

INDEXING SOCIETY OF CANADA
SOCIÉTÉ CANADIENNE D'INDEXATION

Bulletin



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Editor, Comments from

Does anyone else feel surprised that the end of the year is here? I've been preoccupied with all manner of things and didn't notice 2023 was about to end (punctuated with a wallop of snow, at least where I am!).

Save the date for the Society's 2024 virtual conference, *The Art of Connection*, to be held from May 30 to June 1. Enid Zafran, recipient of the 2023 Ewart-Daveluy Award, is featured in this issue's "Focus On." And congratulations to the two winners of the 2023 Diversity in Canadian Publishing Bursary Award, Pascale Hutton and Sade Cooke.

A special thank you to all the volunteers who have brought this issue to life. Now you can make some tea, put on your cozy socks, and enjoy the rest of this issue! Best wishes to all in 2024!

I welcome articles and ideas for future issues. Feel free to contact me at Bulletin_editor@indexers.ca.

Vicki Gregory

Le mot de la rédaction

Est-ce que quelqu'un d'autre que moi est surpris de l'arrivée de la fin de l'année? J'ai été préoccupée par les choses matérielles et je n'ai pas remarqué que 2023 était sur le point de s'achever (fin ponctuée par une bordée de neige, là où je demeure du moins!).

Réservez-vous les 30 mai et 1^{er} juin 2024 pour participer au congrès annuel virtuel de l'association, sous le thème "L'art de la connexion." Enid Zafran, récipiendaire du prix d'excellence en indexation Ewart-Daveluy 2023, est l'invitée de la rubrique "Focus On/ Lumière sur." Et félicitation aux récipiendaires de la bourse Diversité dans l'édition au Canada (TIDE), Pascale Hutton et Sade Cooke!

Un merci spécial à tous les bénévoles qui ont permis à ce numéro de voir le jour! Vous pouvez maintenant vous préparer un thé, mettre des bas confortables et profiter de ce numéro! Meilleurs vœux à tous pour 2024! J'attends vos articles et suggestions pour les prochains numéros. N'hésitez pas à me contacter à Bulletin_editor@indexers.ca

Vicki Gregory

Upcoming Meetings and Events

Regional meetings

BC Region—BC Regional meetings are on the 4th Wednesday of every month, at 4:00 p.m. EST. For more information contact Judith Nylvek, bc_rep@indexers.ca.

Central Region—Meetings alternate between the last Tuesday and last Saturday of the month, every month. For more information contact Ronnie Seagren and Emma Warnken Johnson at central_rep@indexers.ca.

Eastern Region—Meetings are held on the 3rd Wednesday of every month, at 7:00 p.m. EST.

If you are interested or have any questions, please contact Wendy Savage at eastern_rep@indexers.ca.

Prairies & Northern Canada— If you are interested

or have any questions, please contact Jess Herdman at prairies_rep@indexers.ca.

Members Monthly Video Chat

The national monthly video chats are now held on either a Wednesday or Saturday on alternating months. Dates and links can be found on the website (<https://indexers.ca/events/>) under Upcoming Events on the home page.

The next executive committee meeting will be held on Jan. 20, 1:00 p.m. EST. Please let your regional rep know if you have any questions or concerns for the executive committee.

Announcements

Conference 2024

Our Conference 2024 is shaping up nicely. This year it will be virtual and held on the weekend of Thursday to Saturday, 30 May–1 June 2024. Our theme centres around connections and the title is “The Art of Connection.” The conference will have some really interesting programming, including presentations on indexers in the publishing industry, embedded indexing, and indexing on the road. We are also putting together a really fun stitch-and-bitch project for attendees. We’re very excited about this one!

Registration will open in February. The executive voted in November to keep all fees the same as in 2022, so the early-bird price has been set at \$100. It’s a very affordable way to join your community to learn, share, and network. See you in May!

Maggie Billard, Conference Chair

Presidents' Messages

The leaves are falling from the trees outside my window, and I'm falling behind. But I'm also raking everything together and getting my ducks in a row (to mix metaphors). Indeed, a lot has been happening in the background that I only truly notice when I sit still for a bit. Alexandra Peace and I have been working on a presentation about indexing to give to publishers as well as editors, while Maggie and I are working on our reports from the summer's Editors Canada conference. You can find more details about what the executive has been up to in the writeup on page 7.

Jolanta Komornicka

Six months into taking on this role, I'm learning, I'm growing, and I'm trying to panic less in executive meetings when I have to make a motion!

Last *Bulletin* I wrote about temporarily hiring a bookkeeper to review our bookkeeping system, and now we are actually moving forward on this initiative. In the coming months, Jola and I will be working on reviews of our time at the Editors Canada conference back in June, so stay tuned! Meanwhile, the Conference Committee is busy preparing the next ISC/SCI conference, coming up in May–June 2024.

Maggie Billard

Messages de la Présidence

Les feuilles tombent des arbres devant ma fenêtre et je tombe à leur suite. Mais je suis aussi en train de ratisser pour tout rassembler, d'aligner mes canetons (pour mélanger les métaphores) et en réalité il s'est passé beaucoup de choses en arrière-plan que je commence simplement à remarquer quand je m'assois calmement un instant. Alexandra Peace et moi avons travaillé à une présentation à propos de l'indexation destinée aux éditeurs et aux réviseurs, tandis qu'avec Maggie nous avons travaillé sur notre rapport à propos du congrès de Réviseurs Canada en juin. Vous pouvez trouver davantage d'information sur ce qu'a fait le Bureau de direction dans le résumé de la page 7.

Jolanta Komornicka

Six mois depuis que j'ai pris cette fonction : j'apprends, je grandis et j'essaie de moins paniquer lors des réunions du Bureau de direction lorsque j'ai une motion à proposer!

