



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

Volume 17 • Number 3 • June 2021

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Notice of Annual General Meeting, 19 August 2021

Notice is given that the Annual General Meeting of the Australian and New Zealand Society of Indexers Inc. will be held at 5.00 pm AEST* on Thursday 19 August 2021. All members are welcome and encouraged to attend.

Notices of motion

Any members wishing to propose a resolution at the meeting must give prior notice of motion. A copy of the resolution to be moved, signed by a proposer and seconder, must be received by the Secretary, Sherrey Quinn, no later than **Thursday 15 July 2021**.

Nominations for Council

Nominations are called for the positions of President, Vice-President, Secretary, Treasurer and five ordinary Council members.

The duties of each role are not onerous, and position descriptions may be found here:

<https://www.anzsi.org/member-area/official-documents/>

If you are interested in joining Council, please complete and return the ANZSI Council Nomination Form 2021 which you will find at: <https://www.anzsi.org/member-area/official-documents/>

Nominations must be mailed to:

Returning Officer, ANZSI
GPO Box 2069
Canberra ACT 2601

or emailed to: info@anzsi.org

to arrive no later than close of business **Thursday 15 July 2021**.

Meeting details

The AGM will be held via Zoom teleconference. If you wish to join the meeting, please contact Sherrey Quinn, Secretary, for the login details.

Information about the AGM and the relevant forms can be found on the ANZSI website at <https://www.anzsi.org/member-area/official-documents/>

The agenda and papers will be posted there by **29 July 2021**.

Proxies

Notice of intention to vote by proxy and the choice of the nominated proxy must reach the Secretary by **Wednesday 18 August 2021**, submitted on the prescribed form.

Sherrey Quinn, ANZSI Secretary, secretary@anzsi.org

*19 August 2021 AGM teleconference start times in all time zones:

NZ: 7.00 pm; ACT, NSW, Qld, Vic, Tas: 5.00 pm; SA, NT & Broken Hill, NSW: 4.30 pm; WA: 3.00 pm

Council update

The most recent meeting of Council was held on 14 June 2021, the 3 May meeting having been cancelled due to Council members' other commitments.

Council first considered its membership, as we have a vacancy on Council and are currently seeking a Treasurer (see below). We welcomed Tanya Edbrooke, who was appointed as a Council member for the remainder of the 2020-21 term, filling a casual vacancy. We noted with regret Michael Ramsden's decision to step down from Council at the end of this term, and to not seek re-election. Michael has served as Vice-President with distinction, and Council benefits from his wise counsel.

Routine matters discussed by Council included financial statements, membership reports, insurance, and preparation for the Annual General Meeting on 19 August.

Council approved an update of the Communications Officer Position Description, to include acknowledgement of tasks either being done or necessary.

The Accreditation application fee, last updated in 2016, was increased by a modest \$5 to \$95, covering increased postage and administrative costs. This also puts it at a different price point from the membership fee, which is helpful in administering accounts.

The President reported on the successful informal ICRIS meeting held in April via Zoom (see summary elsewhere in this issue), with representatives of all affiliated indexing societies participating. ANZSI was represented by Madeleine Davis and Tracy Harwood.

The index to the *Australian Society of Indexers Newsletter*, volume 18, 1994 has been completed and is now on the website with the 1994 issues. A new edition of the combined index from 1973 will be posted when the indexes to several other years are ready for incorporation.

This issue of the Newsletter includes notice of the AGM, the call for notices of motion, and the call for nominations for Council for 2021-22. In particular, there is a separate invitation to nominate now for the position of Treasurer, currently vacant. The position is not as difficult as one might assume - the books are, of course, well-kept and up-to-date, Treasurer procedures are in place and well documented, and induction/training in procedures is available.

