

Newsletter of the Australian and New Zealand Society of Indexers Inc.

## Volume 17 • Number 1 • February 2021

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## Council update

The most recent meeting of Council was held on 1 February 2021. Council confirmed its meeting dates for the remainder of this session, and these have been posted on the website: 15 March, 3 May, 14 June, 26 July, with the Annual General Meeting (AGM) scheduled for 19 August.

For some time, the Website Review Subcommittee has been considering options for the hosting and technical management of the ANZSI website. After investigations by the President and discussions among subcommittee members, it was recommended that WebGrow be contracted for a period of 12 months to provide these services. Council accepted the recommendation, which is now being implemented. This will not involve any interruption in service to ANZSI members.

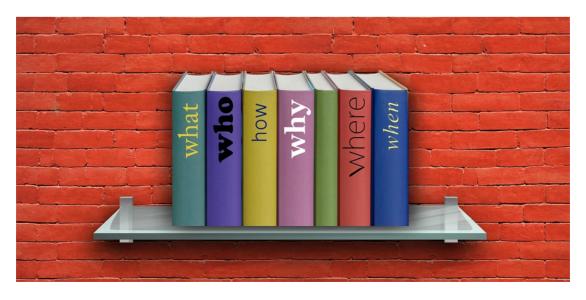
A revised Policy on Conferences is now available on the website. The policy has been simplified to take into account changed circumstances and covers conferences (large and small) organised by Council or ANZSI groups.

As reported in the December 2020 Newsletter, the National Information Standards Organization [US] began a project in August 2019 to develop a standard for criteria for indexes and related information retrieval devices. Council has collected comments on the draft from ANZSI members and has forwarded these to the Z39.4 Committee Co-chairs. We thank Glenda Browne, in particular, for her thoughtful response.

In late 2019 the University of Western Australia (UWA) announced that it intended to close University of Western Australia Publishing (UWAP). ANZSI joined the many protesting this move, with President Madeleine Davis writing on behalf of ANZSI in May 2020 to express support for the continuation of a diverse range of publications by UWAP.

Council was therefore pleased to see the news in December 2020 that the University of Western Australia had committed to a future for UWAP (see article in this issue).

## Sherrey Quinn, Secretary



# Call for nominations: ANZSI Indexing Awards and John Simkin Medal 2021

ANZSI invites publishers, booksellers, editors, librarians, indexers and interested persons to provide nominations for the John Simkin Medal 2021. Indexers are encouraged to submit their own work. The Medal award recognises an outstanding index to a book or periodical compiled in Australia or New Zealand. 'Highly Commended' certificates may also be awarded to excellent indexes.

ANZSI Indexing Awards were instituted in 1985. The highest award, previously known as the ANZSI Medal, was renamed in 2014 in honour of John Simkin, one of the founding members of the Society. John promoted the ideals of indexes and indexing throughout his 40-year association with the Society, and the Medal acknowledges his contribution to indexing. Many Highly Commended certificates have also been awarded.

## Eligibility of published works

To be eligible for the 2021 awards, the book or periodical index must be commercially available and have an imprint date of 2017 or later. The index must have been compiled in Australia or New Zealand, although the text to which it refers may have been published elsewhere.

## Eligibility of index

To attain the Medal an index must be of the highest calibre. The index must be entirely the indexer's own work. The index should be substantial in size, the subject matter complex, and the language, form and structure should demonstrate the indexer's expertise in serving the primary needs of the text and the reader. There are no restrictions on the subject matter of the book. The book may be in paper or electronic format.

## **Nomination process**

Nominations are confidential and anonymous, in that nominees' names are known only to the Receiving Officer, not to the Judging Panel.

Nomination forms are available at <a href="https://www.anzsi.org/about-us/awards/the-john-simkin-medal/">https://www.anzsi.org/about-us/awards/the-john-simkin-medal/</a>. A completed nomination form together with a print copy of the book, or a link to the electronic file of both book and index, is required. Print books will be returned after judging.

Nominations must be received no later than 5pm AEST, Wednesday 30 June 2021 at GPO Box 2069, Canberra ACT 2601 Australia or (in the case of digital books) by email to the Receiving Officer at receivingofficer@anzsi.org

Nominators who have posted books must advise the Receiving Officer by email that they have done so. All nominations received will be acknowledged by email to the nominator.

