



## Council update

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The most recent meeting of Council was held on 22 March 2021.

Council accepted, with regret, the resignation of Karen Gillen as Treasurer, member of ANZSI Council and Education Officer. Karen has filled these roles with energy and distinction and we appreciate the contribution she has made to ANZSI activities and services. Council, and ANZSI members, are fortunate that Karen is continuing as member of the Website Review Subcommittee and as Library Officer. Karen will continue as caretaker Treasurer until Council appoints a Treasurer for the remainder of the 2020-21 term. Council is also taking steps to fill the role of Education Officer, and there will be more news on the next professional development session in the next newsletter or via email message.

Council is pleased to report that the transfer of ANZSI's website hosting to WebGrow has been accomplished without any loss of service to members. With guidance from the Website Review Subcommittee, WebGrow is now addressing background technical housekeeping matters.

Members are reminded that nominations are open for the ANZSI Indexing Awards and John Simkin Medal (see the February 2021 *ANZSI Newsletter* or the website at:

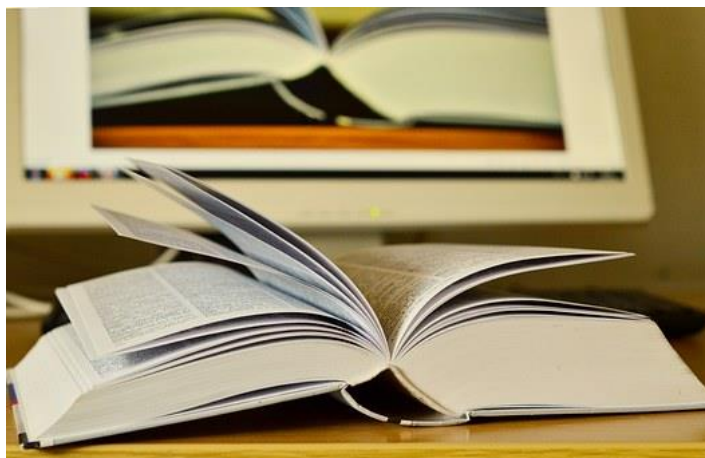
<https://www.anzsi.org/about-us/awards/the-john-simkin-medal/>).

Council received with sorrow news of the death of Jenny Restarick, a long-time member and active contributor to ANZSI. Tributes appear on pages 10-12 of this issue.

In June we will be calling for nominations for Council for 2021-22. Please think about contributing to ANZSI by nominating for Council when the time comes. Membership of this committee is a great networking opportunity, and we all benefit when members with different skills and backgrounds take an active role in running the society. The aim is to share tasks so that Council members can contribute without detracting from the time they have available for their own indexing work.

The next scheduled Council meeting is on 3 May.

***Sherrey Quinn, Secretary***



## Award entries arriving

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The first entry for the John Simkin Medal has been received - and it being guarded in a high security location.



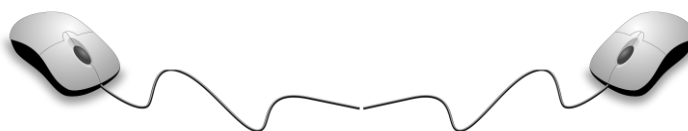
[Photograph: Shirley Campbell]

REMEMBER: Nomination forms are available at <https://www.anzsi.org/about-us/awards/the-john-simkin-medal/>. 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](mailto: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, [receivingofficer@anzsi.org](mailto:receivingofficer@anzsi.org)*



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## Berlin conference 2022: call for papers

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The organising committee for the October 2022 conference in Berlin invite proposals for papers and workshops suitable for an international audience on topics such as:

- Indexing practice and the business of indexing
- Terminology and vocabularies
- Indexing standards
- Technical developments and indexing software
- Client relations
- Developments in the publishing world.

Proposals (in English or German, and including a short biography) should be no longer than 500 words and should be sent to: [icris-redaktion@d-indexer.eu](mailto:icris-redaktion@d-indexer.eu) by 31 July 2021, if possible.

Since we hope for a return to quasi-normal international travel by 2022, the conference will most likely take place as a hybrid event - online and on-site.

The conference is being organised jointly by the Netherlands and German indexing networks (NIN and DNI) and the Society of Indexers, with the support of the Deutsche Gesellschaft für Informationswissenschaft und Informationspraxis (DGI).

