



# Bulletin

Indexing and Abstracting Society of Canada  
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Société canadienne pour l'analyse de documents  
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# Vancouver



# Glasgow



# Sydney

Indexing & Abstracting  
Society of Canada

Société canadienne pour l'analyse de  
documents

## Bulletin

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## Membership Report to March, 2003

By Annabelle Moore

### IASC/SCAD would like to welcome the following new members:

Maura E. Brown of Ottawa, ON .....	maurab@istar.ca
Lina B. Burton of Aldie, VA, USA .....	LinaBurton@aol.com
Patricia Dales of Toronto, ON .....	pdales@rogers.com
Philip Dombowsky of Ottawa, ON .....	philip.dombowsky@elf.mcgill.ca
Darren J. Furey of Toronto, ON .....	djfurey@editors.ca
Jacqui Haines (student member) of North Vancouver, BC .....	jshaines@shaw.ca
Christine Kondo of Langley, BC .....	ckondo@shaw.ca
Dennis Mills of Toronto, ON .....	damills@interlog.com
Emanuel A. Pantazi of Burlington, ON .....	pantazi@aol.com
Janet Price of Coquitlam, BC .....	jprice@underthepinetree.ca
Meg Sinclair of Beaconsfield, QC .....	meg.sinclair@mail.mcgill.ca
Sonya Wall of Vancouver, BC .....	sonyawall@shaw.ca
Katharine Wiencke of Williamstown, MA, USA .....	kwiencke@earthlink.net

### Please note the following changes to your Fall 2002 Directory:

Catherine Fox .....	catfox@earthlink.net
Christina MacDougall .....	CanIndex@cogeco.ca
(web site) .....	www.CanIndex.ca
Betty Taylor .....	btaylor@quik.com
Donald Tupling .....	dtupling@sympatico.ca

### Membership Renewal:

Just a reminder that **December renewals** are now due. If your renewal date is 12/31/02, this means you! You should have received an e-mail message with a link to the renewal form on the web site. Please renew before the end of January, 2003, to save on further reminders and to ensure you receive your April, 2003, copy of *The Indexer*. Thanks.

### Joining IASC/SCAD: Membership Categories and Fees:

- Individual (\$55)
- Student (\$35)\*
- Institution (\$65)
- (For members outside Canada, add CDN \$10.)

Student membership is available for full-time students only. Please inform IASC/SCAD of your course name/institution.

More details and application form available on IASC/SCAD web site at:

[www.indexingsociety.ca](http://www.indexingsociety.ca)

**N.B.** IASC/SCAD has two membership years: January to December, and July of one year to June of the next.

**IMPORTANT:** Please remember to add the IASC/SCAD membership secretary to your list of people to contact when your details change.

Membership Secretary IASC/SCAD  
c/o Annabelle Moore  
[annamoore@shaw.ca](mailto:annamoore@shaw.ca)

### Advertising Rates

The IASC/SCAD *Bulletin* accepts advertisements at the following rates:

Full page	CDN \$80
Half page	CDN \$40
Quarter page	CDN \$20
Business card	CDN \$15

Advertisers are asked to supply camera-ready copy in PDF format.

### Author Guidelines

Articles of up to 2,500 words may be submitted without contacting the editor concerning publication time or space limitations.

Please submit articles electronically in DOC or RTF formats and artwork in PDF format.

Photographs may be provided in TIF format.

## President's Message

By Elizabeth Bell

To start off the new year, the Executive Committee met online to discuss plans for the upcoming year and approve a budget. A summary of the committee's key decisions follows.

Let's start with the budget. IASC/SCAD's major expenditures are *The Indexer* subscription, the *Bulletin*, the *Register of Indexers Available*, web site and listserv maintenance fees, and half the airfare for a representative to attend a meeting of the international societies. We estimate these and other regular expenses to be \$6,870. Revenue is generated primarily from membership fees, *Bulletin* advertising, and the additional fees raised through listing in the *Register*. Our revenue for 2003 is estimated to be \$7,340. That leaves us with a small surplus of \$470.

Generally speaking, we are breaking even. However, an unexpected expense such as a drop in membership, a loss at the annual conference, an increase in printing costs, or additional membership services COULD put us in a deficit position. Fortunately, we have a healthy bank balance that acts as a safety cushion and affords us some flexibility.

The Executive Committee approved the budget and subsequently made the following four decisions:

- Given the current membership benefits now offered by IASC/SCAD are covered by current revenues, the 2003 membership fees will *not* be increasing, nor will there be a hike in the fee for a listing in the *Register of Indexers Available*. So, relax and read on.
- The Executive Committee approved the allocation of up to \$2,000 to be taken from our cash reserves to be used to fund activities and membership benefits which will help us continue to move forward and better address our mandate to promote indexing, the society, and the professional development of our members. To start, we are considering participating in the Book Expo to be held in Toronto this spring. We are also considering setting up a Speaker's Bureau and helping with travel expenses. A one-time trial delivery of *Key Words* to all members has also been raised as a possibility. Members will be asked for suggestions and feedback in the months ahead.
- A decision was made to accept credit card payments for conference fees, and eventually membership fees, through an Internet service called PayPal, which will be made accessible on our web site. This system of payment will be convenient for all members in and outside of Canada.
- The Executive Committee voted to replace the Member-At-Large position with a new Publicity/Public Relations position (the exact title remains to be decided). The primary responsibility of the publicity person will be to identify opportunities for IASC/SCAD to raise the profile of the society and its members with industry, as well as to enhance our

publicity efforts, thus reaching more indexers in a wide variety of fields, people interested in indexing, and those in a position to hire indexers.

If you want to know more about this new position, please contact me. See the article entitled "*IASC/SCAD Volunteer Opportunities*" for other executive positions opening up in June.

In other news, Chris Blackburn has resigned from his job handling the advertising for the *Bulletin*. Thank you, Chris, for your long and dedicated service to IASC/SCAD! Judith Scott has generously agreed to add these duties to her own as Assistant Editor/Production Assistant.

I look forward to seeing many of you at the joint IASC/SCAD and ASI conference June 19-21 in Vancouver. A conference information package will be arriving in your mailbox this month. Keep an eye out for it and be sure to register early. This event is guaranteed to NOT ONLY be the best professional development opportunity of the year BUT ALSO loads of fun! BESIDES, the weather has got to be better than what most of us have been experiencing this winter. All in all, you won't want to miss it!

