



# Bulletin

Indexing Society of Canada  
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Société canadienne d'indexation  
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## Conference 2007

“ Work Smarter and Faster ”  
ISC/SCI's Ottawa Conference



From top left: Ruth Pincoe presenting the Tamarack Award to conference chair Jane McGuire; National Archives of Canada; tour group at National Library.

**For more conference coverage, See also page 6.**

## Indexing Society of Canada

Société canadienne  
d'indexation

ISC/SCI

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**P.O. Box 664, Station P**  
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**Canada M5S 2Y4**

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

*Jennifer Hedges*

*Membership Secretary*

## Call for Bulletin Contributions

Author Guidelines: submit unsolicited articles of up to 2,500 words electronically in DOC or RTF formats, artwork in PDF format, and photographs in TIF or JPG format. Please send correspondence attention to:

The Editor, Natalie Boon [natalie@booninformationservices.com](mailto:natalie@booninformationservices.com)

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## Joining ISC/SCI

### Membership Categories and Fees

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For more membership information, please visit our website at <http://www.indexers.ca/membership.html>

## President's Message

### A Bit about Me, and a Bit about Indexing

I feel a bit odd being the newly elected president of ISC. After all, I'm not even living in Canada right now. For nine months of the year, I'm living in San Diego, California; the other three are at my home in rural Ontario. But maybe my situation merely reflects today's indexing world. What changes there have been since I started!

It doesn't feel like that long ago that I was indexing on cards. I began indexing in the early 1980s for my employer, a small specialty publisher for whom I also did editing, typesetting, design, printer liaison and even packing and shipping. In 1985, I went freelance as an editor, but it wasn't long before indexing became a secondary line for me, and not long again before it became primary. During my in-house days, I indexed on cards. Several months after I went freelance, a colleague introduced me to Macrex, and I was entranced. (Yes, I know, Cindex is a wonderful program, too. The point isn't the specific program; the point is going from cards to software. Imagine using a wringer washer for your sheets and towels and clothing and then getting a Kenmore. Or building a wood fire every time you wanted to cook and one day getting a gas or electric range. Or hitching up the horse every time you wanted to go to town until the day you got an automobile. Suddenly, your time is cut in half and your results are more consistent. Macrex was my Kenmore washer, my GE range, my Dodge truck.)

In the early days, most of my clients were in Toronto and I was in rural Ontario near Ottawa. FedEx would take two days, then, to get page proofs to me, and I'd figured out exactly what time I had to leave home to get the index hard copy and disk into Ottawa to the airport or bus station to get it to the Toronto client by the following morning's

deadline. Today, I can sit here in San Diego working on page proofs that my Canadian client just sent me as a PDF via email a few moments ago. Or they can send me a hard copy of the pages overnight. When I'm done, the client gets the index within seconds of my completing the final formatting.

Some aspects of our computerized, online world are unfortunate—client expectations are higher; speed seems paramount; “Do more, faster” is the mantra. But on the other hand, I've been able to follow my husband when he accepted a post in Southern California (“trailing spouse” is the common term for people in my situation) without having to lose my business or my clientele. Were I a butcher, a baker or a candlestick maker, I would have had to start over from scratch. As an indexer, I can sit here and work for clients anywhere in the world. I have instant access to indexing colleagues (and thus indexing expertise) in Canada and globally through ISC-L and Index-L. This ability to work wherever we want and to connect with each other instantly is certainly not unique to indexing, but it is a fact of our modern indexing world. So maybe it's okay that I'm not physically in Canada for my tenure as ISC president.

My most important connection is to a great executive, including two fantastic past-presidents: Elizabeth Macfie and Ruth Pincoe. I expect I'll lean heavily on them and the rest of the executive over the coming year. The executive has already talked about a couple of areas of focus: Mary Newberry has moved ahead with the new logo that was voted in at the AGM, and we are considering doing a rates survey later this year. Other ideas are welcomed.

I'm looking forward to this coming year and to getting to know more of you, better.

— Heather Ebbs

## Message de la part de la présidente

### Un peu à propos de moi, un peu à propos de l'indexation

Il me fait un peu bizarre d'être la nouvelle élue comme présidente pour la SCI. Après tout, je n'habite même pas au Canada en ce moment même. Pour neuf mois de l'année, je vis à San Diego en Californie (chanceuse\*) et les autres trois mois, dans ma maison dans l'Ontario rural. Mais peut-être ma situation reflète-t-elle justement le monde actuel de l'indexation.