Dans le dernier Bulletin, j'écrivais à propos de la pertinence d'embaucher un comptable : nous sommes en train d'aller de l'avant avec cette initiative! Dans les prochains mois, Jola et moi allons travailler à revoir le résumé de nos activités au congrès de Réviseurs Canada en juin, restez à l'affût! Dans le même temps, le comité du congrès prépare activement le prochain congrès de la SCI/ISC, qui aura lieu en mai-juin 2024.

Maggie Billard

Annual Letter

Dear Members,
Thank you for supporting ISC/SCI with your membership. Just to make sure you know, I've listed some email addresses below that you can use to contact people you might need.

Your first line of contact is your regional representative. They are on the executive, so if they can't answer your question, they will be able to find someone who can! The four reps look after four regions in Canada as follows:

- British Columbia: bc_rep@indexers.ca, Judith Nylvek
- Prairies and Northern Canada: prairies_rep@indexers.ca, Jess Herdman
- Central Canada (Ontario): central_rep@indexers.ca, Ronnie Seagren and Emma Warnken Johnson
- Eastern Canada: eastern_rep@indexers.ca, Wendy Savage

If you have a very specific question, check out these other contacts:

If you are having trouble with your membership or your *Indexer* subscription, please contact membership@indexers.ca. This year you will reach Tanvi Mohile.

If you would like to volunteer for the Society, please look at the "Committees and Volunteer Opportunities" page on the website (under the Resources menu) for the contact information for individual committees.

If you find that something is missing or needs attention on the website, please contact administrator@indexers.ca. This year you will reach Christine Dudgeon.

If you have a yen to write an article for the *Bulletin* or if you have some news that you think would be useful in the newsletter, please contact bulletin_editor@indexers.ca. This year you will reach Vicki Gregory.

Conference 2024 will be virtual. Its chair, Maggie Billard, will be pleased to hear from you if you have ideas for a presentation or would like to volunteer: conference_chair@indexers.ca.

Finally, if you don't know who else to contact, just email presidents@indexers.ca to reach me, Jolanta Komornicka, and Maggie Billard, your co-presidents.

Thanks again,

**Jolanta Komornicka and Maggie Billard,
Co-Presidents, Indexing Society of Canada /
Société Canadienne d'indexation (ISC/SCI)**

The Indexer

The International Journal of Indexing

Articles in Volume 41, Issue 4 (December 2023) include:

Editorial
Mary Coe

Research Articles
Metadata at The New York Times
Jennifer Parrucci

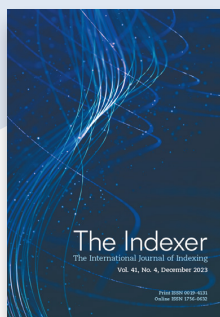
Mondeca for thesaurus, autotagging, and ontology management
Glenda Browne and Helen Moore

What's in an index? The hidden work of indexing
Urs Stäheli

The first indexes? Eusebius's canon tables
Jolanta Komornicka

'Rather a complicated person': indexing T. E. Lawrence
Hazel Bell

Book Review
Book Indexing: A Step-By-Step Guide by Stephen Ullstrom
Madelon Nanninga



NOTICE: *The Indexer* will be moving to a new distribution model in 2024.

Quarterly issues of the journal will now be published in an electronic version on the regular schedule. In addition to access to individual articles on the LUP website, the complete electronic issue will be available as a PDF. A printed volume containing all four issues for the year will be distributed in December.



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SEPTEMBER AND NOVEMBER EXECUTIVE COMMITTEE MEETINGS

Jolanta Komornicka

Two executive meetings have come and gone since our last *Bulletin*. The executive holds three main meetings per year, plus one for the budget (in April for 2023), the AGM (June), and the one for conference information (in November).

For both meetings (4 September and 11 November), the consent agenda passed unanimously. The consent agenda concerns updates and reports from the various committees that help our society run smoothly but do not require discussion. This gave us the opportunity to turn to those reports that warranted more careful attention from the executive.

In September we discussed temporarily hiring a bookkeeper to review our bookkeeping practices by end of year, and as of November we have found a candidate to move forward with.

In September the executive voted to move forward on the incorporation project by talking to lawyers, and at November's meeting it was confirmed that ISC/SCI is

incorporated—as of September 2023! We will be continuing this project by creating by-laws. Thank you to JoAnne Burek for taking the initiative on this long-awaited project.

In November we had a discussion about the lending library, which has been relatively quiet. The executive will revisit the progress of this project in spring 2024, and in the meantime the committee will continue its marketing initiatives.

There was also an update on Conference 2024. The next (virtual) conference is shaping up nicely. The executive voted to keep fees the same as in 2022 so that it will remain as affordable as possible for our members.

TIDE brought forth several motions around our bursary, outreach, and diversity, equity, and inclusion programs. The executive has voted to continue offering the bursary; this is an important program that brings new and diverse members into our society.

Our next meeting is scheduled for 20 January 2024.

Awards

Winners of the Diversity in Canadian Publishing Bursary Award for 2023

The Indexing Society of Canada / Société canadienne d'indexation (ISC/SCI) is pleased to announce two winners this year! Pascale Hutton and Sade Cooke are the 2023 ISC/SCI Diversity in Canadian Publishing Bursary Award recipients.



Photo provided by Pascale Hutton

Pascale Hutton is from Winnipeg, Manitoba. She is of Métis (Charette, Lagimodière, and McDonald families) and French-Canadian ancestry. She identifies as ace or asexual. She is in her last semester of the Master of Library and Information Sciences program at the University of Alberta and is currently working as an archive technician at the Archives of Manitoba. Pascale hopes that through indexing more Indigenous and/or queer readers like herself can see themselves reflected on the page. She is grateful for the opportunity and looks forward to beginning her journey in indexing in early 2024.