Please think about contributing to ANZSI by nominating for Council. While some of the current Council are expected to nominate for another term, we will be seeking, in particular, a Vice-President and a Treasurer. Membership of Council is a great networking opportunity, and it's an opportunity to learn how the society works, as well as contribute to its success. Council aims to share tasks so that Council members can contribute without loss of time from their own indexing work. Being new to indexing or to the society is no barrier to membership of Council - indeed, newer members are urged to nominate.

The next scheduled Council meeting is on 26 July.

Sherrey Quinn, Secretary

Position vacant: ANZSI Treasurer

ANZSI Council is seeking expressions of interest from members wishing to perform the role of ANZSI Treasurer.

The Treasurer is a member of the Executive of the ANZSI Council and plays an important role in the management of the Society. The position provides the opportunity for the incumbent to work as part of a team dedicated to pursuing the aims of the Society, and to further develop their own administrative, leadership and business management skills.

Experience managing an e-commerce site and using Xero, or any other accounting software, would be an advantage but not essential as initial training and ongoing support will be provided. Limited indexing experience is not a bar to eligibility for the position.

A [position description](#), with a list of associated duties and responsibilities can be found in the members area of the ANZSI website.

If you would like to apply for the position, or would like further information about the role, please [contact](#) the Secretary.

Sherrey Quinn, ANZSI Secretary, secretary@anzsi.org



Berlin conference 2022: call for papers

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.

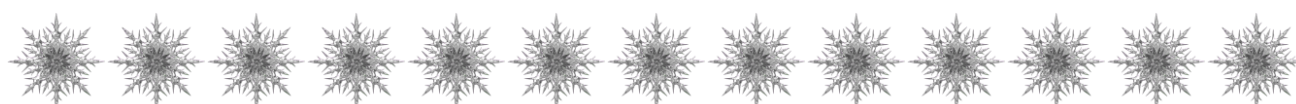
Proposals (in English or German, including a short biography) should be no longer than 500 words and should be sent to: icris-redaktion@d-indexer.eu by 31 July 2021, if possible.

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



Business Tips: Quoting on Illustrated Books

Background

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

Indexing illustrations: publishers’ expectations

A browse through any shelf of non-fiction books will reveal illustrations are commonly included. Often this can amount to just a handful of pictures that need no special treatment, while in other books, illustrations form a significant component requiring specific locators in bold, italics, or as a separate sequence of illustration numbers.

There are some situations where illustrations are not specifically differentiated from the text to which they relate. For example, it is common practice not to index illustrations in school textbooks, and in some flora and fauna identification guides, a page or spread may be allocated to each species, making a second locator for illustrative material unnecessary. Biographies too often include a section of illustrations which may not need to be indexed. When this occurs, the indexer will likely not see the pictures until the book has been published.

Being clear on expectations about the indexing of illustrations is the first step in determining a quote. If the indexer is uncertain, clarification should be sought from the editor or author.

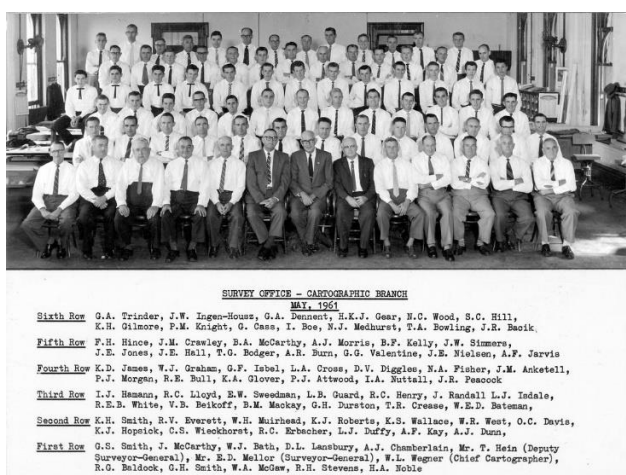
Assessing the work involved

Illustrations may be laid out along with the text, or they may be grouped into separate sections. While unillustrated books tend to have roughly the same amount of text on each page, adding illustrations to the layout makes it more difficult to determine the average number of words or average number of index entries on a page. Illustrations too can be deceptive, creating the impression of there being less work involved than there actually is. Keeping the word count and number of illustrations in mind when quoting will help to overcome this.