Elizabeth Bell

## Editor, comments from...

By Rachel Rosenberg

You can get a sense from even a flick through this issue of just how much there is going on this summer as far as indexing conferences and activities. Fortunate it is, indeed, that none of the dates overlap between conferences for ASI/IASC/SCAD (June 19-21), SI (June 27-29) and AuSSI (September 12-13).

To draw attention to our home conference, you might wish to have a peep at the official SuperNatural British Columbia web site for a taste of things to come, [www.hellobc.com/bcescapes/cities/cityvan.jsp?nav=4](http://www.hellobc.com/bcescapes/cities/cityvan.jsp?nav=4), as well as the official City of Vancouver web site at [www.city.vancouver.bc.ca/](http://www.city.vancouver.bc.ca/), plus the City of Victoria, British Columbia's capital, at [www.city.victoria.bc.ca/common/index.shtml](http://www.city.victoria.bc.ca/common/index.shtml). Later in this issue is a list of links to activities in and around Vancouver—and not to forget the Victoria excursion, right?

There is not much point in describing the features of the convention and its environs without providing information as to how to get there, so you may want to consider the following links for travel arrangements: [www.flightcentre.ca/](http://www.flightcentre.ca/), [www.expedia.ca/](http://www.expedia.ca/), [www.destina.ca/](http://www.destina.ca/), [www.travelocity.ca/](http://www.travelocity.ca/)

In the meantime, until Vancouver (and Victoria)...

Rachel Rosenberg

The Online *Bulletin* may be found at:

[www.indexingsociety.ca/BULLETIN\\_Spring\\_2002.pdf](http://www.indexingsociety.ca/BULLETIN_Spring_2002.pdf)  
[www.indexingsociety.ca/BULLETIN\\_Summer\\_2002.pdf](http://www.indexingsociety.ca/BULLETIN_Summer_2002.pdf)  
[www.indexingsociety.ca/BULLETIN\\_Autumn\\_2002.pdf](http://www.indexingsociety.ca/BULLETIN_Autumn_2002.pdf)  
[www.indexingsociety.ca/BULLETIN\\_Winter\\_2002.pdf](http://www.indexingsociety.ca/BULLETIN_Winter_2002.pdf)  
[www.indexingsociety.ca/BULLETIN\\_Spring\\_2003.pdf](http://www.indexingsociety.ca/BULLETIN_Spring_2003.pdf)

Call for *Bulletin* Contributions

We are always looking for contributions to the IASC/SCAD *Bulletin*. If you have any tips, reports, interesting Web sites or other reference sources, new information, or anything else you'd like to share with your fellow indexers, please contact the Editor, Rachel Rosenberg, by telephone at (416) 236-9311 or by e-mail at [wordgoddess@sympatico.ca](mailto:wordgoddess@sympatico.ca).

# EMBEDDED FRAMEMAKER INDEXING: EVERY TECHNICAL WRITER'S DREAM

By Fred Brown

**F**rameMaker provides you with the ability to enter individual index headings by using index markers. Once entered, you can automatically generate the index with the correct page numbers.

## Main Headings and Subheadings

To enter a main heading, position the cursor at the appropriate location and enter the main heading text in the Marker dialogue box (**Special > Marker**).

Be sure that the Marker Type is set to "Index".

## Creating Main Headings

To insert a main heading and page number, "compiler, 2", in your index, do the following:

1. Position your cursor in front of the word "compiler" on page 2 of your document.
2. From the **Special** menu, select **Marker**. The **Marker** dialogue box opens.
3. Type the word "compiler" in the **Marker** dialogue box, and then click **New Marker**.

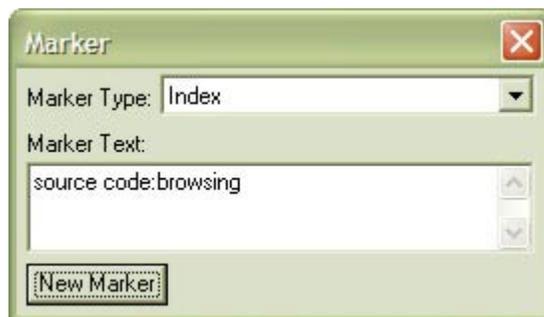
## Creating Subheadings

source code  
     browsing, 36  
     debugging, 39

To create entries with subheadings, as shown above, enter the main heading, a colon (:) followed by the subheading in the **Marker** dialogue box at the appropriate location in the document.

To insert a subheading of "browsing, 36" under the heading "source code", do the following:

1. Position your cursor in front of the word "browsing" on page 36 of your document.
2. From the **Special** menu, select **Marker**. The **Marker** dialogue box opens.
3. Type "source code:browsing" in the **Marker** dialogue box, and then click **New Marker**.
4. Repeat on page 39 to enter the subheading "debugging".



## Creating Page Ranges

To create a page range, you must enter separate markers on the beginning and ending pages of the range. To insert a page range for "toolbars", do the following:

1. Position your cursor in front of the word "toolbars" on page 4 of your document.
2. From the **Special** menu, select **Marker**. the **Marker** dialogue box opens.
3. Type "<\$startrange>toolbars" in the **Marker** dialogue box, and then click **New Marker**.
4. On page 5, open the **Marker** dialogue box, and then type "<\$\$endrange>toolbars".
5. Click **New Marker**.



## Wording with Articles and Prepositions

To ignore leading articles or prepositions when alphabetizing a subheading, specify how to alphabetize the heading in the **Marker** dialogue box as follows:

spacing:in Japanese fonts[spacing:Japanese fonts]



## Creating “See” and “See also” References

<\$nopage> instructs FrameMaker not to insert a page number because “See” and “See also” references have no page number. This fact also means that you can insert a “See” or “See also” reference wherever it is convenient for you in the document.

Good places can be at the end of the introduction or preface. The simplest way to explain how to embed these index markers is by example.

