishes a context for the author's complaint or confusion, then suggests language to use when responding to the author. In most cases, clearly stated expectations on the part of both author and indexer during preliminary contact might have forestalled these complaints. If, however, changes are required, Enid will do up to two hours free of charge, after which there is an hourly fee. It is rare, though, to need to spend more than two hours to make necessary changes.

Finally, when the index has been accepted by the author, Enid sends out the invoice immediately. Payment is expected within 30 days, after which a late fee will be added. After 30 days she sends out a reminder with a nice note. Between 40 and 75 days, she becomes increasingly persistent.

Combining practical tips with humour, Enid gave us lots of great advice. More is available on her website, www.indexingpartners.com.

Jennifer Hedges

Links: Indexing Awards

In this issue of the *Bulletin* our co-presidents discuss exciting progress in the development of our own ISC/SCI award (see page 7). Continuing the theme of recognizing and celebrating achievements, it's wonderful to see our peers acknowledged and instructive to read descriptions of these beautifully crafted indexes.

- The Society of Indexers in the United Kingdom lists British, American, and Australian and New Zealand awards in addition to "Indexes praised" and "Indexes censured," published in *The Indexer* at http://www.indexers.org.uk/index.php?id=215.
- The Association of Southern African Indexers and Bibliographers (ASAIB) lists its award winners on its website as well, at http://www.asaib.org.za/index.php/awards.

Better Indexes: Ten Principles, According to Margie Towery

Margie Towery is a seasoned indexer of scholarly works such as *The Chicago Manual of Style* and *The Letters of Matthew Arnold* (6 volumes), for which she received the ASI's H.W. Wilson Award for Excellence in Indexing in 2002. She presented "Ten Principles for Creating Better Indexes," an informative workshop filled with excellent examples and interspersed with humour and visual images of nature and natural phenomena. Novice indexers learned about the field of indexing, whereas seasoned indexers validated their practices.

Margie set the stage with the terminology that indexers use. A basic unit of indexing is an *entry array*, which consists of a *main heading* with a *locator*. It can also include *subheadings* with locators and *cross-references*. If necessary, an entry can be *double-posted*, using a different main heading but the same locator.

Margie Towery's advice on better indexing was both practical and engaging.

As Margie was having a new balcony added to the back of her home, she compared some of the principles for good indexing to principles of good engineering and architecture. The same would apply to principles for good writing. Margie's ten principles are (1) audiences, (2) metatopic and structure, (3) accuracy, (4) comprehensiveness, (5) conciseness, (6) consistency, (7) clarity, (8) readability, (9) reflexivity, and (10) common sense. Although Margie advocates using alphabetical order, we will use the above sequential order of her presentation to capture her personal touch.

Some of Margie's suggestions	*Some of Margie's tools*

Principle: Audiences
  Ask yourself these questions:
    Who are they?
    What might they expect?
    How might they search?
  View the index from a usability perspective:
    • commas
    • locators
    • table of contents–styled entries
    • subject knowledge
    • format
  Have a look at Susan Olason, "Let's Get Usable! Usability Studies for Indexers," *The Indexer* 22, no. 2 (October 2000): 91–95.
	Plug yourself into the subject through arts, books, movies, and music from the period concerned.

Principle: Metatopic and structures Create a metatopic—an overall topic—for the text as follows:	Use mind-mapping if you feel blocked or lost.

Metatopic	Ontario
See also Main heading	*See also* Economics
See also Main heading	*See also* Health care
See also Main heading	*See also* Tourism

  Consider multiple metatopics.
  Create a specific structure for each text.

Some of Margie's suggestions	*Some of Margie's tools*

Principle: Accuracy (see also Consistency; Comprehensiveness)
  Ask yourself these questions:
    Are the main headings an accurate reflection of the text, spelled correctly, specific or general?
    Is the relationship of a subheading to the main heading instantly obvious? For example, use "influence on" or "influenced by" instead of "influence of."
  Do events have dates?
  Do legal cases have years?
  When is the press deadline?
	Use these tools:
	 • subject knowledge
	 • software (e.g. page-order sort)
	 • checks against typical errors
	 • nap—yes, a nap! (See scientific findings in Sara Mednick, *Take a Nap! Change Your Life* (New York: Workman, 2006)

Principle: Comprehensiveness (See also Conciseness)
  Choose a balance based on context, such as audiences, press, discipline, time, and other volumes in the series.
  Allow for multiple entry points.
  Consider ways a user might "name" and search for a subject.
  Ensure that the index represents all the material within a text, including front and back matter (when appropriate).
  Create multiple entry points to the same part of the text.
  Create elegant additions to gather disparate parts of the text.	