The number of illustrations needs to be considered, as well as the number of entries they are likely to produce. This can vary widely. Contrast the difference (as shown below) between a page in an art book consisting of a single portrait, and a page in an institutional history with a group photograph for which the indexer is expected to index the name of each person.



[Image: Smithsonian Open Access (portrait)]



[Image: Creative Commons (group photo)]

Calculating fees

The standard methods for calculating fees can all be applied to illustrated books. The indexer may choose to use one particular method, or may use different methods, depending on the type of book.

Hourly rate (eg. ANZSI recommended hourly rate)

This method relies on the indexer having kept good records of hours spent on previous projects. With a clear idea of how long similar projects have taken in the past, the indexer is able to estimate the number of hours needed for the job at hand:

estimated hours X \$your hourly rate = \$fee

PLUS GST if applicable

Page rate

As already mentioned, a layout that includes illustrations will mean less consistency when it comes to the amount of text on each page. Charging by the page therefore becomes a bit of a swings and roundabouts affair - what the indexer does not make in relation to the text component is made up for by the illustration component. The indexer may need to explain this if it is queried by a client.

However, this is a good method for books where there is no requirement for illustrations to be specifically indicated (eg. a school textbook), or where the layout and ratio of text to illustrations is consistent throughout (eg. in some cookbooks).

number of pages X \$your page rate = \$fee

PLUS GST if applicable

Word rate plus fee for illustrations

This method avoids the swings and roundabouts issue of the page rate method. Indexing of the text is charged at the indexer's rate per thousand words with an extra fee added for the illustrations. This is determined by the extent of work involved in indexing the illustrations and can be represented as a percentage of the word rate.

number of 1,000 word lots* X \$your rate per thousand words + \$illustration fee = \$fee

PLUS GST if applicable

*(eg. for a 75,000 word book, this figure would be 75)

Rates offered by publishers

Not all publishers will give the opportunity to quote. Keeping track of the rates that they offer is a useful indicator of what is considered fair, and it can be helpful when asked to quote on similar books.

Nikki Davis



It's only words: Report on conference paper by Graeme Innes on ableist language

Graeme Innes AM is a lawyer, author, and company director. He has been a human rights practitioner for more than thirty years including nine years as a Commissioner at the Australian Human Rights Commission. He presented a keynote address, "It's only words", at the just-concluded 2021 IPEd conference.

The paper included six rules that Graeme proposed to remove and overcome ableism in the words and language that we use. The report below recaps this section of his presentation.

Ableism is analogous to racism and sexism portraying people with disabilities as being less worthy of respect and consideration. It may be conscious or unconscious but is embedded in the institutions and systems we have in our society. We can limit the opportunity of people with disabilities and reduce their inclusion in the life of the community. People with disabilities, hidden or visible, make up 21 per cent of Australia's population. Add in their families and that is a sizable portion of the marketplace in which you work and the audiences for whom you write or edit. So why would you want to slur or hurt that percentage of your audience?

Research by the Diversity Council of Australia shows that 48 per cent of employees with disabilities have experienced harassment or discrimination. This will be driven to some extent by ableism and ableist language - why would you enable this language because you have not thought about it?

Everyone needs to stop using disabilities in negative metaphors in a workplace or anywhere else for that matter. Ableist words and phrases - such as 'insane', 'lame', 'I'm so OCD', 'having a bipolar day', or 'making a dumb choice' - perpetuate false and harmful notions. There may not be a conscious attempt to harm but it constructs a world view where people with disabilities are framed as negative.

