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Editor, Comments from

A warm hello to all the members of ISC/SCI! I'm so excited to be given the opportunity to be the editor of the Bulletin. I am grateful to Catherine Plear who has done all the legwork on this issue, and to Alexandra Peace for bridging the gap as I learn the ropes. There are multiple people on this team and multitudes of work that go into producing each issue—Gillian Watts as copyeditor, Sergey Lobachev in production, Tere Mullin on final proofs, and of course the contributors.

I look forward to meeting many of you at the conference in 2021. For now, I'm glad we can have monthly Zoom meetings until all the craziness of COVID-19 has passed.

In this issue, Alexandra Peace gives a shout out for volunteers on several new committees, and shares some insights on the many benefits of volunteering.

A conference scholarship committee has been formed for new indexers needing financial help to attend the 2021 conference to be held in St. John's, Newfoundland.

Want to index cookbooks? Gillian Watts shares five interesting tips on becoming a cookbook indexer including expanding your culinary repertoire and her favourite reference books.

Sergey Lorbachev shares his approach to indexing in LaTeX in this in-depth tutorial including its use with conventional software, XML conversion, and working with clients.

What does retirement look like in light of a COVID-19 world? Heather Ebbs discusses financial planning, life, health, and forging new paths.

Ronnie Seagren brings us up to date on all the goings-on from the central region from November 2019 to April 2020.

Congratulations to Anna Olivier and Carla DeSantis, winners of the Ewart-Daveluy award, and to Margaret de Boer, winner of the Tamarack award.

Upcoming Meetings and Events

Zoom meetings

Each regional representative is planning on conducting meetings by Zoom in the fall, but no dates have been set yet.

The national monthly video chats are being held every month on the second Saturday. Dates and links can be found on the website (<https://indexers.ca/event/>

[members-monthly-video-chat-6/](#)) under upcoming events on the home page. The next one is on Saturday, September 12, 2020.

The next executive committee meeting will be held on Saturday, September 19, 2020. Please let your regional rep know if you have any questions or concerns for the executive committee.

President's Message

President's Remarks for the Bulletin, Spring 2020

Well, isn't it a crazy world these days! I do hope you are all well. I've been especially enjoying meetings with Zoom these days and seeing people's faces. It seems more important than ever to connect with people.

Has your work decreased or increased in the time of COVID-19? Is there anything ISC/SCI can do for you? These are some of the questions that may be included in a survey of members. Lisa Fedorak and Martin Gavin are working on this survey, and we will be discussing it at our next executive committee meeting.

Don't forget that you're all welcome at the monthly video chats. All kinds of topics are discussed. Especially because we won't get to see each other at the conference this year, it's great to see those who show up. The dates for these are in the calendar on the website. We started the program in January and picked the dates for the year: the second Saturday of the month. However, several people have mentioned that they would prefer to attend at another time. Page 19 has information on how to let us know what days would work better for you. Along with the monthly video chats, the regional reps are also holding meetings using Zoom. Keep your eyes peeled for notices from them.

Before all the craziness, several people worked very hard to get out letters (yes, snail mail) to all the Canadian publishers, reminding them that if they don't already have an indexer, they can find one on our Find an Indexer page. This was a great initiative from Judi Gibbs, and thanks also to Central Region indexers for stuffing the envelopes! We would like to add this as an annual task but need a volunteer for it.

Speaking of volunteers, we have several positions open: spots on the executive committee, some standing



Alexandra Peace, congratulating the Ewart-Daveluy Award Winners. Screenshot from AGM 2020, by Jason Begy.

committees, and some ad hoc committees that could use some staffing. Please check the article on page XX to see whether there is a position that interests you. There's lots of good work going on, but it's good to have turnover so that people don't get burnt out. And we also have more ideas than we have human resources for!

One of the things I am particularly grateful for these days is our membership in the Book and Periodical Council. This is an umbrella group of organizations involved in book publishing in Canada. Margaret de Boer attends the meetings on our behalf.

I look forward to seeing you at the monthly video chats. If you can't make one but have something you need to ask, do connect with your regional representative.

Thanks to everyone for all the hard work that goes into keeping this organization running.

Cheers,

Alexandra Peace

Notes de la présidence pour le *Bulletin*, printemps 2020

On vit dans un monde fou ces jours-ci, n'est-ce pas?! J'espère que vous allez bien. J'ai particulièrement apprécié les rencontres Zoom en cette période et le fait de voir des visages. Cela semble plus important que jamais de connecter les uns avec les autres.

Est-ce que vous avez moins ou plus de travail en temps de COVID-19? Est-ce qu'il y a quelque chose que la SCI/ISC peut faire pour vous? Ce sont deux questions parmi celles qui vont être incluses dans un sondage auprès des membres. Lisa Fedorak et Martin Gavin préparent ce sondage et nous allons en discuter à notre prochaine réunion du bureau de direction.

N'oubliez pas que vous pouvez participer au clavardage mensuel. Tous les sujets peuvent être abordés. Et, comme on ne peut se rencontrer cette année au congrès annuel, c'est important de voir celles et ceux qui seraient venus. Les dates sont sur le site Internet. Nous avons commencé en janvier et nous avons alors choisi des dates pour toute l'année : le deuxième samedi de chaque mois. Plusieurs personnes ont dit préférer un autre moment. Vous trouverez p. 19 la voie à suivre pour nous indiquer quels jours fonctionneraient le mieux pour vous. Outre les clavardages mensuels, les représentants régionaux organisent aussi des réunions Zoom. Gardez un œil ouvert là-dessus.

Avant toute cette folie, plusieurs personnes ont travaillé d'arrache-pied pour envoyer des lettres (oui, de vraies lettres!) à tous les éditeurs canadiens pour leur dire que

s'ils n'avaient pas déjà un indexeur, ils pouvaient en trouver un grâce à l'annuaire "Trouvez un indexeur". C'est une belle initiative de Judi Gibbs, et merci aux membres de la région Centre pour avoir fourni les enveloppes! Nous voudrions en faire une tâche annuelle, mais nous avons besoin d'un ou une bénévole pour cela.

Parlant de bénévoles, nous avons plusieurs postes disponibles : quelques-uns sont à pourvoir au bureau de direction, certains dans les comités permanents et d'autres encore dans les comités "ad hoc". Regardez p. XX l'article où vous pourrez voir si l'un de ces profils vous intéresse. C'est vraiment une bonne chose de faire un travail suivi, mais c'est bien aussi d'avoir une rotation pour ne pas que le monde s'épuise. Et nous avons aussi davantage d'idées quand nous avons les ressources humaines pour cela!

L'une des choses dont je suis particulièrement fière en ce moment est notre adhésion au Book and Periodical Council. C'est un rassemblement d'organismes investis dans l'édition au Canada. Margaret de Boer est notre représentante aux réunions et son dernier rapport.

J'espère vous voir à nos clavardages mensuels. Si vous ne pouvez pas participer, mais avez quelque chose à demander, adressez-vous à votre représentant régional.

Merci à chacun pour son intense participation, qui permet à notre association de fonctionner.

Bien à vous,

Alexandra Peace

News from Central Region

CENTRAL REGION MEETINGS, 2019–2020

by Ronnie Seagren

NOVEMBER: On-the-spot indexing of the Truth and Reconciliation Commission report

At the November meeting we first brainstormed topics we'd like to hear about (which we are now systematically working through). Then we all tried a hand at indexing together a four-page chapter on the Métis experience in Canada's residential schools, part of the Truth and Reconciliation Commission report. There was a spirited discussion about who would want to find what kind of information, and how best to serve those users by how we worded the index entries. Two of the original indexers were there, so occasionally they chimed in with how they'd handled a particular question.

