



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

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A happy festive season
 and a merry new year for 2022
 to all ANZSI members, families and friends.



Photograph: Elisabeth Thomas

Council update

The third meeting of Council for 2021-22 was held on 13 December 2021, postponed from 29 November due to other commitments.

The position of Treasurer, a position on Council mandated by the ANZSI Constitution, remains vacant. This position is an overview and strategic role, rather than an operational one, and Council would welcome a volunteer. The Treasurer is supported by the Accounts Officer, who undertakes the day-to-day operation of ANZSI accounts, such as payments to creditors, issue of invoices, and processing payments received; reconciling bank statements; preparing regular financial statements; preparing the accounts for external auditing; providing financial information to support budget development; and providing specific financial details upon request of the Treasurer or Council. Following a call for expressions of interest in September 2021, Council welcomes Karen Gillen to the role of Accounts Officer. Members who are interested in becoming Treasurer, which is not onerous and is a good networking opportunity, are invited to contact the President (Madeleine Davis) or Secretary (Sherrey Quinn) to discuss the role. A revised Treasurer position description is available from Madeleine or Sherrey, and it will be circulated to members in the new year.

Two well-attended professional development (PD) sessions on 'Indexing statutes' and 'Indexing cases' were presented by Karen Gillen on 18 November and 7 December 2021, respectively. A report is included elsewhere in this issue.

The third session in the legal indexing series, 'Indexing legal texts', will be presented by Madeleine Davis and Karen Gillen on Tuesday 1 February 2022. This will cover indexing legislation, legislative commentary and handbooks, and textbooks which have legal content. Booking details later in this Newsletter.

Considerable effort goes into the preparation of PD sessions which share techniques with members, and Council is very appreciative of the time invested by presenters.

Council has been considering related activities such as a possible face-to-face conference in 2022 and/or more formal training on matters of interest to members.

Group activity has been constrained by COVID, but the South Australian indexers met socially in November 2021, and NSW Indexers and Canberra Region Indexers are planning social events for January 2022.

Judging of the indexes submitted for the ANZSI Indexing Medal (John Simkin Medal) have recommenced after being interrupted by COVID lockdowns. It is expected that results will be announced by Council after the holiday season, in January or February.

President Madeleine Davis reported verbally to Council on the recent informal ICRIS meeting. The videoconference meetings are fostering more frequent communication and information-sharing among ICRIS representatives. The most recent meeting included discussion of options for an ICRIS website and a task force was formed to look at this in more detail. Our President is a member of the task force.

As usual, the Council meeting discussed content for the newsletter. We don't get much content from the membership at large, and we would very much like to receive news items, useful technical tips, notes on interesting publications. Please send them in - long or short.

Sherrey Quinn, Secretary

Awards and Medal update

ANZSI Indexing Awards and John Simkin Medal update

When COVID-19 restrictions eased in the Eastern states in October 2021 the judging process restarted. Distribution of books to judges using Australia Post has been a slow process but it is hoped that the judges will meet via Zoom in January 2022 to discuss the nominations.

Shirley Campbell, Receiving Officer



ANZSI Library news



Photograph: Karen Gillen

New acquisition

Indexes: A chapter from the Chicago Manual of Style (17th edition, Chicago: University of Chicago Press, 2017) is a textbook for the University of California Berkeley extension course ‘Indexing: Theory and Application’. The ANZSI Library now has a copy available for loan.

NB: The other mandatory textbook for the UCB course, Nancy Mulvany’s *Indexing Books* (2nd edition, Chicago: University of Chicago Press, 2005) is also available for loan from the ANZSI Library.

Loans

The full list of holdings of both the Australian collection and the New Zealand collection can be [viewed or downloaded](#) from the members area on the ANZSI website.

If you wish to borrow any items from the library, or have any queries about loan conditions for either collection, please contact the relevant library officer:

Australia: [Karen Gillen](#)

New Zealand: [Carol Dawber](#)

Karen Gillen, Library Officer (Australia)

Indexing interview

The October 2021 *ANZSI Newsletter* (vol 17, no 5, p 3) announced that Dennis Duncan's *Index, a history of the: a bookish adventure* (Allen Lane [Penguin], 2021) is available for loan from the ANZSI Library collections. Members who read Michael Delgado's review 'The radical power of the book index' (*Prospect* magazine, 26 August 2021) no doubt had their interest piqued.