Principle: Conciseness (See also Common sense; Reflexivity; rest of the 10 principles
  Remove all that is superfluous.
  Balance jargon with everyday language, which doesn't necessarily happen from the beginning of the indexing process
	Use everyday language.
	Write a précis.

Principle: Consistency
  Give subjects of equal weight in the text the same depth and specificity in the index.
  Check that cross-references, format, names, and "works" are consistent.
  Ensure that there is a parallel structure for the following:
  • main headings
  • subheadings
  • clumping of similar concepts in an alphabetical structure
  • gathering small, disparate entries into larger categories
	Use software checks.
	Use adjustable indexing rules (AIRs).

Principle: Clarity (See also Conciseness; Readability)
  Use function words like *as*, *of*, and *by* to clarify the main heading–subheading relationship.
  Love the alphabet—use it to keep logic in the subheadings.
  You can use glosses (in parentheses) to identify name entries clearly.
	Read indexes with an evaluation eye.

Principle: Readability
  Have a look at neurolinguistic research. For example, Alberto Manguel, *A History of Reading* (New York: Penguin, 1996), and George Miller, "The Magical Number Seven, Plus or Minus Two," *Psychological Review* 63 (1956): 81–97.
  Consider tips for readable indexes:
  Use the following:
  • visible metatopic structure
  • appropriate parallel structure
  • consistent treatment of topics
  • alphabetical, logical progressions
  • appropriate clumping and gathering
  • inner word guru
  • approachable chunks for long entry arrays
  • identical word order for related phrases across multiple entry arrays (that is, no inversions)
	Do cross-training by learning related skills such as writing haiku or reading good fiction

Some of Margie's suggestions	*Some of Margie's tools*

Principle: Readability (continued)
   For subheadings, use the following:
   • obvious relationships to main headings
   • important word first
   • everyday language, not jargon
   • clear function words
   • "like" subheadings together

Principle: Reflexivity
  Choose a tone that characterizes the text.
  Avoid biases in the text.

Use the following:
   • subject knowledge
   • familiarity with terminology
   • critical thinking
   • intuition

Principle: Common sense
  Use everyday language, especially in subheadings.
  • Ensure that the index is usable by a variety of people.
  • Learn when to break the rules.

Read and evaluate indexes.

Margie recommends the ten principles to help indexers bring simple elegance and usable complexity to the art and science of indexing. From the principle of conciseness, we see that she also cross-references the rest of the ten principles. This shows us that the principles are interdependent.

To complement the principles, she also recommends the following references:

ASI Index Evaluation Checklist (one-page checklist): http://www.asindexing.org/about-indexing/index-
   evaluation-checklist/
L. Ewald, "Index Evaluation Workshop" (article in *Heartland* newsletter):
   http://www.heartlandindexers.org/uploads/8/9/4/9/8949519/downloadable_spr_2013.pdf
Kate Mertes, "NASCAR Indexing: Creating and Maintaining Speed" (ASI webinar):
   http://www.asindexing.org/webinars/kate-mertes-speed/

Betty Ing

ISC/SCI Conference 2014 Workshops

InDesign Workshop, by Cheryl Landes

Once the main ISC/SCI conference had ended, a small group of indexers gathered for an InDesign session led by Cheryl Landes on Sunday, June 8. Of the nine in attendance, many were (like me) inexperienced with embedded indexing and/or with the InDesign software. Cheryl led us through a four-hour tour of the program while we followed along in her detailed handouts.

Embedded indexing, of course, involves the placement of tags directly in the text being indexed. According to Cheryl, this technique is slower than traditional back-of-the-book indexing using software such as CINDEX (and thus more expensive for the client). However, it is particularly useful for technical documents like software manuals, as updates to the text don't require a time-consuming overhaul of the existing index. It is also becoming more common with the increasing popularity of digital content, including e-books.

Once we had learned some of the basic InDesign lingo—a *file* contains *stories* and is stored in a *book*, which isn't quite the same as a folder, for instance—Cheryl outlined the steps involved in creating, compiling, and formatting an index file. Her laptop screen was projected on a large screen at the front of the room, allowing us to watch as she illustrated the steps she described. Along the way, Cheryl welcomed questions and comments from participants, which often led the group on valuable little detours. (As well as Cheryl's expertise, we all benefited from Judy Dunlop's recent experience using InDesign for an indexing project.)