Photo provided by Sade Cooke

Sade Cooke (they/them) is a critical information worker based in Kijipuktuk, Mi'kma'ki. They hold a Master of Library & Information Science and a MA in Gender Studies, and have previously worked in public libraries and community archives. Sade is eager to incorporate their passion for anti-oppressive subject analysis into their new career as an indexer.

With this bursary, ISC/SCI aims to help achieve equality of opportunity for aspiring indexers belonging to under-represented and/or marginalized groups. The bursary covers fees for an approved indexing program, two years of ISC/SCI membership with listing, and entry into the Mary Newberry Mentorship program.

Congratulations, Sade and Pascale!

Bringing the Outside In: Expanding Your Indexing Horizons: SI Conference, 26 September 2023, Leeds, UK

Margaret de Boer

The UK's Society of Indexers (SI) held its first in-person conference since the pandemic, in Leeds.

The gathering of indexers began the day before the conference, with a walking tour, led by SI member Ruth Ellis, of downtown Leeds. We saw many significant historic areas, including buildings with striking architecture, many of which reflect the city's rich history in textiles and agricultural trade. We walked through old covered shopping streets adorned with intricate floor mosaics and ceilings. Ruth also led us to the canal under the busy historic train station (circa the mid 1800s) to show us the river that runs underneath it. Quite an engineering feat to construct arches over the river to support all the tracks and infrastructure above! It was a very informative tour; Ruth was well prepared, with well-researched commentary that greatly enhanced our enjoyment. It was a perfect icebreaker event to meet other indexers and learn about Leeds—including a pub visit at the end to quench our thirst and rest our tired feet!

The conference setting was well chosen: a modern venue on the top floor overlooking the city, in keeping with the theme of the conference: "bringing the outside in: expanding your indexing horizons." There were approximately 30 attendees, including three international representatives (from Canada, the Netherlands, and Switzerland). After not being able to meet in person because of the pandemic, everyone was clearly very excited to reconnect. Smiles abounded.

The conference began with a networking icebreaker. Index cards (appropriately!) were handed out and we were asked to circulate among fellow attendees, find at least four indexers, and ask the questions listed on the card. I learned that one member is a church bellringer, but more importantly it was a great opportunity to learn about other indexers' backgrounds and indexing specialties. It was a lovely way to begin the conference.

Nicola King (SI chair) and Sam Leith (SI president, via Zoom) gave a brief welcome and officially opened the conference. Sam's encouraging message focused on the importance of indexes and the value of conferences.



Conference participants in Leeds. Photo provided by Margaret de Boer.

Session 1 "Client Carousel. Indexing for different types of clients: academic authors, academic publishers, book packagers, and trade publishers."

We began expanding our indexing horizons with an interactive discussion of four types of clients, each represented by a different table. We were asked to spend 20 minutes each at two tables and then convened as a whole to summarize the similarities and differences between clients. We all could have chatted longer than the allocated 20 minutes, as the sharing of ideas among group members came easily. We nodded in agreement at many of the comments, which were familiar to many of us in our communications with authors, packagers, and publishers.

Academic authors: Tanya Izzard, who works frequently with academic authors, led this session. We shared similar accounts about how they find us, which is often via our listing on the Society's website or a referral from one of their colleagues. Indexers shared that, during the negotiation process with the author, they always have to explain the indexing process: no, we don't just search the PDF for terms, and yes, we do read the entire book! We were generally in agreement that when an author sends a list of suggested entries, we index the book and then look at

the document later to see if there may be entries suitable to add.

Academic authors tend to contact you earlier in the process; however, oftentimes the manuscript arrives later than expected, as first-time academic authors are often not fully aware of publishing timelines. Indexers agreed that academic authors need more education about the publishing process, especially first-time authors. It was acknowledged that guiding and educating new authors takes time. The payment process can often take longer, as payment processing at a university involves many layers of administration.

After the index is sent in, indexers often need to deal with more queries from academic authors. On a positive note, it is encouraging to know that the author has read the index carefully and acknowledges and appreciates your work. However, it was agreed that boundaries need to be set when agreeing to make amendments to the index. Be clear at the start, during the negotiation process what you will do gratis and when you will begin to charge for changes, and what that hourly rate would be. It was agreed that working for academic authors is usually a satisfying experience, although there is less repeat work compared to working for a publishing house.

Academic publishers (e.g., universities) and academic institutions (e.g., museums): Group leader Nicola King explained that university presses are usually more accurate with their timelines, compared to working directly with academic authors. They will usually give an accurate description of the contents and length so you are able to judge the type and amount of work involved. Indexers agreed that getting into academic indexing may lead to connections with the authors' colleagues and repeat work. University presses generally pay well, although often there may be more paperwork to process in order to obtain payment. Nicola offered the tip that if you've worked frequently for the same university press and developed a good relationship with them, ask what's coming up. Sometimes they will come back to you with a list of upcoming books and you just might be able to choose the subject matter that interests you.

Book packagers: Session leader Melanie Gee, who had recently run a survey of book packagers, was able to discuss some of the results that came out of the survey. It seems that many SI indexers do work for packagers, despite tight timelines, poor rates, very last-minute commissions, and complex invoicing systems, not to mention their failure to act as gatekeepers between indexers and authors with unreasonable demands. Despite these disadvantages, occasionally there is scope for negotiation on timing, and for

newer indexers they can provide a steady stream of work while they are establishing a more attractive client base.

Trade publishers: Group leader Ruth Ellis, who has moved increasingly from academic indexing to working for trade publishers, extolled the advantages of working for these clients, who frequently offer repeat work. Good contacts are worth holding on to. They generally keep to agreed production schedules (these are often very tight) and expect indexers to do the same, delivering on time and within budget. Tight space restrictions are often imposed, leading to less detailed indexes being required. Ruth outlined various strategies for identifying which publishers to approach, emphasized the importance of having a good directory entry, and explained how she manages to juggle several simultaneous projects.