Rule 1: Focus on the person, not the disability or people with disabilities. In Australia, the practise is to use the person with disability or people with disabilities: the deaf man, the blind staff member. Change it: put the person first, the impairment second; and if the disability is not relevant, do not bother putting it in at all. This, of course, can change when a person with disability chooses to use what is described as identity language, a way of claiming a pejorative word. Ultimately follow the person's choice.

Rule 2: Do not use language which implies a person is inspirational simply because they experience disability. People with disabilities are just living their lives. We are no more superhuman than anyone else and saying that a person with a disability is courageous or special is patronising and offensive. Do not use the word 'special' - 'special school', 'special buses', 'special facilities' - they are just segregating and exclusive.

(Here Graham quoted the late Stella Young, comedian, journalist and disability rights activist, that "special is just another term for pretty s**t".)

Rule 3: Conversely do not make out that people with disabilities are objects of pity. Just because a person experiences disability does not make them weak, a victim or someone for whom you should feel sorry. Examples of ableist phrases - 'suffering from', 'struck down by', 'afflicted by'. Remove the emotion: use 'experiences' or 'developed' or 'has'.

Rule 4: People are not bound by or confined to their wheelchairs - they are enabled or even liberated by them; sometimes it becomes an extension of their body. Say wheelchair user.

Rule 5: Avoid euphemisms or made-up words. Words like 'differently abled', 'people of all abilities'. the use of disability with a dash in the middle, special needs. Words like this are all euphemistic and patronising.

Rule 6: Change the focus to accessibility. This makes the focus much more inclusive and incorporates the requirements of a diverse range of people who may have access needs - older people, parents of young children with prams, people with injuries, travellers with luggage. Car park lifts and bathrooms are now described in Australia as 'accessible' rather than 'disabled' or 'for handicapped'. After all, who really wants to use a toilet that is disabled?

Report by Elisabeth Thomas



ANZSI Membership for 2021-2022: renewal reminder

A membership renewal email has been sent to all members. If you have not received yours, it may be in the Promotions tab (or other area) of your email. Renewals are payable prior to, or within 30 days of the due date of 1 July 2021.

Online renewal through the ANZSI Store

Renewing your subscription enables you to retain the benefits that you enjoy as an ANZSI member. Benefits include the *ANZSI Newsletter*, a discounted subscription rate for *The Indexer*, listing in Indexers Available, access to materials in the ANZSI Library, opportunities for connecting with fellow indexers and retention of your Accreditation status or access to ANZSI's Accreditation process. A secure online payment can be made through the [ANZSI Store](#). If you would like to take up the option of advertising in Indexers Available, you can pay for this when renewing your membership. Please contact me at members@anzsi.org if you need any assistance with your renewal.

Resignations

If you are not intending to renew your ANZSI membership subscription, we would appreciate knowing the reason why (eg. difficulty finding work, no longer working as an indexer, retiring etc) as this will help the Society to better understand the needs of our members.

Nikki Davis, Membership Secretary

People

New member

Welcome to Susan Scott who has joined the Society in Tasmania.

Nikki Davis, Membership Secretary

IPEd announces 2021 Janet Mackenzie Medal winner

The Institute of Professional Editors (IPEd) has presented its highest award to Edwin (Ted) Briggs AE.

Mr Briggs is the second recipient of the Janet Mackenzie Medal (the Mackenzie), which honours the memory of revered editor, author and IPEd member Janet Mackenzie DE (1947-2018).

The medal was presented by IPEd CEO Karen Lee and Chair Ruth Davies.

Mr Briggs said it was “a big honour to be mentioned in the same breath as Janet Mackenzie” and her book, *The Editor’s Companion*, was invaluable to him.

IPEd launched the Mackenzie in 2019 and it was first awarded in 2020 to Elizabeth Manning Murphy DE. The award is given to an outstanding professional editor who has lifted the standard of the editing profession and/or given exemplary service to IPEd.

Mr Briggs is a former chair and remains a member of IPEd’s Accreditation Board. He was instrumental in the accreditation exam moving to digital delivery in 2016, demonstrating his ‘technical expertise, editorial acumen, patience and tenacity’, his nomination statement reads.