## Shirley Campbell, Receiving Officer

February 2021, receivingofficer@anzsi.org

## University of Western Australia Publishing to continue

In late 2019 the University of Western Australia (UWA) announced that it intended to close University of Western Australia Publishing (UWAP). The publishing imprint was established in 1935. The closure was in favour of open-access, purely digital publication of scholarly works by UWA authors. Subsequently many scholars, writers and readers protested strongly about the closure.

ANZSI was one of these protesters, with a letter of support from the President, on behalf of members, sent in May 2020.

Welcome news in December 2020 was that 'the University of Western Australia committed to a future for UWAP as a contemporary hybrid publisher' in which it 'will continue to produce literary works which share local West Australian stories, history and Indigenous voices ... and plans to publish more scholarly and non-fiction works which profile and share UWA's research and academic strengths'. 'Internal management of UWA publishing will be re-aligned to the Library to expand the reach and impact of publishing while increasing collaboration more broadly across the University'.<sup>1</sup>

The 'hybrid' model means that some works will be published in the traditional way and others will be published digitally, through open access. UWAP backlist will continue to be available.

[1 'Future of UWA Publishing', University of Western Australia Media Statement, 10 December 2020: https://uwap.uwa.edu.au/blogs/marginalia/future-of-uwa-publishing-media-statement]

## **Sherrey Quinn**



[University of Western Australia, Reid Library. Photograph: UWA]

## **Business Tips: Quoting on Annual Reports**

## **Background**

This is the second paper from the ANZSI 'Business Tips: Quoting' professional development online session held in November 2020.

This paper concerns quoting for annual report indexes, with a focus on Australian (Commonwealth) Government annual reports.

## Introduction

Whether or not an annual report has an alphabetical (subject) index depends on the jurisdiction (Table 1).

JurisdictionAnnual report alphabetical (subject) indexAustralian (Commonwealth) GovernmentMandatoryAustralian Capital TerritoryUsualState governments/Northern TerritoryNot mandatory nor usualCorporationsRare

Table 1. Annual report alphabetical index status

## Annual report preparation

There is no central Australian Government publishing agency. Models for annual report preparation (editing, indexing, graphic design, layout) differ and include:

- all work done in-house in the agency
- some work done in the agency (eg. writing, editing) but agency outsources graphic design/layout and indexing
- agency itself commissions editing and indexing but outsources graphic design/layout
- agency outsources editing/indexing to freelance editor, who then commissions the indexing
- all preparation outsourced to graphic design company with that company commissioning
  editing and indexing, or all preparation outsourced to editing/writing company, which
  then commissions the index. Some agencies use a panel process for this purpose, selecting
  the provider for annual report preparation from a pre-qualified panel of (generally large)
  companies; the selected company then finds all the specialist sub-contractors.

Thus, an annual report indexer could be asked to quote by a government agency, a freelance editor, a writing/editing firm, or a graphic design company.





















Some government agency annual report coordinators are experienced, are used to managing the publishing process, and know what an index is. Others will be new to the process (there seems to be a lot of churn in the role) and the indexer may have to manage the coordinator's expectations about what an index is, the schedule, how long is needed to index the report, how text should not be changed whilst indexing is in process, perhaps even how an index should be laid out. These explanations all take time.

In contrast most writing/editing companies, graphic design firms and freelance editors are aware of such factors.

## Quoting

## **Quoting process**

Quoting processes vary and include:

• The Request for Quote (RfQ) or tender process:

This is a competitive process and is used by many agencies. Often three quotes are sought if the agency/organisation is going direct to potential suppliers. Alternatively, it may be an open process.

Selection criteria depend on the agency, but usually one criterion is 'value for money', which the agency may interpret as a quality/cost combination, or simply as 'the cheapest'. Some agencies ask for examples of experience and there is at least one enlightened agency which has required membership of ANZSI.

Editing/writing and graphic design companies may also use an RfQ process.

'Single source':

Some agencies/organisations select a single supplier with whom they have had previous satisfactory dealings. This is a common process when editors/designers work regularly with an indexer. The indexer must still provide a quote.

Unlike monograph publishers, government agencies do not offer a fee upfront.

Most government agencies will respond to a quote with normal courteous acknowledgement and, later, a decision. Sometimes normal business courtesy is not observed, and you may have to chase-up the agency to find out their decision.