FEBRUARY: What we wished we'd known when we started indexing

We met at Ann Kennedy's for a lively discussion. Ten sets of hands quickly stuffed more than 80 envelopes to publishers across Canada; each contained an introductory letter about ISC indexers and the new bookmark. Siusan Moffat organized it so smoothly that we were all impressed by how quickly and efficiently we were able to fill that mailbag while also talking about our current projects (you can see a few of us in the photos).

Then we shifted to discussing what we wished we'd known when we started indexing. People had got their first index jobs in a variety of ways: conference contacts,



Ann Kennedy, Mary Newberry, and Carlisle Froese, stuffing envelopes to mail to publishers. Photo: Ronnie Seagren.

university professors who lived next door, queries about memoirs and biographies, Mary's course, etc. There was a lively discussion about the pros and cons of LinkedIn, personal websites, and listing on the ISC website. The wording has to be really good, and it's useful to list niche skills. The best advice was to try everything when you start out, because building this kind of business is cumulative.

Sergey Lobachev's webinar for ASI was really helpful for systematically building a strategy for your indexing business; [the replay](#) costs US\$29. One member found that offering several skills (indexing, permissions, copyediting, and proofreading) helped her to acquire half a dozen solid clients who provide steady year-round work, enabling her to achieve a good work/life balance.

And there's more. If a press names the indexer of the book or the author acknowledges your contributions, that can help. If a university provides a grant for a project that ends up as a book, the index often pays more. Small presses pay less, but the content is often way more interesting, which counts for a lot. One indexer gets most of her queries directly from authors, who don't know much about indexes but often come with their own list of terms.

There are fascinating spinoffs. Mary Newberry once recommended Marnie Lamb for indexing a memoir, and then Marnie presented at our annual conference about her experience with it. Out of that came a presentation at the Editors Canada conference, which resulted in a contact with a publisher she wanted. So Marnie gained job opportunities, conference fees, travel, and more—all from that



Marnie Lamb, Siusan Moffat, Margaret de Boer, and Teresa Grainger, stuffing envelopes to mail to publishers. Photo: Ronnie Seagren.

first index. “And that’s just what’s happened so far,” she says.

The most interesting tangent was about insurance, which most indexers don’t consider. A provincial government job required general liability insurance (but not errors and omissions insurance!). However, if you get insurance for a specific job and then drop it, and then you need it in the future, the insurance company might consider you a higher risk. For the most part it isn’t needed anyway.

We also talked about time management. We discussed tracking work so you can estimate time and schedules if you end up with concurrent jobs. New subject matter (say, military history) can be interesting but requires research about the field, which can be time-consuming. Over time you get a much better sense of what’s realistic. One member commented, “I wish I’d stood up to the publisher who offered too little.” We decided to talk in the future about how to approach flat-rate projects.

MARCH: Embedded Indexing with LaTeX

In the first part of an embedded indexing double-header, Sergey presented about indexing with LaTeX, which is a typesetting system used for scholarly manuscript production, especially in fields such as science, math, and computer science. You can combine traditional indexing software (CINDEX, MACREX, SKY) with special tags to create the index right in the manuscript. The system takes some learning but isn’t hard to use, and it’s great for equations, diacritics, and other characters. After sharing his slides, which will be added to the members’ area of the ISC/SCI website, Sergey did a demonstration.

We also had a brief discussion of Index Manager, which a few of us are testing.

APRIL: General Discussion

Our work has seen some delays caused by the COVID-19 crisis, but contracts in process seem to be coming through.

We discussed two useful webinars on [persuasive websites](#) (Editors Canada) and [writing headlines that work](#) (ACES).

Ann Kennedy is starting a mentorship through ISC/SCI.



Sergey Lobachev and Teresa Grainger, at Sergey’s talk about embedded indexing. Photo: Ronnie Seagren.

Much of our conversation focused on contracts or agreements with clients. Some highlights: People who provide different services tend to have separate contracts for each, such as for writing and editing. The contracts stipulate terms such as providing the index a specified number of weeks after receiving the proofs, deposits, payment, and copyright. Some publishers don’t pay GST/HST; it’s where the deliverable goes that determines which tax to charge. And you don’t charge tax when the index goes out of the country. We also talked about “work for hire.” A good reference on copyright is <https://www.accesscopyright.ca/>.

We took a few minutes to think about what we’d like to talk about with the executive, especially since our plans have been changed so much by not having an annual conference this year. New or experienced, we’re all interested in building our skills and learning from each other. We discussed how to take advantage of training offered by our sister organizations, such as Editors Canada, the Society for Technical Communication, the Professional Writers Association of Canada, the brand-new [Canadian Freelance Guild](#) (launched April 1), and the various indexing groups. For training we get member’s prices from these organizations. But even more important, there’s strength in numbers to be gained from being connected with others whose work is related to what we’re doing.

We also raised the question of how we can measure the impact of the letter to publishers and whether we can elicit a response from them with the next one.

Awards and Recognitions

2020 Ewart-Daveluy Award: Anna Olivier and Carla DeSantis

In the award's fifth year (in a year unlike any other), we are thrilled to note that the outstanding quality of submissions allowed two awards to be presented.

Carla DeSantis was presented with a Ewart-Daveluy Award for her index to Heather Bamford's *Cultures of the Fragment: Uses of the Iberian Manuscript, 1100–1600*, published by University of Toronto Press.

One of the challenges to indexing this book was to correctly identify the array of proper names, titles, and terms spanning a huge range of languages. Carla's index accomplishes this. In addition, the major themes are well analysed with consistent and informative sub-entries and entries for a considerable and useful gathering of scattered discussions. Of note is that this is only Carla's second index!

Anna Olivier was presented with a Ewart-Daveluy Award for her indexes to *Les générations des Soufis: Tabaqat al-sufiyya de Abu Abd al-Rahman, Muhammad b. Husayn al-Sulamī*, translated and presented by Jean-Jacques Thibon, and published by Brill.

The complex text is analysed and indexed in creative ways. Anna's indexes were found to be valuable tools for various scholars, including those doing research in the Science of Hadith, and equally useful to linguists, literary critics, and specialists.



Carla DeSantis, co-winner of the Ewart-Daveluy Award, 2020. Photo provided.

Prix d'indexation Ewart-Daveluy 2020: Anna Olivier et Carla DeSantis

Pour la cinquième année d'attribution du prix (et pour une année pas comme les autres), nous sommes ravis d'annoncer que la qualité exceptionnelles des soumissions nous a permis d'attribuer deux prix.

Carla DeSantis a reçu le prix Ewart-Daveluy pour son index à l'ouvrage de Heather Bamford, *Cultures of the Fragment: Uses of the Iberian Manuscript, 1100–1600* (University of Toronto Press, 2018).

L'un des défis à l'indexation de ce livre était d'identifier correctement la série de noms propres, de titres et de termes relevant d'un vaste éventail de langues. L'index de Carla relève ce défi. De plus, les thèmes principaux sont bien analysés, avec des entrées et des sous-entrées cohérentes et riches, regroupant de manière utile une grande quantité d'information dispersée dans diverses discussions au fil du texte. Et c'est seulement le deuxième index réalisé par Carla!

Anna Olivier a reçu le prix Ewart-Daveluy pour son index à l'ouvrage *Les générations des Soufis: Tabaqat al-sufiyya de Abu Abd al-Rahman, Muhammad b. Husayn al-Sulamī*, traduit et présenté par Jean-Jacques Thibon (Brill, 2019).



Anna Olivier, co-winner of the Ewart-Daveluy Award, 2020.
Screenshot from AGM 2020, by Jason Begy.

Ce texte complexe est analysé et indexé de manière créative. Les index d'Anna ont été considérés comme des outils de valeur pour un public universitaire varié, dont les chercheurs travaillant dans la science du hadith, et ils sont utiles également pour les linguistes, les critiques littéraires et d'autres spécialistes.