To create the following “See also” reference:

statistics

See also performance data; polling

1. Within the document, from the **Special** menu, select **Marker**. The **Marker** dialogue box opens.
2. Type: “<\$nopage>statistics:<Emphasis>See also<Default Para Font> performance data\; polling[statistics:aaa]” in the **Marker** dialogue box, and then click **New Marker**.



Note:

- o <Emphasis>See also<Default Para Font> puts “See also” in italics.
- o The \; (backslash-semicolon) places a semicolon between items in the “See also” list. Note that a simple semicolon alone would be interpreted as a new index heading.
- o The [statistics:aaa] entry puts the “See also” reference at the top of the list of subheadings.
- o A [statistics:zzz] entry would put the “See also” reference at the end of the list of subheadings.

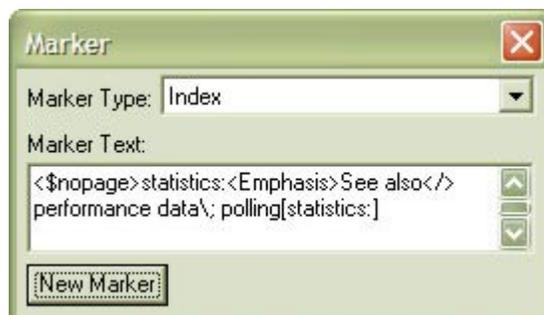
- o The following “See” reference:  
bitmap data. See raster data  
is entered in the **Marker** dialogue box as  
<\$nopage>bitmap data. <Emphasis>See<Default Para Font> raster data[bitmap data]
- o [bitmap data] ensures that FrameMaker alphabetizes the reference correctly.
- o The [bitmap data] entry is usually optional but may be necessary if the “See” reference is next to a similar main heading as shown in the following example:

screen. See display specification  
screen blanker  
screen I/O

## Working with Long Lists

You are limited to 256 characters in the FrameMaker **Marker** Window. Sometimes a long list of items can run over the 256-character limit. In the preceding “See also” example, you could shorten the index marker by doing one of the following:

- o replacing <Default Para Font> with </>
- o replacing [statistics:aaa] with [statistics:]



**Option One:**

If you are still over the 256-character limit, you can try the following “work around”. Divide the reference into two separate markers as shown in this example.

databases

See *also* attribute data; data; data types; network topologies; object data; ODBC databases; overlay analysis; points; polygon topologies; queries; query modes; rubber sheeting; topologies

**Option Two:**

You could also divide the list into two index markers with one of the following methods:

**List One:**

<\$npage>databases:<Emphasis>See also</> attribute data\; data\; data types\; network:topologies\; object data\; ODBC databases\; overlay[databases:aaa1]

**List Two:**

<\$npage>databases:<Emphasis>See also</> attribute data\; data\; data types\; network:analysis\; points\; polygon topologies\; queries\; query modes\; rubber sheeting\; topologies[databases:aaa2]

Notice the placement of the colons to create a three-level index heading.

To complete the “work around”, you’ll need to adjust one of the paragraph tags in the generated index file. Ensure that First and Left indents in the Level31X paragraph tag are the same as the Left indent in the Level21X paragraph tag.

*Fred Brown is a freelance indexer, also known as Allegro Technical Indexing ([www.allegrotechnicalindexing.com](http://www.allegrotechnicalindexing.com)), living and working from his home base in Ottawa. He also produces the e-zine Allegro Time! ([www.allegrotechindexing.com/allegrotime.htm](http://www.allegrotechindexing.com/allegrotime.htm)).*

## INDEXING JOB OPPORTUNITIES

For those with an interest in indexing in the corporate environment, Workopolis.com currently offers these opportunities:

Central Bank of Canada:

[http://jobs.workopolis.com/jobshome/db/work.job\\_posting?pi\\_job\\_id=6133270&pi\\_search\\_id=265104123&pi\\_sort=POST\\_DATE&pi\\_curjob=1&pi\\_maxjob=1](http://jobs.workopolis.com/jobshome/db/work.job_posting?pi_job_id=6133270&pi_search_id=265104123&pi_sort=POST_DATE&pi_curjob=1&pi_maxjob=1)

Spherion.ca

[http://jobs.workopolis.com/jobshome/db/work.job\\_posting?pi\\_job\\_id=6093086&pi\\_search\\_id=267321403&pi\\_sort=POST\\_DATE&pi\\_curjob=9&pi\\_maxjob=10](http://jobs.workopolis.com/jobshome/db/work.job_posting?pi_job_id=6093086&pi_search_id=267321403&pi_sort=POST_DATE&pi_curjob=9&pi_maxjob=10)

CIBC

[http://jobs.workopolis.com/jobshome/db/work.job\\_posting?pi\\_job\\_id=5899521&pi\\_search\\_id=267767803&pi\\_sort=POST\\_DATE&pi\\_curjob=7&pi\\_maxjob=10](http://jobs.workopolis.com/jobshome/db/work.job_posting?pi_job_id=5899521&pi_search_id=267767803&pi_sort=POST_DATE&pi_curjob=7&pi_maxjob=10)

## HOW TO GET FREELANCE INDEXING JOBS: A QUICK GUIDE

[www.slais.ubc.ca/resources/indexing/indexing.htm#becoming](http://www.slais.ubc.ca/resources/indexing/indexing.htm#becoming)

[www.nouruzi.itgo.com/custom2.html](http://www.nouruzi.itgo.com/custom2.html)

## Want to learn more about indexing?

### Training in indexing

A good index adds value to any publication, and publishers always need good specialist indexers. Our training course gives a comprehensive introduction to indexing principles and practice and leads to Accredited Indexer status. The new fully revised and updated edition – in electronic as well as printed format – will be released during 2002. For more information on the course, contact:

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Blades Enterprise Centre  
John Street  
Sheffield S2 4SU  
Tel: +44 0114 292 2350  
Fax: +44 0114 292 2351  
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# VANCOUVER AND VICTORIA TREATS AND GET-AWAYS

## Vancouver

Camera shots in and around Vancouver:

[www.katkam.ca/](http://www.katkam.ca/)

[www.jericho.bc.ca/webcam/webcam.html](http://www.jericho.bc.ca/webcam/webcam.html)

[www.virtualvancouver.com/restaurants.html](http://www.virtualvancouver.com/restaurants.html)

Restaurants:

[www.bishopsonline.com/](http://www.bishopsonline.com/)

[www.guestlife.com/vancouver/dine/raincity.html](http://www.guestlife.com/vancouver/dine/raincity.html)

A Guide to Vancouver's West End:

[www.englishbay.com/](http://www.englishbay.com/)

Vancouver Transit (including sound effects):

[www.rapidtransit.bc.ca/](http://www.rapidtransit.bc.ca/)



## Victoria

Victoria Dining Guide:

[www.victoriatravelguide.com/restaurants/](http://www.victoriatravelguide.com/restaurants/)

Victoria Inner Harbour Cam:

[www.victorialodging.com/webcam/1auto.htm](http://www.victorialodging.com/webcam/1auto.htm)

Victoria Transit:

[www.bctransit.com/regions/vic/](http://www.bctransit.com/regions/vic/)

Also, please don't forget the Victoria/Vancouver Island excursion planned by our friends at Western Indexing. Please contact Lee Brentlinger for details at:

Western Indexing

401 – 3868 Shelbourne Street

Victoria, B.C. V8P 5J1

[wesindex@islandnet.com](mailto:wesindex@islandnet.com)



In The Next Issue:

### **Society of Indexers Indexing the medical sciences (2nd edition)**

[www.socind.demon.co.uk/publics/OP3inf.htm](http://www.socind.demon.co.uk/publics/OP3inf.htm)

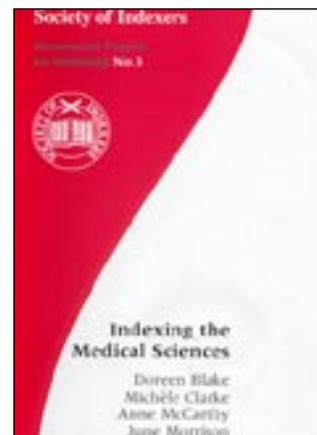
#### **Publication Details**

Blake D, Clarke M, McCarthy A & Morrison J

*Indexing the medical sciences* (2nd edition)

Society of Indexers 2002, Sheffield

ISBN 187-157724-1 xiii + 84 pp



# SOCIETY OF INDEXERS CONFERENCE IN GLASGOW

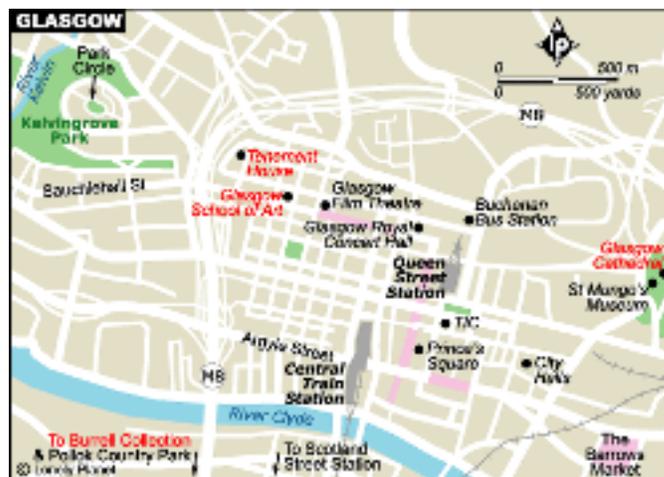
Friday, June 27th to Sunday, June 29th, 2003

[www.socind.demon.co.uk/confem/conf03pr.htm](http://www.socind.demon.co.uk/confem/conf03pr.htm)

[www.strath.ac.uk/](http://www.strath.ac.uk/)

A point to be noted about the SI Conference in 2003, to be held in Glasgow at the University of Strathclyde from June 27th to the 29th: The conference will end Sunday at lunchtime. We have decided to put any international meetings, such as *The Indexer* editorial board meeting, on the Sunday afternoon. We all found that time was so short at Cheltenham that meetings were squeezed into impossible time frames.

The relevance of passing this on to you now is that any members of your societies intending to attend the Glasgow conference can be forewarned and make travel arrangements accordingly.



# AUSTRALIAN CONFERENCE SYDNEY, AUSTRALIA

Friday, September 12th and Saturday, September 13th, 2003

Featuring "*Indexing the World of Information*", an international indexing conference organised by the Australian Society of Indexers (AuSSI), Carlton Crest Hotel, Sydney, Australia, September 12th–13th, 2003.

Contact Glenda Browne:

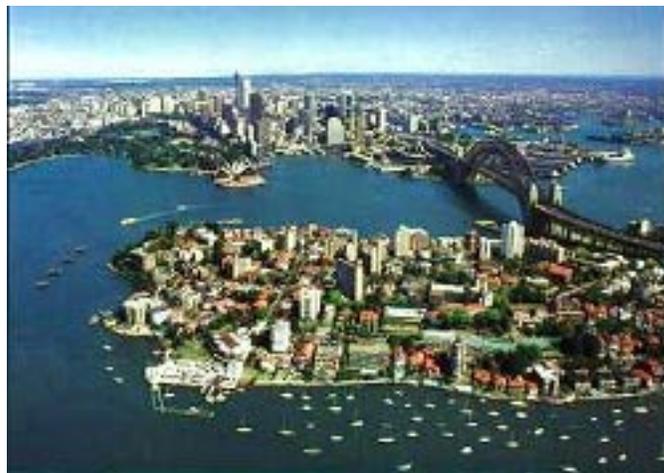
Email: [webindexing@optusnet.com.au](mailto:webindexing@optusnet.com.au)

Phone: +61 2 4739 8199.

For more information:

[www.aussi.org](http://www.aussi.org)

[www.carltonhotels.com.au/sydney/](http://www.carltonhotels.com.au/sydney/)



# NOTICE OF 2003 IASC/SCAD ANNUAL GENERAL MEETING

## Who's Invited:

Everyone is welcome to attend.

## When:

Friday, June 20, 2003. The business meeting will be held from 12:00 p.m.–1:30 p.m. A light lunch will be provided.

## Where:

Hyatt Regency Hotel  
655 Burrard St., Vancouver, B.C.

## Voting Privileges:

To vote, you must be an IASC/SCAD member in good standing.

