



# Bulletin

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## Co-presidents' Report Rapport des co-présidentes

While this has not been a particularly active period for the co-presidents, we are aware of and exceedingly grateful for all the activities that have been carried out by members of the executive of the Indexing Society of Canada / Société canadienne d'indexation (ISC/SCI).

*Bien que cette période n'ait pas été particulièrement active pour les co-présidentes, nous savons que plusieurs activités ont été entreprises par les membres du bureau de direction de la Société canadienne d'indexation (SCI) et nous leur en sommes extrêmement reconnaissantes.*

It was a productive time in many ways. To mention a few, Vivien Cartmell did a very thorough conference evaluation after she and Judy Dunlop led us through a really brilliant conference. François Trahan has been extremely busy managing finalization of the new website and getting it to run efficiently. This website activity was ably supported by Linda Lefler, and Merridy Cox Bradley worked alongside the Web team to ensure a smooth transition to PayPal. Moira Calder, with her excellent editorial team, worked efficiently and creatively to get us the latest *Bulletin*. Meanwhile, Ruth Pincoe carried out her final duties as our international liaison and is in the process of passing on the mantle to Heather Ebbs. And, last in this list, we must make mention of the support lent to members by lively meetings organized in Toronto by Chris Blackburn, the Central Canada regional representative. It really is impressive how much gets done in this organization by a few very dedicated people. Thank you, all!

*Cette période a été productive à de nombreux égards. Pour ne citer que quelques exemples, Vivien Cartmell a fait une analyse très approfondie du brillant congrès qu'elle avait dirigé avec Judy Dunlop. La finalisation du nouveau site Web a tenu François Trahan très occupé. Le site fonctionne efficacement*

(Continued on/suite page 3)

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## Membership Renewal

Please remember, with the increased frequency of *The Indexer*, the grace period for renewing is shorter. To renew online, please go to the following link:

<http://indexers.ca/contact-us/renew-your-membership/>

Our mailing address is:

**The Membership Secretary, ISC/SCI**  
**P.O. Box 664, Station P**  
**Toronto, ON**  
**Canada M5S 2Y4**

*Important:* Please remember to add the ISC/SCI Membership Secretary to your list of people to contact when your details change.

*Audrey McClellan*  
Membership Secretary

## Write for the *Bulletin*

**Author guidelines:** Submit unsolicited articles electronically in Word or rich text format (\*.rtf). Artwork should be in PDF format, and photographs in TIF or JPG format. Send submissions to Production Editor [Marnie Lamb](#).

**Board members:** Christopher Blackburn, Moira Calder, Marnie Lamb, François Trahan, Gillian Watts. Pietro Camalleri has stepped down from the board. Many thanks to him for his contribution over the past year.

## Advertise in the *Bulletin*

Full page .....CDN \$80  
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Please contact the [Production Manager](#) for details.

## Join the ISC/SCI

Membership Categories and Fees:  
Individual.....CDN \$90  
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Institution.....CDN \$105  
(Members outside Canada, add \$10)

\*Student membership is available for full-time students only. Please inform ISC/SCI of your course name and institution.

## Editor, comments from . . .

We met at a conference three years ago, introduced by a mutual friend. Immediately we hit it off, and it wasn't long before our thoughts turned to the bling that can signify a committed relationship.

I'm talking, of course, about the magpie, which the ISC/SCI has begun to adopt as a mascot—in a somewhat post-coordinated way—over the past three years. Katherine Barber, editor of the *Canadian Oxford Dictionary*, gave a talk in 2009 on this fascinating bird, known for gathering bits and pieces of things and fashioning them into elaborate structures that endure for years and are used by other birds (Acorn et al. 2005). In much the same way, an indexer gathers information and shapes it into a useful and long-lasting structure. ISC/SCI members embraced this analogy, and at the request of the executive, Heather Ebbs's brother created a magpie pin that we could call our own. Check our website for more on Barber's talk and for information on how to order pins (<http://indexers.ca/news-and-events/>).

But there's more. Magpies have at times taken some heat because of their aggressive and noisy behaviour, but in China they are traditionally known as "good fortune bird." A legend tells of separated lovers who were able to come together once a year on a bridge made up of magpies (Welch 2008). As indexers we also provide a bridge, between two lovers of words and knowledge—the author and the reader. There are worse ways of making a living.

Moira Calder  
Bulletin Editor

### References

Acorn, John, Chris Fisher, Andy Bezener, Gregory Kennedy, Krista Kagume, and Carmen Adams. *Compact Guide to Alberta Birds*. Edmonton: Lone Pine Publishing, 2005.

Welch, Patricia Bjaaland. *Chinese Art: A Guide to Motifs and Visual Imagery*. Singapore: Tuttle Publishing, 2008.



## Magpie's eye

**Photographer reflected in the eye of an Australian magpie.**

Photographer: Toby Hudson  
Photo available under a  
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[http://commons.wikimedia.org/wiki/File:User\\_99of9\\_reflected\\_in\\_Australian\\_Magpie\\_eye.jpg](http://commons.wikimedia.org/wiki/File:User_99of9_reflected_in_Australian_Magpie_eye.jpg)

Co-presidents' report/ Rapport des co-présidentes (cont'd from/suite de la page 1)

*grâce au soutien de Linda Lefler et Merridy Cox Bradley a assisté l'équipe pour que la transition à PayPal s'effectue en douceur. Moira Calder et sa fantastique équipe de rédaction ont fait preuve d'efficacité et de créativité lors de la préparation de notre dernier Bulletin. Pendant ce temps, Ruth Pincoe s'est acquittée de ses dernières responsabilités en matière de liaison internationale et Heather Ebbs s'apprête à prendre le relais. Enfin, pour terminer cette liste provisoire, nous devons faire état du soutien offert à nos membres au cours des réunions dynamiques organisées à Toronto par Chris Blackburn, le représentant de la région centre du Canada. Nous sommes très impressionnées de voir tout ce qui est accompli au sein de cette organisation par quelques personnes très dévouées. Merci à toutes et à tous!*

Along with the annual budget deliberations, the 2013 conference will be the focus of this November meeting and of our work for the next half-year or so. The annual conference does consume a lot of the executive's energy, but it is central to the purpose of this society. From our own experience we recognize the important role it plays in the professional development and ongoing work of our members. In every aspect, the 2012 Ottawa conference was a huge success. The 2013 conference in Halifax will have a different format; we are sharing it with the Editors' Association of Canada, as we did in 2011. One of the many challenges will be to bring the best features of both conferences to this one.