Awards and Recognitions

2020 Tamarack Award

The Indexing Society of Canada / Société canadienne d'indexation (ISC/SCI) is pleased to announce the 2020 recipient of the Tamarack Award. Margaret de Boer (Toronto) is being recognized for her contribution and commitment to the society.

Margaret was chosen for her time as president and past president on the executive committee, and for additional work on all the various committees she has been on. Margaret's colleagues had the following to say about her:

She's calm, thoughtful, and very fair when the time comes to make a decision. Her leadership was always kind-hearted, to the benefit to the executive as well as the full ISC/SCI membership.



Ruth Pincoe, initiator of the Tamarack Award for Volunteer of the Year. Screenshot from AGM 2020, by Jason Begy.

Margaret is many things—smart, thorough, thoughtful and courageous; she is an independent thinker.

Margaret's diligence and thoroughness are assets to our meetings as she pushes us to ensure that we're being clear, precise, and productive on whatever issues we deal with.

"I am thrilled to present this award to Margaret, and we are honoured to have her as a member of our society," said Alexandra Peace, President. "Thank you, Margaret, for all you have given to the society and its membership."

The Tamarack Award was instituted to recognize members who go "above and beyond the call of duty" in their volunteer work for the Society. Past recipients can be found on the website here: <http://indexers.ca/isc-awards/>

Prix Tamarack 2020

La Société canadienne d'indexation / Indexing Society of Canada (SCI/ISC) est heureuse de dévoiler la récipiendaire du prix Tamarack 2020. Il s'agit de Margaret de Boer (Toronto), en reconnaissance de sa contribution et de son dévouement à l'association.

Margaret a été choisie pour le temps qu'elle a consacré à son mandat de présidente et de présidente sortante au bureau de direction, ainsi que pour son travail auprès de tous les comités où elle a siégé.

Voici ce que ses collègues ont à dire sur Margaret :

Elle est calme, réfléchie et très juste lorsqu'il s'agit de prendre une décision. Son leadership a toujours été guidé par son cœur, au bénéfice du bureau de direction et de l'ensemble des membres de la SCI/ISC.

Margaret est beaucoup de choses : intelligente, rigoureuse, pondérée et courageuse – elle possède une grande indépendance de pensée.

La constance et la vivacité de Margaret sont des atouts précieux lors de nos réunions : elle nous pousse à être clairs, précis et productifs, quelle que soit la question que nous traitons.

« Je suis ravie d'offrir son prix à Margaret, nous sommes très honorés de la compter parmi nos membres », a déclaré Alexandra Peace, présidente de la SCI/ISC, en ajoutant : « Merci, Margaret, pour tout ce que tu as offert à notre association et à ses membres ».

Le prix Tamarack a été créé en l'honneur des membres qui « vont bien au-delà des attentes exigées par leurs fonctions » dans leur travail de bénévolat pour la Société. Les noms des récipiendaires du prix Tamarack sont en ligne sur le site de la SCI à : <https://indexers.ca/fr/le-prix-tamarack/>



Margaret de Boer, Tamarack Award Winner, 2020. Photo provided.

Five Tips for Becoming a Cookbook Indexer

Gillian Watts

If you're interested in becoming a cookbook indexer, I suggest you check out the articles in *The Indexer* that summarize my presentations at a couple of our conferences.¹ If those whet your appetite (so to speak), here are some additional tips.

1. Learn how to cook.

One of the principal tasks of cookbook indexing is to imagine both the cook (i.e., the reader) and the dish. What are the main ingredients of the dish, those that someone planning a meal is likely to look for in the index? If you're not familiar with the techniques and ingredients of cookery, it's hard to put yourself into that mindset. For example, people who cook all the time know that most savoury dishes include onions and garlic. Are they indexable? It depends on the importance of those ingredients in the particular dish. One that highlights roasted garlic or where the onion is the star (French onion soup, for example) is indeed indexable under those headings, but otherwise it's better to treat them as staples. The same can apply to carrots and celery when they aren't the headliners of a dish (think soups and stocks). I often use a general vegetables heading to point people to dishes that are a source of vegetables but where they are not the main event.

2. Stock up on reference books.

We all know that reference books are our friends. Especially when you come across an unusual ingredient, a good food reference book will tell you what it is, how it's used, and whether there are alternative spellings or names to consider. My favourites are *The New Food Lover's Companion* and *The Oxford Companion to American Food and Drink*.² It's a good idea to check whether your clients have their own preferred reference guides. If you do a lot of work for a client with such a preference, make sure to get a copy for yourself. Also, of course, the Internet is a wonderful source of information on obscure ingredients.

3. Study cookbook indexes.

Go through your own cookbooks to get an idea of different indexing styles. How well do they work for you when you're trying to decide what to make for dinner?

Note how styles have changed over the years, and also how food trends have changed. Next time you're browsing in a bookstore, check out the latest food books. What do their indexes look like? Odds are that if a particular indexing style works for you when you're the cook, it will work for other readers as well. I cannot stress strongly enough the importance of keeping the reader in mind.

4. Cultivate a sophisticated palate.

Following up on the previous point, it's important to educate your palate in terms of flavours and international cuisines. People who stick to meat and potatoes will probably not make good cookbook indexers. The act of indexing a cookbook involves using your imagination to picture flavour profiles and cooking techniques. Choosing to index particular flavours (e.g., ginger, cilantro, specific herbs) can be useful, especially in non-specialized books. They are often cues for particular cuisines that people may be looking for: ginger = Asian dishes, lemongrass = Thai, chipotle = Mexican, and so on.

There are two ways to educate your palate. One is to buy new cookbooks and try out ingredients and cooking styles you have no experience with; the other is to eat out as often as you can afford to, trying dishes from as many different cultures as possible. The latter, of course, can be an expensive option, but most big cities in Canada offer a wide range of cuisines and often a matching variety of price points. In my own neighbourhood in Toronto, a couple of Egyptian restaurants have just appeared that offer relatively cheap lunches, which are a great way to try out a new cuisine. Similarly, you can experience dishes from just about every region of Asia at relatively low cost. If you decide to go the home-cooking route, big cities also have increasing numbers of grocery stores and markets that cater to immigrant communities. That's where you'll find those exotic ingredients, and very often they are reasonably priced. Here's a chance to enrich your skills while enjoying a delicious meal and expanding your scope.

5. Stay current.

It goes without saying that you, as a cook, probably have in your library a mixture of old favourites and newer

works that reflect the expansion of our tastes to include healthier options and recipes from all over the world. It's important to stay current—for your health, for your palate, and for your indexing practice. Check out new arrivals in the bookstore. Read food columnists and restaurant reviews in your newspaper or online. Watch some of the many cooking programs available on TV or through streaming services.

New cookbooks tend to be very of-the-minute, published to take advantage of the latest trends. When Yotam Ottolenghi became famous, Israeli cookbooks started appearing in droves, and indexers had to educate themselves quickly about Middle Eastern ingredients and flavours. I've noticed similar popularity bumps with vegan and raw recipes, cookbooks for common medical conditions (diabetes in particular), and books based on particular appliances and techniques, such as slow cookers, the Instant Pot, and sous vide techniques.

So there you have some tips to either help you get going with cookbook indexing or to enhance your skills if

you're already into it. If you're already doing what I've recommended, you're probably ready to jump into the genre. I can think of no other area of specialization that encourages you to expand your skills by exploring the wonderful world of delicious and healthy food. Bon appetit!

Notes

1. "Food for Thought: The Expanding Universe of Cookbook Indexing," *The Indexer* 32, no. 4 (December 2014): C1–C5; "More Food for Thought: Grains and Granularity in Cookbook Indexing," *The Indexer* 36, no. 4 (December 2018): 138–48. Also useful is Catherine Sassen, "Indexes in Award-Winning Cookbooks," *The Indexer* 33, no. 2 (June 2015): 71–76.