Session 2: "Editing an Index"

Nicola King led this session, at which newer and more seasoned indexers learned and shared editing tips and techniques. Nicola stressed that the goal of editing is to make the index user-friendly and not overly complicated. Look at synonyms, combining terms, double entries, cross references, dealing with limited space, and making efficient use of time. At the end of editing, it is hoped that the index will include balanced and relevant coverage, offer easy access, have a clear layout, be consistent in form and process, and, importantly, contain no errors!

Attendees shared their process and what worked for them. Do you refine as you go or leave it to the end? How much time do you devote to the editing process? How do you identify entries requiring review? Participants were generous in sharing tips about what worked for them.

Nicola had us think about many considerations to keep in mind while editing:

- Would anyone look up this entry? Would they find anything useful if they did? If the answer is no, delete it!
- Is the entry phrased in the best way possible? Does it start with a useful keyword?
- Check for ambiguity, lack of clarity, and over-wordiness.
- Are there adjacent entries beginning with the same word that could usefully be merged?
- Are all the necessary cross-references and double entries in place? Some indexers put in cross-references and double entries as they go along, while others prefer to leave this to the end.
- A subject thesaurus can be useful to suggest possible alternative terms.
- Is there a string of locators that needs breaking

down? Break down any strings of more than about five to seven locators by creating subheadings or by deleting trivial mentions.

- Try to avoid long, complex entries with many levels of indentation, which are hard to navigate and liable to be messed up by typesetters. Something that looks complicated and clever is not necessarily the most effective.
- What can you leave out? Review entries with only one locator and determine their usefulness to the reader.
- Remember to pay attention to the publisher's instructions, especially regarding length and layout.

In the end, there were many similarities among indexers' editing styles. However, we all have our own way of coming to the same result, which in the end is a concise and useable index.

Session 3: "Indexing Different Formats"

Three short sessions on indexer experiences working with different formats were presented. It was quite interesting to hear about the joys and pitfalls they encountered on their indexing journeys.

Melanie Gee on Indexing the letters of poet Seamus Heaney: Melanie found indexing a collection of letters to be a stressful experience, as she had never indexed letters before. There was a fear of doing something new, but she set out to research articles on indexing letters; she also needed to follow the style of a similar text. After completing the time-consuming and intense experience of indexing 800 pages of text to deadline, she was proud to have created three different indexes in parallel: names, titles, and a subject index. And she said she'd do it all again!

Sue Goodman on heavily illustrated books: Sue gave useful tips for indexing illustrated books. Pay attention to illustrations with the same title and determine how to differentiate between the two. She also suggested using the locator for where the caption is located, not where the illustration is located. The rationale is that the caption will offer useful information for the reader and will point to where the illustration is. Art books often require additional indexes: a subject index, one for titles of works, and one for names.

Ruth Ellis on children's books: Ruth offered some important information for creating indexes for younger readers:

- Know and understand your target audience.
- Do not index the metatopic.
- Use nouns and gerunds.

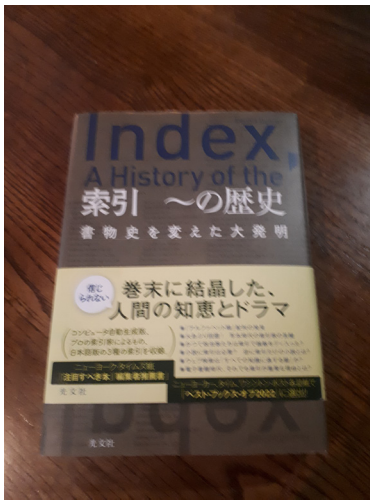
- Double post and never cross reference.
- Do not use subheadings.
- Do not be afraid to use words children might look up, such as *poop* or *farts*.
- Enter locators in full and do not use page ranges (e.g., 25, 26, 27, not 25–27). Children may not understand what a page range indicates.
- Depending on the age range, when dealing with sensitive subject matter, be thoughtful about using inclusive terminology that it is age appropriate.

Session 4: "Navigating New Horizons: A Seminar for Students and New Professionals"

This session, led by Lyndsay Marshall, focused on contacting potential clients, job duration estimates, fees, and deadline negotiations. The attendees were a mix of newer and some experienced indexers, which offered a good opportunity for asking about anything and sharing experiences.

Whether you were a new or experienced indexer, Lyndsay created a comfortable and positive atmosphere, offering many suggestions we could all benefit from:

- Attend conferences and local meetings as a way to gain knowledge and to network with fellow indexers, since sometimes referrals can come from other indexers.
- Consider your strengths and focus your subject area on that strength.
- Gather resources (often available through the government) on setting up your business.
- Research the publishing market; know the types of presses and what types of books they publish.
- Market yourself: create a website; have a listing on your society's webpage; add your society's logo to your email signature.
- Send speculative emails to publishers. Find a contact name on their website and introduce yourself and your skills and subject specialization. Ask if they have any projects available and ask them to keep your details on file, as publishers do keep lists of indexers to contact.
- When you are contacted by a prospective client, respond quickly, by the end of the day or the next day at the latest. Respond with a quotation document indicating an interest in the subject matter. Include a caveat, such as this example, that makes clear any expectations for amendments: "Up to two hours of edits to the index are included at no charge, since this is usually sufficient for a reasonable number of added, deleted, or reworded items. Additional edit time, if required, will be billed as an added charge at the rate



Japanese translation of the *Index, A History of the*, by Dennis Duncan.

have met the deadline, responded to queries, and promptly submitted your invoice.

- When setting up your invoicing system, try to avoid a numbering system beginning with 001. Consider using a date numbering system, such as 20230926. That keeps your invoices in numerical order and doesn't communicate the newness of your business.