He served what is now the IPEd Board from 2009 to 2011 and is an Honorary Life Member of IPEd and the Canberra Society of Editors (CSE).

Mr Briggs made significant contributions to the development of Australian standards for editing practice and played a key role in developing what is now the IPEd Mentoring Program.

Initially established with Elizabeth Manning Murphy for CSE in 2012, the program is now available to all IPEd branches across Australia and New Zealand and Mr Briggs and Ms Murphy are the coordinators.

Mr Briggs’s professional career as an editor and technical writer, both in-house and freelance, has spanned several federal government departments. More recently, he has worked as a fiction beta reader.

He has promoted better English usage through engaging enthusiastically with professional development by participating in a wide range of workshops and courses; presenting papers at IPEd conferences; training non-editors on written communication skills in workplace courses and workshops; and publishing blog posts on aspects of grammar and usage for a general audience.

Mr Briggs led IPEd’s review team for the digital version of the Style manual, produced by the Federal Government’s Digital Transformation Agency.

Mr Briggs said Janet Mackenzie had taught him that the editor’s role was like a prism in a telescope - it was not to change the view but to bring it into focus more clearly and closer.

“Another lesson from Janet was that a good editor knows the rules of grammar but has the judgement to know when not to insist on them,” he said.

Media Release. For more information, contact: Kate Tilley, IPEd Communications Consultant
E: communication@iped-editors.org P: 07 3831 7500

Release date: 4 May 2021

About IPEd

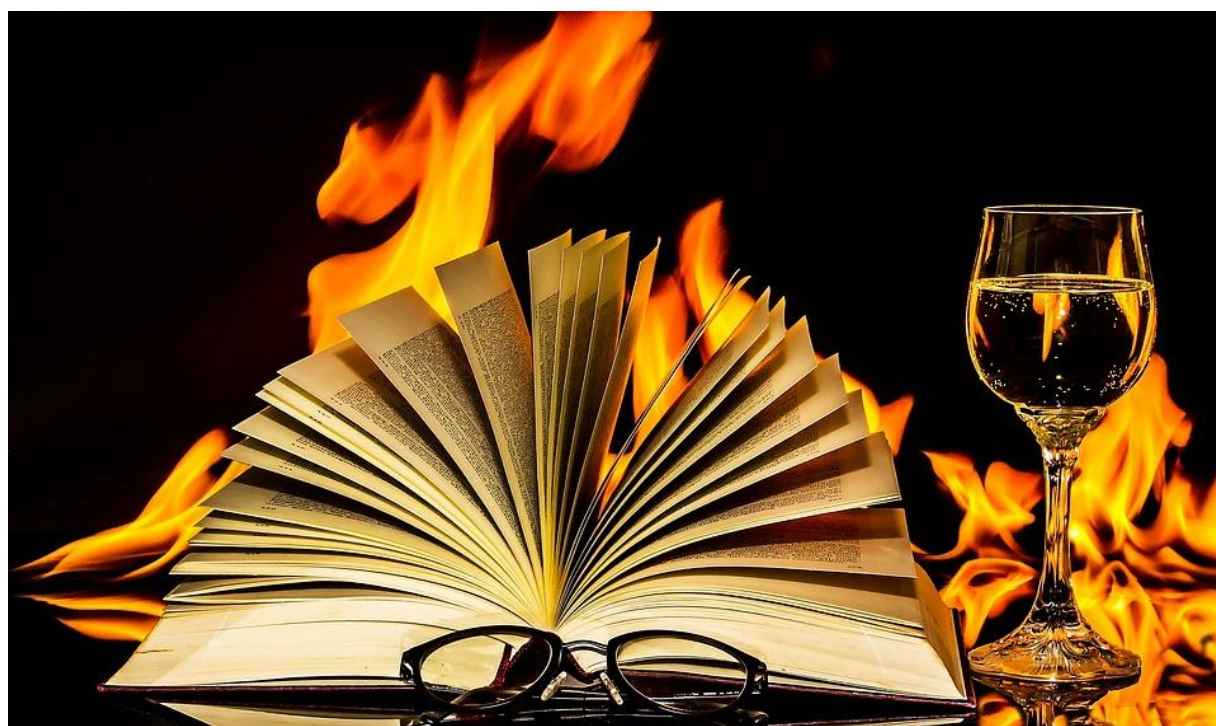
The Institute of Professional Editors Ltd is the professional association for Australian and New Zealand editors. It exists to advance the profession of editing and to support and promote editors in both countries. IPEd is a non-profit company.