2. Sharon Tyler Herbst and Ron Herbst, *The New Food Lover's Companion*, 5th ed. (New York: Barron's Educational, 2013); Andrew F. Smith, ed., *The Oxford Companion to American Food and Drink* (New York: Oxford University Press, 2007).

Indexing in LaTeX

Sergey Lobachev

Indexing in LaTeX is a type of embedded indexing in which special codes are inserted into the document in order to generate the index. Since the codes point to the exact locations of names or subjects, page locators become irrelevant. This method permits modification of the layout without re-indexing. As a typesetting system, LaTeX is not as commonly used as Microsoft Word or Adobe InDesign, but there is a niche in scholarly literature that relies on this platform, especially in the fields of mathematics, statistics, physics, and computer science.¹

Several big publishers are using LaTeX for manuscript production, including Springer, Elsevier, and John Wiley & Sons. Consequently there is some demand for indexing services using this platform. LaTeX is an open-source software, distributed free of charge, which makes it attractive to many users.

In the past few months I have completed a couple of indexing projects using LaTeX coding. I developed my own method of indexing, creating special tags from XML files prepared using the traditional indexing software (CINDEX/MACREX/SKY).

What is LaTeX?

LaTeX is a document preparation system that uses markup language.² It is especially well suited for technical documents that contain many special symbols, complex tables, and mathematical formulas. LaTeX was developed from the TeX formatting system developed by Donald Knut, an American mathematician and a professor at Stanford University.³ Knut was disappointed by the quality of galley proofs of his book prepared using a phototype-setting method, so he decided to develop his own typesetting system with high-quality output.

The first version of this system was produced in 1978, and in the following years its algorithm was frequently modified and improved. LaTeX itself was created in 1983 by the American computer scientist Leslie Lamport.⁴ It is a set of macros built on top of TeX, whose many functionalities can produce beautiful output for a document or book. A few thousand add-on packages written over the years can be used in LaTeX to accomplish typesetting-related tasks.

If you want to learn LaTeX in depth, there are plenty of resources, both print and electronic. LaTeX documentation

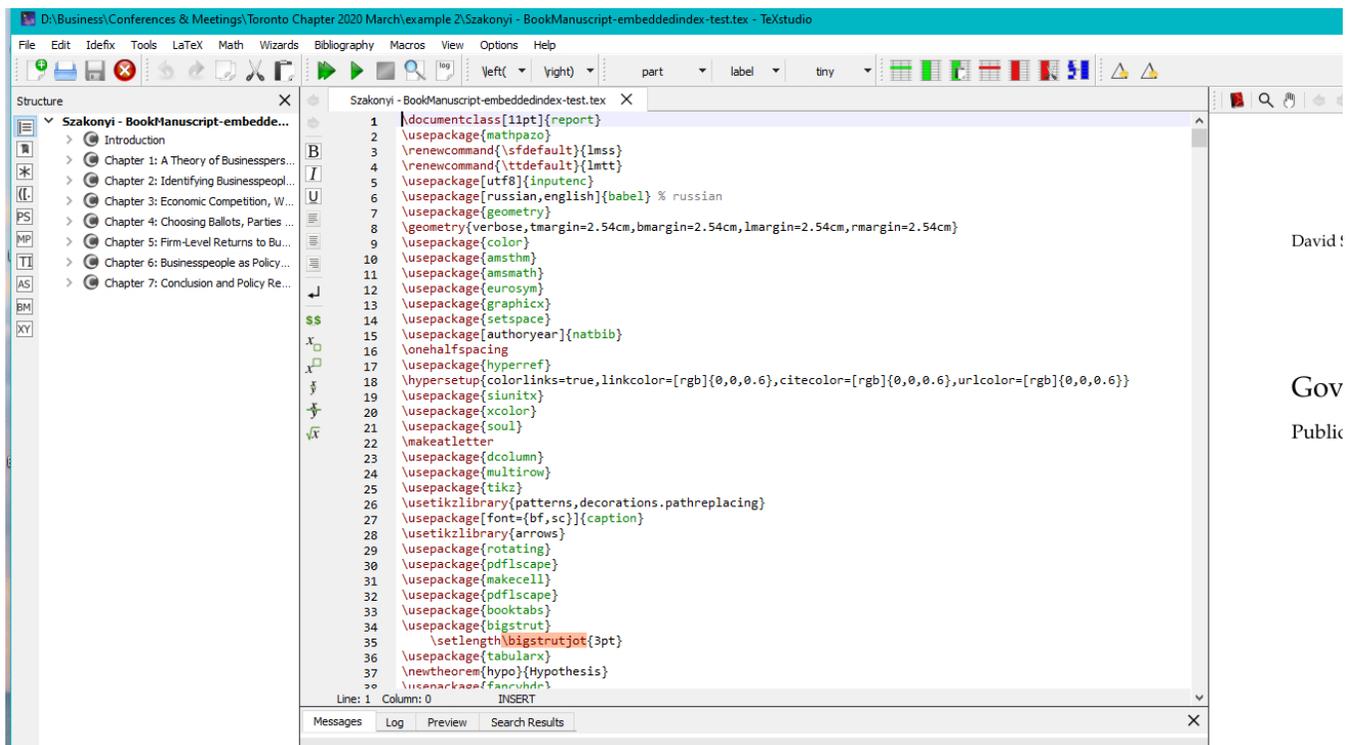


Fig. 1. A screenshot of a LaTeX file opened in TeXstudio.

is available at <https://www.latex-project.org/help/documentation/>. The learning process, however, may be challenging, especially for those not accustomed to coding. But if you are going to use the program exclusively for indexing, all you need is to grasp the basics.

Every LaTeX document begins with a preamble, where you place a set of commands that affect the entire document. For example, you can indicate paper size and determine layout settings such as fonts, margins, columns, etc. However, the functionality of the basic commands is limited; you may need to use an add-on package to enhance the software's capability. There are special packages for graphics, colour text, mathematical formulas, and more.

The following example shows the preamble of a document using the geometry package that defines the sizes of the paper and the text area:

```
\documentclass[12pt, letterpaper, twoside]{article}
%Here you can set the parameters of the document.
\usepackage[a4paper, total={6in, 8in}]{geometry}
%Packages enhance capabilities of LaTeX.
\begin{document}
%The content of your document is placed here.
\end{document}
```

The LaTeX approach is based on the structure of the document, not its appearance. Changes in source code apply to the whole document, but to see the changes, you need to generate a PDF file. Fortunately, an integrated PDF viewer is embedded in the most popular LaTeX editors, including Texmaker, TeXstudio, LyX, and Overleaf.⁵ These programs are open-source software, distributed free of charge.

The makeindex package

To enable the indexing function in LaTeX, you need to install the makeindex package, by adding this line in the preamble: `\usepackage{makeidx}`. To show the index, add the `\printindex` command at the end of the document. So now the preamble looks like this:

```
\documentclass[12pt, letterpaper, twoside]{article}
%Here you can set the parameters of the document.
\usepackage[a4paper, total={6in, 8in}]{geometry}
\usepackage{makeidx}
\begin{document}
%The content of your document is placed here.
\printindex
\end{document}
```

Now you can begin indexing, which is a relatively easy process. Place `\index` codes in the layout where appropriate, followed by name or subject entries in braces (curly brackets). To separate main entry and subentry, use an exclamation mark:

```
\index{main heading}
```

```
\index{main heading!subheading}
```

If you want to make locators bold or in italics, place `|textbf` or `|textit` codes at the end of the index command:

```
\index{main heading|textbf}
```

```
\index{main heading|textit}
```

To indicate page range, use `|{` (and `|}`) symbols at the beginning and end of the relevant section of text:

```
\index{Western alienation |{}
```

Western alienation is another national-unity-related concept that enters into Canadian politics. Residents of the four western provinces, particularly Alberta, have often been unhappy with a lack of influence and a perceived lack of understanding when residents of Central Canada consider “national” issues.

```
\index{Western alienation |}}
```

You can consult the LaTeX manual at <https://en.wikibooks.org/wiki/LaTeX/Indexing> to find out about other indexing features, for example, how to enter diacritics or special symbols.