Those of us who strive to keep our fingers on the keyboard as much as possible while working may balk at the click-heavy nature of InDesign. It offers few keyboard shortcuts for indexers, but the ones Cheryl identified are useful. One series of keys highlights a single word following the cursor and creates an index entry, for instance, while another flips a selected name so the surname can be listed first. Still, much of the work of creating an embedded index involves clicking in the text and clicking in dialogue boxes (though hovering your cursor over commands within those boxes will reveal available keystrokes).

Over the course of the morning, the discussion covered not only technical tips and tricks related to the InDesign software (and there were many—it's not a particularly intuitive program) but also practical advice about workflow and working with designers. Judy suggested—and Cheryl agreed—that it makes sense to first create an index in CINDEX (or another dedicated indexing software) and then refer to it when tagging the text in InDesign, at least while getting a handle on InDesign. As I mentioned earlier, using this software won't speed up your work!

As a newbie to both InDesign and indexing, I found Cheryl's workshop informative and useful. It demystified the software and gave me a good sense of what can be done with it. And, like the conference in general, it had the added benefit of spending time with more experienced professionals, who remain just as enthusiastic as I am about learning and practising new skills.

Alison Jacques

CINDEX Seminar by Frances Lennie

Frances Lennie presented two sessions on using CINDEX immediately following the 2014 conference. Frances and her husband, Peter, began developing the software in 1984. Her clear, step-by-step explanations and excellent handouts covered CINDEX's ease of use, its timesavers, and some of the more important aspects of file saving, sharing, and sending. An added bonus was that some of the more experienced indexers at these sessions also shared how they use some of CINDEX's enhanced features.

CINDEX Back to Basics: Or "I Didn't Know You Could Do That"

In this session, Frances reviewed some of CINDEX's new options and demonstrated some timesavers and handy shortcuts.

An option that uses patterns for applying styles to items is both easy to use and a terrific timesaver. For example, if you wish to italicize letters in the page locators throughout, such as "f" for footnotes, use: **Document** > **Styled Strings > f > Italic > OK.**

The "hidden words" option allows you to hide characters within records. This allows you to use simple coding to either ignore or include such things as spaces and articles (*the*, *a*) when you want to do a sort. Simply use **< >** (include a space between the brackets if you're doing a simple sort), and CINDEX will sort the index ignoring what's in the angle brackets.

You can force the sort in CINDEX if you want to place headings within an index in a certain order (say, chronologically) or numbers you want to sort as if spelled out or said aloud. For example, to sort the year 1066, use the curly brackets to force it to sort in the T's: **{ten}1066**. If you don't, all numerical entries will appear before the A's.

CINDEX always shows your most recent entry. If you highlight any record and hit **RETURN**, it will open the Record. **View > Unsorted** is useful for seeing the order in which records were added. **Page Sort** shows records according to their page value. It is also easy to find entries. Just type in the first few letters of the record you want to find and CINDEX will take you to the entry (or close to it).

You can get CINDEX to open the last index you were working on by using **Preferences ☐General** and clicking **Open Last Index** in the Startup box. This saves you the trouble of searching and trying to remember what you called it. **Preferences > Editing > Auto-Complete Entries** tells CINDEX that you want to call up previous entries as you type in the characters. Preferences can also be set to remove extra spaces. **Propagate Changes** allows you to make changes to an entry and apply it to all of those entries.

CINDEX has many handy keyboard shortcuts. They can be found in the menus: go to any of the dropdown menus and you will see keystroke shortcuts listed beside the actions. The manual also lists shortcuts, on page 22.

Labelling can be used to highlight things you might have questions about or want to return to later. You can also label whole indexes—perhaps you're using the index for a first edition as a base for the second—using **Ctrl-A** (select all) **> Edit > Labeled** and choosing your colour. To take off the labelling, use **Ctrl-0**. (The CONTROL key combinations used in the Windows version are usually replicated by COMMAND key combos on a Mac.)

As CINDEX will not recognized abbreviated page ranges if you enter them that way (e.g., 435–37), Frances recommends always putting the page ranges in their full form (435–437). Also, putting in the full page range helps in sorts and searches.