Those wanting more insights into the history of indexes, (and, by default, indexers) before they get a chance to read the book, might enjoy listening to the inimitable Philip Adams interviewing Duncan on *Late Night Live* on ABC's Radio National on 7 December 2021.

<https://www.abc.net.au/radionational/programs/latenightlive/a-brief-history-of-the-book-index/13663002>

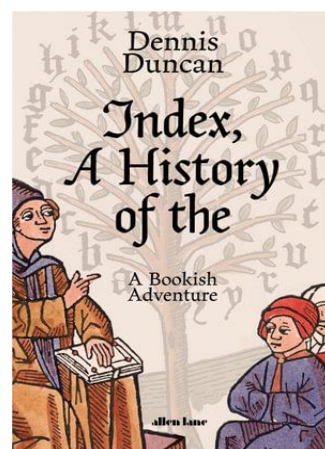


Image courtesy of Penguin Random House

Anon. member



Professional development program - Indexing legal materials: Report on sessions 1 and 2

Legal Indexing: Statutes and International Treaties or Agreements

This session, the first in a series of three introductory online professional development/training sessions on indexing legal materials, was presented by Karen Gillen, on 18 November 2021. Sherrey Quinn, ANZSI Secretary, hosted the session and provided technological support.

Attendance: Including the presenter, 13 ANZSI members attended the session (2 from ACT; 3 from NSW; 1 from Qld; 1 from SA; 5 from Vic; and 1 from WA). It was pleasing to see further evidence of the broad geographical reach ANZSI has been able to achieve with the switch to videoconference professional development meetings.

Program: The program commenced with brief overviews of (a) law as an indexing specialty subject area (and the wide range of texts that fall under this umbrella), and (b) what distinguishes legal indexing as a type of indexing. This was followed by definitions and examples of statutes, statutory instruments, international treaties/agreements, bills, and explanatory memoranda or notes. Next, the program focused on indexing statutes/statutory instruments and international treaties or agreements in general texts. The key aspects of structure, format and presentation were covered, along with the selection of main headings and construction of subheadings. Common errors and traps for indexers were also discussed. After a short break, the focus shifted to the compilation of tables of statutes and international treaties or agreements for legal texts. The key aspects and rules of structure, format and presentation were examined. Participants then engaged in a 'Spot the Errors' exercise, and the meeting concluded with questions from the floor.

Participant feedback: An evaluation form was sent to all participants. Overall, the responses were very positive and some useful suggestions were received regarding timing, format and content. It was also very clear that participants greatly valued the opportunity to both build on their indexing skills and knowledge and to 'meet' with other indexers from different regions. One of the main aims of holding a series of PD session on legal indexing was to breakdown some of the preconceived ideas that indexers hold about legal indexing being 'too difficult' or requiring specialist legal training. It was therefore gratifying to see that a number of participants mentioned that they had gained confidence in their ability undertake legal indexing and were keen to learn more.

Resources produced for all ANZSI members: A number of PowerPoint slides were produced for the meeting. These will be edited and converted into a PDF that will be uploaded to the 'Recommended reading and guidance' section of the members area of the website (under reading lists/indexing special subjects/law).

Legal Indexing: Tabling Legal Cases

The second session in the series, hosted by Sherrey Quinn and presented by Karen Gillen, was held on 7 December 2021.

Attendance: Including the presenter, 13 ANZSI members attended the session. It was a slightly different 13 this session as the Qld participant was unable to attend, and a Victorian member who could not make it to the first session now available to attend this session.