LaTeX and conventional indexing software

Creating an index with LaTeX presents the same problems as building an index in MS Word. Both programs are designed for an ideal scenario in which the index, once generated, requires minimum or no revision. As every professional indexer knows, this is never the case. Multiple revisions, additions, deletions, merging entries and locators, and breaking down locator strings are inevitable in every project. And this is where LaTeX fails profoundly. Editing an index means finding entries in the text and making changes manually. This work could be time-consuming and probably would not fit your client’s schedule. That’s why it is worth using the conventional indexing software for actual indexing, and then embed index entries into LaTeX file.

First, you need to set up temporary locators. For this purpose, you can use paragraph numbers. Paragraphs are stable segments of text, and their arrangement is

independent from the layout, so they will not be affected by changing pagination. If you have DexEmbed software, you can add paragraph numbers by a click of a mouse in the **Prepare Document** menu. DexEmbed highlights the numbers in red, which visually separates them from the text. If you don’t have DexEmbed, then you can use standard Word feature for paragraph numbering by following instruction provided by Microsoft.⁶ Alternatively, you can add line numbers and use them as locators.⁷ Paragraph numbering, however, is a preferable method for a couple of reasons. Even a short 200-page book has about 1,800 paragraphs, the number of lines is at least three times more. Working with 4-digit locators is not convenient. But most importantly, LaTeX editors, such as TeXstudio and Texmaker have an option to display line numbers on the left side of the text. (see Fig. 1) These line numbers become paragraph numbers in MS Word document, and the numeration won’t change. This will be important during the embedding process.

After you assign paragraph numbers to your document, I recommend printing it in hard copy, or in PDF file, whichever suits you better. Now you don’t have to worry if you accidentally add or delete an extra paragraph during indexing and disarrange the whole numeration.

Having temporary locators in PDF file, you can proceed with indexing in the conventional indexing software of your choice. When you finish this step, make sure that your client is satisfied with the result and there will be no further substantial revision. Also, check spelling and grammar. Your aim is to get as close to perfection as possible before the index is embedded into LaTeX file. Minor changes may still be inevitable, but make sure that the bulk of editing is complete.

XML to LaTeX conversion

When the index is created, you need to assign LaTeX `\index` command to each individual record in your conventional indexing software. This is how to do it quickly and efficiently.

First, sort records in your Cindex/SKY/Macrex file by locator. Then export records into XML file, where a typical index entry will look something like this:

```
<group>
<level1>main heading
<level2>subheading 1<locator>23</locator></level2>
<level2>subheading 2<locator>24</locator></level2>
</level1>
</group>
```

Next, replace XML tags with LaTeX codes. This can be easily done in any XML editor by using the Find and Replace feature. There are a variety of XML editors out there, both commercial and free. My personal preference is Notepad++, but choose whichever program works best for you. In Notepad++ you can write a simple macro that records all Find and Replace commands, so the whole conversion process takes only few seconds. When all XML tags are replaced, the records in the outcome file will look as follows:

```
\index{main heading!subheading1} . . . .23  
\index{main heading!subheading2} . . . .24
```

Here, all index entries are surrounded by LaTeX arguments, and they are sorted by ascending paragraph number.

Embedding process

The next step is actual embedding of index entries into a LaTeX file. This should be done manually. The process is not as difficult as it might seem. Since all index entries are already sorted by paragraph number, all you need to do is to find the appropriate paragraph in the LaTeX document and place the relevant index entries in the beginning. If you have several records associated with one paragraph, you can copy and paste them simultaneously all at once. As I have mentioned earlier, paragraph numbers in the PDF should match line numbers in LaTeX; therefore, they're easy to locate.

Although manual embedding is an onerous task, it is manageable and not unreasonably time-consuming. It took me 6 hours to embed index entries into a 250-page book. If you are not concerned about the precise location of index entries within each paragraph, the embedding process runs even faster. You may insert records in the beginning of each paragraph, or after the first sentence.

Working with the client

It is important to educate clients about the indexing process, so they understand the issues related to editing

and revision of the index. If a client wants to review the index, this should be done before embedding.

When negotiating the fee, estimate the amount of time you'll spend on XML-to-LaTeX conversion and on embedding and add the dollar amount to the base price using your per-hour rate. The base price is your usual fee for conventional indexing work. If you use a per-page rate, you may calculate the number of pages in LaTeX document by dividing the number of words by 350 (or 400), assuming that a standard typographical page in scholarly publications contains about 350 to 400 words.

Conclusion

The indexing method described above is my own invention, and I am not pretending it is perfect. I am aware of another approach to indexing in LaTeX, which still requires manual embedding of index entries. The automation of the embedding process may radically improve the effectiveness of indexing. Whether or not such a process will be created in the future depends on the demand for indexing publications prepared in LaTeX.

Notes

1. How many scholarly articles are written in LaTeX? https://www.authorea.com/users/3/articles/107393-how-many-scholarly-articles-are-written-in-latex/show_article
2. Stefan Kottwitz. *LaTeX: Beginner's Guide* (Birmingham: Packt Publishing, 2011), p. 9.
3. Donald E. Knuth. <https://cs.stanford.edu/~knuth/>
4. Leslie Lamport. https://en.wikipedia.org/wiki/Leslie_Lamport
5. Overleaf is an online editor, other programs are distributed as desktop software.
6. "Add Numbers to Paragraphs." Accessed November 1, 2019. <https://support.office.com/en-us/article/add-numbers-to-paragraphs-97807b0b-f471-4a27-85da-bf62f584bbe0>.
7. "Add or Remove Line Numbers." Accessed November 1, 2019. <https://support.office.com/en-us/article/add-or-remove-line-numbers-b67cd35e-422c-42eb-adc9-256ca9802e22>.

Retirement: How things pann(demic)ed out

Heather Ebbs

When our Bulletin editor suggested back in February that I write a follow-up article to the retirement planning session I gave a couple of years ago, I wasn't sure I'd have much to write about. Yes, there had been one major spanner in the works that prompted me to retire a bit earlier and more fully than anticipated, but otherwise retirement was going much as planned.

And then nature threw her own spanner in the works. I'm writing this in mid-April, as our country, our continent, and our world are living in the midst of the COVID-19 pandemic. What that ultimately will mean for my retirement I don't yet know. But here's the story so far.

Recap: Retirement planning

At our 2018 conference in Winnipeg, I gave Part 3 of a series of presentations on navigating one's career. My segment was about retirement planning. First I covered my route to retirement—my largely unplanned, almost 40-year career as an editor, indexer, writer, and teacher. I talked about the importance of volunteering, constant learning, and flexibility in the making of a happy and successful career.

Life events and lifestyle: Life events are a common impetus for career change or retirement—things such as the death of a loved one or illness or a major injury affecting ourselves or a family member. At the time of my presentation I talked about how I had put increasing time into eldercare over the past few years as my aunt's physical and mental health declined, and how her death in the late summer of 2017 prompted me to reflect on how I wanted to spend my suddenly more available time. And what I wanted was not to fill it up with work again. I was glad my work was what it had been—I truly enjoyed being self-employed and getting to meet so many wonderful clients and colleagues from all over the world—but except for a very few, very specific types of projects, I was growing tired of the actual work.

Instead of spending my time working, I wanted to get outside and golf more with my husband. I wanted to work on my crossword creations and look into a few other potential avocations or simply hobbies. The two of us wanted to see more of our families. Also, after years of building our holidays around business travel for one or the other, my

husband and I were looking forward to travelling wherever our inclinations took us.