For more details about *Northern Entries*, the Joint ASI – IASC/SCAD Conference to be held June 19-21, at the Hyatt Regency, visit [www.indexingsociety.ca](http://www.indexingsociety.ca) or [www.asindexing.org](http://www.asindexing.org). Brochures and registration forms will be mailed to members by the end of March.

# T H E O F F I C E A T W O R K

## Indexing Goes to the Beach...with TabletPC

By Rachel Rosenberg

Without having lived in Vancouver, British Columbia, for about a year, I'm not sure this would have occurred to me. But now that it has and now that we are finally experiencing a reprieve from this past winter, let's think about how indexing at the seashore could work.

Consider the new technology coming out this year, especially the Tablet PC, and how it can all fit together.

Suppose you take your marked-up galleys and scan them into OmniPage ([www.scansoft.com/omnipage/](http://www.scansoft.com/omnipage/)) as a PDF file or other file format of your choice, and then suppose you have your indexing software loaded onto one of these new-fangled Tablet PCs. With the marked-up document now in electronic form and with your software loaded, swivel the screen so it overlays the keyboard. You can now sit back and use the stylus to handwrite your index.

While this may not be a scenario you would play out every day, the Tablet PC does add some additional comfort and convenience to the work day. This book-like electronic format can make proofing/working in alternate locations, such as a deckchair, bed, living room, wherever, much more viable.

There is also some discussion afoot about the Tablet PC providing competition for handheld PDAs, although in many instances size will be a factor. Nevertheless, for indexing, editing, or note-taking, this new product is getting good reviews.

For further comfort, please note that the Windows XP operating system employs ClearType technology which renders type with a crispness and clarity very comforting to the eyes. (See [www.microsoft.com/typography/cleartype/tuner/1.htm](http://www.microsoft.com/typography/cleartype/tuner/1.htm).)



[www.microsoft.com/windowsxp/tablet/default.asp](http://www.microsoft.com/windowsxp/tablet/default.asp)

[www.fujitsu-siemens.com/rl/products/pentablets/pentablets.html](http://www.fujitsu-siemens.com/rl/products/pentablets/pentablets.html)

[www.toshiba.ca/web/product.grp?lg=en&section=1&group=1&product=1010](http://www.toshiba.ca/web/product.grp?lg=en&section=1&group=1&product=1010)

[www.zdnet.com/products/stories/reviews/0,4161,2896965,00.html](http://www.zdnet.com/products/stories/reviews/0,4161,2896965,00.html)

## Computer Nasties to Watch Out For

Anti-Virus software (Norton, McAfee, etc.) has become a mainstay of computers that go online. Firewalls (BlackIce, ZoneAlarm) are next in popularity and necessity. Yet a third utility can ensure your electronic instrument of delight, livelihood, and torture remains as bug-free as possible.

Many people are still unfamiliar with the free utility known as Ad-Aware that scans your system to find adware and spyware

surreptitiously loaded onto your harddrive right under your nose. Ad-Aware in its shareware and professional versions is located at [www.lavasoft.de](http://www.lavasoft.de).

Ad-Aware should be run every several weeks to remove such unwanted electronic tracking mechanisms from your systems. Otherwise, the "spying" can truly slow down your system, especially the more malicious bugs.

## Microsoft Office 2003, Beta 2

Those of us who do some indexing work in Word may or may not wish to send away for the latest beta of Word 2003.

[www.microsoft.com/office/preview/orderbeta.asp](http://www.microsoft.com/office/preview/orderbeta.asp)

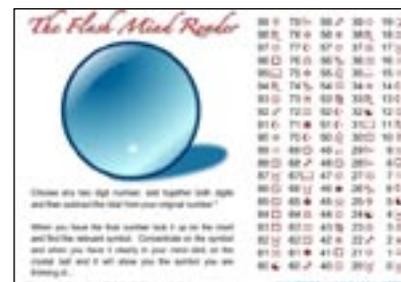
Another innovative product being launched with the Office suite is OneNote, for capturing and reorganizing notes.

[www.microsoft.com/office/preview/onenote/demo.asp](http://www.microsoft.com/office/preview/onenote/demo.asp)

## A Little Office Fun... Do You Know Why This Works?

In a busy working day, some of the humour which goes flying around the Internet can be a welcome relief. While this puzzle isn't humorous, it does provide somewhat comic relief from the other mental toil we engage in.

<http://mr-31238.mr.valuehost.co.uk/assets/Flash/psychic.swf>



## P R O F I L E S

## PERRY MILLAR

### SASKATOON, SASKATCHEWAN

For the past four years I have lived and worked in Saskatoon, where I grew up, but I began my career as an editor and indexer in Vancouver, where I lived for twenty-five years. I first realized that I wanted to pursue a career as an editor-indexer when I was working on an MA in English literature at the University of Alberta.

As a graduate student, I worked as a research assistant and was assigned two fortuitous jobs.

My first assignment was to assist a professor who was the general editor of a collection of plays by Alberta playwrights. The collection was in the final stages of preparation before going to the press, and I helped her with fact checking, proofreading, and other editorial tasks. When this job was finished, I spent the next six months helping to compile a bibliography of secondary sources in Canadian literature for a U of A English department in-house publication. I spent many happy hours pouring over the MLA listings, tracking down journals, and ferreting out articles from here and there. It was while working as a bibliographer that I began to realize that I had a “nose” for detail. It was a small jump from there to recognizing I could apply these skills to indexing.

When I moved to Vancouver after graduate school, I followed the trail of a bibliographic project. While this had not gone forward, it did put me in contact with an English professor who was working on a biography and for whom I began working on a part-time basis. When the manuscript went to press, she gave me a break that is sometimes difficult to find: she hired me to produce the index for the book under the supervision of an experienced



indexer she knew. I gained experience as well as confidence and began to look for other indexing work

I think of myself as more of an editor than an indexer, but over the years I've developed a number of indexes for academic and trade books. For some years I worked four days a week in an editorial capacity, and I found that the three-day weekend was compatible with producing indexes for trade books. I could work intensively from Friday to Sunday night and revise over the next few evenings, by which time the managing editor was usually waiting anxiously to receive the index.