Il me semble que ça ne fait pas si longtemps de cela que j'indexais à l'aide de cartes. J'ai commencé à indexer à partir des années 1980 pour mon employeur, un petit éditeur spécialisé pour qui j'ai aussi fait de l'édition, composition, graphisme, liaison d'impression et même de l'emballage et de l'expédition. En 1985, je suis partie à mon compte comme pigiste, à titre de rédactrice, mais ça n'a pas été long avant que l'indexation devienne une deuxième spécialité pour moi, et pas longtemps encore avant que ça devienne la première. Lors de ma période de pigiste, j'indexais sur des cartes. Plusieurs mois après que je devienne travailleur autonome, un collègue m'introduisit à Macrex, et ce fut ma grande entrée (Oui, je sais, Cindex est un programme formidable, aussi. Le point n'est pas le programme spécifique; le point est de partir des cartes à un logiciel. Imaginez utiliser une laveuse-essoreuse pour laver vos draps et serviettes et vêtements et ensuite obtenir une Kenmore. Ou faire un feu à chaque fois que vous voulez cuisiner et puis un jour vous obtenez un poêle au gaz ou électrique. Ou Message de la part de la présidente atteler le cheval chaque que vous voulez aller en ville jusqu'au jour où vous obtenez une voiture. Soudainement, votre temps de travail est réduit de moitié et vos résultats sont plus consistants. Macrex fut ma machine à laver Kenmore, mon poêle GE, mon camion Dodge).

Dans les premiers jours, la plupart de mes clients étaient à Toronto et j'étais dans l'Ontario rural, près d'Ottawa. FedEx prenait deux jours, alors, pour me faire parvenir les épreuves. Je planifiais donc le temps exact que je devais partir de la maison pour porter les copies papiers et disquette à Ottawa à l'aéroport ou à la station d'autobus pour faire

parvenir à mon client de Toronto pour le matin suivant la date butoir. Aujourd'hui, je peux être ici à San Diego à travailler sur les épreuves de mes clients canadiens qui me les ont justement fait parvenir en PDF via courriel il y a à peine un moment. Ou bien, ils peuvent m'envoyer une copie papier durant la nuit. Quand j'ai terminé, le client reçoit l'index dans les secondes qui suivent l'achèvement de la version finale de mon travail.

Quelques aspects de notre monde informatisé, en ligne sont malheureux--les attentes des clients sont augmentées; la vitesse semble suprême; « faire plus, plus vite » est le nouveau mantra. Mais d'un autre point de vue, j'ai été capable de suivre mon mari qui a accepté un poste dans le sud de la Californie (« trailing spouse » est l'appellation commune que l'on donne aux personnes dans ma situation) sans perdre ma compagnie ou mes clients. Si j'avais été boucher, cuisinière ou fabricante de chandelles, j'aurais dû tout recommencer de zéro. Comme indexeuse, je peux rester assise ici et travailler pour des clients partout dans le monde. J'ai accès instantanément à des collègues indexeurs (et ainsi à leur expertise en indexation) au Canada et globalement, au travers de ISC-L et Index-L. Cette capacité de travailler n'importe où l'on veut et de connecter avec les uns et les autres instantanément n'est certainement pas unique à l'indexation, mais est un fait de notre monde moderne d'indexation. Alors peut-être es-ce correct que je ne sois pas physiquement au Canada pour mon mandat comme présidente de la SCI.



## Message de la part de la présidente **continué**

Ma plus grande liaison est avec le grand exécutif, incluant deux fantastiques anciennes présidentes : Elizabeth Macfie et Ruth Pincoe. Je m'attends à m'appuyer d'elles fortement et le reste de l'exécutif pendant l'année qui vient. L'exécutif a déjà commencé à parler de quelques orientations de focus : Mary Newberry est allé de l'avant avec le nouveau

logo qui fut voté à la réunion de l'Assemblée générale et nous considérons faire un sondage sur les tarifs cette année. Les autres idées sont les bienvenues.

J'anticipe l'année en cours pour pouvoir connaître un peu plus de vous, et mieux.

— Heather Ebbs

Traductrice : Stéphanie Bilodeau

\* note de la traductrice

## Editor, comments from . . .

Welcome to another issue of the *Bulletin*!

Our conference issue is always a pleasure to produce. My thanks to all who contributed, especially those who contributed content –

- Christopher Blackburn has written an extensive report that makes you feel like you're right at the conference. (It starts on page 6.)
- Alan Yoshioka and Trine Shioldan have contributed photos. I only wish I could fit them all in. I did try. You'll find photos in the conference coverage and scattered through the issue as well.
- Ruth Pincoe points us to online indexing books now out of print. (You'll find this on page 9.)

I'd also like to thank Stéphanie Bilodeau for translating the President's message and Maureen O'Connor for stepping up and offering to proofread the newsletter. I'd also like to thank Vivien Cartmell and Cheryl Lemmens for their contributions to the proofreading process. All contributed greatly, and are much appreciated.

As editor, one pleasure I had this issue was the opportunity to add in photos. If you have photos from indexing gatherings, please consider sending them to me for the Bulletin. We spend so much time online that it's nice to put names to faces. Ideally, label them so I make sure to get names correct, and spelled

correctly. Funnily enough, like many indexers, I like being precise but can be intimidated by names at times.

Ruth Pincoe's contribution of a resource she found on a list she's on made me realize that even as indexers we can suffer from information overload. If you see an interesting tidbit, do consider passing it on. I'm on a number of lists myself, but it's almost impossible to catch everything that passes by.