Sometimes the indexer will be required to sign a contract but usually the assignment terms and scope are agreed in an exchange of emails.

#### Fee calculation

Common fee calculation methods:

```
pages per hour X $your preferred hourly rate = $fee
OR
words per hour X $your preferred hourly rate = $fee
OR
a $fee derived from a combination of these two calculations
PLUS GST if applicable.
```

Normally an indexer would quote a fee for the whole job, not state an hourly rate to the client (unless explicitly asked to do so for follow-up work). It is recommended that indexers use at least the ANZSI Recommended Rate in their calculations.

## Factors to consider when preparing a quote

## How fast you can index

If you are an experienced indexer you will have a good idea of how fast you can index different types of works. It is a good idea to keep records of each indexing job, including its magnitude and how long it took to complete. Such records are invaluable in preparing quotes.

For annual reports indexing speed is likely to be between 8 and 20 pages per hour (depending on the factors listed below). Average is probably between 8 and 12 pages per hour. Assume 10 pages per hour for the purposes of initial calculation and adjust as necessary.

## Different page sizes

Australian (Commonwealth) Government annual reports: B5 (176 x 250 mm)

State and corporation annual reports: A4 (210 x 297 mm), usually.

## Design features - font (size and weight), layout

Design and layout are important considerations in estimating the indexing work required. Some examples of average word count for annual report pages are:

B5 page, two-column layout, small margins, Arial 9 point: 630 words/page

B5 page, single column, large margins, lots of white space, Arial 10 point: 315 words/page

A4, single column, medium margins, Calibri 11 point: 440 words/page

So, estimates of both page counts and word counts can be useful in working out your quote.

Some annual reports are text heavy. Others have many charts, tables, and infographics - these features will affect your word count, but their subject matter is relevant for indexing. Whereas government technical reports may need to have figures, tables or illustrations separately indicated in the index (eg. by special formatting of page numbers), this is not necessary for annual reports.

## Scope of work

Before quoting do look through previous reports by the agency, to assess subject matter, previous writing styles and text density. Examination of the previous index(es) is likely to reveal whether they have been written by a professional indexer or not; this in turn might indicate the level of interest which the agency has in indexing and publishing standards.





















Content common to every government annual report includes:

- broadly, the organisation itself: corporate governance, external scrutiny, performance reports, human resources, work health and safety, environmental performance, purchasing and financial management. (Specific subject terms for the index are derived by the indexer from all these sections.)
- o many proper names of organisations and programs
- financial statements (usually indexed at a high level)
- o appendices (always indexed, even if only at a high level. Long lists, for example of names or projects, can be indexed as a single page span)
- o repetition, in large reports (but context matters so, in general, you cannot leave out repeated information)

Sometimes a report will include separate reports of sub-agencies or legislated programs, or separate financial statements of sub-agencies.

Writing styles can affect speed of indexing - convoluted styles take longer to index. The quickest reports to index are those in which the text is clearly written, well-structured, and sign-posted with headings and subheadings.

For short reports (less than 80 pages) you may need to assume a slow page speed, because even though the report is short the scope of material to be covered and therefore the work of indexing is not reduced much by the lower page count.

## Special requirements? - Ask!

Are financial statements to be indexed in detail?

Detailed indexing of financials is rarely required. Indeed, they are often not in the document provided but are represented by the requisite number of blank pages so the indexer can index the page range, as well as the appendices on the following pages.

Glossary terms to be included individually?

Glossary page ranges are indexed, but whether individual terms are indexed is usually left to the judgement of the indexer.

## Personal names?

Some agencies want them included, aware that annual reports are part of the historical record, and this should probably be the indexer's default approach. Other agencies may want them to be left out.

List of requirements (Compliance Index)

This is a list at the end of the report, indicating the page numbers of required sections of the report. If the brief is not explicit, ask before quoting if the indexing requirement includes this index. Some agencies do their own compliance index, some like the indexer to do it. There is a standard template<sup>1</sup> for a compliance index content and layout, so it is straight-forward to compile one, although the language of the template is bureaucratic, and some requirements are repetitive.

Some indexers do write compliance indexes, some prefer not to.

'Just like last year' requirement

Be wary and seek clarification if you are told this. Usually it means 'we were happy with last year's index, use it as a general guide, same level of detail'. However, it could mean **exactly** like last year's (ie. identical structure and headings) - in this case you have probably got an inexperienced and risk-averse report coordinator and you may need to explain what an index is and does, and why it cannot be exactly 'like last year's'.