A couple of years ago I was asked to create an index using FrameMaker. I tried unsuccessfully to talk the client out of producing it by tagging within the text. The book was a style guide related to using FrameMaker software, and, fortunately, tagging key words lent itself to the instructional nature of the document. I don't know what I would have done if there had been a number of subjects and conceptual ideas to capture. I know it took me longer than usual because of problems with the

program, but more important, it reinforced for me the weakness of this method of working. In my opinion, there's no mechanical substitute for the subtle decisions made by the indexer's brain makes when developing an index.

I've never worked on any exceptionally complex indexes. My pleasure has been the chance to read a wide variety of books that I might never have read otherwise. As are most indexers, I'm now a generalist on a disparate range of topics—from Pacific Rim agencies and politics to diamond pipes, from the history of Harlequin publishing to the state of multiculturalism in Canada. If nothing else, indexing, like editing, continually ensures the expansion of your general education.

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*Perry Millar may be reached at the University of Saskatchewan, [Perry.Millar@extfc.usask.ca](mailto:Perry.Millar@extfc.usask.ca).*

## RITA CAMPBELL

### WINNIPEG, MANITOBA

I live in Winnipeg, a medium-sized city in the province of Manitoba in western Canada. Winters are very cold (-30 celsius is not unusual), so it's a good time to nestle down and index. Summers are hot, but there are many beaches and lakes not far from us so we can thoroughly enjoy the balmy weather.

I received my B.A. from the University of Winnipeg. Although my majors were History and Economics, I took a very wide variety of courses, including Chemistry and Calculus. As a University student, I worked in an excellent garden centre and ultimately wrote two articles for *The Prairie Gardener* magazine. I have a wide variety of interests, including women's issues, astronomy, and chess.

While working at the University of Winnipeg, I began a career typesetting books. I have produced books for a number of small publishers as well as Carleton University Press, Lexington Books, and Harper & Row. I typeset technical books using

the mathematically-oriented T<sub>E</sub>X and produce more general academic books in Word and WordPerfect.

Indexing is something people aren't widely aware of in my area. Although that should mean that the field is very open for employment opportunities, I seem to get a lot of reactions like “You do what?” Even authors have questioned why a book needs an index, which I find really amazing. But I have to admit it's not really a job they push at career symposia!

My career as an indexer happened by chance really. My first client had a job ready to go, and when the indexer he had lined up was unable to take on the project he asked me if I'd give it a try. I had never done that kind of thing before but was willing to give it a shot. I soon discovered that indexing complements my organized and task-oriented personality, and a new career was born for me.

Each new project I tackle always has some element to it that interests me in a different way. As each book is different, so is each indexing project.

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*Rita Campbell may be reached at [type456@excite.com](mailto:type456@excite.com).*

# IASC/SCAD Volunteer Opportunities

At our Annual General Meeting on June 20, 2003 in Vancouver, members of the 2001-2003 Executive Committee will have fulfilled their commitments to IASC/SCAD and it will be time to usher in a new executive for the 2003-2005 term. We invite you to join the team.

The benefits of volunteering are too many to list here and you have read them all before. So, as you read the following brief job descriptions, match your skills and interests with an IASC/SCAD volunteer position. Some of our current volunteers have generously offered to stay on. Now isn't that proof IASC/SCAD volunteers are having a positive experience?

## **President**

- Ruth Pincoe, currently Vice President/President Elect, will take over as your President until 2005.

## **Past President**

- Elizabeth Bell will automatically become Past President.

## **VP/President Elect**

- As the title suggests, this very important position is available for someone who wants to become IASC/SCAD's next president. For the first two years, you will learn the ropes by assisting Ruth and the executive in running the society. When your turn comes along, you will be well prepared to slip into the role of president.

## **International Liaison Officer**

- The International Liaison Officer's primary responsibility is to be our international diplomat, our link with the international indexing community. Unlike the other executive positions, this one has a three year term.
- Noeline Bridge will continue in this position until the end of her term in another year.

## **Treasurer**

- The treasurer is in charge of our finances. He/she pays our bills, writes receipts, and prepares quarterly and annual reports for the executive.
- Richard Johnson has volunteered to serve in this position for another 2 year term.

## **Membership Secretary**

- In the high-profile job of Membership Secretary, you will be the person who welcomes new members, reminds members to renew, answers general inquiries about membership, approves IASC-L applications for subscription, generates labels for the newsletter and *The Indexer*, publishes the *Membership Directory* and maintains the Access 2000 membership database.

Sounds like a lot, but keep in mind we have a relatively small number of members and a very helpful database system. If you want to meet people and get yourself known, this is an excellent opportunity.

## **Editor, Register of Indexers Available**

- In contrast to the ongoing duties of the Membership Secretary, the majority of the Editor's work happens once a year when he/she produces and distributes the *Register of Indexers Available*. The final data is passed on to the web master for posting to the online version. Audrey has everything organized and up-to-date including a smooth and efficient process for updating information and flowing it into a QuarkXPress layout, so a new volunteer can easily step in and take over.

## **Bulletin Editorial Board**

- The job of planning, organizing, soliciting contributors, editing, producing, and distributing the IASC/SCAD newsletter is handled by the *Bulletin* Editor and the Assistant Editor. Advertising contracts are now also the responsibility of the Editorial Board.
- Rachel Rosenberg and Judith Scott have volunteered to continue producing the Bulletin for another year (or two, we hope).

## **Web Master**

- Our web master is in charge of developing and updating IASC/SCAD's web site. (Busy times centre around the updating of the Register's online version and the month or two before the annual conference.)
- Ellen Warner has volunteered to continue as web master. She would like to share her responsibilities with someone else. If you have web site experience and would like to help, please let us hear from you.

## **Regional Representatives**

- The duties of a Regional Representative are to welcome new members and answer their general inquiries, organize local meetings or events, network with other organizations in the region such as chapters of ASI and STC, and be able to help with the annual conference should it be held in the Representative's region.
- Karen Griffiths has volunteered to continue on as British Columbia Representative.
- Elaine Melnick would also like to continue as Central Representative.
- We are looking for a Prairie Provinces representative and a bilingual Eastern Canada representative.
- In addition, a new Public Relations position will be available for someone who is interested in developing and identifying methods and opportunities to promote indexing, the society, and IASC/SCAD members.