Indexes can be saved in a variety of formats that can be used with other programs—for example, in RTF if you want to save and work with it in Word. If your index contains characters that are not ASCII 250 Unicode, Frances recommends saving it as an XML file and not as a CINDEX archive. Frances does not recommend using the **Save a Copy** option for your indexes because of the possibility of opening the wrong version. She also suggests noting the specific name you called your index file for ease of retrieval and so as not to retrieve the wrong file.

Patterns in CINDEX: The How and When of Using

To a newbie indexer, the afternoon session was a bit more complicated, so I will glean what I can. Frances noted that you should be able to write a pattern for editing. A good pattern can be used over and over again, and CINDEX will tell you if a pattern is not well formed.

If you have a group of entries you want to change, you can put them into a smaller, temporary index. This can be done by blocking and right-clicking the group and choosing **New Group.**

If you make a mistake in your pattern, you can use the **Revert to Saved** option, which can be found under File. This commands CINDEX to return the index to the form it was in before the most recent manual save. So be sure to save the index before you use a pattern to make a change to a large number of entries.

Frances uses the **Find and Replace** screen (**Ctl-R**) and does not use patterns so much anymore. Rather than creating a complicated pattern, she suggests it is best to do things in steps because you can drill down until you get what you want. Start with simple patterns and then move up to more complicated operations as you become more comfortable with the program. Ability, speed, and consistency improve with practice, but this takes time.

Some of the simpler and more common patterns for version 3.0 are as follows:

- **.**   will find any character (i.e., everything in the index)
- *   will find any number of occurrences of a character
- **^**   will find the beginning of a field
- **$**   will find the end of a field

To select all records, for example, you would use **^.*$**. This coding helps you find any character starting a field, any number of times it occurs, up to the end of the field. **^.*$[0-9]** finds all numbers in the index. If you change the specification to **[a-z],** this strips all the numbers out and finds only lowercase records; to find any record starting with a capital letter, use **^[A-Z]**. And always be sure you check (☐ the Pattern box when you are doing these kinds of searches.

You can move things in a field by specifying a sub-pattern. A sub-pattern is used to identify a series of characters you want to replace within a field. But Frances stresses that this is very complicated and you may not wish to use them.

The "horizontal swap" can change things around in entries containing parenthetical glosses that need to be double-posted; an example is "AAA (American Automobile Association)," double-posted as "American Automobile Association (AAA)." If you have a lot of these, you can create a sub-pattern to do the swap. Frances demonstrated a number of sub-patterns and this technique is also outlined in the manual.

If you want to learn more about what the program does, Frances suggests hovering over a menu option and checking it out. Support is always available via email.

Perhaps the best thing about CINDEX is that indexes produced in version 3 can be sent to alternative platforms, be they PC or Mac. Also, CINDEX will open all indexes produced by earlier versions of the program and convert them to version 3. Finally, the program comes with a comprehensive and well-indexed guidebook that comes in both digital and hard-copy formats.

Glenna Jenkins

International Report

It has been a quiet year internationally, so this report is brief.

I attended the ASI conference in Charleston, South Carolina, in early May on ISC/SCI's behalf. About 80 to 90 people attended, including myself and Jennifer de Wet of ASAIB as international representatives. The incoming ASI president is Charlee Trantino. Next year's ASI conference is planned for April 30 to May 1 in Seattle. They plan on Chicago for 2016.

There was no ANZSI conference this year—they hold conferences biennially. SI's conference will be held September 5–7 in Cirencester, England (theme: "Tesserae to Tablets: Uncovering the Future"). Mary Newberry will be attending as ISC/SCI's representative.

The next international triennial meeting is in 2016 and is currently slated to be hosted by the Society of Indexers. Details are not yet available. There is some thought that the 2018 triennial might be in China. Stay tuned!

Heather Ebbs

Photo by Robert Barnett

The annual banquet, an opportunity for excellent food and engaging conversation.

Regional Reports

British Columbia

I attended part of the PubPro 2014 conference in Vancouver on May 24, for which ISC/SCI was an official sponsor. The event was organized by Iva Cheung, also an ISC member, on behalf of the Editors' Association of Canada. I heard a lot of positive comments from participants, both on the presentation by Edmonton ISC/SCI member Judy Dunlop specifically and about indexing in general. It seems that many editors are still mystified as to how exactly we work, but they also show great interest in finding out more about the discipline. Many expressed an appreciation for what we do, some sharing an anecdote of the one and only time they had tried their hand at indexing themselves.