#### Caveats

Your quote should indicate what your approach will be if:

- o text received is significantly longer than advised when quoting
- o text is altered whilst indexing is in progress
- o it is a rush job. Does the agency require you to write the index over a weekend or public holiday? (It is your choice, and you may wish to consider a surcharge.)
- o agency runs late in delivering the work to you. (Have a 'Plan B')
- o agency requires changes to the index you delivered.

Your options include:

- o additional fee in proportion to additional work
- o hourly rate for additional work beyond reasonable adjustment of index.

## Other factors, when you've got the job

#### Schedule

Make sure you know when you will receive the text, and when the index is due back. Timeframe at time of quoting is likely to be **indicative** only and may not be firm until just before the work is required. You may have to ask to be kept 'in the loop' about schedule changes.

Is the schedule reasonable? You may need to negotiate sufficient time to do the job.

Be prepared for schedules to change.

If you like rigid schedules, and dislike an element of uncertainty, annual report indexing is probably not for you.

## • Follow-up from agency, after you have sent in the index

You may not hear any more about the index once it has been submitted, although it is a good idea to request acknowledgment of receipt. Some clients will thank you.

Some agencies (rarely) may ask/allow you to look over the laid-out index.

Some will go through the index with a fine-tooth comb and ask questions (mostly because they do not understand indexes and expect an 'index' to pick up every occurrence of a word), so you may need to spend time explaining your decisions or altering the index. You will get to know which agencies do this sort of thing and allow for this time in subsequent quotes.

## Conclusion

The text of annual reports can be interesting to index, or it can be boring, just like any indexing assignment. Annual reports are typically easy to index, although there will be tight schedules and, probably, changing deadlines. Quoting is straightforward if the factors listed are considered.

There is scope for indexers to market their indexing skills to state government agencies and corporations.

<sup>1</sup> In the annual report requirements in the relevant Resource Management Guide published by the Department of Finance: <a href="https://www.finance.gov.au/government/managing-commonwealth-resources/planning-and-reporting/annual-reports">https://www.finance.gov.au/government/managing-commonwealth-resources/planning-and-reporting/annual-reports</a>

## **Sherrey Quinn**



## Sexist language - or not.

Language is important to all of us, especially indexers.

Browsing through early issues of the *AusSI Newsletter*, I was interested to see two letters to the editor from indexer-authors who were concerned to make it clear that they eschewed sexist language (and that they were keen readers of the Society's *Newsletter*).

In his review of *Indexing from A to Z*, George Levick wrote [of the author, Hans Wellisch]:<sup>1</sup>

Nor is he afraid, when the spirit moves him, to be dogmatic on his own account. Potential buyers who happen to be female should be warned of one passage in particular: ... they [the authors] were badly served by their indexer, who as indicated in the acknowledgments, was - a woman! [p.37-38] There is nothing in the context to indicate whether the gender of the perpetrator so aggravates or mitigates the sin in Wellisch's eyes - his own is as great in either case.

Hans Wellisch indignantly replied: 2

Although it is not customary to reply to a book review, I feel that I must clear my name of the allegation of being a chauvinist pig and anti-feminist, as intimated by Mr George Levick in his review of my book *Indexing from A to Z (AusSI Newsletter* 16(5) June 1992, p.9).

To cite Tweedledee: "Contrariwise, if it was so, it might be; and if it were so, it would be: but as it isn't, it ain't. That's logic." On page 37 of my book I cite Jacques Barzun and Henry Graff who in their book *The Modern researcher* say: "By the care of its preparation, the index shows the author's pride in his work and his regard for other researchers. Both it and they deserve better than to be slighted at his hands" (p.378-379).

Note that it is Barzun and Graff who think of authors and indexers as being exclusively masculine, and for that reason I thought of taking them to task by emphasising that their indexer was - a woman! How this could be so grievously misunderstood by Mr. Levick is beyond me.

In a second instance, the August 1983 issue of the *AusSI Newsletter* republished an article ('Shock an Indexer: Notice him') by Jeremy Fisher, <sup>3</sup> to which an editorial note was added:

\*This article by Jeremy Fisher, a member of the Society, appeared in the *Sydney Morning Herald* 'Good weekend' on 15 January 1983. It is reprinted here with the permission of the publisher.