If you find yourself composing a long response on a listserv, also consider submitting it to us.

As you may be able to tell, the biggest challenge the Bulletin faces is content. In order to keep providing the quality that our membership deserves, we all need to think about content. I'm already working towards getting the next issue completed, but I'm low on content. *PLEASE* consider contributing. If you're willing to write, but don't have any ideas, let me know.

One issue that I think many of us may find relevant in the upcoming year is how to react to the rise of the Canadian dollar. Then there's the ever-present challenge of finding work. How do you market? Do you have other avenues of work that you find compatible with indexing?

We live in interesting times. Let's explore them together.

# ISC/SCI Annual Conference

## Ottawa, May 30 – June 1, 2007

### Conference snippet:

Ruth Pincoe's presentation took us through her career and allowed us to see the long-term benefits of her actions and decisions. Many situations were familiar and this gave an angle often left out in discussions on how to deal with issues.



The detailed guidelines for success through cooperation were especially interesting, as they highlight the fact that even freelancers do not work in a vacuum and that indexing is still a profession where people help each other (rather than compete), something rare these days.

### Christopher Blackburn's Conference Report

On Wednesday morning I attended the Macrex workshop with Gale Rhoades, and on Wednesday afternoon I attended the Cindex workshop with Frances Lennie. Gale's was a full-day workshop, so I missed her afternoon comments, but I found by attending both workshops I got some perspective on the different ways that Macrex and Cindex handle similar problems.

The main thing I remember from the Macrex workshop was Gale's discussion of creating layouts styled for specific clients. I also remember Gale's comments on Word 2007 -- the presentation is different. Word 2007 can read programs created in earlier versions, but if a file is created in an earlier version, Word 2007 will only be able to read it if you have saved the file in the earlier version. Gale said

she doesn't know whether the industry will accept 2007, because of the changes it involves. She likes Word 2000 or 2003. Other features of Macrex were discussed, such as:

- volume number ( a Merge option) can be used for any aggregation of numbers, e.g. paragraph or section in legal works
- recovering deleted entries: Gale recommends using the .LST file all the time; the .SBF file shows all entries in order of entry, but doesn't show deleted entries
- cumulative backups (Option 3 on Macrex Options) -- this way, every time you do a backup, you have all previous backups
- Macrex Utility has options to change the style after you have made an index

Macrex users with a broadband connection will be able to download Version 8. The new version has autocomplete -- once you type an entry, it will complete the entry when you type the first few letters (in the Cindex workshop, Frances explained that Cindex also has this feature).

Gale liked her rubber keyboard that she bought in Ottawa -- it rolls up for easy packing. She also had a wireless mouse.

Gale also recommended running several checks -- for example page number order -- before submitting an index, as this way you can catch errors such as a missing separator in a page range. Gale invited users to send her the .LST file for a problem index. (Frances, in the Cindex session, also invited users to contact her if they had problems.)

Cindex was less familiar to me, as I'm a Macrex user, but Frances's explanation of the way various things such as sorting problems are solved in Cindex was good as I'm familiar with the way Macrex handles the same problems. The two programs can do most of the same things -- in some cases the Macrex solution looked handier, while in other cases Cindex seemed to have the neater answer. Cindex uses CTRL h to put in header letters and format subentries, which looked easier to

## Christopher Blackburn's Conference Report - continued

me than selecting a layout in Macrex, but Frances didn't discuss things such as saving a layout with house style for a repeat client -- no doubt Cindex can do this. Various options can be chosen in Cindex, as in Macrex. The demonstration of embedding Cindex entries into a Word document by dragging them over from the index to the document was interesting.

Frances referred to the Cindex manual a number of times, emphasizing page 22 on navigation shortcuts. She also mentioned a program called "Index Check" from Leverage Technologies that costs about \$35 and will do some useful checking.



On Wednesday evening some of us toured the Library and Archives Canada Preservation Centre, now housed in a striking steel, glass and concrete building in Gatineau, Quebec.

On Thursday May 31, the keynote speaker was Mary Jane Maffini, on writing crime fiction. The MC, Rick Johnson, assured her that his job as assistant to the Minister of Justice had no reflection on her work.

Fred Brown gave an interesting presentation on website indexes, showing different ways of approaching material, some modelled on a book index, some not.

Ruth Pincoe spoke on her personal standards and recommendations for becoming a good indexer. She said it's important to view contacts as friends first.

## Conference snippet:

Kate Mertes's presentation:

This session provided extremely useful tips and strategies for new indexers, for the short- and long-term. Since these are proven by Kate's success they seem even more tangible and potentially attainable.

For example, her "setting speed goals" formula (small steps at a time lead to greater change), not everything works all the time and we make mistakes (accept this as a fact of life) and setting limits on "non-work" activities (filing, finances, etc). Scheduling is difficult for anyone but if organized it can work. Our work environment is most important for efficiency, and also that it's good to question our ways to work to improve our speed.