*Outre les délibérations annuelles sur le budget, le congrès de 2013 sera le thème principal de notre réunion de novembre et au cœur de nos activités au cours des six mois à venir. L'organisation du congrès annuel exige beaucoup d'efforts de la part du bureau de direction: il reste un des objectifs premiers de notre société. Notre propre expérience nous permet d'attester du rôle important qu'il joue en matière de perfectionnement professionnel et de soutien pour nos membres. Sous tous les aspects, le congrès d'Ottawa 2012 a été une grande réussite. Le format du congrès de Halifax 2013 sera différent. Nous l'organiserons conjointement avec l'Association canadienne des réviseurs (ACR), tout comme nous l'avons fait en 2011. Notre défi sera de faire ressortir ce qu'il y a de mieux dans les deux congrès pour satisfaire tous les participants.*

Even though the conference will be foremost in our minds, attention must still be paid to accommodating the new realities of our website. Online membership registration and payments will substantially change the role of the Register of Indexers editor and possibly the membership secretary, among other activities. And as we were reminded at the conference, the issue of e-publishing is very present and will continue to be in the future. How will we go about meeting this challenge?

*Le congrès sera primordial à nos yeux, mais nous porterons aussi une attention toute particulière aux nouvelles réalités de notre site Web. Nos membres s'inscrivent et effectuent maintenant leurs paiements en ligne, ce qui changera de manière importante le rôle du réviseur du répertoire des indexeurs et peut-être celui de la secrétaire d'adhésions. Comme nous avons vu au congrès, la question de l'édition électronique continuera à être très présente au cours des années à venir. Comment ferons-nous pour relever ce défi?*

Mary Newberry and Gillian Watts, Co-presidents  
Indexing Society of Canada / Société canadienne d'indexation



**Indexers' and Editors' Joint Conference  
June 6-9, 2013, in Halifax**

June 6 is dedicated to indexing, and June 7 will have both indexing and editing sessions. Watch our website for more information:

<http://indexers.ca/annual-conference>

*Photo:* Francis Fitzgerald Bridge, Halifax Public Garden, Nova Scotia, by Hantsheroes. Available under a Wikimedia Commons licence. Retrieved from <http://en.wikipedia.org/wiki/File:BridgeHalifaxPublicGardenHalifaxNovaScotia.jpg>

## An e-Interview with Noeline Bridge Editor of *Indexing Names*



*Noeline Bridge has been an indexer for more than 20 years. She has published numerous articles on indexing and is the co-author of Royals of England: A Guide for Readers, Travellers, and Genealogists. Recently Iva Cheung interviewed her by email about Indexing Names, which was edited by Noeline and was published this year by Information Today.*

**IC:** What motivated you to compile *Indexing Names*?

**NB:** Two interrelated and rather vague thoughts led to the book: that I'd thought on and off over the years that I'd like to write a book on some aspect of indexing; then, publishing articles and making presentations on names, this vague idea turned into a book on names. Also, over the years, other indexers had been producing books about indexing but one devoted to names wasn't one of them. My conversation with John Bryans at the Information Today booth at a conference was the trigger. I was perusing the books on display and John remarked that he wished more indexers would write books. I found myself asking, "So you would be interested if I wrote a book on indexing names?" To which he replied, "My response is, 'When can you get it to me?'" A short time later, a posting on Index-L mentioned the need for a book on indexing names. After drawing a few deep breaths, I responded to say that I was thinking about doing this, knowing I was making a commitment and would be doing it.

**IC:** How did you find, approach, and select contributors? Did you give them content guidelines?

**NB:** I've always collected listserv postings about names for my presentations and articles, so I went through those looking for expertise and writing skills, and also ASI/ITI's books on indexing. As my outline took shape, I dived into the listings of indexers available on the indexing societies' websites, looking for relevant interests and experience.

I thought it would be easy to secure writers and articles, that everyone would have the same reaction I do when asked to write, leaping at the opportunity and producing the article! I was naive. Quite a few people turned me down—nicely, I must add!—but several referred me to others, some of whom agreed, while others referred me to others, and so on, or suggested another relevant topic that ultimately bore fruit. Over time, a few writers dropped out, inevitably and understandably—indexers qualified to write chapters for books are very busy already, and when their lives became complicated by health or family issues, the added burden of writing proved to be just too much for them. A couple of others just never produced their chapters after showing initial interest. For very important chapters I later found substitute writers or included that material in my own chapters. Other ideas, I just had to drop.

Seeing how difficult it was to secure writers, I imposed only a few guidelines for fear of putting off potential writers. Enid Zafran, ASI's editor for their books, wanted substantive material, which I did too. I asked for lots of examples along with background information—historical, where relevant—so that indexers could make informed decisions when examples didn't match their requirements. I decided to worry about length later, just asking them to write what they wished in the meantime. Editing would come later.

**IC:** In the book's introduction, you write that as you worked on the book, its direction changed and that the final product is "not the names indexing encyclopedia that I had envisaged." What was that initial vision? And if you could add any material to the book now, what would you choose to add?

**NB:** When the book was a vague idea, I had various equally vague ideas, like some vast compendium of short pieces on names belonging to as many nationalities and ethnicities as possible, or a compilation of all published articles on the subject, or ... I wasn't sure. However, when I approached Enid about the book, quite naturally she wanted an outline as soon as possible. So I had to produce one fast, realizing that only when I had at least a temporary outline could I approach possible writers. I still wanted as many national/ethnic names as I could get, but my compiled listserv messages were often about specific issues regarding names indexing, and names in particular genres of books. So then I came up with the divisions in the book, feeling rather uneasily that it would look like three books in one, and even wondering if I should produce three books. But the latter idea disappeared when I confronted the realities of securing writers, so only the one book was feasible, at least at the time!

Outstanding material that I was dearly hoping to include was North American Native names; someone was interested initially but then dropped out, and although I tried hard, I never found a substitute. Others were more Asian names and at least some African ones, a chapter on local history (lots of name issues there!), religious names outside of Christianity (although some of that material was covered in other articles), and, somewhat similarly, European royalty and aristocracy.

**IC:** What I appreciate about the book is that it offers context and suggestions but isn't overly prescriptive. It's a guide, not a strict set of rules. And there is a recurring emphasis on respecting the author and reader in almost all of the contributions. Was that the effect you had hoped for?