(Avid readers of the *Newsletter* will have, of course, noted that the minimum fee for contract indexing is now \$1.65 per 1000 words of low information density with a suggested upper limit of \$4.45 per 1000 words).

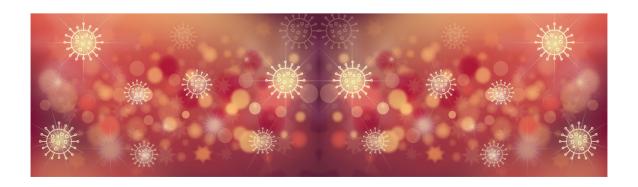
## Jeremy Fisher replied: 4

Thanks for printing my article in the *Newsletter*. It looked quite good, seeing it again some seven months later. Would you be kind enough to point out that the fee increases were referred to in the May 1983 issue. Naturally this was too late for me to include in my article written in December 1982. The impression given in your editorial note is that I am not an "assiduous reader" of the *Newsletter*. I assure you I am. As I am in Sydney it is my sole means of communication with the Society.

I should also point out that the title ('Shock an indexer: notice him) was not mine. I'd have preferred a title which left the sex of the indexer indeterminant.

- Levick G. 'Book Review: *Indexing from A to Z*', *AusSI Newsletter* 16(5) June 1992: 7-10 <a href="https://www.anzsi.org/publications/aussi-news/1992/aussi-news-1992-5.pdf#page=7">https://www.anzsi.org/publications/aussi-news/1992/aussi-news-1992-5.pdf#page=7</a>
- Wellisch H H. 'Letter A to Z reviewed' *AusSI Newsletter* 17(1) January/February 1993: 9 https://www.anzsi.org/publications/aussi-news/1993/aussi-news-1993-1.pdf
- <sup>3</sup> Fisher J. 'Shock an Indexer: Notice him' *AusSI Newsletter* 7(3) August 1983: 38-40 <a href="https://www.anzsi.org/publications/aussi-news/1983/aussi-news-1983-3.pdf">https://www.anzsi.org/publications/aussi-news/1983/aussi-news-1983-3.pdf</a>
- <sup>4</sup> Fisher J. 'Letter to the editor' *AusSI Newsletter* 7(4) November 1983: 61 https://www.anzsi.org/publications/aussi-news/1983/aussi-news-1983-4.pdf

#### Glenda Browne



## **Continuing Professional Development Program**

## Biography indexing Q&A

This popular CPD session was well attended and any members who missed out, or want a refresher, can review the reports on the session in the October and December 2020 issues of the ANZSI Newsletter.

## **Business tips: Quoting**

On Tuesday, 10 November 2020, ANZSI held its second professional development session using the online platform Zoom. The focus of this session was on the important business skill of quoting.

As with the Society's first professional development session using Zoom, promotion of this event met with an enthusiastic response from members. A total of twenty-seven members, including the three presenters, logged in for the meeting. The group included participants from the Australian Capital Territory, New Zealand, New South Wales, Queensland, South Australia, Victoria and Western Australia. In their evaluation of the session, participants were overwhelmingly positive regarding the structure and content of the session. A number of useful suggestions were made for future PD events, and it is very pleasing to see such a high level of engagement by members.

The session was divided into four sections. The first (presented by Karen Gillen) focused on employing a professional approach to quoting. A report on the first section of the session, on a professional approach to quoting, appeared in the December *Newsletter*.

The remaining three sessions focused on how to calculate fair and reasonable fees for different types of indexes: annual reports (presented by Sherrey Quinn) (appearing in this *Newsletter*), monographs and edited collections (presented by Karen Gillen) and illustrated texts (presented by Nikki Davis) (to be published in future *Newsletters*). Each of the presenters detailed the relevant features of texts and aspects of projects to take into consideration when calculating a fee. They also outlined how to select an appropriate method of calculating a fee and how to apply different methods.