Keynote speakers include Judith Flanders (author of *A Place for Everything: the Curious History of Alphabetical Order*) and Professor Kiene Brillenburg-Wurth (editor of *Book Presence in a Digital Age*). In addition, through a range of shorter talks and workshops, participants will be encouraged to hone their skills while networking with colleagues from around the world.

*Ann Kingdom, MA (Cantab), MSocInd*



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## Business Tips: Quoting on Monographs and Edited Collections

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### Background

This is the third paper from the ANZSI ‘Business Tips: Quoting’ professional development online session held in November 2020.

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### Common or distinguishing features of monographs and edited collections

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- Predominantly text with few, if any, illustrations (those photos, maps, figures or tables that may be included would generally have no influence on the time taken to index).

- Limited range of standard page dimensions.
- Appendices.
- Reference citations: in-text citations, and/or footnotes or endnotes, always in academic texts and sometimes in general readership texts.
- Reference lists or bibliographies, always in academic texts and sometimes in general texts.

## Calculating fees

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### Aspects of texts to take into account

- Extent of indexable content
  - word count/page extent
  - footnotes/endnotes (ie. are these simply bibliographical details or do they contain indexable content)
  - length of chapters (eg. books with a large number of chapters generally include more introductory material and concluding comments and may therefore include less indexable content than a book of the same length with fewer chapters).
- Writing style and approach
  - accessibility of style, eg. journalistic, scholarly
  - clarity of prose
  - extent of signposting of key ideas/arguments
  - theoretical approach and use of jargon
  - quality of editing (poorly edited text is much more difficult to index, especially in edited collections where there is inconsistent use of concepts and terms)
  - use of headings and subheadings within chapters.
- Layout
  - font size (small font is difficult to read, especially if there are extensive notes)
  - amount of white space.

### Aspects of projects to take into account

- Index compilation process (eg. index to be compiled from page proofs; index terms to be embedded in manuscript etc.)
- Number of indexes required (eg. separate name and subject indexes; general index and tables of cases and statutes in legal texts etc.)
- Turnaround time
- Special requirements for index
- Restricted length (indexing to a set number of entries can be more difficult and more time-consuming than having no limits)

- Use of bold and/or italic font to highlight key concepts or distinguish locators
- Run-on or indented style
- Availability of hard copy of manuscript (if only electronic copy is to be provided then an additional fee should be included if you prefer to work on paper rather than the screen)
- Likely size of print-run (eg. indexing budgets for small print runs, such as a text on a narrow academic field, are most likely to be lower than for books with a large print run)

### Selecting an appropriate method

There are three main methods of calculating fees:

- **Hourly rate.** This method useful when a quote has not been required, and where one is simply able to invoice upon completion of an index for the time taken. However, one's own records of such jobs provide a useful base line to predict how long a similar job will take you to complete.
- **Page rate.** As there is little variability in the page size of monographs or edited collections, this method may be a useful as a way of calculating a fee in advance, so long as the aspects of the text and the project noted above are taken into account.
- **Word rate.** Given that monographs and edited collections are predominately text, with few illustrations, I find this to be the simplest and most consistent method of calculating fees for such works as there is no need to adjust for different page sizes or the number of words per page.

Importantly, each method may be applied to an indexing project as a whole or a combination of methods may be applied. An example is provided below.

- **Word rate + hourly rate.** A preliminary fee may be calculated based on the word rate. To cover any aspects of the job that will entail additional time, the preliminary fee may then be supplemented using an hourly rate for the extra time required. For instance, if you are quoting on a 90K words book, and if (for simplicity's sake) you were to charge \$10 per thousand words, your preliminary fee would be \$900. Then, if there are specific factors about the text or project that suggest it will take you approximately 3 hours longer than if those factors were absent, you could add 3 x \$70 per hour (ie. \$210) to your initial calculation to arrive at a final quote of \$1,110.

### Some further comments on the application of word rates

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Throughout the ANZSI 'Business Tips: Quoting' professional development session, the various presenters stressed the importance of keeping detailed records of each job that you complete or provide a quote for (regardless of whether you are awarded the contract). These records are an invaluable resource for developing appropriate quotes.