I highly recommend continuing our sponsorship for this event, as it is a perfect venue to showcase our craft. I understand that similar conferences take place in other cities as well, and I believe it would be worthwhile to check them out.

As part of our sponsorship we were able to include some promotional material in the attendees' packages. Using existing approved artwork, I submitted a one-page letter-sized flyer and a business card, both featuring the indexers.ca website address. I had to get a new batch of 1,000 business cards printed, so I packaged up a good amount of them to take to Toronto with me, to share with anybody who might need some.

I'd like to thank François Trahan for getting the ball rolling on our involvement in the PubPro conference, and also for organizing an informal Skype chat back in April. This wasn't a BC event (in fact, indexers from all across the country took part), but I would like to note that the Skype conference call, although audio only, was of excellent quality. I have since learned that, as of the end of April, Skype now offers video group calls for up to 10 people free of charge—something to keep in mind for any virtual meetings in the future.

Isabel Steurer

Prairie Provinces and North

On the last day of the national conference this June, I took over from Judy Dunlop as regional representative. I am new to indexing. I have just completed my coursework and am now establishing a freelance business so that I can eventually retire from my current career in the computer industry. I think everyone knows what a small and scattered group we are in this region. Communications will be done remotely except for the few of us who live in Edmonton. I am hoping I can use my technical savvy to bring us together between conferences.

JoAnne Burek

Central Canada

The past few months have focussed on all the details of venue, food, maps, volunteers etc. etc.! The Toronto area indexers have been wonderful. Many have stepped up to volunteer. Not one member declined to volunteer when I asked! They have been working very hard.

Meetings through the winter and spring dealt with the conference. In April we had a long meeting discussing e-pub and the questions we have in anticipation of David Ream and Erin Mallory's sessions. Those questions were circulated to members.

No meeting in May – we were all busy working behind the scenes! Maybe a post-conference get together in a month, otherwise we continue with our regular meetings in September.

Margaret de Boer

Eastern Canada

It's an exciting time in Eastern Canada. We're brainstorming ideas for a virtual event and planning a few in-person members' meetings for the fall.

In a series of email exchanges, Daphne Davey (Crapaud, PEI) and Glenna Jenkins (Lunenburg, NS) proposed that we organize a professional development seminar on best indexing practices. Christine Jacobs (Montreal, QC), who leads the award committee, brilliantly suggested we use the criteria for the new ISC/SCI Ewart-Daveluy Indexing Award to focus a best-practices conversation. Noeline Bridge (Moncton, NB), Christine, and Glenna have volunteered to help organize the event. To reach everyone in our region, which encompasses Atlantic Canada and Quebec, we've decided to make this conversation a virtual one.

We're also planning local members' meetings. Margaret de Boer (Toronto, ON), Heather Ebbs (Carleton Place, ON), and I are organizing a meeting in Ottawa for eastern Ontario and western Quebec members to gather, socialize, and discuss the latest ISC/SCI and ASI conferences. Alexandra Peace (Canning, NS) has volunteered to coordinate a meet-up of Maritime indexers, and she has started to contact individuals about that. Anna Olivier (Quebec City, QC) has volunteered to organize a discussion in Quebec City on bilingual publications and indexes—she will reach out to local translators and editors. These are the first in a series of local meetings we hope to organize over the next year throughout Eastern Canada. If you are interested in getting involved in a local meeting or the virtual event, or if you have a suggestion for a gathering, please get in touch with me.

We also have personal news to share. Alexandra Peace and Anne Godlewski (Waterloo, ON) recently wrote an article for *The Indexer* on their impressions, as new indexers, of the ISC/SCI conference in Toronto. And Glenna Jenkins is completing the final revisions to her novel *Somewhere I Belong* (forthcoming from Acorn Press Canada).

And who am I? I'm Stephanie Watt. Stéphanie Bilodeau recently became a mother and stepped down from her ISC/SCI position. But before doing so, she recruited me to replace her. I live in Montreal, where I work as a freelance indexer and editor. I got my training in indexing from UC Berkeley Extension after having studied geography and politics in graduate school and worked in an architecture museum. I look forward to working with the members in Eastern Canada and the ISC/SCI executive.

Stephanie Watt
Incoming Regional Representative

Photo by Robert Barnett

Swag bags are a fun part of a conference. Here a group of attendees pose on a warm, sunny conference day. Information on the 2015 conference will be posted on the ISC/SCI website as it becomes available.