Session 5

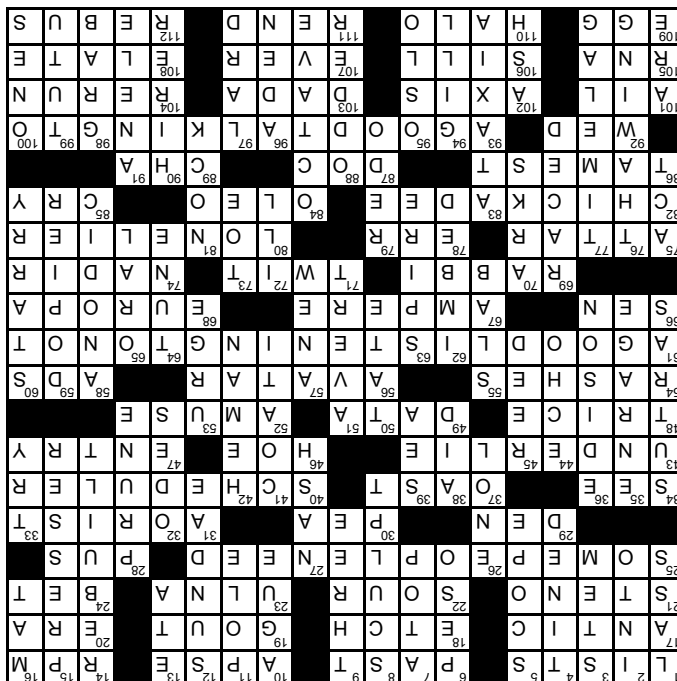
The final session focused on continuing professional development (CPD) opportunities within SI and achieving fellowship status by way of a points system, depending on what you've participated in within SI. Included was pre-recorded video statement by Mary Coe on the benefits of writing for *The Indexer* as a form of professional development.

After the final session, indexers wandered over to the Editor's Draught pub for more chat and connections. Paula Clarke Bain showed us the latest translation, into Japanese, of *Index, A History of the*, by Dennis Duncan. A dinner together concluded the conference. Heartfelt goodbyes were exchanged, including a persuasive appeal to and promises made by indexers to attend the ISC/SCI conference in Toronto in 2025!

of \$XX.00 per hour."

- If there is no negotiation on the fee, you may be able to negotiate the deadline.
- If you must turn away a project, add that you will be available for future work. Keep documentation of all correspondence with prospective clients.
- Information about forthcoming books can often be found on the publisher's website. It will give you an idea of the content, length, and intended audience.
- Once you have completed the index, ensure that you

Crossword Solution



Wise Words: Solution

"Some people need a good listening to, not a good talking to." These wise words were spoken by one of my trainers during my peer leader training for the Women@Heart program of the Ottawa Heart Institute. (Women@Heart is a peer support program for women with heart disease.) Listening is a vital skill not just for leaders of all sorts—teachers, managers, coaches, parents, etc.—but also in any gathering of two or more people. Not that it's a new idea. As the ancient Greek philosopher Epictetus said back around 100 CE, "We have two ears and one mouth so that we can listen twice as much as we speak."

Heather Ebbs

Focus on . . . Enid Zafran

How long have you been indexing? Where did you get your indexing training?

I started indexing in 1975 when I was working at a law publishing company in Cleveland, Ohio. They had an in-house indexing department. I had been hired as a proofreader, but when they realized I had a master's in library science (from the University of Kentucky), they thought I should become an indexer. I had not taken an indexing course in library school, but they trained me. At that time we used index cards and wrote out our entries. Then they were typed into a mainframe computer system by workers in another department, and the next day we got back printouts that had to be proofread against the written cards. For those of you who started indexing after 1990, you came into the field after we migrated to using PC software. So I am talking about some early times; however, the basics are still the basics.

Which indexing software do you use?

In 1989 I moved to Alexandria, Virginia, and worked briefly as a freelancer for a company called EEI, which provided editorial and indexing services to publishers. They had CINDEX version 1 (DOS) and showed it to me. It was a real gamechanger. Shortly after that time I started at the Bureau of National Affairs (BNA) in Washington, DC, as Director of Indexing Services. I oversaw a department of 43 indexers, and I quickly realized that we should migrate from an old mainframe system to CINDEX on the PC.

We were able to consult with Frances Lennie of Indexing Research, who developed CINDEX, about the specific needs of our products, and then we worked with Dave Ream, who wrote external programs that interacted with CINDEX to create the typesetting outputs (and later electronic outputs for CD/DVD) required for the BNA publications. When CINDEX moved from DOS to Windows, our lives improved even more, as the program became more robust and flexible in terms of searching, sorting, introducing special characters, etc. At this point I cannot imagine trying to index without this software.

What was it that attracted you to indexing? Why did you think it would be a good fit?

In college I had majored in Latin, so I had a background very attuned to language and picking the right word for a translation. I have a keen eye for detail and a good



Enid Zafran. Photo provided by Enid Zafran

memory. My liberal arts background, my training as a librarian, and later my legal studies (I have a JD) all come into play in the field of indexing. I also love the aspect that you learn something you didn't know from every book you index! Indexing allowed me to think big picture while doing all the nitpicky stuff I love. I just feel lucky every day that I found the perfect niche for my professional career.

Over the years you have taught many workshops and given numerous presentations. You also developed a boot camp for indexers. Tell us about your interest in sharing information and training others.

I realized that after the basic courses (primarily Berkeley and ASI in the US and Canada), new indexers are often flummoxed about how to proceed to the next step. They have, as I like to say in the course, gotten the basics and are on the tip of the iceberg, but there is so much more to know to make that next leap.