A number of publishers offer prospective indexers a set fee for a job rather than requesting a quote. These set fees or budgets are an especially useful guide to market rates for different types of indexing, and a valuable resource for calculating one's own fees.

As part of my preparation for my original presentation on this topic, I reviewed my records for the last 12 instances where I had been offered a fee upfront by a university press to index monographs or edited collections (see table below).

	<b>Book Type</b>	<b>Subject</b>	<b>Audience</b>	<b>Size</b>
1.	Monograph	International relations	General	230pp (194pp / 70K words)
2.	Edited collection	Australian history	General	232pp (248pp / 70k words)
3.	Edited collection	Australian politics	Academic / General	235pp / 80K words (200pp)
4.	Monograph	Australian political history	General	256pp (199pp / 68K words)
5.	Monograph	Legal philosophy / international law	Academic	262pp (212pp / 60K words)
6.	Monograph	Military history	Academic / General	265pp (236pp / 95K words)
7.	Monograph	Biography of colonial figure	General	300pp / 80K words (290pp)
8.	Edited collection	Australian society and politics	General	310pp (260pp / 65K words)
9.	Monograph	Australian politics / national security	General	386pp / 120K words (329pp)
10.	Monograph	Energy policy / international law	General	470pp (389pp / 145K words)
11.	Monograph	Australian political history / political theory	Academic / General	528pp / 190K words (459pp)
12.	Monograph	Australian political history / political theory	Academic / General	590pp / 190K words (526pp)

Due to commercial in confidence issues, I have not included the amounts I was offered for each of these projects. However, my analysis demonstrated that there was no direct 1:1 relationship between the number of pages and the fees offered, raising questions about the viability of using a per page rate when quoting for these types of texts. Significantly, however, there was a close relationship between word count and fees offered, with one-third of the projects reviewed having a direct 1:1 relationship (Nos 1, 6, 8 and 11 in table above). The fees offered for the remaining two-thirds of projects varied by a small degree according to specific features of the text and aspects of the job.

- ***Projects that attracted lower fees***

No. 2: The text was made up of multiple short chapters, some of which are excerpts or copies of historical documents. Consequently, there was less indexable content.

No. 4: The number of indexable pages was greatly reduced by the inclusion of 19 pages of notes and a 36-page appendix. The fee offered demonstrated a 1:1 relationship with the word count of indexable pages.

No. 9: The manuscript had 60 short chapters divided into 5 parts, reducing the extent of indexable content.

- ***Projects that attracted higher fees***

No. 3: The text was on a significant and timely topic, with highly detailed and densely argued chapters. Much more indexable content, and likely to have much larger print run.

No. 5: Complex topic.

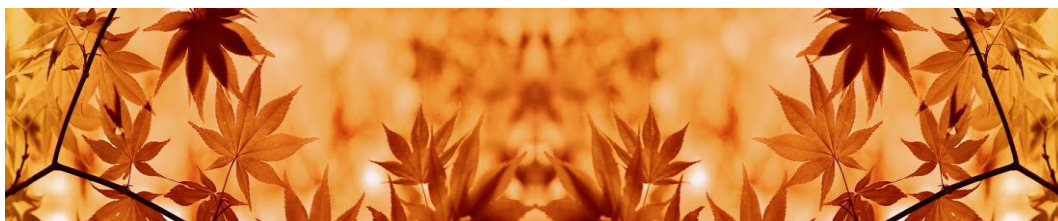
No. 7: Different type of text (ie. biography) included to show different relationship between word count and fee - in this instance a 1:2 relationship.

No. 10: Tight turn-around time on very long and highly detailed manuscript on complex topic.

No. 12: Complex topic.

The results of this review reinforce the utility of applying a word count method, or word count+ method, when quoting to index monographs or edited collections. It also suggests that the setting of fees for indexes by university presses is guided by a good understanding of what factors will have an impact on the time taken / or difficulty involved in indexing different types of texts. As such, the fees offered by university presses provide a useful yardstick for calculating fees when quotes are requested.

***Karen Gillen***





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## ANZSI Membership for 2021-2022

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ANZSI membership subscriptions for 2021-2022 fall due on 1 July 2021. A renewal email will be sent to you in June, with a link to make a payment.