Finances: That brought me to the big practical question: What about money? My husband and I had decided some time before that we'd like to retire at 60 (he's a year older than me), so we had been saving toward that, as neither of us would receive a pension other than CPP. We'd paid off our mortgage years before; we contributed regularly to RRSPs; we had a broker we liked and trusted to handle our retirement investments. Neither of us had ever been a big spender on "stuff," and although we had travelled a lot, most of it was work-related, so it was either covered by his employer or partly a write-off for me. Once we started getting serious about whether we had enough for retirement, my husband began tracking our expenses so we could identify how much we spent on average weekly, monthly, and annually. We used those figures to talk over our retirement needs with our broker.

Keeping it together: In my presentation I then touched on the anticipated challenges of coping with a new rhythm and tempo to our lives, both individually and as a couple, as that can be an issue for new retirees.

Keeping the work options open: Finally, I mused on how I might keep my work options open in case I wanted to take on a job here and there. Continuing to work even occasionally would mean keeping software and other resources up to date, and my facility with them. Further, I didn't want to leave regular clients in the lurch when I retired fully, so training a replacement was important to me.

Reality: Full retirement

By late April 2019, just under a year after my Winnipeg presentation, I had reduced my workload to a few steady indexing and editing clients. I had told my University of California, Berkeley (UCB) colleagues that I was working with my last set of online students, and I went to the ASI conference in Scottsdale, Arizona, to give my final full-day indexing workshop. Although teaching would be behind me, I did plan to keep indexing and editing part-time for about another year.

Life events and lifestyle: As many of you know, on May 2 (the day after we returned home from Arizona), I had a small heart attack. For me, that was it. As of that

date I considered myself fully retired, though I did see out my UCB indexing students, the last of whom finished in August. But other clients—even those with whom I still had contracts—were understanding when I said I was done.

Besides prompting that immediate stoppage of work, my heart attack had another big impact. Our major retirement goal of lots of international travel was out, not just for the immediate few months while I was recuperating and doing my cardiac rehab, but for a full year; getting travel health insurance at a reasonable cost is difficult until 12 months post-hospitalization. So travel in 2019 was limited to our already-completed week in Arizona and a cross-Canada VIA Rail trip to Calgary in the fall for a few days' visit with family. In accordance with our retirement planning, we timed our train trip around an available discount, which we could now do with the more time-flexible life of retirees.

For this year we were reluctant to plan international travel until after my one-year cardiology appointment, in case a change in medications or other issue continued to affect travel insurance. Another made-in-Canada trip seemed in order, so back in January I booked accommodations and events for a summer driving trip out to Nova Scotia. That trip has now been cancelled, of course, because of the pandemic. As for travel farther abroad, we'll have to wait and see what this world is like once the pandemic is over. But no major travel over the past year and into the near future has meant big financial savings for us. That's maybe a good thing, again because of the pandemic.

Finances: My husband started receiving CPP at the beginning of 2018 and I started in January 2019. Other than those small amounts, however, we depend on our retirement savings, and those are taking a significant hit right now. How big a hit remains to be seen; none of us know what the economy will be like for the next several months or years. I certainly don't want to have to return to work, but I haven't retired my business number yet.

Keeping it together: One of the positive results of my heart attack was the quick adjustment my husband and I had to make to our life together. My health had made mincemeat out of any potential fussing over how

to spend our retiree days or who was in whose space. I had to focus on regaining health and my husband had to take care of everything else, including me. My uselessness was compounded by a broken wrist in early July, so my husband became chief cook, bottlewasher, gardener, handyman, chauffeur, and shopper, as well as my personal support aide, for the rest of the summer. By the time I was fully functional again, we had a new routine, a new rhythm. We are used to spending a lot more time together now, though we both still have many individual pursuits as well.

Together we golf, we travel, we walk, we hike. My husband loves cycling in the summer and snowmobiling in the winter. I gave up the tai chi I had started not long before I gave my initial presentation on retirement (I'm just not a physically coordinated sort). But I did start something I've been dreaming of for some time: I joined my town choir, and I love being part of the music.

I continue to do a wee bit of indexing mentoring, but I don't miss the actual work of indexing at all. I've handed off most of my instructional material to other indexers. It was a bit of a wrench at the time, as I'd put so much work into developing those materials, but ultimately I've been pleased to see it in good hands. And fortunately, social media enable me to stay in touch with indexing and editing colleagues and friends around the world.

Most important for me is that I've begun doing presentations on women's heart health, as a certified community advocate for the Canadian Women's Heart Health Centre of the University of Ottawa Heart Institute. So far I've presented to community groups, women's groups, corporations, and health organizations, and I'm keen to do more. Like everything else, those presentations are on hold right now because of the pandemic, but they will start again, and I've received hints about other opportunities in heart health advocacy. It's a subject that's (literally!) close to my heart, and I'm grateful for the opportunity to use my personal experience to help others.

Just as my career took its own unplanned but rewarding path, so too is my retirement taking its own road. Volunteering, new learning, and flexibility continue to support me along the way, and I look forward to whatever joys and benefits lie around the next corner.

Reports

ISC/SCI Special Projects Report: Conference Scholarships

Alexandra Peace

After examining various other organizations' scholarships and after much discussion, the Special Projects Committee recommended that ISC/SCI create a set of scholarships for people to attend the annual conference.

Why

Part of the Society's mission is to provide a means of communication among individual indexers and to improve indexing techniques. We believe that the annual conference is an excellent way for ISC/SCI to fulfill these goals. The executive committee believes that our conferences are particularly beneficial for people who are new to the indexing field, so it asked the Special Projects Committee to develop this scholarship.

When

The conference is held in central Canada (Toronto, Ottawa, Montréal) every other year, and because transportation to those places is straightforward, scholarships will not be given out in those years. They will be offered when the conference is "off-centre," that is, on one of the coasts or in a smaller city east or west of central Canada, and thus more difficult and expensive to get to.

Funding

After a membership survey and some discussion, the

committee suggested giving three scholarships matching the amount of a member's early-bird two-day conference fee. Thus the Special Projects Committee suggested spending about \$1,000 every other year for about 12 years, for a total expenditure from ISC/SCI funds of \$6,000.

Criteria

All applicants must live at least 1,000 kilometres from the conference city. This scholarship is designed very specifically to help people who cannot get to the conferences because of distance and expense. Anyone outside the 1,000-kilometre limit can apply. However, boxes on the application form will indicate whether the applicant is a new indexer or one who has never been to a conference before. Preference will be given first to new indexers, then to people who have never been to a conference, and then to everyone else. A "new indexer" is defined as someone who has taken an indexing course within the past five years, or equivalent.

The executive committee accepted the recommendation of the Special Projects Committee at its January 25, 2020, meeting. A conference scholarship implementation committee has been struck and will be sending out information to members about how to get a scholarship in time for Conference 2021, which will be held in St. John's, Newfoundland.

Monthly Video Chats, Timing Of

- Are you able to come to the monthly video chats because it's a great time for you?
- Are you able to come to the monthly video chats, but the timing is awkward?
- Would you like to come to the monthly video chats, but are unable to because the timing simply doesn't work?

If you could, please contact Ronnie at central_rep@indexers.ca with the answer to these questions. We would appreciate it.

Executive Committee News

Summary of the Executive Meetings

by Alexandra Peace

It's an exciting time to be on the executive committee of ISC/SCI—the Society is accomplishing lots of good things. We have benefited from all the good work of past executives.

January 2020 Meeting

We passed reports from the “consent” section of the agenda, including those from the following committees and positions: Archives, Awards, Book and Periodical Council, International Liaison, Outreach, Membership, Translations, and Web Administration, plus the BC, Prairies, and Eastern representatives. Lots of good work is happening there but none of them needed our particular attention.