If you are interested in participating in the running of IASC/SCAD, working with friendly and talented colleagues, networking, learning new skills, and generally enhancing your profile as an indexer, please contact Elizabeth Bell at [pinpointindexing@shaw.ca](mailto:pinpointindexing@shaw.ca) or by phone at (403) 247-0674.

## I N D E X R E V I E W

THE INDEX IN  
"PALE FIRE"

...a commentary on how the index fits with the novel and on how good a job the great novelist did on both preparing and parodying an index.

Novel by Vladimir Vladimirovich Nabokov  
Review by Wayne Jones, [www.canedit.ca](http://www.canedit.ca)

Paperback: 315 pages ;  
Publisher: Vintage Books; Reissue edition (April 1989)  
ISBN: 0679723420

## Introduction

Vladimir Nabokov's novel *Pale Fire*, first published in 1962, is written in the form of an academic book by Charles Kinbote. Nabokov's basic structure has Kinbote presenting the reader with the text of a 999-line poem by John Shade, a scholarly edition for which Kinbote also provides a foreword, a commentary on individual lines and passages, and an index. The subtext (or "supertext") is that Kinbote is not mentally well, and he imagines not only that he is Charles II, the last king of Zembla, but also that Shade's poem is a literary retelling of Charles's exile and attempted assassination.

## Accuracy

The general format of the index is a fairly accurate representation of what a "real" scholarly index looks like. There is an alphabetical list of proper names (and the occasional title and subject), with locators pointing to the relevant line of the poem, e.g.:

*Blenda, Queen*, the King's mother, 1878–1936, reigned from 1918, 71

Line 71 in the poem reads simply, "I was an infant when my parents died," but Kinbote's commentary to that line runs a full seven and a half pages, a typical case of overdoing it on his part (and a parody of actual scholarly editions in which the notes often take up more space than the original text that they are supposed to be elucidating). There are *see* and *see also* cross-references, and even liberal (and generally accurate) use of such terms as *q.v.*, *ibid.*, and *passim*.

Overall, it looks and feels like a scholarly index, but there are some practices which likely would be avoided by real-life indexers. The details of the entries for the two major characters in the book, Kinbote and Shade, are arranged in the numerical order of the lines of the poem, which is neither purely chronological nor subject-based. The result is that those entries follow the exact narrative line of the poem, with no subdivision or other ordering principle so that the reader could use the entries to easily find out about the characters' beliefs or publications or chronology.

Another practice is the use of a long string of locators for one of the entries (*Onhava*), when an experienced indexer would likely provide subdivisions in order to guide the reader. Also, in some

cases entries on the same subject are not collated, but are simply re-listed, e.g.:

*Shade, John Francis*...again his prudence, or considerateness, 417

## Parody, Humour, and the Character of Kinbote

Some of the "errors" are of course quite intentional on the part of Nabokov, who is often parodying or playing with the whole concept of an index, or reflecting the mind of Kinbote. These are some examples of uses of *q.v.* which you are unlikely to find in a scholarly index:

*Charles II*...his Russian blood, and Crown Jewels (*q.v.* by all means)

*Odevalla*...grand-uncle of Oswin Bretwit (*q.v.*, *q.v.*, as the crows say)

There are other examples in which the entries reflect the mind of an eccentric and deranged scholar, and not the objectivity that one expects from an index:

*Disa, Duchess of Payn*...her letters on ethereal paper with a watermark I cannot make out, her images torturing me in my sleep, 433

*Shadows, the*...its leader's terrible name cannot be mentioned, even in the Index to the obscure work of a scholar [no locator]

The entry for *Word golf* contains a locator but also a *see* reference to *Lass*, which has a reference to *Mass*, which refers to *Male*, which refers back to *Word golf*.

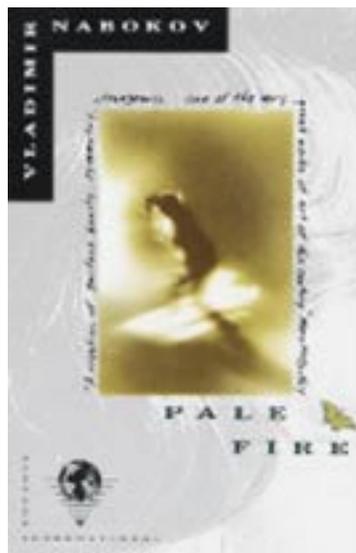
One of my favorite entries is the one for Shade's wife, who often foils Kinbote in his attempts to contact (and harass) the poet Shade. She is mentioned frequently in the poem and commentary, but Kinbote relegates her to retrieval oblivion with

*Shade, Sybil*, S's wife, *passim*

And, finally, the last entry of the index (intentionally) commits a fundamental error, an entry without a locator:

*Zembla*, a distant northern land

The lack of locator achieves many purposes. It parodies indexing. It suggests Kinbote's wistful and vague longing for the land which he once ruled. And it points out the basic fact of the story, that there really is no Zembla.



View the index:

[www.amazon.com/exec/obidos/tg/detail/-/0679723420/ref=lib\\_rd\\_ss\\_T101/104-9980691-5588742?v=glance&s=books&vi=reader&img=9#reader-link](http://www.amazon.com/exec/obidos/tg/detail/-/0679723420/ref=lib_rd_ss_T101/104-9980691-5588742?v=glance&s=books&vi=reader&img=9#reader-link)

**IASC/SCAD  
Treasurer's Report  
3rd Quarter 2002**

Cash on Hand as of September 30, 2002		<u><u>\$ 13,536.81</u></u>
<b>Income</b>		
Membership Fees		
1 @ \$35.00	\$ 35.00	
28 @ \$55.00	1,540.00	
1 @ \$65.00	65.00	
Total Membership Revenue	\$ 1,640.00	
Registry Fees		
37 @ \$20.00	740.00	\$ 740.00
Total Revenue		<u>\$ 2,380.00</u>
<b>Expenses</b>		
Spring Bulletin	218.86	
Membership expenses	45.59	
Web Site Maintenance	51.33	
Treasurer postage and receipt book	169.53	
Total Expenses		<u>\$ 485.31</u>
Cash on hand June 30, 2002		\$ 11,642.12
plus revenue from 3rd Quarter		\$ 2,380.00
less expenses from 3rd Quarter		\$ 485.31
Cash on hand September 30, 2002		<u><u>\$ 13,536.81</u></u>
Richard Johnson Treasurer		