Renewing your membership ensures that you retain the benefits that you enjoy as an ANZSI member, including the *ANZSI Newsletter*, a discounted subscription rate for *The Indexer*, listing in Indexers Available, the ANZSI Library, opportunities for connecting with fellow indexers, and retention of your Accreditation status or access to ANZSI's Accreditation process.

*Nikki Davis, Membership Secretary*

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## Tasmanian contingent of indexers gather

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Nikki Davies, Stella Reuter, Mei Yen Chua and Clodagh Jones, met at noon at Clodagh's home in Lindisfarne on Saturday 27 February, the first time for at least eighteen months. Sadly Chris Brennan was unable to attend.

It has been many months since we last met due to COVID-19 so we enjoyed our meeting although there was little discussion of our craft. Before lunch there was talk over working for universities, particularly the tardy deliverance of payment (universities are keen to obtain our services promptly, less keen to pay us), and the difficulty of contracts. The inevitable topic of 'lockdown' was brought up and we discussed how we coped during this period. Tasmania has only had one lockdown period, Victoria many.

We chatted over a leisurely meal. Our discussion ranged from state border differences of covid control, party politics, salmon farming and population control!

it was most satisfying to meet face to face after the previous periods of enforced isolation. We hope we can meet again, perhaps this year?

*Clodagh Jones*



Nikki Davies. Stella Reuter, Clodagh Jones and friend. [Photograph: courtesy Mei Yen Chua]

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## Canberra Region autumn lunch

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On a beautiful autumn day, Canberra Region indexers got together with Madeleine Davis (ANZSI President) for lunch at the National Museum of Australia. It was a great opportunity to emerge from COVID-19 restrictions to catch up and share our indexing experiences.

In attendance from left to right: Penny Whitten, Sherrey Quinn, Beth Battrick, Geraldine Triffitt, Shirley Campbell and Madeleine Davis.

### *Madeleine Davis*



[Photograph: courtesy Madeleine Davis]

[The National Museum of Australia is situated on the scenic banks of Canberra's Lake Burley-Griffin - just look out the window! *Ed.*]



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## People

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### Vale Jenny Restarick (31 August 1944 - 26 February 2021)

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Members of ANZSI extend their sympathy to Jenny's husband Cliff, children Jonathan and Kylie and to all her relatives and many friends.

*Madeleine Davis, ANZSI President*

I first met Jenny Restarick in 2008, not long after I had become a new member of ANZSI. I had recently completed the Introduction to Indexing and the follow-up course when I wanted to advance to the next stage. In those days ANZSI had a mentoring program and Jenny, as an accredited indexer, was selected to be my mentor.

When we first met, I found we had much in common. She had worked in the library at CSIRO, and when she mentioned that I told her that my father, Jock Mackenzie, also worked at CSIRO as a Senior Principal Research Scientist. It turned out she knew both my parents and their CSIRO colleagues quite well. I knew then that we were off to a good start.

We embarked on a mentoring project: *The Ladies Came to Stay* by M O Reid. This book had an index but not a very good one. So, it was up to me to make the index better. With approval from both the Presbyterian Ladies College (Melbourne) archivist and ANZSI Council, I embarked on the project.

We would meet regularly, and Jenny would kindly guide me through the process, making improvements with her red pen. She basically left it up to me as to how I would approach the book. When I told her the book included lots of names, and in particular women's names, her response was 'Welcome to the world of indexing!'

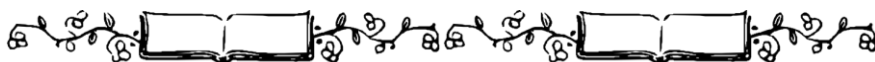
Jenny was a member of AusSI/ANZSI from 1983 to 2018. Jenny was actively involved with ANZSI's Vic Branch for many years as Secretary, President, Vice-President, and Committee Member. When I joined, she was Social Secretary. We were fortunate to have a couple of very enjoyable Christmas celebrations at her home in Caulfield.

In addition to her roles on the branch Committee, Jenny was also a significant contributor to both Vic conference planning committees in 2005 and 2007 (below are pics taken at the 2007 conference).