**NB:** I'm glad you noticed and appreciated this aspect. As I mention in the book, I am a former library cataloguer, where we had to use a prescriptive, rules-based approach—as big databases must—to ensure uniqueness and matches for each person's name. As a freelance back-of-the-book indexer, I came to realize that in this indexing context, genre and reader and authors' and publishers' styles often dictate especially how long or short, formal or informal, an indexed name should be. Consequently I changed my terminology from rules to conventions or guidelines in my articles and presentations. Reading the contributors' chapters expanded my own flexibility and sensitivity to genre, styles, and user issues.

**IC:** You note in your chapter "Resources for Personal Names" that references are increasingly Web-based. Any plans to turn *Indexing Names* into a Web resource?

**NB:** No, I don't think so. Although many websites remain surprisingly stable, other valuable ones arrive and depart or change their URLs. All URLs have to be checked often, and especially just before publication deadline, a time-consuming process—and frustrating when one tries to discover if the website is now under another name or has simply been pulled. Also, because books have to be finalized many months before publication, at least some URLs aren't going to be current when the book comes out. Web-based resources are, I think, the stuff of journal articles but not published books.

**IC:** You wrote the index for *Indexing Names*—how intimidating was it to compose an index for a book by indexers about indexing?

**NB:** It was always on my mind that indexers would be using my index and judging it not only by how easily they found needed information but also how I'd structured it. One of my first index users pointed out to me that he'd looked up "stage names" and not found an entry, although there is a chapter on the names of performing artists—a See reference I should have thought of! And perhaps there are others ... I shudder to think!

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## Upcoming Conferences

The American Society for Indexing 2013 conference will take place April 17–19 at the Hotel Contessa, San Antonio, Texas. Information is available at the ASI website (<http://www.asindexing.org>), under Conferences).

On July 12–14, 2013, the Society of Indexers (U.K.) will meet at Wyboston Lakes, Bedfordshire. The conference theme is "Revitalize your business, refresh your skills." Information is available at <http://www.indexers.org.uk>. The next

Australian and New Zealand Society of Indexers (ANZSI) conference will be held March 13–15, 2013, in Wellington, New Zealand. The title is "Intrepid Indexing: Indexing without Boundaries"; information can be found at <http://www.anzsi.org>. This society meets every other year.

The ISC/SCI 2013 conference will take place June 6 and 7 in Halifax. It will once again be held jointly with the Editors' Association of Canada. Information will be on our website (<http://indexers.ca>).

## Book Review: *Indexing Names*, Edited by Noeline Bridge

“It’s just a name index. It should be pretty straightforward.” How many times have we heard that from a client—or even said it to ourselves? In *Indexing Names* (published for the ASI by Information Today, Medford, NJ, 2012, <http://www.informationtoday.com>), editor Noeline Bridge and her authoritative team of contributors dispel the myth that name indexing is easy, and they deftly show how multi-faceted and nuanced names can be.

Divided into four parts, the book tackles name indexing from a variety of angles. The first part offers guidelines based on nationality and ethnicity; it features chapters on languages commonly seen in English text, such as French and German, as well as less prominent languages, including Hmong and Te Reo Māori. The second part of the book addresses name indexing by genre, including biographies and art books. In the third part the authors look at particular issues such as fictional, corporate, and geographic names. The book’s final part offers readers resources, including a detailed chapter by Janet Russell about how to interpret an entry in the Library of Congress Authorities.

The book’s first section provides eye-opening historical and cultural context that helps explain why names in a particular language are structured the way they are—and what that means to indexers. Discerning between a tribal affiliation and a surname that has evolved from a patronymic may seem like hair splitting, but the book’s contributors convincingly show why these distinctions are important; running throughout the text of *Indexing Names* is an emphasis on the need to respect not only the author but also the culture of the work’s subject matter. Thus, although *Indexing Names* does help indexers solve immediate problems—such as identifying where to break a name with multiple prefixes—its raison d’être is much more profound. Its unwillingness to prescribe one right approach is perhaps the book’s greatest strength.

In her introduction, Bridge underscores the many considerations in name indexing, and Sherry L. Smith echoes this theme as she takes the reader through her thought process, giving indexers a method or system to apply rather

than just a set of rules to follow. Seth Maislin follows with a fascinating exercise in analyzing how we recognize a name as a name; through it he shows how challenging it is to create a computer program that will perform automated name indexing—further evidence that indexing names isn’t as easy as some may think.

*Indexing Names* is vast in its coverage, and each chapter is detailed and comprehensive. However, despite (naturally) having a thorough index, the book could benefit from a few features to improve usability and navigation. A table of contents at the start of each chapter, for example, would allow readers to find specific issues by heading. And although many of the chapters, in the first section in particular, address parallel topics, they aren’t structured in a parallel way. This lack of homogeneity means that the voices of individual contributors can shine through the text, but it also means readers must relearn how to find what they’re looking for with each chapter. This is particularly true for the format in which similar information is presented—sometimes in tables and sometimes as indented paragraphs, for example. Occasionally titles or URLs of important resources are buried in narrative paragraphs, making quick identification and retrieval more difficult.

These minor issues are certainly not enough to keep me from recommending *Indexing Names*. For anyone working in the genres of biography, history, or genealogy, this book is a must-have. You don’t need to read it cover to cover for it to be a useful tool, but to get the most out of the book, it may be advisable to read through relevant chapters, highlighter in hand, before embarking on a project. I would love to see this book one day become an online resource, both for searchability and extensibility. Within the confines of a physical book, an important resource such as *Indexing Names* can’t be as exhaustive as users might like, whereas if the book inspired an indexer to create a chapter on Russian names, say, a dynamic web resource could easily support this kind of addition.