I particularly liked hearing about the value of spending time making decisions before starting to index, of grouping specific work practices to be time-efficient (done together later instead of as we go through text, disrupting flow) and of knowing your usual mistakes (specific typos etc.) and how to set checks for them.

All in all, her praise of speed and quality was interesting because most of us know it's safer to go slow, but it's clearly efficient to set a defined time to make decisions and move on since nothing's perfect.

Kate Mertes spoke on improving and maintaining speed. Here are some of her suggestions:

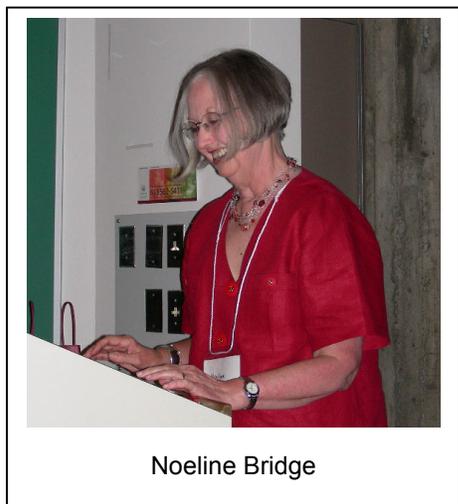
- reduce time spent on time-wasters such as email or billing
- adapt practices to circumstances: marking up is faster for some books but not necessary for all
- use the Table of Contents to structure an index
- don't waste time trying to get the words right when making an entry -- put down something and revise later
- find the main argument of a text, and terms people will use to find the main argument

## Christopher Blackburn's Conference Report – continued

- read the opening and closing paragraphs of a chapter to get an idea of the chapter's argument
- subcontract simpler jobs such as name indexes
- use available software (she found a program that pulls out names and reverses them)
- put in subheadings at the start, and you won't have to think about them at the editing stage
- take on big projects -- "you only have to get ramped up once"
- "index out" with books written in parallel structure -- pull out terms for posting elsewhere
- take a speed-reading course

In relation to her last point, Kate suggested, as did Frances Lennie later in the conference, that "indexers don't really read: they skim text to pick out main topics." (She would doubtless agree that this depends on the nature of the material being indexed, and the purposes of the index.) Kate's talk was the high point of the conference for me, relating directly to the theme of the conference: "Working Faster and Smarter."

After Kate's talk, I had to break away from the conference for a little while. As a result, I missed part of Noeline Bridge's presentation on names, but when I resumed my seat I found Noeline giving numerous examples of solving problem names. Noeline uses the Library of Congress website as her main reference.



At the AGM, a new "thought" logo was chosen, and a new slate of officers was acclaimed. No one seemed bothered on hearing that the new president, Heather Ebbs, would be in San Diego for the next eight months, as her husband has a job there. At dinner in the evening Noeline, Ruth, and I told some stories from earlier years of ISC/SCI (IASC/SCAD then).

On Friday morning Frances Lennie talked about the visual appeal of indexes. She admitted that not much study had been done in this area, but concluded that prepositions are usually unnecessary in subheads, that indented indexes are a lot easier to read than run-ins (unless there are numerous wrap lines, or the indentation is too great), and that letter heads before alphabetic blocks are helpful to the user.

In the rest of the conference, Patricia Buchanan discussed solutions to common indexing troubles with her audience, Marie Clausen of the University of Ottawa Press talked about their criteria for indexes, and Tom Vradenburg of Statistics Canada emphasized the importance of website taxonomy, as "at least 95%" of their material is only published electronically.



Some people went on a tour of the Library of Parliament after the close of the conference. The building has been impressively renovated, with a very high dome rising above the "ring" of librarians' desks with computers on them, presided over by a white statue of a middle-aged Queen Victoria. The reference librarian who guided our group said that most of the reference work is now done out of a new library on Sparks Street, and the library we visited now keeps mostly historical material.

### Three Days of the Conference

—by Jane McGuire

From the flurry of activity in planning the conference with the constant stream of emails (whatever did we do without those?) to the three days in a whirlwind of workshops, presentations, and conference activity, and now to calm. Well, almost calm. After all, we do have to work.

As the conference coordinator, I can say it was a fascinating experience in learning all about the ISC/SCI and meeting people from all across Canada and the United States, all focused on improving the art of indexing.

If I were a bystander looking in, I would have seen people diligently absorbing the expertise of so many knowledgeable people, each in a particular area, with everyone contributing and learning together to improve the speed, the process, and aiming for the betterment of our own indexes. In short, we were learning to work faster and smarter.

Of course it wasn't all work. There was a lot of food and socializing too. In fact, I would say indexers are a very social group despite it being a solitary activity. There was a lot of chatter and networking and sharing of information. It was a delight to see and listen to.

There was much to learn – Cindex and Macrex pointers, web indexes, access points to information, indexing names, Oh! and style. Who would have thought that indexes can have style? Well, they do, and we could see the visual appeal. This is just another thing to tuck into the process. Then we learned of a number of ideas on how to improve our speed with the key aim of not giving up on the quality. Above all, we want a good end product. We were thoroughly entertained in the process of adding a few key techniques to our knowledge.