We did, however, need to discuss some of the work brought to us by the following positions and committees: Treasurer, President, Mentorship, Central Canada rep, Conference 2021 (yup, already!), Conference 2020, Special Projects, International Travel Funds, and National Indexing Day.

The Mentorship Committee is looking for mentors outside the society. If you can think of someone who might be good, please let the committee know, at mentorship@indexer.ca.

After much research and thought, the Special Projects Committee brought to the executive committee a recommendation for a conference scholarship. It was accepted! So three scholarships will be offered for the conference in St. John's, NL, in 2021. An implementation committee was struck. Thanks to Maria van Beuren and JoAnne Burek for taking on the task of implementing this scholarship in 2020! They will be sending out information about it as soon as they can. Keep your eye on the emails.

Stephen Ullstrom and JoAnne Burek brought a thoughtful recommendation on how to budget for our International Liaison to travel to conferences. It was accepted.

Though the topic of National Indexing Day has come up for several years, we have been unable to get this project off the ground. If someone is interested in taking this on, please contact presidents@indexers.ca. The executive committee has decided that our resources do not extend to working on it at this time.

We then went through our current action items, checking to see whether the tasks were ongoing, closed, or need updating. Finally, we had a few items of new business to discuss. These included honorary lifetime memberships and sending letters to indexing students in conjunction with other societies.

We made it through all our business in three hours (with a break in the middle). We are pleased to be now using Zoom for our meetings. It's great to be able to see everyone's faces, and Zoom is more reliable than Skype. We plan to have our budget meeting in early May. Before the meeting we will be looking at what we spent over the past year, assessing what we need to spend in the upcoming year, and sending our requests to the Treasurer. At the meeting we will go through the budget line by line and make it balance!

April 2020 Meeting

Since I wrote the above, so much has happened! We had a brief meeting in early April to reassess our situation and decided on a few things, including the following.

Annual general meeting: We decided to continue with the AGM. It will be held on Friday, June 12, 2020, at noon, Eastern time (EDT). We will be sending out information packages with reports from all the committees. You will need to RSVP so that we can send you a Zoom link with the password. We will present the Ewart-Daveluy Award, the Tamarack Award, certificates of recognition, and volunteer thanks. We will need a quorum of double the number of executive committee members present, plus one.

Survey: Lisa Fedorak and Martin Gavin are working on a member survey. They will report back to the executive committee at the next meeting.

Membership fee relief: The topic of membership fee relief was raised but no conclusions were reached. It will be discussed at the next executive committee meeting.

Monthly video chats: Currently the video chats are on the second Saturday of the month; they will continue to be held at that time until the end of 2020. We will be polling members to see whether the time needs to be changed. The regional reps have signed up to be hosts for the next four months.

Membership

ISC/SCI MEMBERSHIP REPORT, AUGUST 3, 2020

by Lisa Fedorak, Membership Secretary

As of August 3, 2020 we have 108 members. Since the October report, 16 new members joined.

Canada 91

British Columbia	20
Alberta	11
Saskatchewan	1
Manitoba	1
Ontario	44
Quebec	8
New Brunswick	1
Prince Edward Island	1
Newfoundland & Labrador	1
Nova Scotia	3

International 17

United States	15
Germany	1
South Africa	1

Membership Types

Individual (26 basic, 69 listed, 3 student, 3 emeritus)	101
Institutional (AB 1, SK, 1, ON 3; USA 2)	7

New Members

The following members joined, or rejoined, since the previous report:

- Gillian Akenson, Basic, Kingston, ON
- Theresa Boudreau, Basic, Toronto, ON
- Mikayla Cameron, Basic, Maple Ridge, BC
- Judith Clark, Listed, Calgary, AB
- Patrick Farrell, Basic, Toronto, ON
- Will Fech, Student Listed, Montreal, QC
- Victoria Gregory, Basic, Val-des-Monts, QC
- Shelley Hanninen, Basic, Sault Ste. Marie, ON
- Don Howes, Listed, Burnaby, BC
- Janine Jeffers, Student Basic, Hamilton, ON
- Jonathan Leggo, Basic, Edmonton, AB
- Emily Legrand, Listed, Wolfville, NS
- Sanet le Roux, Basic, Brackenfell, South Africa
- Janice Logan, Individual, Victoria, BC
- Ren Milmine, Listed, Edmonton, AB
- Tere Mullin, Listed, Hubbards, NS
- Nanette Norris, Listed, Bainsville, ON
- Janet Perlman, Basic, Phoenix, USA
- Patti Phillips, Listed, Guelph, ON
- Wendy Savage, Listed, Beaconsfield, QC
- Emeline Vidal, Student Basic, Montreal, QC
- Emma Warnken Johnson, Listed, Toronto, ON

Announcement

Volunteers Needed!

Alexandra Peace

There are many programs happening in the Society these days. This year we have added the following committees: Archives (standing), Conference Scholarship Implementation (standing), Translations Policy (ad hoc), Executive Travel Funds (ad hoc), International Travel Funds (ad hoc), and Conflict-of-Interest Policy Development (ad hoc).

We have more great ideas that we would like to implement, and a couple of positions that have opened up as folks move on.

As you know, volunteers run this society; they are the bedrock, the single greatest resource. As a volunteer for ISC/SCI, you get to know how the organization runs. In an October 1997 article for Editors Canada's *Active Voice*, Heather Ebbs, volunteer extraordinaire, pointed out the following benefits:

Psychological: satisfaction and pride in tasks accomplished, increased self-confidence, personal initiative, positive attitude toward change, sense of responsibility

Social: meeting others interested in similar things to you, strengthening bonds with those you volunteer with and for

Spiritual: helping your society/family/sports team out, giving altruistically

Material: hands-on experience and learning (e.g., in teamwork, organizational skills, accounting, effective communication, critical and creative thinking, etc.), extending professional network, writing off volunteer-work-related travel

Heather says, "My volunteer activities over the years have given me more in return than I could ever have imagined. Some of those returns have meant material rewards by way of new clients, enhanced skills or travel opportunities, but it's the psychic pay that I value the most: friends and acquaintances around the world, personal satisfaction and tremendous fun."

Volunteers are needed in the following areas. Please consider how you might help.

Special Projects Committee

The Special Projects Committee has been running for several years now. It was formed to develop ways to spend

some of the money that the Society has accumulated over the past 20 years, on projects that will benefit members. Projects that have already been researched, approved, and handed off to implementation committees include a diversity bursary (TIDE), a conference bursary (Conference Bursary Implementation Committee), and a letter to all the publishers in Canada, reminding them about the Society and the Find an Indexer section of our website (Outreach Committee). If you like spending someone else's money, this position is for you!

Recording secretary

At the present time, JoAnne Burek, one of the members of the executive committee, takes the minutes at our meetings. But that means she can't participate in the meetings as fully as possible. This is an excellent opportunity to experience how the Society is run behind the scenes. If you like to know what's going on, this position is for you.

Webinar Program Development ad hoc committee

The society has purchased a subscription to Zoom and now uses it to hold all our meetings as video conferences. As a bonus, Zoom also has the capability to host webinars. The Society would like to run webinars for our members but a program needs to be developed. What's needed to get a webinar program up and running? Do you know? If so, this position is for you! It's just a temporary position to get the program organized; see below for the volunteers needed for the next phase.

Webinar host/coordinator

After the webinar program has been developed, a host/coordinator will be needed. Given that we don't yet have a program developed, a description hasn't been created. Want to write your own job description? Here you go!

Communications

Our communications director sits on the executive committee. This means submitting reports and attending meetings about four times a year. Specifically,

the communications director helps to write press releases about Society news that go out to various other societies. The director also writes once a year to teachers of indexers, asking them to send out a letter to their students about our Society.