Iva Cheung

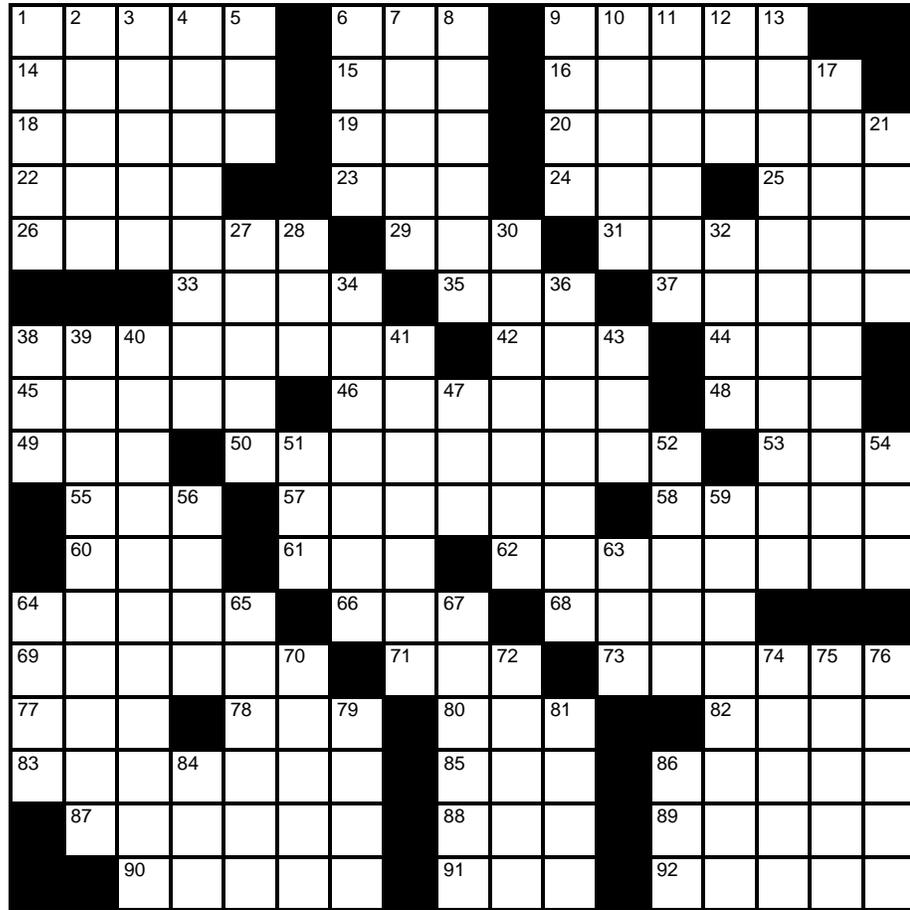
# Crossword Puzzle

## Holiday Wish

### Across

1. START OF OUR WISH TO YOU
6. National apothecary org.
9. Poe, to pals
14. Farewell, to François
15. Director Howard
16. God in Old Testament
18. Steal
19. Clay, since 1987
20. Grew over time
22. "\_\_\_ never end!" slangily
23. Workout spot
24. Talk with no respect
25. French water
26. Promise
29. Infection effusion
31. Go hungry
33. Rank players
35. Hot tub
37. Fortune teller
38. Domestic beer
42. Beer

44. \_\_\_ Mar, California racetrack home
45. Treat cruelly
46. Capital of Lebanon
48. Age
49. Wiggly solid
50. MIDDLE OF OUR WISH TO YOU
53. US group promoting oral hygiene
55. College for comp. trainees
57. Aviator
58. At the back of the boat
60. Honorific for Gielgud or McCartney
61. Marry
62. Energy-giver
64. Fast
66. Repair
68. Marine mammal
69. Drop off
71. Big bird
73. Inner selves, to Jung
77. Chill
78. Driving spot
80. Brief height
82. Surface
83. Series' connections
85. Pig place
86. Star of the Big Dipper



87. Fluids
88. Make mistake
89. Asian republic
90. "\_\_\_ and repeat"
91. \_\_\_ Paulo
92. END OF OUR WISH TO YOU

### Down

1. Crime family
2. Requirement for all indexes
3. Small streams
4. Hermits
5. Slangy agreement
6. Rugged rock
7. Inner growth?
8. Ill will
9. Looked at
10. Bette with beautiful eyes
11. Spirits
12. Hole tool
13. Echo
17. "Come unto me all ye that labour and are \_\_\_"
21. Gentlemanly fight
27. Medieval stringed instrument
28. Poet's all the time
30. Uncompromising, like an ancient Greek
32. Assistant

34. Find out what happened, officially
36. Graduate
38. Witchy woman
39. Bows
40. Person or thing that can do many things at once
41. Strange person
43. YVR stat
47. End of many beliefs
51. Tree fruit
52. Plastic wrap
54. Garfunkel, to friends
56. Threesome
59. Manila man
63. Snack for Gielgud or McCartney
64. Destroy
65. Defunct Japanese car manufacturer
67. Plural of 50 across, shortly
70. Judges
72. Super
74. Japanese car manufacturer
75. Make use of
76. Relating to an ecological community
79. True nature
81. Newbie
84. Spoon-bending Geller
86. Univ. in Cambridge

# Tech Tools

## New Programmer's Interface for SKY Index

### The Problem

As powerful as modern indexing programs are, some indexes still require a special type of editing that involves a lot of manual labour on your part. You can't simply create a single macro to handle it, and there is no built-in command to handle it either. You long for a *command* that would do the editing with a single key press or mouse click.

### The Solution

The answer is to allow add-ins to be written for the indexing program that meet the needs of various editing tasks that aren't natively part of the program and can't be accomplished with a macro. With Service Pack 5 for SKY Index Professional version 7.0, that's exactly what can happen.

There is now a programmer's API (application programming interface) called "SKY Index Command Interface (SICI)" that will allow programmers to write add-ins that can be installed and merged with SKY Index so that they appear to be part of the program itself. In fact, users who have programming knowledge and feel comfortable with Visual Basic for Applications (VBA) can even write a program to tailor SKY Index to your complicated editing needs. Third parties can now add significant functionality to SKY Index that would not have wide enough appeal to make adding it directly to the program sensible.

### An Example: Inverting Names

Most indexers have run into an index that includes names that need to be inverted and double-posted at one time or another. It is a fairly simple process to write a macro to invert a name—at least, it is easy for a specific type of name. A basic name and inversion might be

George Washington → Washington, George

Inverting this type of name is no big deal. However, there are exceptions. For example,

George T. Van Heusen → Van Heusen, George T.

A simple macro to take the last word, move it to the front, and add a comma won't work here. Another example of a special case is

George Washington, Sr. → Washington, George, Sr.

Clearly, one macro just won't do the trick. There needs to be a "program" behind the macro to determine what action to take and to change the action based on the form of the name being inverted.