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Program: The meeting was scheduled to run for 90 minutes, and as happened at the first session, participants were happy to stay on a little longer for an extended question time. The program began with a brief overview of the different types of legal systems operating in the world today, and the importance of case law in common law countries. Next, the key elements of legal case citations were outlined, along with their formatting and presentation requirements in Australia. The differences between reported cases and unreported cases in Australia were examined, and these were then contrasted with the legal citation practices in the United States. The program then focused on the names of parties to legal actions and how these are presented in indexes and tables of cases. The rules for the presentation of the names of individuals, corporations, the Crown, governments, government bodies/officials, joined parties, and parties in joint actions were examined in turn. The focus of the session then moved to a closer look at the names of cases and the conventions for their presentation in indexes and tables of cases. After looking at how the presentation of the ‘v’ in case names differs between jurisdictions, the standard citation of cases (eg. *plaintiff v respondent*) was contrasted with abbreviated (eg. *Mabo Case*) and popular forms (eg. *Tasmanian Dam Case*) of case names. A consideration of the treatment of matters and procedural phrases in case citations was then followed by a look at the special instance of ship name cases. This section closed with an examination of the practice of making reversed entries in tables of cases (ie. filing the case under the name of the respondent or accused).

After a short break, the conventions for the structure, format and presentation of legal cases in the indexes of general texts were summarised and demonstrated. The focus then shifted to compiling tables of cases for legal texts and guidance on how to locate and interpret case citations in legal texts. Participants were invited to complete an exercise and were provided with 4-page excerpt on ‘Freedom of Religion’ from a text on Australian Constitutional law (a timely topic given the current Religious Discrimination Bills before Parliament). Participants’ immediate task was to mark-up all mentions of statutes and cases on either a hard copy or electronic copy of the text. They were then invited to complete the tasks of compiling a Table of Statutes (including all statutes mentioned) and a separate Table of Cases (including all mentions of cases in the main text or footnotes, reversals for all entries as appropriate, and cross references where necessary) in their own time following the session. If they wished they could forward their work to the presenter for comment, or simply wait for the provision of a sample response to be provided by the presenter in a week’s time. Although questions from the floor had been invited and addressed throughout the session, time was also allocated at the end of the session for further questions. Participants’ questions and comments proved a valuable addition to the presentation.

Participant feedback: An evaluation form was sent to all participants. The responses were again very positive, with members outside of the ACT/NSW/Vic triangle especially appreciative of the opportunity to attend online PD sessions.

Resources produced for all ANZSI members: As with the first session on legal indexing, a number of PowerPoint slides were produced for the meeting. Karen Gillen will edit and elaborate upon these where necessary and convert them into a PDF that will be uploaded to the ‘Recommended reading and guidance’ section of the members area of the website (under reading lists/indexing special subjects/law).

The final introductory online session on indexing legal materials will be held on 1 February 2022. The session will be presented by Madeleine Davis and Karen Gillen.

Karen Gillen

Participants



Karen Gillen (Vic)



Sherrey Quinn (ACT)



Madeleine Davis (NSW)



Will Vennell (Vic)



Shelley Campbell (WA)



Juliet Richters (NSW)



Miranda Fyfield (Vic)



Marnie Hannagan (Vic)



John Liddle (SA)



Beth Battrick (ACT)



Alisa Dodge (Vic)

Apologies to any participants not included in the Zoom portraits. This was due to technical issues and lack of/inactive cameras.

Professional development program - Indexing legal materials:
Session 3

Session 3: Legal Indexing (Webinar)

Date: Tuesday 1 February 2022

Times: 12.00-1.30pm NZDT - New Zealand
10.00-11.30am AEDT - ACT, Victoria, NSW
9.30-11.00am ACDT - South Australia
9.00-10.30am AEST - Queensland
7.00-8.30am AWST - Western Australia

Host: Sherrey Quinn

Presenters: Madeleine Davis and Karen Gillen

RSVP: Please register with [Madeleine Davis](#) by Monday 24 January 2022

This session will focus on general legal indexing and will provide an overview of the different types of legal texts including annotated legislation, legal handbooks/working guides, academic textbooks, loose-leaf publications and journals. It will cover the basic conventions of legal indexing with regard to appropriate content, vocabulary, headings, filing, locators, presentation and updating indexes.

NB Bookings are essential: The session will be held via Zoom. Participants will be emailed login details prior to the meeting. To ensure that you receive your login details, please book a place for the session by the due date above.