Social media coordinator

The social media coordinator is a new position. Up to six times a year, the communications director will send information to the coordinator, who will then post it on Facebook, Twitter, and the indexing forums. This is a position that will not take up much time but will be very helpful to the Society.

Mary Newberry Mentorship Program coordinators

Stephen Ullstrom initiated research and development of the mentorship program several years ago. Since then it has been ticking along beautifully under the leadership

of Linda Christian. Everything is set up to keep it running smoothly, but we need two new coordinators. This is a fantastic program for our members, and if you would like to see it continue, there's a place here for you.

Outreach Committee: Letter to publishers

A letter about the Society and how to find indexers was sent out to all the publishers in Canada this past spring. We would like to make this an annual event, and possibly digital. This would require keeping track of what was sent out and to whom, what mail was returned because of a wrong address, and so forth. This is a great initiative, and if you're an organized person who loves spreadsheets, this position is for you!

If any of these positions are of interest to you, please let me know at presidents@indexers.ca. If there are any positions not listed here that you might be interested in, we're always open to ideas.

Crossword Solution

1	R	A	B	B	I	T	S	8	A	P	T	11	A	G	E	14	Z	I	P						
17	O	C	E	A	N	I	A	18	N	O	R	19	D	E	N	20	O	D	E						
21	S	M	A	R	T	L	Y	22	I	T	O	23	H	O	R	24	W	I	N						
25	S	E	R	I	A	L	26	I	M	A	M	27	E	L	I	28	S	I	O	N					
			29	U	K	E	30	G	A	S	P	31	S	O	C	I	E	T	Y						
32	33	34	M	E	R	35	I	N	T	H	E	36	L	I	G	H	T								
37	O	L	E			38	D	O	E			39	I	V	Y		40	P	I	42	P				
43	S	T	R	E	S	S	O	R		47	F	R	E	E		49	T	I	A	R	A				
				51	A	P	P	L	E	52	P	I	E			53	R	E	N	T	A	L			
54	C	H	A	R	L	E	S			57	A	N	D			58	D	I	C	K	E	N	S		
59	L	E	O	N	I	D				60	L	A	D			61	L	E	F	U	L				
62	E	R	N	S	T			63	C	A	L	L			65	O	A	T	M	E	66	A	L	S	
69	F	O	E					70	E	A	T				71	I	T	T			72	L	E	E	
				73	W	I	N	T	E	75	R	I	N	T	H	E	78	S	H	A	D	E			
80	I	M	M	E	R	S	E			83	O	N	T	O			84	F	E	E					
85	B	O	A	T	I	N	G			86	A	C	E	S			87	F	A	R	R	O	W		
91	E	O	N			92	S	A	O			93	M	O	N			94	P	A	N	D	O	R	A
95	A	L	L			96	E	R	R			97	E	M	S			98	A	C	C	E	D	E	D
99	M	A	Y			100	D	E	Y			101	D	E	E			102	P	E	E	R	E	S	S

Solution to Great Expectations

Great Expectations, the 13th novel of Charles Dickens, was first published as a serial in his weekly periodical between December 1860 and August 1861. It was published as a three-volume novel in October 1861. The novel continues to be a popular choice for readers and critics alike.

Crossword (solution on p. 23)

Great Expectations

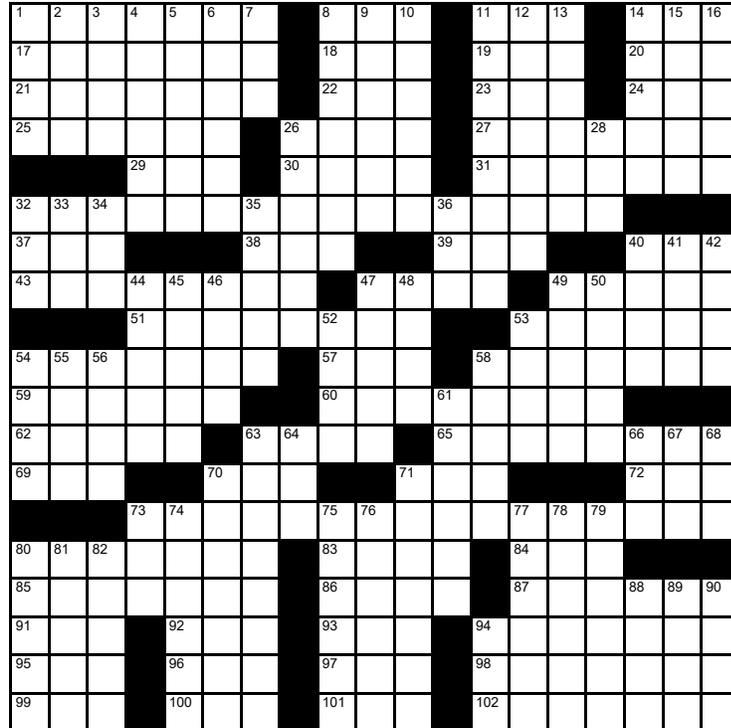
Heather Ebbs

Note: The abbreviation *GE* in clues refers to the title and does not indicate an abbreviated answer.

Across

1. Easter egg-bringers
8. Fitting
11. Secret, for some
14. Energy
17. Geopolitical region including Australia
18. Easter lead-in
19. Home for 3 Down
20. Keats creation
21. Quickly and skillfully
22. "What was ___ do?"
23. Opposite of vert.
24. Carry the day
25. First format of *GE*
26. Muslim leader
27. Omission
29. Small instrument
30. Sudden inspiration?
31. Indexing sister?
32. With 57 Across and 73 Across, "one of those March days" to 40 Across, "when it is ..."
37. "Bravo!"
38. Anonymous John
39. Climbing plant

40. *GE*'s narrator, familiarly
43. Aggravation
47. Priceless?
49. Crown
51. Dessert good with cheese
53. Avis offering
54. With 58 Across, *GE*'s author
57. See 32 Across
58. See 54 Across
59. Brezhnev
60. Soup serving
62. Young's accounting partner
63. Summon
65. Breakfasts for horses?
69. Adversary
70. Consume
71. Addams family cousin
72. Author Harper
73. See 32 Across
80. Soak
83. Aware of
84. Charge
85. Punting, for example
86. First-rate
87. Mia of *Rosemary's Baby*
91. Big time
92. ___ Paulo
93. My, to Henri
94. Box opener
95. Everyone
96. Blunder
97. Long dashes
98. Consented
99. Month for flowers



100. Susan of *L.A. Law*
 101. Actor Billy ___ Williams
 102. Noblewoman
- ### Down
1. *As for Me and My House* author
 2. Peak
 3. Grizzly
 4. Pre-X-ray drink
 5. Amount consumed
 6. Plough or ploughman
 7. Put into words
 8. Energize
 9. Fertilizer
 10. ___ l'oeil
 11. Glue
 12. Rock science
 13. Improve
 14. "Holy cow!"
 15. Dostoyevsky novel, with *The*
 16. Thoughts provoker?
 26. Snub
 28. Canine command
 32. Message in a bottle?
 33. Last (abbr.)
 34. Sea, to Henri
 35. False gods
 36. Fib
 40. Crown
 41. Persia, now
 42. Chums
 44. Makes
 45. Fissure
 46. Put the pedal to the metal

47. Last
48. Funny Foxx
49. Type of court summons (Latin: "with you")
50. Coloured braid used for trimming
52. Gloom
53. Fissure
54. Staff leader
55. Life saver
56. First-rate
58. ___ on the Nile (Christie)
61. Numbers games
63. Classification
64. Consumed
66. ___ mode
67. Chaired
68. "Get it?"
70. Trap
71. Passionate
73. Soaked
74. Opened the aperture
75. Travelled
76. Salary
77. Wipe out
78. Rap session?
79. Sheepdog, for example
80. Girder
81. Dough
82. Virile
88. Galloped, for example
89. Minerals
90. Bankrolls
94. Twaddle