They have to get work, as they need to do a minimum of 1,000 hours of indexing before they start to get the flow and a good amount of experience. It is difficult to get that work, so I most often mentor new indexers for another six months to a year after they take the Boot Camp, by giving

them jobs suited to their strengths. I also teach them how to set up a project and a strategy for creating an index. If they use CINDEX, which is the software I use, I teach them many shortcuts as well as more advanced features of the software.

Sometimes when people are thinking about getting into the field and contact me, I give them a short exercise to do that shows me if they have a natural ability and if indexing will be a good fit for them. This exercise involves indexing four pages, and I give them very detailed instructions about how to approach it. It should take them four or five hours, as they have to do it using the free demo version of CINDEX, so they need to master the software in a very rudimentary fashion (I also give them directions for that).

One time I had a woman who told me she had worked on the exercise for more than 20 hours! I insisted she show me what she had produced, and OMG, it was just plain bizarre. She and I readily agreed that indexing was not for

her, and the next week she sent me a gift card — I had saved her from paying for a course and spending even more time to find out she did not like it and could not do it. I've always considered that a great success, just as much as someone's taking the Boot Camp and going on to a successful career.

I really like the interaction of training one-on-one, where we go at the rate of the learner. The trainee has my full attention for three days, and by Day 3 we are doing actual work and they can see how much they have mastered. For them the three days of training are intense; I tell them more than they can retain, but they have the handouts and notes as well. Then, as they continue to do work for me, I provide ongoing feedback and training. The first two years of indexing are a period of ever-increasing productivity and breakthroughs, especially as you handle different types of books and different subject areas, all of which have unique aspects to master.

Editor's Corner

A Canadian English Dictionary

Jolanta Komornicka

The discussions in this column are to help indexers make decisions when a text does not provide guidance. Nothing here should be taken as prescriptive, nor is it meant to replace the author's words with the indexer's.

This issue's Editor's Corner is a bit different, as I want to let everyone know about an exciting project that Editors Canada has launched. As many of you are doubtless aware, the current Canadian Oxford Dictionary (2nd edition) dates from 2004, and Oxford has no plans to come out with a third edition. So Editors Canada has begun writing what will be the first new general dictionary of Canadian

English in two decades! The association is partnering with the Strathy Language Unit at Queen's University and the Canadian English Lab at the University of British Columbia. The plan is that it will be published bit by bit digitally as each part is compiled; then a print edition will come out once the project is complete. To learn more about the project, as well as see sample entries (they've begun work at Q), go to canadianenglishdictionary.ca.

If you have ideas for future Editor's Corner articles, please contact jnk@closerreadingie.com.

Winner of the 2023 Purple Pen Contest

The Institute of Certified Indexers (ICI) is pleased to announce that **Elizabeth Bartmess** has won the 2023 award in this contest for new indexers.

Elizabeth is a San Francisco Bay Area indexer with a background in the social and information sciences. Her formal indexing training includes the American Society for Indexing's Module A and UC Berkeley's extension course. She holds an MS in information, an MS in psychology, and a Certificate in Culture and Cognition from the University of Michigan, plus a BA in psychology from Rice University. Her previous work experience includes data management and statistical programming, project management, and writing and editing.

She discovered indexing in 2022 while exploring freelance editing as a potential career.

Elizabeth is a member of the American Society for Indexing (ASI) and Indexing Society of Canada / Société canadienne d'indexation (ISC/SCI) and serves as program co-chair and co-webmaster for ASI's Pacific Northwest Chapter.

Her award-winning index can be found in the book *Immanent Critiques: The Frankfurt School Under Pressure*, by Martin Jay, published in 2023 by Verso. This book is a collection of essays applying the Frankfurt School's tradition of immanent critique as established by the philosophers Theodor Adorno, Walter Benjamin, and Max Horkheimer. The focus concerns their analyses of anti-Semitism and Zionism, in addition to Marxist themes: the meaning of alienation, the alleged damages of abstraction, and advocacy of a politics based on a singular notion of the truth

— a very difficult book targeted at scholars already familiar with this school.

The judges found that Elizabeth had met the challenge by setting up a solid structure for her index. Through a network of cross-references she linked the various discussions of the main themes. She also produced accurate and thorough work, all commendable for a new indexer.

Elizabeth was commissioned for this job as a subcontractor of Potomac Indexing, LLC. The managing partner of Potomac, Estalita Slivoskey, writes that there was no guidance from the publisher or author on how to approach the indexing. She says, "Elizabeth should be very proud of this index, and of winning this award, as she did a wonderful job."

Submissions for the contest are reviewed anonymously by a panel of three judges. Each entrant receives detailed feedback on the index, with examples of areas in which to improve. Entrants who compete come from the UK, the US, and Canada and have completed indexing training in the previous five years.

In addition to a cash award of US\$100, the winner participates in a Zoom session with the judges to get individualized guidance on indexing techniques and business tips.

This year, 2023, is the tenth and final year of ICI's conducting the contest. A list of winners for those ten years can be found on the Institute's website, www.certifiedindexers.com.

Enid Zafran

ISC/SCI Lending Library

Winter is on its way, and there's no better time to settle in with a new book. Luckily the ISC/SCI Lending Library has you covered.

Have you been looking to expand your horizons? We've got you covered, with books focusing on a whole range of specialties to explore. Are you looking to shake up your approach? Get back to basics with some of the foundational texts for indexing.

Log in to view the library page and request your next cozy read! Our booklist and application process can be found on the member's dashboard.

Questions? Reach out! The ISC/SCI Lending Library Committee can be reached at library@indexers.ca, and we are very friendly.