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In recent years, Ted Briggs looked to further diversify his extensive career, joining ANZSI in 2019.

Congratulations Ted!

Editor



What's in *The Indexer*?

The June 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 39.2
(June 2021)

Editorial
Mary Coe

*In remembrance: Gale Pinney Rhoades
(6 December 1948–31 January 2021)*

Articles

*'Turn to the letter M': index(ing) and the science of
assorting in Marianne Moore's 'Observations'*
Rebecca Bradburn

*The indexing of biography as a special genre or as
historically documented text*
Glyn Sutcliffe

*Indexing the translation of Fath al-Bari, a
multi-volume Islamic classic*
Elfwine Mischler

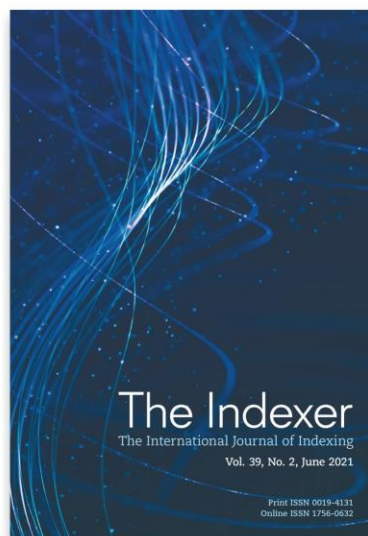
*Embedded indexing with Word. Part 5 – locators
other than page numbers*
Walter Greulich

*Virtual professional development for freelance
indexers: potential, pitfalls and practicalities*
Ann Kingdom

Indexes reviewed
Edited by Christine Shuttleworth

Book review

Conference calendar



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.

ANZSI events

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

ANZSI Council meeting

26 July 2021

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

ANZSI Annual General Meeting and Members Forum

19 August 2021

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

ANZSI Council meeting

6 September 2021

6:00 – 8:00 pm (AEST), Zoom videoconference



Simplicity

Power

Elegance

Flexibility

Sophistication



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.

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Indexing Research

Contact information

General email: info@anzsi.org



ANZSocietyIndexers



@ANZSI_indexers

ANZSI Council 2020-21

President: [Madeleine Davis](#)

Vice-president: [Michael Ramsden](#)

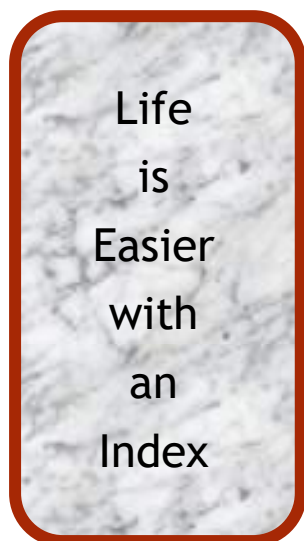
Secretary: [Sherrey Quinn](#)

Treasurer: [vacant](#)

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

Group and regional contacts

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



Newsletter

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Assistance from Tanya Edbrooke.

Submissions may be edited for clarity, space and uniformity of style. Selection of content is at the discretion of the Editor / ANZSI Council.

Open the PDF with Adobe Acrobat Reader for best reading/printing view.

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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.

Advertising rates

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