We also talked about our troubles and did we sing about those! There was a lot of good contribution of ideas to help us get over some of those nasty missteps or things that get in the way. We had very good input from the two publishers, one from the scholarly world and one from the government (*Canada Year Book*). There are some differences but essentially they have the same process.

Add in the two wonderful tours, a dynamic keynote speaker, and the conference packed a lot in the few days we had together.

I hope everyone enjoyed themselves as much as I did.

— Jane McGuire

### **Indexing Books Online!**

Classic indexing books now available to download in full-text PDF format at <http://books.google.com/>

Brown, George Edward. *Indexing: A Handbook of Instruction*, 1921. (137p/1.7M)

Clarke, Archibald Leicester. *Manual of Practical Indexing*, 1905. (184p/2.2M)

Wheatley, Henry Benjamin. *How to Make an Index*, 1902. (236p/3.3M)

Wheatley, Henry Benjamin. *What is an Index? A Few Notes on Indexes and Indexers*, 1879. (132p/2.9M)

— Thanks to Ruth Pincoe for bringing this to my attention. (*editor*)

# Officer Reports from Ottawa, May 30 – June 1, 2007

## President's Report

### Prepared by Elizabeth Macfie, President

I must open by thanking our steady, dependable volunteers for their great work providing our society's regular services (detailed in this report).

New accomplishments this year include:

- a new logo, to go with last year's development, our new name
- executive meetings—now two per year in person (one at the conference and one with those within economical travel distance of a central city, with others on speaker phone)
- division of labour for the job of president: we now have positions for recording secretary (ex officio) and executive meeting organizer and chair (done by vice president)

Thinking about the future, I'm glad to see the slate of executive candidates from across Canada, the mix of long-time ISC volunteers and newer volunteers (some with long-time indexing experience, and from mix of freelance and government careers) and candidates for all positions except vice president (for which we are now recruiting). I'll be pleased to work with this fine group, as past president.

Member participation: If there's a regional representative in your area (currently in Lower Mainland of BC, Regina, Toronto and Halifax),

offer to help organize local meetings, or attend them if they're announced. If there are several members in your area but no local group, convene a meeting series. It's simple and rewarding (and we have a budget for it). And do volunteer to join in ISC projects.

Some things for the society to consider in the coming year:

What new things to do? (What's new in technology, etc.? Projects through wikis?)

Conferences: do we keep the price low and the conferences simple, or do we charge more and provide more?

Membership: I'm glad that we have new members joining constantly. I'd like to have more, through more publicity and making sure members get what they want from ISC. Still, our smallish number has advantages: the society is fairly simple to run, not a lot of time must be spent on administration, and it's a friendly group.

What I've especially enjoyed doing while president: meeting indexers (in Canada, the US and Britain), finding out about them, putting them together with projects (including on the ISC executive and other projects).

Best wishes to the incoming executive for an exciting and rewarding two years.

## *Register of Indexers Available Report*

### Prepared by Christine Dudgeon, Editor ([register@indexers.ca](mailto:register@indexers.ca))

The 2006–2007 Register of Indexers Available was sent out to 130 publishers and businesses

last September. It was updated on the website at the same time.

We had 46 English indexers and 4 French indexers listed.

## ***Register of Indexers Available Report***

The Register was proofread by volunteer Catherine Keenan who had some good ideas

for improvement as well as correcting typos. [The editor welcomes offers of volunteer proofreading services.]

It is almost time for the 2007–2008 Register. The booklet will be compiled and sent out in September with the online Register updated soon afterwards. Listings can be updated throughout the year online.

## **Treasurer's Report**

**Prepared by Richard Johnson,  
Treasurer**

### **Profit & Loss**

Accrual Basis May 1–27, 2007

#### **INCOME**

Conference Revenue	\$3,315.00
Membership Dues	\$225.00
Membership Revenue	\$150.00
Registry Revenue	\$40.00
<b>Total Income</b>	<b>\$3,730.00</b>

#### **EXPENSE**

Indexer Expense	\$1,509.00
<b>Total Expense</b>	<b>\$1,509.00</b>

**Net Income** \$2,221.00

### **Balance Sheet**

Accrual Basis as of May 21, 2007

#### **ASSETS**

##### Current Assets

Chequing	
Bank of Montreal	\$22,312.90
<b>Total Chequing/Savings</b>	<b>\$22,312.90</b>
<b>Total Current Assets</b>	<b>\$22,312.90</b>
<b>TOTAL ASSETS</b>	<b>\$22,312.90</b>

#### **LIABILITIES & EQUITY**

##### Equity

Opening Bal Equity	\$20,091.90
<b>Net</b>	<b>\$2,221.00</b>
<b>Total Equity</b>	<b>\$22,312.90</b>

#### **TOTAL LIABILITIES & EQUITY**

**\$22,312.90**

### **Statement of Cash Flows**

January 1 through May 27, 2007

#### **OPERATING ACTIVITIES**

Net Income	\$2,221.00
<b>Net cash provided by Operating Activities</b>	<b>\$2,221.00</b>