Madeleine Davis and Karen Gillen



Informal ICRIS Meeting minutes, 29 September 2021

Minutes of the Informal ICRIS Meeting on September 29, 2021, via Zoom

Attendees

ANZSI: Madeleine Davis, Tracy Harwood
ASAIB: Karin McGuirk, Marlene Burger
ASI: Devon Thomas
CSI: Lijun Liu, Xueke Yang
DNI: Katharina Munk, Jochen Fassbender
ISC/SCI: Alexandra Peace (chair), Margaret de Boer
NIN: Caroline Diepeveen, Pierke Bosschieter (minute taker)
SI: Nicola King, Ann Kingdom
ICRIS website manager: Maureen MacGlashan
The Indexer: Mary Coe
Absent: Eileen O'Neill (AFEPI Ireland)

Meeting

The meeting started with a round on news on every society, with the following subjects in mind:

- Membership numbers and retention
- Meetings and attendance
- Conferences and how they will be run
- Standardization: NISO/other countries
- Indexing day
- Affiliations with other societies

ANZSI: Madeleine Davies

- 86 members. We have a few indexers who retired and a few new indexers. But how do we give them work?
- We held zoom meetings
- In the process of organizing 3 online legal workshops
- We have been asked to affiliate with the Institute of Professional Editors (IPEd) and would like to talk about this later on.
- How will the ICRIS zoom meetings develop in future?

CSI: Xueke Yang

- 1600 members, institutional members included
- In November this year we will have a general election in Shanghai
- We celebrate our 30th anniversary
- We have developed a standard for indexing dissertations
- We hope to collaborate again with *The Indexer* in future
- We hope to collaborate more with the other societies

ASAIB: Karin McGuirk

- 67 members, of which 27 paying members and 4 new members
- We had several zoom meetings, and they are working well

- We held our conference on 20 May, together with our 'Indexing Day', online. It was quite interesting and with good attendance from all over the country.
- We have a new executive member, since a member sadly died
- We are planning a bibliography workshop
- Next year's conference will be 2 days and hybrid

NIN: Caroline Diepveen

- Stable membership of 10
- We had 2 informal Zoom meetings
- We established an email group for the members to exchange jobs and ask questions
- Most new members are internationally orientated especially for workshops and webinars
- Jobs are plenty

DNI: Jochen Fassbender

- 48 members, of which 10 are non-indexers, 25 are active members, and 6 are outside of Germany
- We are affiliated, in an unofficial capacity, with the German Society for Information Science (DGI). We offer reduced rates to members.
- We organised one online meeting this year and one is planned in October. The Book Fair will be a restricted one (masks etc.)
- The Berlin conference 2022 will be announced on the website of the DGI shortly
- Our own website is evolving and is making progress

SI: Nicola King

- Membership has not changed
- We had several Zoom meetings for local groups and workshops with specific subjects
- We are comparing our British standards with the new NISO standard and will publish about this shortly
- We are affiliated with CIEP (formerly SfEP) Chartered Institute of Editing and Proofreading
- The book of Dennis Duncan about indexes is providing us with a lot of free promotion
- There is plenty of work for members
- The conference will be in November, completely online. Dennis Duncan will talk with Paula Clark Bain, the indexer of his book, about the work of an indexer. Rest of program is interesting as well. Booking will open shortly

ASI: Devon Thomas

- Membership 400, steady
- We are organizing online webinars and courses, about evaluation of online information, on indexing names/geographical names and a three-part course on indexing religious texts
- Our conference will be in Spring 2022, again online
- We are running a survey on eBook indexes
- We have no current formal affiliations. We have a representative at NISO, but this is not reciprocal. We had a membership with the Association of American Publishers but we dropped our membership. We are considering other affiliations, but there are many in the US and we want a good fit. Some US indexers are also members of the Editorial Freelancers Unions but ASI itself is not affiliated with it.
- It is hard to get started, but there's a lot of work

ISC: Alexandra and Margaret

- Membership 125, of which outside of Canada, and 11 institutional members
- We organize monthly regional and national meetings

- We did hand out our diversity bursary and volunteering award
- Heather Ebbs received a merit membership
- Magpie Kudos, a way for members to thank another member, is working well
- Webinars are still a work in progress
- *The Indexer* is now printed in Canada, which means we receive it with very little delay
- A new indexers resources committee is taking shape
- The 2022 Conference will also be online. Last conference was a great success
- Affiliations. We are a member of the Book & Periodicals Council and have an unofficial affiliation with Editors Canada. We offer members reduced prices