**IASC/SCAD  
Treasurer's Report  
4th Quarter 2002**

Cash on Hand as of December 31, 2002		<u><u>\$ 10,615.44</u></u>
<b>Income</b>		
Membership Fees		
18 @ \$55.00	\$ 990.00	
2 @ \$65.00	130.00	
Total Membership Revenue	\$ 1,120.00	
Total Revenue		<u>\$ 1,120.00</u>
<b>Expenses</b>		
Registry Expenses	801.50	
Membership expenses	447.67	
Web Site Maintenance	267.34	
Listserv	150.33	
Gail Rhoades Gift & Stationery	129.38	
NSF cheque charge	35.00	
<i>Indexer</i> from U.K. Society from Feb/02 *	1,111.72	
<i>Indexer</i> from U.K. Society from July/02 *	1,088.43	
Total Expenses		<u>\$ 4,031.37</u>
Cash on hand June 30, 2002		\$ 13,526.81
plus revenue from 4th Quarter		\$ 1,120.00
less expenses from 4th Quarter		\$ 4,031.37
Cash on hand December 31, 2002		<u><u>\$ 10,615.44</u></u>

\* Payments made personally and reimbursed January 6, 2003

Richard Johnson  
Treasurer

**IASC/SCAD  
Treasurer's Report  
2002 - SUMMARY**

Cash on Hand as of December 31, 2002 \$ 12,815.59

**Income**

Membership Fees		
1 @ \$35.00	35.00	
83 @ \$55.00	4,565.00	
10 @ \$65.00	650.00	
 Total Membership Fees	 \$ 5,250.00	
Registry fees		
46 @ \$20.00	\$ 920.00	
Conference revenue	\$ 1,895.00	
Advertising revenue	\$ 110.57	
U.S. Exchange	\$ 35.39	
 Total Revenue	 \$ 8,210.96	

**Expenses**

Registry Expenses	801.50	
Membership expenses	507.92	
Web Site Maintenance	787.80	
Listserv	150.33	
Bank charges	35.00	
Conference expenses	1,730.21	
Treasurer expenses (postage, etc.)	169.53	
<i>Bulletin</i> expenses	896.36	
Misc. expenses (gifts, stationary, etc.)	179.18	
<i>Indexer</i> from U.K. Society (2)	2,200.15	
 Total Expenses	 \$ 7,457.98	

Cash on hand June 30, 2002	\$ 9,862.46
plus revenue from 2002	\$ 8,210.96
less expenses from 2002	\$ 7,457.98

Cash on hand December 31, 2002 \$ 10,615.44

**IASC/SCAD  
2002 Registry of Indexers  
Profit/Loss Analysis**

<b>Total Revenue</b>	45 x \$20.00 fee		<b>\$ 900.00</b>
<b>Total Expenses</b>	Printing	\$ 559.82	
	Other	\$ 241.68	<b>\$ 801.50</b>
<b>Net Gain</b>			<u><b>\$ 98.50</b></u>

\*\* All of Audrey Dorsch's hard work was at no charge and much appreciated for a job well done!

\*\* I would suggest that, as a not-for-profit organization that exists to promote indexing, this small gain for the conference is laudable and acceptable.

Richard Johnson  
Treasurer

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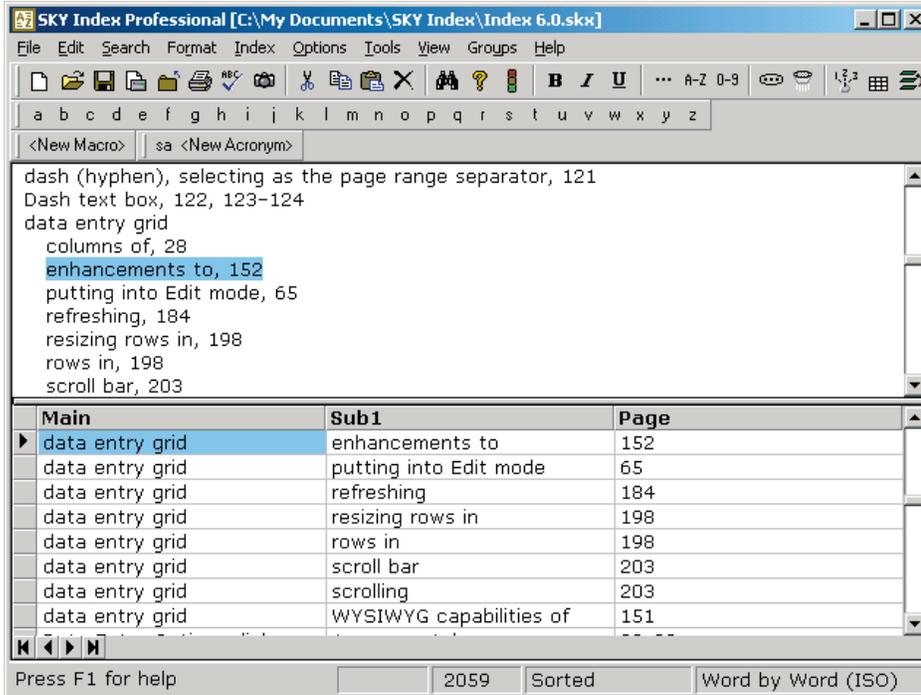
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SKY Index's AutoComplete feature uses sort order, frequency of use, and last time of use when anticipating your entries, resulting in greater accuracy. AutoComplete also works for cross-references and it can even be used as a controlled vocabulary.

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# MACREX 7

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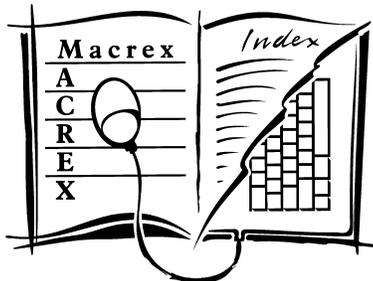
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Demo with printed documentation is \$50.<sup>00</sup> (applied to purchase).

Discounts are offered to IASC/SCAD members and to students (and instructors) enrolled in approved indexing courses.