Carlisle Froese and Margaret de Boer

Member-Initiated Groups

Have you been thinking about forming a study group for your indexing software? Want to have a dedicated discussion group about cookbook indexing? Hoping to find other indexers at a similar stage in their careers to brainstorm marketing strategies? Then you might want to start a Member-Initiated Group (MIG). MIGs are managed and led by an ISC/SCI member – you don't need to be on the executive or any other committee. Their purpose is to facilitate indexers learning and networking with other members around a specific topic. Have a look at <https://indexers.ca/member-initiated-groups/> for more information on forming or joining a MIG.

Volunteers Needed

Thank you as always to all the volunteers who devote time and energy to the Society. We all benefit greatly from it, and if you are unable to volunteer at this time, no worries!

Mentors

The Mary Newberry Mentorship Program is actively looking for members willing to serve as mentors.

Conference 2024

Conference 2024 will be virtual and will be held 30 May–1 June, 2024. We need people to help with registration and documentation. Conference is a great way to get to know more about the Society, meet other indexers, and get experience in event planning. Plus, who doesn't like getting a shoutout during Conference?

Book and Periodical Council

If you're interested in liaising between ISC/SCI and the BPC, let us know!

Social Media Committee

At the moment we have someone (thanks, Ren!) who is posting what is given to them by the communications director, but we really need a few people to be on a committee to determine what to say and when.

Webinars

As we move forward with offering more webinars, we need someone technically minded to help with logistics. We would also love to have more brilliant people helping with generating topics and finding speakers. Anyone?

Ad Hoc Committees

If you would like to help somehow and are not excited by any of the above ideas, please let us know that you might be available for an ad hoc committee. All this means is that we would email you once in a while asking if a new committee is the one for you, and you can decide if you're interested.

Please contact Jola and Maggie at presidents@indexers.ca to find out more about these volunteer positions.

Membership

ISC/SCI MEMBERSHIP REPORT, NOVEMBER 21, 2023

Tanvi Mohile, Membership Secretary

As of November 21, 2023, we have 124 members. Since the previous report, in July, a total of seven new members have joined or rejoined.

Within Canada	95
British Columbia	18
Alberta	10
Saskatchewan	3
Manitoba	2
Ontario	44
Quebec	9
New Brunswick	3
Nova Scotia	5
Prince Edward Island	1
Newfoundland and Labrador	0

Outside Canada	29
Egypt	1
India	1
Netherlands	1
United Kingdom	2
United States	24

Membership types

Individual	114
Basic	27
Listed	80
Student	3
Emeritus	4
Institutional	7
British Columbia	1
Alberta	1
Saskatchewan	1
Ontario	3
Outside Canada	1

New Members

The following members have joined (or rejoined) since the previous report.

- Moira Calder (listed), Edmonton, AB
- Julie Walters (basic), Bath, ON
- Amanda Stevens (listed), Dartmouth, NS
- Pavandeep Kaur (listed), Caledon, ON
- Reed Floarea (listed), Brooklyn, NY, USA
- Sade Cooke (bursary recipient), Halifax, NS
- Pascale Hutton (bursary recipient), Winnipeg, MB

Changed Your Address?

If you have moved recently, please send your new mailing address to Tanvi (membership@indexers.ca) so that she can update your subscription to *The Indexer*.

Call for Submissions: ISC/SCI Ewart-Daveluy Award for Excellence in Indexing 2024

Submission deadline: Friday, March 15, 2024

Submissions are open! The application has never been easier.

- It's all online.
- You don't need a hard copy — a PDF of the published book AND/OR the PDF sent to you by the publisher plus your Word/RTF file of the index.
- The cost is only \$30.

The benefits:

- The winner will receive two tickets to the conference banquet at the next in-person conference.
- We provide feedback for up to three runners-up.

No restriction to the subject matter or genre — text-books, cookbooks, guidebooks, memoirs, art books, how-to books, travel books, all books — it's your index we will be looking at.

Show us how you creatively overcame challenges, resulting in an outstanding, well-structured, easy-to-navigate, clear and comprehensive guide for all of its users.

You have nothing to lose and everything to gain. Maybe you'll get the prize (which won't happen if you don't apply). And even if you don't win, you're likely to receive expert confidential feedback. That's worth a lot.

This year you can submit indexes published in **2022** and **2023**. If you are a Canadian citizen or a permanent resident of Canada, this is the time to do it. If you are not a Canadian citizen or permanent resident, you may submit an index if you were a member of ISC/SCI at the time you wrote the index.

The deadline for submissions is March 15, 2024.

Please see the ISC/SCI [website](#) for guidelines, criteria, and the submission form.

François Trahan, coordinator, 2024 ISC/SCI Ewart-Daveluy Indexing Award; Stephen Ullstrom and Heather Ebbs

Appel aux candidatures : Prix d'excellence en indexation Ewart-Daveluy 2024 de la SCI/ISC

Date limite de dépôt des candidatures : vendredi 15 mars 2024

L'appel aux candidatures est lancé ! Il n'a jamais été plus facile de postuler.

- Vous pouvez tout faire en ligne.
- Il n'est pas nécessaire d'avoir une copie imprimée – il suffit de nous envoyer un PDF du livre avec l'index ou le PDF reçu de l'éditeur et votre index en format Word/RTF.
- Les frais de candidature sont de 30 \$ seulement.

Les avantages :

- La lauréate/le lauréat recevra deux billets pour le banquet lors du prochain congrès en personne.
- Nous offrons une rétroaction à un maximum de trois finalistes, de la part d'indexeurs expérimentés.

Aucune restriction n'est imposée en matière de sujets ou de genres : nous évaluerons les index de toutes sortes de livres, que ce soient des livres de cuisine, des guides, des autobiographies, des livres d'art, des guides pratiques, des livres de voyage... c'est votre index qui nous intéresse.

Montrez-nous comment vous avez surmonté les défis avec créativité et créé un guide exceptionnel, bien structuré, convivial, clair et détaillé pour tous les utilisateurs.