The Indexer: Mary Coe

- There is an advert for the Berlin conference in the next issue
- September issue is out now
- In the December issue Jochen's list has pride of place. The list will also be published on *The Indexer's* website
- Will try to incorporate more Chinese articles. An article on the new standard for dissertations would be a good idea.
- More articles on the history of the index/indexers

Triennial News: Caroline Diepeveen

- The planning is now for a hybrid conference
- Dates 17-18 October 2022, the ICRIS meeting will be on the 16th. This is immediately after the Book Fair
- There are now 3 keynote speakers - One from the UK: Judith Flanders, who will talk about alphabets. One from Germany: Urs Stehili, who will talk about the sociology of indexing/list making and one from the Netherlands: Prof. Kiene Brillenburg Wurth, who will talk about the future of indexing/non-alphabetic indexing.
- Call for papers is still open
- Website will launch shortly (as you read on the ICRIS list, it has already launched)

Discussions

Work for new indexers:

Alex: diversity award bursary for the training course, informal groups that pass work on to beginning indexers and a new indexers resources committee is in the works

Madeleine: 3 legal indexing courses, but we can't offer Australian indexers work in this field. We discovered that an Australian university is offering an indexing course to students finalizing a thesis. We will report back on this at the next meeting.

Website ICRIS:

From Madeleine comes the question if ICRIS shouldn't have its own website? Opinions are divided. It is probably uneconomical, and we don't know what Rebecca's views are on this. So we decide to put a committee together that is going to investigate this and report back at the conference in Berlin. Alex is going to chair this committee and the members will be Mary, Rebecca, Maureen, Ann, Madeleine and Pierke. Alex will send an email out.

Affiliations:

[Affiliations] with editors and publishing organizations, should be reciprocal arrangements. So that editors know about indexing. Editing can be a second string to the bow of indexers. Sometimes the SI had joint conferences with SfEP that worked very well.

Standardization:

In China there were recently 3 standards published. Can we see them? There will be a comparison of the British standard and the NISO standard published in *Sidelights*. There is a German Standard from 1988. There should be an overview of standards on the ICRIs website, also in foreign languages. Are there French and Spanish standards?

Conferences hybrid or online only?

Alex: For Canada a hybrid conference was not economically viable and there were too little human resources for this. We think we will be alternating every year

Karin: We didn't have very good experiences with hybrid conferences, so we opted for online

Devon: hybrid conferences costs too much to do it right (film & sound crews). We're talking 1000s of dollars

Alex: in a hybrid setup the breakout rooms will suffer, and they are such a nice way to network

Caroline: For the Triennial we are still thinking of a hybrid conference. We will need extra people to organize this. We certainly will not offer the whole package online as well, only the highlights. Heather Hedden was very enthusiastic about a hybrid conference she attended recently in Amsterdam. We will ask her how this was arranged. Probably intra-European travel won't be a problem, but we will see how things develop with international travel

Next Meeting:

The SI will host the next meeting in April 2022



What's in *The Indexer*?

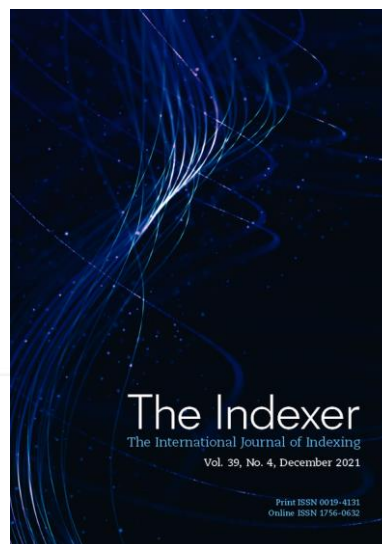
The December issue of *The Indexer* out now.