## Program for 2021

Now we are into the new year, the Education Officer is developing a program of events for 2021. Participants in both of the PD sessions held in 2020 suggested the following options for future sessions:

## **Business tips**

- basic business essentials
- how inexperienced indexers can find work appropriate to their skill level to increase skills
- finding clients/marketing strategies (particularly for those starting their indexing careers)
- strategies for networking at a distance

## General indexing tips

- indexing software comparison/demonstration of different packages
- dealing with metatopics
- speed and efficiency
- updating or completing indexes started by someone else

## Specific indexing tips/training

- academic indexing
- database indexing
- embedded indexing in Word
- indexing cookbooks
- indexing names
- indexing of epubs
- indexing of images
- indexing organisations' anniversary books (centenary yearbook) etc.
- newsletter/journal indexing

If you are interested in attending a session on any of the above topics, or if you have another topic to suggest, please contact the <u>Education Officer</u>. This will assist greatly in the planning of upcoming events.

## Presenters/panel members

Experienced indexers have an important role to play in mentoring beginning and newer indexers. Doing so is a valuable part of one's own professional development.

If you are an experienced indexer and would like to appear as part of a panel, or give a short presentation, on any of the above topics (or any other topics you might wish to nominate), please contact the <u>Education Officer</u>.

## Karen Gillen, Education Officer



## **Gallimaufry**

## On biography

'The best way to judge the merit of a political biography,' Gough once told his erstwhile press secretary [Kerry] O'Brien, 'is to go straight to the index and look under "W". The more times "Whitlam" is mentioned, the better it is.'

FitzSimons P. 'Gough Whitlam memorial: The great man would have loved it', *Sydney Morning Herald*, 5 November 2014 <a href="https://www.smh.com.au/opinion/gough-whitlam-memorial-the-great-man-would-have-loved-it-20141105-11hapd.html">https://www.smh.com.au/opinion/gough-whitlam-memorial-the-great-man-would-have-loved-it-20141105-11hapd.html</a>

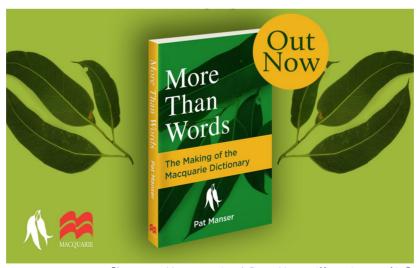
## **Auditing the Australian National Collections**

In February 2021, the Auditor-General released a report into the collection management at the National Library of Australia and the National Film and Sound Archive. Auditor-General Report No.20 2020-21 *Management of the National Collections - Follow-on*.

https://www.anao.gov.au/work/performance-audit/management-the-national-collections-follow

This audit is a follow-on from Auditor-General Report No.46 2017-18 Management of the National Collections, which assessed the National Gallery of Australia and the Australian War Memorial. <a href="https://www.anao.gov.au/work/performance-audit/management-the-national-collections">https://www.anao.gov.au/work/performance-audit/management-the-national-collections</a>

## New book: More Than Words: The Making of the Macquarie Dictionary



[Image: Macquarie / Pan Macmillan Australia]

https://www.panmacmillan.com.au/9781760981099/more-than-words-the-making-of-the-macquarie-dictionary/

## **People**

#### **Erratum**

In the tribute to the late Alan Eddy, published in the *ANZSI Newsletter* December 2020, the section below:

Finding errors and inconsistencies, a trait Alan had maintained since his time as book reviews editor and proofreader for the *Australian* in the mid-1970s, provided opportunities to alert the editor and establish *Forestry* journal a clearer understanding of the indexer's role.

#### should have read:

Finding errors and inconsistencies, a trait Alan had maintained since his time as book reviews editor and proofreader for the *Australian Forestry* journal in the mid-1970s, provided opportunities to alert the editor and establish a clearer understanding of the indexer's role.

We [and the in-house gremlin] apologise for any confusion or concern.

Ed.





## What's in The Indexer?

The March issue of *The Indexer* is available.

Did you know that the electronic version of *The Indexer* is available to subscribers in the last week of the month before the month of publication? Get ahead with your reading by subscribing.

More info at https://www.theindexer.org

# The Indexer

The International Journal of Indexing

Volume 39.1 (March 2021)

Editorial Mary Coe

Obituary- Douglas Matthews MBE Ann Kingdom, Christopher Phipps and Nicola King

Looking for needles in a haystack: Part 4 - smart

Mary Coe and Jan Wright

Libris Canadiana Gord Ripley and Gordon Adshead

Libris Canadiana: a review Margaret de Boer

Indexing without a client: the Mueller report Peter Rooney

Indexing Arabic names: the basics Ælfwine Mischler

Embedded indexing with Word: Part 4 - annotated references and ebook indexes Walter Greulich

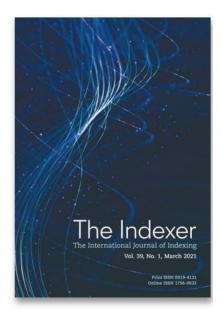
Bringing US index standards into the modern age Pilar Wyman

News from the German Network of Indexers (DNI) Walter Greulich

Indexes reviewed Edited by Christine Shuttleworth

Book review: Susanna Clarke, Piranesi Paula Clarke Bain

Book review: Walter Greulich, Indexing mit Word Pierke Bosschieter



Did you know that the indexes to the journal are available on The Indexer website?