In the 'Quiet Achiever' article on Jenny in the *ANZSI Newsletter* (volume 9, number 4, May 2013), she likened herself to Dame Elisabeth Murdoch, for her patience and generosity. When asked which letter of the alphabet she would like to be, she replied 'all of them - A to Z. I love words, languages and order which is most appealing to an indexer'.

Jenny's health took a turn for the worst when she suffered a massive stroke. She made a slow recovery with home help and rehabilitation but in February she passed away. Jenny was highly respected in the both the library and indexing worlds. We will all miss Jenny's kindness and good heartedness.

**Terri Mackenzie**



Jenny Restarick joined the Australian and New Zealand Society of Indexers (ANZSI) in August 1983, while working in CSIRO Libraries. In fact, it was through the CSIRO Library network that I met Jenny as I too was a CSIRO librarian at that time.

For the next 9 years she honed her indexing skills, juggling CSIRO work and indexing, gaining her Registration of ANZSI in 1992. Two of her indexing specialties were biographies and cookbooks, topics on which she gave presentations.

She joined the Victorian Branch committee of ANZSI initially as Secretary in March 1997. She held various posts on the committee including President and Vice-President for the next 9 years until she stood down in November 2008.

Jenny either belonged to or had contacts in so many organisations that she automatically fell into the role of event organiser for the Branch. She assisted with the ANZSI biennial national conferences in Hobart in 1999, Brighton 2005 and Hawthorn 2007, but it was organising local events, either arranging visiting speakers or site visits where her skills came to the fore. For instance:

Visiting speakers:

- Fingerprinting - talk by Police Forensic Unit - on whorls and loops etc.
- Buttons - talk by the Button Lady - who had over 20,000 buttons - about all the different types and how she classified them.
- Data Metallogenica - a global encyclopedia on ore deposits.

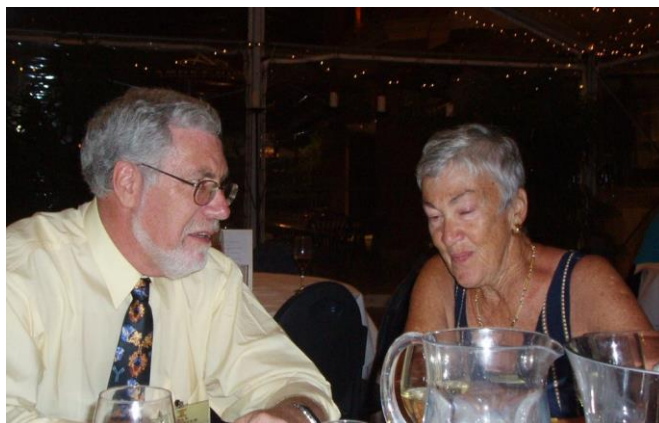
Visits to:

- St Paul's Cathedral, for bell ringing (campanology), where we rang the bells on a Friday evening. We thought we were great, but whether the Melburnians who had to listen to us did is a different matter.
- Royal Australasian College of Surgeons, Museum collection. Very grisly!
- National Herbarium
- State Coal Mine, Wonthaggi - when we went underground
- Victorian Jazz Archives

In addition to her organisational skills, Jenny and husband Cliff graciously hosted the ANZSI Christmas function at their home on several occasions. Cliff was also pulled into the ANZSI circle of events, when his band the Jazz Doctors provided the entertainment at the Brighton Conference dinner. Cliff was also listed as guest speaker at one of the Society events. His topic - The Naked Indexer - but it was never written up, so I wondered if it had been censored!

Jenny, the indexers salute you.

**Max McMaster**



Max and Jenny at the 2007 ANZSI conference.

[Photograph: ANZSI files]

## 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 phones*  
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

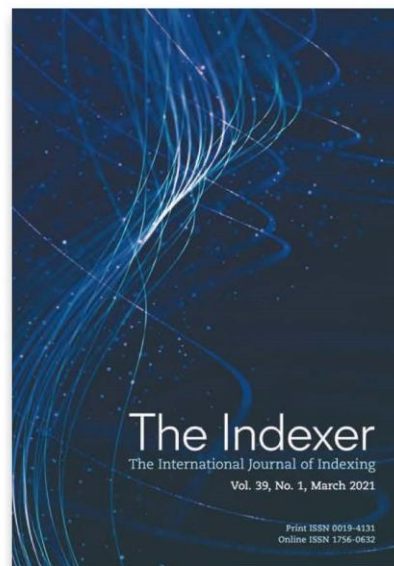
*Bringing US index standards into the modern age*  
Pilar Wyman

*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



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Visit [www.theindexer.org/indexes/](http://www.theindexer.org/indexes/)

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

## ANZSI events

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

### 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

### ANZSI Council meeting

26 July 2021

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



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## Other events

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

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27-29 May 2021, online

#### *Indexing Unlimited*

'Join us from the comfort of your own home for our first online conference.'