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

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Editorial, Coe, Mary

Remembering Drusilla Calvert (29 July 1944-26 May 2021), Kingdom, Ann

The Manual de estilo Chicago-Deusto and indexing techniques in Spanish-language indexes, Fassbender, Jochen

Navigating the information space of the Mary MacQueen Scrap Book wiki: is it an index, a mind map or a topic map?, Jansen, Bob Browne, Glenda

Dictionary of basic indexing terminology ; Wörterbuch der Grundterminologie des Indexierens
 Woordenboek van basis indexeringsterminologie Diccionario de terminología esencial de
 indización Dicionário da terminologia básica de indexação Dictionnaire de terminologie de
 base de l'indexation, Fassbender, Jochen

'Indexing Unlimited': the Indexing Society of Canada/Société canadienne d'indexation
 (ISC/SCI) Virtual Conference 2021, Coe, Mary, Kingdom, Ann

Indexes reviewed, Shuttleworth, Christine

Book Review, Combs, Michele

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ANZSI events

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

ANZSI Council meetings

TBA for 2022

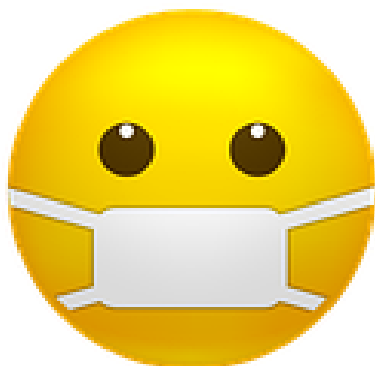
via Zoom videoconference

ANZSI PD Legal Indexing 3

1 February 2022

Times various, Zoom webinar

See details on page 8



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Events

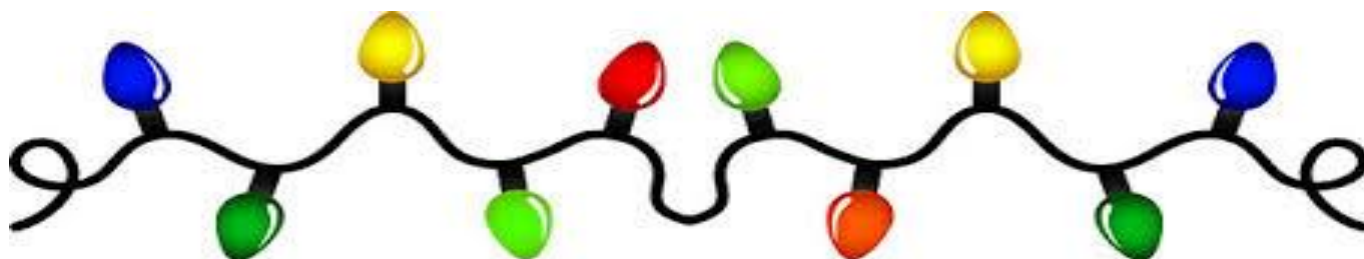
Continental Connections: International Indexing Conference

17-18 October 2022, Berlin, Germany and online

To coincide with the triennial meeting of ICRIS (International Committee of Representatives of Indexing Societies), an international conference will be held in the heart of Europe, enabling participants to explore one of the most famous and cosmopolitan cities in the world.

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 Information und Wissen (DGI), the conference is likely to be a hybrid event - online and on-site - in the expectation of a return to quasi-normal international travel.

<https://dgi-info.de/continental-connections-international-indexing-conference/>



Contact information

General email: info@anzsi.org



ANZSocietyIndexers



@ANZSI_indexers

ANZSI Council 2021-22

President: [Madeleine Davis](#)

Vice-president: [Shirley Campbell](#)

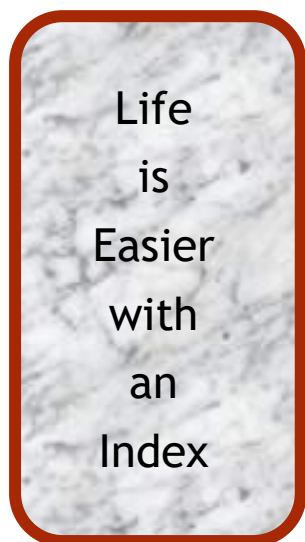
Secretary: [Sherrey Quinn](#)

Treasurer: [vacant](#)

Council members: 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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Please email contributions to the editor, Elisabeth Thomas, at editor@anzsi.org.

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