#### **FINANCING ACTIVITIES**

Opening Bal Equity	\$20,091.90
<b>Net cash provided by Financing Activities</b>	<b>\$20,091.90</b>
<b>Net cash increase for period</b>	<b>\$22,312.90</b>
<b>Cash at end of period</b>	<b>\$22,312.90</b>



# Web Services Report

**Prepared by Cheryl Lemmens,  
Webmaster**

## (1) 2007 Conference Web Pages

Following the model of the 2006 conference website, a separate “site within a site” was created for the 2007 conference in Ottawa. Conference pages were created as follows:

- Conference Home Page
- Conference Highlights (keynote address and tours)
- Conference Program
- Registration
- Venue and Accommodations

Many thanks to Louise Saint-André for translating the home page content into French, enabling us to provide information to our members in both official languages.

The conference brochure, in PDF format, was uploaded to the website and made accessible from the conference home and registration pages. The registration form was included in the brochure, so no separate forms had to be created.

## (2) Website Privacy and Security

It was brought to the Webmaster’s attention that links to online copies of the *Bulletin* (accessible on the website as PDFs) appear when people “Google” their names. Because these issues contain some personal information, such as cities of residence and (more importantly) email addresses, they represent a potential privacy problem for current and former members alike.

In an attempt to stop search engines from indexing all PDFs, I have uploaded a specific file to the website. As well, I have inserted “no-follow” meta-tagging into the HTML source code for the *Bulletin* Web page to prevent search engines from following the links to the PDF files. These measures do not yet appear to have taken hold, as old *Bulletins* still appear on a Google search of my own name. I am going to keep checking back to see if the *Bulletins* eventually disappear from Google searches.

Even if the meta-tagging measures show results, however, the “no-follow” command isn’t completely foolproof; as Jakob Nielsen notes in his article “Preventing Public Search Engines from Spidering PDF Files” ([http://www.useit.com/alertbox/20030728\\_spidering.html](http://www.useit.com/alertbox/20030728_spidering.html)), “there is still a risk that other websites will ... link directly to your PDF files, and thus expose the URLs to spiders.” Nielsen suggests that password protection of PDFs be implemented as “a final option,” although the obvious downside is that passwords represent “an additional barrier between users and the information they seek.”

The problem of the searchable PDFs brings up the whole issue of privacy and security on websites, such as ours, that provide personal information. As noted in my report to the 2005 AGM, I inserted meta-tagging on both the Register and executive pages in an effort to prevent them from being crawled by search engines. This appears to have worked, but PDFs present a new challenge that we will have to look into in the future as we strive to provide information to our members, and potential clients, while at the same time protecting members’ privacy.



Patricia Buchanan



Merridy Bradley

## International Liaison Report

### Prepared by Ruth Pincoe

This report is long, long overdue partly because affairs on the international scene have been quite busy. This, combined with increasing family responsibilities and finding time to write the odd index, have taken most of the time that might have gone to writing reports. The following paragraphs represent a capsule "Indexing International" over the last eighteen months or so.

As most ISC members will be aware, in June 2006 we held a joint conference with the American Society of Indexers in Toronto. Reports of this conference have already appeared but one important aspect of this gathering was the Triennial International Meeting of the Indexing Societies. Every three years representatives of the various indexing societies around the world send representatives to the conference of one society so that these representatives can meet to discuss common concerns and update the international agreement. In addition to ISC/SCI, the meeting in Toronto included representatives from Society of Indexers (Britain, SI), the American Society of Indexers (ASI), the Australian and New Zealand Society of Indexers (ANZSI), the China Society of Indexers (CSI), and two newly formed networks – the Deutsches Netzwerk der Indexer (DNI), and the Nederlands Indexers Netwerk (NIN). Unfortunately, the Association of Southern African Indexers and Bibliographers (ASAIB) was unable to send a representative. Our meeting was quite productive, and in addition to updating the international agreement our discussions concerned establishment of a website on good practice in indexing, training courses for new indexers, improving communication among the indexing societies, and dealing with problems of outsourcing. At this meeting I also took over the position of international co-ordinator, a role that Jill Halliday of SI had filled for many years.

We agreed that the 2009 triennial meeting would be hosted by ASAIB and held in South Africa. I will provide more details on a number of these international issues in a later Bulletin article.

Since that meeting, a good portion of my activity as the ISC/SCI International Liaison has been concerned with keeping in touch with representatives of the various societies. In addition, whenever I attend conferences of the other societies, I do my best to gather any international representatives for an informal meeting, as I've found these face to face meetings to be particularly valuable. However, quite soon after the 2006 triennial I had knee replacement surgery, and so dropped out of circulation for the rest of the summer and much of the fall. Beth Macfie, who was then also our president, did a wonderful job as our representative at the 2006 SI conference, held at Durham, in the north of England. Over the remainder of 2006 and the beginning of 2007 activity on the international front involved setting up an international discussion list and discussing details of the international agreement that were in need of tweaking. The year 2007 marked the thirtieth anniversary of ISC/SCI (founded in 1977), the fortieth anniversary of the American Society of Indexers (founded in 1967), and the fiftieth anniversary of the Society of Indexers (founded in 1957). I had the privilege of attending all three anniversary conferences, and since these were special affairs, they included a number of representatives from other societies.