With an add-in written using SKY Index's new programmer's interface, you can have a single command that handles virtually all types of name inversion automatically. In addition, the inversion can be done in batch fashion to get them all done at once. In fact, this add-in is already available; it was written by John Bealle. His other very useful add-ins can be found on SKY Software's website.

### How Do I Get Add-ins for SKY Index?

You have three choices when it comes to a source for such add-ins:

1. Purchase an add-in. You can find out what is available by visiting the SKY Software website, <http://www.sky-software.com/products/addins/>
2. Write your own program or add-in. If you know how to use VBA (the macro/programming language included with MS Word), you can write a program that can be run directly from VBA, but not as a real add-in. If you have access to a programming language that supports ActiveX

dynamic link libraries, you can write your own add-in. Either way, the details on how to accomplish this can be found here: <http://www.sky-software.com/developer/>

3. Contact SKY Software or any other add-in developer for a quote on creating a custom add-in that is tailored to your specific needs.

## Conclusion, and an Analogy

To wrap it up, SKY Index users now have an additional avenue for getting complex editing tasks completed quickly and efficiently. I'll close with a simple analogy that will start with a question. What is it that makes the iPhone such a successful product? It certainly is a fine product on its own, but it is really more than that. It is the multitude of apps (applications) that have been written to enhance the user's experience that make it a truly exceptional product. I see SKY Index add-ins in a similar light. The more add-ins that are written for SKY Index, the more useful the program becomes.

*Kamm Schreiner*

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## CINDEX™ ... by the Numbers

As part of a recent review session<sup>1</sup> covering the release of CINDEX version 3—our first simultaneous release for both Windows and Mac platforms—to celebrate CINDEX's 25th anniversary year, we reminisced about the course the program has taken.

In a 1995 article in *The Indexer*,<sup>2</sup> Hazel Bell described the early beginnings of CINDEX, and 10 years later I charted its history and development in the same publication.<sup>3</sup> In the 25 years since we issued the first licence (our very first licensee is still indexing and hasn't missed a single upgrade), we have released 17 upgrades/updates for the DOS version (1986–97), 20 for the Mac version (1997–present), and 26 for the Windows version (1998–present). You could say we have been busy: that's an average release rate of 2.5 every year!

This temporary preoccupation with numbers led me to thinking about how we, as indexers, track our own progress and performance. And, of course, how CINDEX can help.

It is always useful to keep a log or spreadsheet detailing statistics of indexes completed, as a quantitative assessment of index quality and indexer efficiency. CINDEX provides two tools that can help you track progress and outcome. Both are found under the Tools menu. The first is COUNT RECORDS, which provides record counts by alphabetic group and the number of deleted, marked, and labelled (by label type) records. It also identifies the record containing the largest number of characters as well as the record that contains the deepest level of subheading. And, as with most operations in CINDEX, you can define the scope of the count: by record selection, locator range, or type of record. After a while you may begin to see patterns emerging; in the indexes I compile, the letters C and S invariably seem to have the highest counts.

As interesting (and, dare I say, addictive) as collecting this information may be, to what good use can it be put? When proofing a very large index, I find it useful to periodically calculate the proportion of edited to unedited material remaining. This helps me allocate my time on task. Sometimes when I anticipate that only a short period of uninterrupted time will be available to me, I run COUNT RECORDS and work on an alphabetic group that will adequately fill the available time. If dedicated time is really in short supply, then X, Y, and Z are often particularly satisfying in this regard.

The second tool is INDEX STATISTICS. If you create a new index file at the very moment you begin working on your new project, even if you are only vetting and making a preliminary pass through proofs, the clock starts ticking. And as long as the index is open, the clock keeps ticking. CINDEX does not know when you move away from the computer to attend to other matters, so if you want to stop the clock you must close the file. This has one major disadvantage. Since you effectively start a new session when you reopen the index file, you will have lost any historical information about the status (new or modified) of individual records previously entered. I generally close the file if I anticipate being

away from my desk for more than 30 minutes or so, and I always close it when I stop work for the day. Then when I'm recording statistics at the end of the project, I deduct time I believe I devoted to other activities while "on the clock." If the project was particularly torturous, infiltrating my non-workday thoughts and even (sometimes) my dreams, I tend to let the total time stand. After all, part of my brain was obviously still indexing.

INDEX STATISTICS can also provide you with the number of pages and lines the index will cover, the total number of entries (this is different from the number of records unless you have consolidated the references while compressing the index), and the number of unique main headings present in the index. Clients often specify a line limit, sometimes based on a specified number of characters per line. (For a full description of why clients ask for a line count based on characters per line, and how to provide it, see the FAQ page on our website.<sup>4</sup>) Just remember two things when running INDEX STATISTICS: (1) the number of pages and lines calculated is based on the MARGINS AND COLUMNS settings in the Document menu, and (2) the font and type size you are using will have an impact on the calculation. However, with suitable adjustments to both parameters, you will arrive at a reasonable approximation.

And now the Microsoft Word word counter tells me I have reached the upper limit of words allowed for this column. Correct numbers are equally as important as the right words.

Frances S. Lennie  
info@indexres.com

To learn about new features, including Unicode and XML options, in CINDEX version 3, please visit [www.indexres.com](http://www.indexres.com). Under the announcement of the release at Recent News there are links to both text and video descriptions.

**Notes**

- <sup>1</sup> "CINDEX: Past, Present and Future," American Society for Indexing (ASI) Annual Conference, San Diego, April 20, 2012.
- <sup>2</sup> Hazel Bell, "Index Makers of Today," *The Indexer* 19, no. 4 (October 1995).
- <sup>3</sup> Frances S. Lennie, "History and Development of CINDEXTM," *The Indexer* 24, no. 3 (April 2005).
- <sup>4</sup> Problem Solving FAQ #11, "Formatting Index Entries with a Fixed Number of Characters on a Line," [http://indexres.com/faq\\_winmac.php#Qform03](http://indexres.com/faq_winmac.php#Qform03).