<https://indexers.ca/annual-conference/conference-2021-congres-2021/>

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

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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 ...

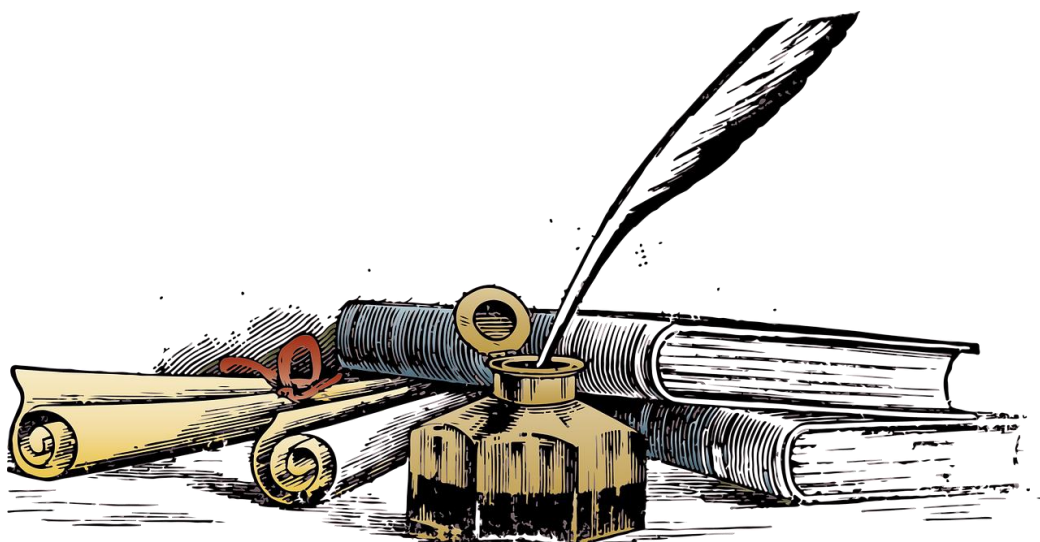
A long tradition of storytelling is fed by our place; by a deep indigenous history; by a penal system that banished souls to the edge of the world. Today, a culture of art and literature flourishes.

Here.

On the edges.

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

<https://iped2021.org.au/>



## Contact information

General email: [info@anzsi.org](mailto:info@anzsi.org)



ANZSocietyIndexers



@ANZSI\_indexers

## ANZSI Council 2020-21

President: [Madeleine Davis](#)

Vice-president: [Michael Ramsden](#)

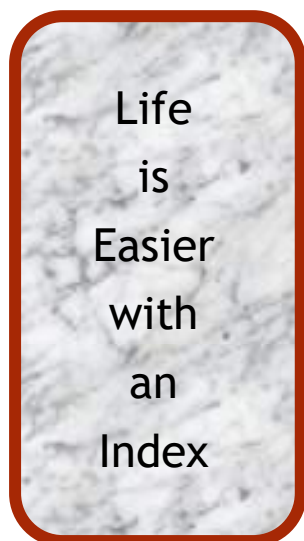
Secretary: [Sherrey Quinn](#)

Treasurer: [vacant](#)

Council members: Shirley Campbell, Elisabeth Thomas, Juliet Richters and Marnie Hannagan.

## Group and regional contacts

Please consult the [ANZSI website](#) for details of regional and interest groups, and contacts.



## Newsletter

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### Schedule

The *ANZSI Newsletter* is published six times a year - in February, April, June, August, October and December.

**Contribution deadline:** second Friday of the month of publication.

Please email contributions to the editor, Elisabeth Thomas, at [editor@anzsi.org](mailto:editor@anzsi.org).

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