Vous n'avez rien à perdre et tout à gagner. Vous gagnerez peut-être le prix (ce qui ne sera pas possible si vous ne posez pas votre candidature). Et même si vous ne gagnez pas, vous recevrez probablement la rétroaction confidentielle d'indexeurs expérimentés. Cela en vaut la peine.

Vous pourrez, cette année, soumettre l'index d'un livre qui a été publié en **2022** ou en **2023**. Les indexeurs de nationalité canadienne ou résidant en permanence au Canada peuvent soumettre un index. Si vous n'êtes pas citoyen(ne) ou résident(e) permanent(e) canadien(ne) vous pouvez le faire si vous étiez membre de la SCI/ISC au moment où vous avez réalisé l'index.

La date limite de dépôt des candidatures est le 15 mars 2024. Veuillez visiter le [site web](#) de la SCI/ISC pour prendre connaissance des lignes directrices et des critères et accéder aux formulaires de candidature.

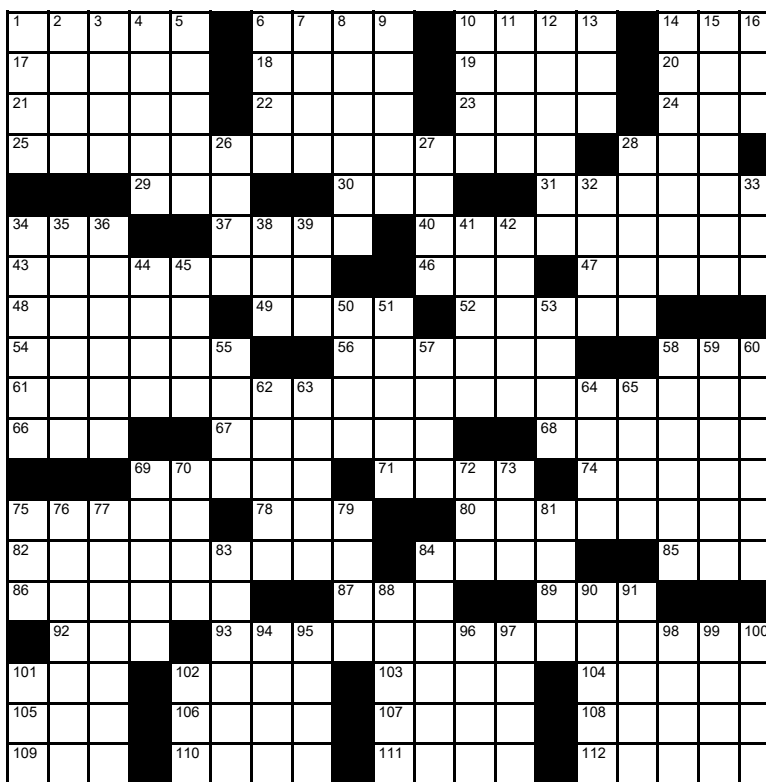
François Trahan, coordinateur du prix en indexation Ewart-Daveluy 2024 de la SCI/ISC
Stephen Ullstrom et Heather Ebbs

Crossword

Wise Words by Heather Ebbs

Across

1. To-do's?
6. History
10. Part of a church
14. Engine info.
17. Caper
18. Carve
19. Joint problem
20. Big time
21. Pool party?
22. Go off
23. Arm bone
24. Get in a pool
25. APHORISM START
28. Product of infection
29. Cubby hole?
30. Prankster's projectile
31. Pure and simple verb form
34. "Get it?"
37. Brewer's kiln
40. Coordinator
43. Support
46. Garden tool
47. Piece of 49 Across
48. Instant
49. Spreadsheet numbers
52. Divert
54. Skin problems
56. Incarnation
58. Pop-ups, e.g.
61. APHORISM MIDDLE
66. Leaf opponent
67. Fuse unit
68. Moon of Jupiter
69. Torah teacher
71. Nincompoop
74. Rock bottom
75. ___ of roses
78. Be off
80. Feeling more isolated
82. Familiar feeder visitor
84. Bread spread in Boston
85. Shout
86. Most docile
87. GP, e.g.
89. When doubled, a dance
92. Join
93. APHORISM END
101. Be 72 Down
102. x, y or z
103. Mama's mate
104. Any *Seinfeld*, now
105. Genetic initials
106. Pie perch
107. Always



108. Fill with joy
109. Home for 82 Across, once
110. Good sign?
111. Tear
112. Picture puzzle

Down

1. Colleen
2. Crazy about
3. Restrain
4. Pronged
5. Range
6. Baja bread
7. On the peak
8. Carve
9. Wee hour
10. Chills and fever
11. North ___
12. After-church treat?
13. YYY info.
14. Fixed up the engine
15. Casual media briefing?
16. Welcome site
26. Carbon compound
27. Crosby, Stills, ___ and Young

28. Dried plum
32. Poems of praise
33. Sample
34. Sanskrit aphorisms
35. Bring to a boil?
36. Wizard of Menlo Park
38. Abet
39. Ocean
41. Raccoon relative
42. Macho dude
44. Repeat performance?
45. Marsh plant
50. Any one of four British galleries
51. Head off
53. Yen
55. Generous slice
57. One more time
58. Oxidic reaction
59. More sluggish
60. Stellar
62. Enclose closely in
63. Steeple
64. Air
65. Kind of history
69. Sped
70. Torah holders

72. Down with 10 Down or 19 Across
73. Corn site
75. Do something
76. Melting
77. Delay
79. Fix up
81. Bowstring site
83. Muscle problem
84. Musical range
88. Stranger
90. Employer
91. Anoint
94. Mushroom part
95. Northern capital
96. Mideast port
97. Piecrust ingredient
98. Seize
99. Ballet wear
100. Aces, sometimes
101. Exist
102. Cigarette's end