1	M	2	E	3	R	4	R	5	Y	6	C	7	P	8	A	9	E	10	D	11	G	12	A	13	R
14	A	D	I	E	U	15	R	O	N	16	Y	A	H	W	E	17	H								
18	F	I	L	C	H	19	A	L	I	20	E	V	O	L	V	E	21	D							
22	I	T	L	L		23	G	Y	M	24	D	I	S		25	E	A	U							
26	A	S	S	U	27	R	E		29	P	U	S		31	S	T	A	R	V	E					
					33	S	E	E	34		35	S	P	A	37	S	I	B	Y	L					
38	H	O	M	E	B	R	E	W	41		42	A	L	E	43		44	D	E	L					
45	A	B	U	S	E		46	B	E	47	I	R	U	T		48	E	R	A						
49	G	E	L		50	C	H	R	I	S	T	M	A	52	S		53	A	D	54	A				
	55	I	T	T	56		57	A	I	R	M	A	N	58	A	59	F	T	E	R					
		60	S	I	R		61	W	E	D		62	N	U	63	T	R	I	E	N	T				
64	R	A	P	I	65	D		66	F	I	X		68	S	E	A	L								
69	U	N	L	O	A	70	D		71	E	M	U		73	A	N	I	M	A	75	S				
77	I	C	E		78	T	E	E		80	A	L	T			82	P	A	V	E					
83	N	E	X	U	S	E	S			85	S	T	Y		86	M	I	Z	A	R					
		87	S	E	R	U	M	S			88	E	R	R		89	I	N	D	I	A				
			90	R	I	N	S	E			91	S	A	O		92	T	O	A	L	L				

**Crossword Puzzle Solution**

**Puzzle is on page 8**

# Regional Reports

## Central Canada

The Toronto area indexers are developing some traditions. There is the tradition of the post-conference discussion, an interesting and useful meeting held in June. There is the tradition of a summer party at Ruth Pincoe's house, thanks to Ruth's hospitality. A break from meetings in August seems to be another tradition, as summers are usually a busy time for active indexers, especially those who work for trade book or textbook publishers. Mary Newberry has begun a tradition of holding the September meeting at her house. And October seems to be "peer review" month.

All these traditions were observed this year. The party was enjoyed by all who attended. The meeting at Mary's house was relaxed and happy as Mary encouraged us to introduce ourselves more fully to the group. And Marnie Lamb created a high level of interest in her peer review.

Attendance has been good at the past few meetings—usually around 10 to 12 members.

I would like to thank the people mentioned, and also to thank Mary Newberry, Gillian Faulkner, and Merridy Cox Bradley for their help as an informal Toronto indexers' advisory group. In particular I would like to thank Gillian Faulkner, for her work arranging room bookings, signing venue contracts, and sending out notices. Mary has been reliable, lively and friendly in the role of leadership facilitator—when Mary arrives, the meeting really gets underway. And Merridy continues to give sensible and helpful advice.

*Christopher Blackburn*

## Prairies/Northern Canada

The Prairies and Northern Canada region currently has six members, and of those members, four are actively working on *Hansard* indexes. For this report, we feature one freelancer from Edmonton, Adrian Mather, and two *Hansard* indexers.

Adrian Mather has been indexing for more than ten years and he still enjoys it. "The work is as varied as ever. I recently indexed a manual on operating industrial-sized furnaces in oil refineries and another on a biography of an oilman. I've just received proofs from a BC

publisher on green alternatives for business. What more could one ask for?"

Viv Cartmell, who was awarded a well-earned Tamarack Award at the Ottawa conference, describes some exciting changes at the Saskatchewan legislature:

"The fall session started on 8 November 2012, a day after the Saskatchewan municipal elections. This part of session two of the 27th Legislature will end around 6 December and will resume in early March 2013. The Saskatchewan NDP (the opposition) has an interim leader and there are several candidates for leadership. I heard today (in the ladies' change room at the pool!) that the first of their leadership debates took place last night. So in the House discussions the leadership candidates are getting some "free advertising" from the government members as they critique the NDP in members' statements, debates, etc.

"During this part of the session the bulk of the work of the MLAs in the House is legislation: the introduction and first and second readings of bills. On the indexing side there are some changes. Since the first session of this Legislature (2011–12) I have been creating a single index for all the House and committee discussions, so the index grows by leaps and bounds. The Legislative Assembly Service has been functioning with a new website for the past year, and this has impacted Web work in Parliamentary Publications, where the *Hansard* is produced, as well as the journals and system-wide communications work and strategies.

"In order to make the index accessible to the public on the new website, new programming with CINDEX had to be done. Now our *Hansard* production manager is uploading new drafts of the index from time to time during the session. I'm sitting in the back office doing a little bit of fine tuning within the index, as a result of concerns and great ideas from the production manager. A draft of the current index can be found at the following URL: <http://www.legassembly.sk.ca/legislative-business/debates-hansard/> (the indexes are noted underneath the introductory paragraph).

"The additional programming for the online index has improved its usability, although it remains a rather primitive beast in this digital age of rapid search and retrieval. At the rate the SK *Hansard* index is evolving, I think it will

be some time before it becomes a totally online creation with indexing to the paragraph rather than to the page of a PDF.”

Tammy Klingbell says of her work: “I have been the indexer for Manitoba *Hansard* for four years. During the sessions I watch Question Period daily and create subject headings for an email for interested parties. An online draft index is created and updated to the website weekly. I analyze the printed *Hansards* for pertinent information and add it to the index. I also do research for the proofreaders and transcribers when needed.

“When the session is over, the catch-up begins. I finish reading and analyzing the Debates and Proceedings and complete the index draft. It then gets proofread, edited, and formatted, and then it can finally go to the printer. After the main index is done, work begins on the previous session’s Standing and Special Committee index.

“It can be very interesting and challenging work, and I definitely learn something new every day, considering all the varied subjects and issues that are discussed during the sessions!”

*Judy Dunlop*

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## Website Administration Report

The website was officially released in July. There were a few bugs that took some time to fix, but the site is working well now. There are still two minor issues with “Find an Indexer,” and our contractor, Rayola, has asked a more advanced developer for help. Clint at Rayola and developer Tyler deserve big thanks for their work; despite some setbacks they have delivered a great site for our limited budget.

We now use PayPal for renewals and new memberships. No more cheques and delays! Those with “Find an Indexer” listings can request changes through an online form. It’s very simple for us to make these profile updates, and the changes show immediately.

The index is back on the site. It needed to be created using HTML coding, unlike making changes in the site’s text, which is just like using Word. Preparing the index was time-consuming work, but future updates will be simple, since the backbone is now there and most of the anchors are in place.