Search for content by category or using the author, title, and subject indexes.

Visit www.theindexer.org/indexes/

You can also search for content in the journal via the LUP website or through Scopus.



www.liverpooluniversitypress.co.uk/r/index





## **ANZSI** events

For full details, follow a link (if included) or go directly to the **Events webpage**.

## **ANZSI Council meeting**

#### 14 March 2021

4:00 - 6:00 pm (AEDT), Zoom videoconference

## **ANZSI Council meeting**

## 3 May 2021

5:00 – 7:00 pm (AEST), Zoom videoconference

## **ANZSI Council meeting**

## 14 June 2021

5:00 – 7:00 pm (AEST), Zoom videoconference





## **Simplicity**

**Power** 

**Elegance** 

**Flexibility** 

**Sophistication** 

# **ECINDEX**

## for professional indexers

**SIMPLE** installation, begin adding entries in 3 easy steps. No formatting pre-sets necessary.

**POWERFUL** capabilities for easy and efficient data entry and editing: search and replace, macros, abbreviations, auto-completion and more.

**ELEGANT** and intuitive user interface.

**FLEXIBILITY** allows you to adapt the program to your preferred work habits: user-selectable views, work with entry subsets or multiple indexes simultaneously. Assign text to hot (function) keys. Print the same index file directly from the program in multiple formats.

sophisticated integration with other essential software: drag & drop between indexes and word-processors, embed index entries in RTF-compatible documents, export & import files to and from other indexing, spreadsheet and database programs.

## www.indexres.com

Visit our website and download a *FREE* demo version and a PDF of our acclaimed User's Guide.

Student and Publishers' Editions are available. Please contact us to find out how these might best suit your needs

CINDEX™ is proudly developed and supported by

**Indexing Research** 

**IPED CONFERENCE 2021** 

## Other events

## American Society for Indexing (ASI) Annual Conference 2021

## 30 April-1 May 2021, online

Get Your Indexing Shot in the Arm

'Feeling peaky? Wan or listless in your indexing? Come get that needed spring tonic with ASI's virtual conference!'

https://www.asindexing.org/conference/2021-conference/

## Indexing Society of Canada / Société canadienne d'indexation (ISC/SCI) Conference 2021 : Congrès 2021

## 27-29 May 2021, online

## **Indexing Unlimited**

'Join us from the comfort of your own home for our first online conference.' Early bird registration is available until 15 April.

http://indexers.ca/annual-conference-2/conference-2018-congres-2018/

## 10th Institute of Professional Editors (IPEd) Editors Conference 2021

#### 28-30 June 2021, online

## Editing on the Edges

'Tasmania is an island, a collection of islands: 334 to be exact. On the edges: political, social, emotional. Edges of ocean, sky, earth,

society ...

A long tradition of storytelling is fed by our place; by a deep indigenous history; by a penal system that banished souls to the edge of the world. Today, a culture of art and literature flourishes.

Here.

On the edges.

This place inspired our conference theme, which will continue even as we go virtual.'

https://iped2021.org.au/



## **Contact information**

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**ANZSocietyIndexers** 



@ANZSI indexers

## **ANZSI Council 2020-21**

President: Madeleine Davis

Vice-president: Michael Ramsden

Secretary: Sherrey Quinn
Treasurer: Karen Gillen

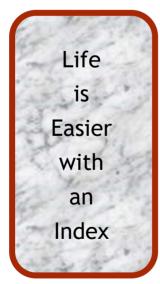
Council members: Shirley Campbell,

Elisabeth Thomas, Juliet Richters and Marnie

Hannagan.

## Group and regional contacts

Please consult the <u>ANZSI website</u> for details of regional and interest groups, and contacts.





## **Newsletter**

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