Although I was the ISC/SCI representative at the ASI conference in Philadelphia in May 2007, I was certainly not the only Canadian in attendance: I was in the excellent company of Nicole Blais and Joan Blanchard (Ottawa), Jennifer Knowlan and Shad Turner (Yellowknife), Natalie Boon (Toronto), and Emma Hill Kepron (Winnipeg). The title of the

## **International Liaison Report continued**

conference, "Liberating the Index," was reflected in a wide variety of sessions on several forms of embedded indexing, web indexing, authorities and thesauri, working with PDFs, and establishing a virtual office (some of which left my poor technological-challenged head swimming), along with more down-to-earth sessions on topics such as indexer-client relations and scholarly indexing. I hope that a future issue of the *Bulletin* will include more details about the conference itself. I was also able to have several discussions with Carolyn Weaver (the incoming ASI president), Pilar Wyman (the ASI international liaison), and Michelle Clarke (the SI representative) about several issues, including opportunities for ISC/SCI members to participate in the SI and ASI training courses.

The SI conference – held at Roehampton University in the suburbs of London – was also packed with fascinating sessions on the wider world of indexing of electronic and Internet media, including a keynote presentation from David Crystal on "Language and Indexing." The conference also included a half day of presentations from publishers and editors from a number of United Kingdom houses. I am happy to report that proceedings of the SI conference will be published in *The Indexer*. SI's 50th anniversary was duly celebrated, with both an enormous cake (watch for the recipe in a future *Bulletin* issue) and a banquet.

For me, however, the real value of the SI conference was the opportunity to meet with indexers from around the globe. Maureen MacGlashan (editor of *The Indexer*) and I agreed that since meeting time was limited and the same people were involved in both my informal international meeting and the *Indexer* Editorial Board, it made sense to combine the two, which we did around a huge table at the Sunday lunch. The list of international attendees at the conference included Caroline Diepeveen and Pierke Bosschieter (from the Netherlands, but also representing the German network), Caroline Weaver and Heather Hedden (from the United States), John Simkin and Kerry Biram (from Australia), Marlene Burger (from South Africa), Liquin Dai

(who is currently resident in Yorkshire but is in close touch with the China Society), Ufuoma Lamikanra (from Nigeria), and finally, Judith Brand and Ruth Pincoe (from Canada).

Throughout the four days of the conference I was able to spend valuable time with all these people. Our short meeting was concerned partially with issues involving *The Indexer* and partly with preliminary plans for the upcoming Triennial Meeting in 2009. All of this had led me to reflect on how fortunate we are, in our profession as indexers, to have such a well-established international network. This is due in no small part to the hard work of indexers around the world who, at an early stage, recognized the value of such international ties. Today, in a growing climate of globalization, true international understanding and co-operation are of utmost importance to all of us.

## **Central Canada Report**

**Prepared by Elaine Melnick,  
Central Canada Representative**

Our most interesting sessions this past year have, without doubt, been the index reviews. Whether peer review or comparisons of 'good' and 'not-so-good' indexes, attendance at these sessions in particular has been impressive with as many as 17 people coming together for an afternoon.

The Toronto-area meetings have grown to become much anticipated gatherings — if I've let the months go by without announcing the next session, the emails start coming in: "When are we getting together?"

We've created a network of friends and colleagues, no longer "just" an assemblage of business associates. And I say "We" because without the participation and assistance of all those who gave freely of their time, this would not be so.

My thanks to all those who have made my tenure as Central Canada Representative a most enjoyable adventure. See you at the next meeting!

# ISC/SCI Membership Annual Report 2007

**Prepared by Jennifer Hedges,  
Membership Secretary**

As of May 31, 2007, ISC/SCI has 120 members, the same number as last year, meaning that for every member who has left the society, a new member has joined. The biggest drop in membership was in Alberta, where 5 members did not renew.

The geographical breakdown of the membership is as follows:

## Within Canada

British Columbia	22
Alberta	5
Saskatchewan	2
Manitoba	2
Ontario	62
Quebec	10
New Brunswick	2
Newfoundland & Labrador	1
Nova Scotia	2
Prince Edward Island	1

## Outside Canada

United States	9
Germany	1

## Membership Types

Individual	104
Student	4
Institutional	12

## Institutional members are distributed as follows:

British Columbia	2
Manitoba	1
Ontario	4
Quebec	2
United States	2
Germany	1

# Proposed New Special Interest Groups

*Editor's note- These are ASI interest groups, but they are open to ISC/SCI members.*

At the ASI conference in Philadelphia some members started discussing the idea of starting two new special interest groups (SIGs), which ISC members are also eligible to join. The new SIGs would be distinguished by their functional area/method/market, rather than by their subject area:

- Periodical & Database Indexing
- Taxonomies & Controlled Vocabularies

## 1. Periodical & Database Indexing

There are many periodical indexers out there, both freelance and in-house. Only some of them currently belong to ASI, possibly because they perceive ASI as being limited to book indexing and to serving only freelancers. By adding this SIG, ASI is sending a clear message to periodical indexers that they are welcome in the organization as well. While some freelancers index both books and periodicals, others get enough work in

## **Proposed New Special Interest Groups** continued

freelance periodical indexing alone. Periodical indexing includes both indexes created with back-of-the-book indexing software and indexes created in database systems. There is also database indexing work that is not limited to periodicals, but may include reference book articles, pamphlets, curriculum guides, and other items. We were interested to learn at the 40th anniversary history presentation at the ASI Philadelphia conference, that many of ASI's original founders were in-house periodical indexers. By starting this SIG, we are hoping to once again encourage more corporate members in periodical and database indexing to join ASI.

### **2. Taxonomies & Controlled Vocabularies**

Taxonomies is a field of growing interest, both within the indexer community, and within the broader world of business information management. Half-day workshops on taxonomies were well attended at both the Toronto and Philadelphia conferences. There is freelance work for taxonomy creation, but those who request the services often don't know where to look for freelance taxonomists. Taxonomy work, often for corporate content management, can be highly lucrative work. Controlled vocabularies is the broader field, and includes thesauri for periodical and database indexing, so this is also an area of interest among individuals in periodical and database publishing companies. A relatively new Taxonomy Community of Practice Yahoo group has been very active and successful, but most of its members are taxonomists or managers who oversee taxonomies developed and used internally within a company. The target of an ASI SIG, on the other hand, would be people who create or edit taxonomies for external clients or audiences, either as freelancers/consultants or as in-house developers of taxonomies/controlled vocabularies for externally offered (sold) information sources.

For either SIG, members could be practicing in the area full-time, part-time, on occasion, or merely be interested in working in the specialty.

The objectives/activities of the new SIGs would likely include:

- To provide a discussion forum, facilitate contacts for peer reviews, network for work projects or jobs
- To collect resources, compile bibliographies, identify software tools, gather useful links, etc. to go on a SIG website
- To promote standards of quality and further indexer education through arranging conference sessions (a.k.a. "sponsoring" conference sessions), and arranging for articles to be published on the subject area in *Key Words* and elsewhere
- To raise awareness in the broader publishing/information services industry of each SIG's specialty as a professional field

We would like to start off the new SIGs with discussion groups for each. If we find from the discussion groups that there is enough committed interest to sustain a regular SIG, the next step is to proceed with formally establishing the SIG. According to ASI policy, this involves developing a mission statement to be signed by five ASI members and submitted to the ASI board for approval. We would hope to achieve this by the end of the year in order to formally include the SIGs for the 2008 ASI registration year. Minimal dues might be collected for each SIG to support the hosting of a website, but not until after the start of the year.

If you are interested in joining one or both of these SIGs, please contact:

**Periodical & Database Indexing –**  
Linda Dunn at [linda47dunn@yahoo.com](mailto:linda47dunn@yahoo.com)

**Taxonomies & Controlled Vocabularies -**  
Heather Hedden at [heather@hedden.net](mailto:heather@hedden.net)

Because running a successful SIG takes more time and effort than a single person can usually contribute, please let the contact person know what you are willing to do. If you are interested in taking an active role (manager, co-manager, webmaster, member registrar/database administrator, treasurer), that would be especially appreciated.

## ISC Member Takes Top Honour at EAC AGM

Congratulations to ISC member **Audrey McClellan** for winning the 2006 Tom Fairley Award for Editorial Excellence from the Editors' Association of Canada (EAC)! Audrey won for her work on Judith Williams's book, *Clam Gardens: Aboriginal Mariculture on Canada's West Coast*.

The press release on the EAC site notes that the Award panel praised Audrey's dedication and sensitivity to a controversial book that challenges the notion of pre-contact West Coast indigenous peoples as hunter-gatherers alone, theorizing instead that they were farmers who cultivated clams and plants and who preserved food for subsistence. The panel also congratulated Audrey for "her part in turning what could have easily been a simple academic study of a theory in aboriginal studies into something of a 'quest' narrative. The finished book successfully conveys Williams's passion, with Audrey guiding and focusing the author in communicating her scientific thoughts and ideas, while still maintaining her very strong opinions."

In support of Audrey's nomination, publisher Rolf Maurer said that *Clam Gardens* "is a true collaboration between a writer and her editor. Yet Audrey's work is completely invisible to the reader, as it should be: highly professional, and seamless, editing."

For further information, the EAC press release is available at [http://www.editors.ca/tomfairley/past\\_winners/fairley2006.html](http://www.editors.ca/tomfairley/past_winners/fairley2006.html). New Star Books is at <http://www.newstarbooks.com/>.

Congratulations from all of us, Audrey!