We have set up Google Analytics to gather statistics. Angela Wingfield has agreed to prepare regular reports; you can find the latest below. Everyone at the executive meeting in November was happy to see that we have this level of traffic. I will look after the website until the next conference, when hopefully someone will volunteer to take over. There’s not so much work involved—mostly updating “Find an Indexer” profiles as well as regular monitoring, since Rayola deals with updates to the plug-ins and technical fixes.

We are now working to add a password-protected area for members. Planned contents include the newsletters of other indexing societies (ANZSI, ASAIB, and SI, but not ASI’s *Key Words*), as well as videos of three sessions from the 2012 conference and other ISC/SCI documents.

*François Trahan*

### Website Statistics Report, November 2012

There were 387 visits to the site, made by 270 unique visitors. Of the total visits, 63% were made by new visitors, and 37% by returning visitors. The average number of pages looked at per visit was 3, and the average time of each visit was 2 minutes.

**Pages visited:** Total number of pages viewed was 1,321, for an average time of 1 minute per page. Of these, 23% were the Home page, 9% the Resources page, 8% Find an Indexer, 6% the Annual Conference page, and 4% for Become a Member.

**Traffic sources:** Of the 387 visits, 43% came direct to the site (using the URL), 39% came through searches, and 18% through referral (links). Of the direct traffic (168 visits), the main pages visited were the Home page (82 visits), index.htm (48 visits), Annual Conference (18

visits), Resources (4 visits), and Find an Indexer (2 visits). Keywords used were primarily "indexing society of canada" (17%) and "indexing" (6%), and referrals included Google, Statcounter, and Editors' Association of Canada.

**Language and location:** US English users represented 89% of the visits, with 4% by British English, and 3% by French. Of the 387 visits, 269 came from Canada, 70 from the United States, and 12 from Malaysia. Other locations included France and the United Kingdom. New locations for November included Australia, Zimbabwe, and the Philippines.

**Comparison with October statistics:** Compared to October (the first month of reporting during which website details were still being tweaked), the November statistics show a drop in the total number of visits (from 479 to 387) but an increase in the percentage of new visitors (from 56% to 63%). Visits to the Find an Indexer page dropped from 25 to 2 (perhaps members were initially checking their entries). The main keywords used by direct traffic were "indexing society of canada" (17%, up from 6%). In October, 371 of the 479 came from Canada, 55 from the United States, and 10 from India. Other locations included France, United Kingdom, Poland, Malaysia, Germany, and Iran.

*Angela Wingfield*

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## Links

### Adobe Acrobat Plug-ins

*Note* Some indexers and editors use these applications. Most software firms offer a free limited download, so you can find out if the program is useful. This isn't a review or endorsement.

Sonar Bookends Activate (Virginia Systems, <http://www.virginiasytems.com/>): adds hyperlinks to PDFs.

PDF Annotator (Grah Software Design, <http://www.grahl-software.com/en/pdfannotator/index.php>): facilitates annotation of PDFs; less expensive than the full Adobe Acrobat.

### Connecting

Connect with ANZSI on Facebook: <https://www.facebook.com/ANZSocietyIndexers>

### Series on Indexing by Carol Saller

Part 1: Is a computer the right person for the job?:

<http://chronicle.com/blogs/linguafranca/2012/05/01/book-indexing-part-1-is-a-computer-the-right-person-for-the-job/>

Part 2: Infinite loops and Easter eggs:

<http://chronicle.com/blogs/linguafranca/2012/05/09/book-indexing-part-2-infinite-loops-and-easter-eggs/>

Part 3: Tips for do-it-yourselfers:

<http://chronicle.com/blogs/linguafranca/2012/05/14/book-indexing-part-3-tips-for-do-it-yourselfers/>

### Continuing Education

The University of Alberta master's degree in library and information science will soon be offered online. For information, see <http://www.slis.ualberta.ca/en/Programs/OnlineMLIS.aspx>

### Just for Fun

Library of Congress Twitter Project: original post at <http://blogs.loc.gov/loc/2010/04/how-tweet-it-is-library-acquires-entire-twitter-archive>; article at <http://radar.oreilly.com/2011/06/library-of-congress-twitter-archive.html>). Your tweets are the stuff of history!

# ISC/SCI Membership Report for November 2012

Thanks to Francois and Linda for all their work getting the new website up and running. It made the June membership renewal much easier! As of November 1, 2012, we have 118 members. Sixteen members did not renew their memberships when they expired on June 30. Twelve new members have joined. The geographical breakdown of the membership is as follows:

## Within Canada

British Columbia	36
Alberta	3
Saskatchewan	2
Manitoba	1
Ontario	53
Quebec	11
New Brunswick	1
Newfoundland & Labrador	2
Nova Scotia	1
Prince Edward Island	1

## Outside Canada

United States	5
Italy	1
Turkey	1

## Membership Types

Individual	106
Student	6
Institutional	6

Institutional members are distributed as follows:

Alberta	1	Quebec	1
Ontario	3	United States	1

The following members have joined since the annual report:

Charles H. Ashton, Chelsea VT	Chuck@AshtonIndexing.com
Anita Chan, Vancouver BC	anita.ly.chan@gmail.com
Iva Cheung, Vancouver BC	iva.cheung@gmail.com
Cameron Duder, Vancouver BC	cameron.duder01@gmail.com
Jennifer Foster, Toronto ON	planet_word@hotmail.com
Boyd Holmes, Toronto ON	boydholmes@hotmail.com
Julie Lobb, Sidney BC	axisindexing@shaw.ca
Amanda Louie, Vancouver BC	alouie@ekit.com
Alan Ritchie, Ottawa, ON	alandritchie@sympatico.ca
Joy Tataryn, Aldergrove BC	joyofwriting@shaw.ca

**You can now purchase or renew an ISC/SCI membership online using PayPal.**

Please update your *Membership Directory / Liste des membres* as follows:

Edna Barker has a new address: 91 Rhodes Ave., Toronto ON M4L 2Z8.  
Phone: 416-465-4868. E-mail: readerzoe@bell.net



*Audrey McClellan*  
Membership Secretary

### **Mediated discussion at the November ISC/SCI executive meeting**

Co-president Mary Newberry talking to a portable, which is conveying the message to online participants. Skypers are, in turn, talking to the phone in what co-president Gillian Watts calls a “new form of social circle.” Photo by Gillian.

# Student Perspectives: The Ryerson Indexing Course

"Where do I find resources on learning more about indexing, and how can I continue to work in this field?" These were some of the questions I asked myself after our group had been laid off from our positions at an online publishing corporation. Our jobs were outsourced overseas, and we were left on the doorstep wondering what the next step would be. With a background in shot-listing and cataloguing at a television news library and database indexing for a newspaper website, I began to consider what other options in this field might be available. I had ample work experience using a controlled vocabulary (thesaurus) but wanted to consolidate and validate these abilities by taking a comprehensive indexing course, which would expand and spruce up my skills so I could confidently dive into the world of indexing again.

I remember being aware that there was an indexing organization in Canada. Would they have resources for me? Yes. I scrolled through the choices available on the ISC website and settled on an online course offered through Ryerson University, taught by our own Mary Newberry, current co-president of ISC.

The content of the course comprises seven modules that focus on back-of-the-book indexing, taught over a seven-week period. The course includes a general introduction to the principles of indexing; discussion of what makes a good indexer; and the components of an index, with a focus on the mechanics of indexing—including marking up text, learning indexing software, understanding publisher specifications for indexes, distinguishing between main and subentries, considering alphabetization methods, indexing names, editing your index, and, finally, a consideration of these important questions: "Does indexing have a future?" and "Is indexing for you?"

Opportunities are given to explore many types of indexable material, including biography, recipes, nonfiction, oneself (an autobiography of sorts), and even a nursery rhyme. Assessment includes a quiz, participation on the online discussion board, and completion of an index for a government publication. Composing the index for an 82-page government publication is the largest assignment. First, a draft index for part of the publication is submitted for feedback, including an outline of the specifications required for the index. For the second and final submission, the full publication is indexed, incorporating feedback received for the draft index.

Much use is made of the online discussion board, which gives an opportunity to ask both the instructor and fellow students questions and to voice concerns. Assignments are posted on the discussion board for feedback from instructor and fellow students. Seeing fellow students' indexes allows a measure of self-assessment, since the more exposure to different interpretations of text, the more one considers different ways of evaluating content. In addition, the discussion board is an excellent forum for dialogue between students, helping to alleviate the isolation that can occur when taking an online course.

Throughout the course students are introduced to many useful and necessary resources, such as the *Chicago Manual of Style*, indexing software, and indexing help books written by experienced indexers. Each module ends with a list of carefully considered resources to explore further. The variety of content keeps the course interesting, and the instructor's weekly modules are well organized and thought-provoking.

I would highly recommend this course to anyone wishing to pursue a career in indexing. It poses excellent questions to consider if indexing is something you truly want to do: "Will I make a good indexer?" "How does my mind work?" You will come away with a good sense of what it takes to be an indexer, what indexers do, and how indexes are created.

An added bonus: taking this course and joining ISC has opened up my world to other indexers in my area, from whom I continue to learn.

**Course information:** This online course is a component of Toronto's Ryerson University Publishing program but can be completed as a stand-alone course. For further information check the ISC website under Resources: Education and Training. The course code is CDPB 311 and you can access more information through the ISC website or at Ryerson's website, at <http://ce-online.ryerson.ca/ce/calendar/> (look for "Publishing").

Margaret de Boer

## International Liaison Report

As you all may know, Ruth Pincoe is taking a well-deserved break from executive duties with ISC/SCI, and for the remainder of this year I've been appointed International Liaison. Ruth sure had big shoes for such tiny feet, but I'll do my best to try to fill them.

One other result of Ruth's stepping down is that a new International Coordinator was needed. Among other things, the International Coordinator is responsible for maintaining contact among all the sister indexing societies and associate groups or networks. Ruth held that demanding role for six years. At the Triennial International Meeting held during the SI conference in Brighton, England, this past July, a new International Coordinator was appointed. Mary Russell is the current president of the Australian and New Zealand Society of Indexers (ANZSI) and has served in a number of other roles both with ANZSI and as an international representative.

Also at the Triennial Meeting, the International Committee of Representatives of Indexing Societies (ICRIS) finalized the revisions to the International Agreement, which was then ratified by the executives of ANZSI, ASAIB (Association of Southern African Indexers and Bibliographers), ASI (American Society for Indexing), ISC/SCI and SI ([British] Society of Indexers). This is the agreement by which sister indexing societies share some member benefits, such as the right to attend meetings and conferences and to purchase publications at member rates. The revised agreement was printed in the September 2012 edition of *The Indexer*.

The next Triennial Meeting will be hosted by ANZSI in 2015. Meanwhile, our sister societies are holding their annual or (for ANZSI) biennial conferences in early to mid 2013 as follows:

ANZSI: March 13–15, 2013, Wellington, New Zealand

ASI: April 17–19, 2013, San Antonio, Texas

SI: 12–14 July, Wyboston Lakes, Wyboston, Bedfordshire, England

Remember that any of us can attend these conferences at member rates. Why not consider including one of these conferences in your travel plans for 2013? It's a great way to meet other indexers, enhance your continuing education in indexing and enjoy a holiday in a far-flung location, all at the same time.

*Heather Ebbs  
International Liaison*



*Many thanks to Ruth Pincoe for representing us internationally over the past years. Watch this space for a report from Ruth Pincoe called  $ISC/SCI \times (SI+ANZSI+ASI+ASIB+CSI+DNI+NIN) = The\ Indexer\ and\ ICRIS : Six\ Years\ in\ the\ Corridors\ (and\ Bars)\ of\ International\ Indexing.$*

## Every Index Tells a Story

In 1977 science fiction writer J. G. Ballard published a short story, "The Index," in the magazine *Bananas*. The entire piece was written in the form of – you guessed it – an index. The story was republished in the *Paris Review* in 1991 and is available in a number of collections of short stories by Ballard. Try your public library for starters. For an article by Simon Sellars, see <http://www.ballardian.com/indexed-out-of-existence>.

In Ballardian fashion, in 2008 *The Spectator* ran a contest inviting participants to "submit a revealing fragment from an index which is all that remains of the autobiography of someone who has privileged access to the great and good." You can read the winning entries at <http://www.spectator.co.uk/life/diversions/629151/index-linked/>.

How would the index of your own biography read?



*The Magpie*, by Monet

Published under a Wikimedia Commons licence.

<http://artmight.com/Artists/Claude-Monet-1840-1926/The-MagPie-1869-50751p.html> .

**Wishing our readers a happy  
and healthy holiday season  
and all good things in 2013**