



KeyWORDS

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CONFERENCE REPORTS



American Society
of Indexers

Annual Meeting

May 16-19, 2002

Moody Gardens Hotel

Galveston Island, Texas

Also in this issue:

- 2002 Hines Award to Jessica Milstead
- 2002 Wilson Award to Margie Towery

- Blogging
- Peer Review Reports



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Membership and Subscription Information

Key Words is available to ASI members at no charge. Membership in ASI is open to all interested persons; an application form appears on the back cover of every issue. Subscriptions are available for \$40. Contact:

ASI Office
10200 West 44th Avenue
Suite 304
Wheat Ridge, CO 80033-2840
Phone: 303-463-2887
Fax: 303-422-8894
Web site: www.asindexing.org
E-mail: info@asindexing.org

Article Reprints: For copies of articles from past issues, contact management office.

Key Words Index: Copies of the index are available online at the ASI Web site, or bound copies are available for purchase from the Administrative Office.

Article submissions are welcome. Please contact the editor for our writer's guidelines (or see the March/April 2000 issue). Contributors of articles or guest columns who are ASI members will receive, upon request, one free copy (in addition to their membership copy) of the issue in which their material appears. Non-ASI members will automatically receive a free copy of the relevant issue of *Key Words*. Electronic submissions are preferred, via e-mail or diskette, in RTF or MS Word. All articles should be sent to

Editor

L. Pilar Wyman
c/o Wyman Indexing
1223 Mt. Pleasant Drive
Annapolis, MD 21401
Phone/Fax: 410-757-7119
pilarw@wymanindexing.com

Proofreading

Mary Mortensen

Managing Editor

Michael P. Thompson
Publication Schedule

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Books for Review

All books received for review will be listed in Book Notices, and a reviewer will be sought. Two copies of the review will be sent to the publisher after publication.

Advertising Rates

ASI members may submit a business-card size services ad for a single issue for \$10 or five consecutive issues for \$35. Payment must accompany ads. This special offer is available to ASI members only, and the ad may offer services only. If you wish to advertise products for sale, you must use a display ad; rates are as follows:

Ad Size	Single Issue (US\$)		Six Issues (US\$)	
	Members	Others	Members	Others
1 pg.	200	250	875 (145 ea.)	1050 (180 ea.)
1/2 pg.	105	130	450 (75 ea.)	565 (95 ea.)
1/4 pg.	60	75	260 (45 ea.)	325 (55 ea.)
1/8 pg.	35	50	150 (25 ea.)	190 (30 ea.)

Advertising copy should be sent as 133 line screen negative film, right reading, emulsion down. We can also accept digital files. Please format as high resolution, with all fonts and graphics included. All advertising must be prepaid. Checks (payable to the American Society of Indexers) and ad copy should be sent to the ASI administrative office.

ASI does not endorse any advertiser nor will it be responsible for the actions of any advertiser. We urge you to seek references on any advertiser if you deem that appropriate and to take normal business precautions before committing any funds.

Key Words is proud to be included in the H.W. Wilson Company Library Literature Index, OmniFile Full Text Select and OmniFile Full Text Mega databases (www.hwwilson.com), and in the Cinahl Information Systems CINAHL database, print index, and document delivery service (818-409-8005).

ASI Officers, Directors, and Contacts

Officers

President: Kate Mertes (2002-2003)
kmertes@hotmail.com / 703-549-4574
Vice-President/President-Elect: Frances Lennie (2002-2003)
flennie@indexres.com / 716-461-5530
Treasurer: Larry Edmonson (2002-2005)
editor@frontiernet.net / 585-385-3244
Secretary: Maria Coughlin (2001-2003)
mariac@indexing.com / 410-269-0978
Immediate Past President: Diana Witt (2002-2003)
dlwitt@concentric.net / 612-377-5394

Directors

Colleen Dunham (2002-2005)
colleend@microsoft.com / 425-703-9747
Judith Kip (2002-2004)
JudithKip@compuserve.com / 607-687-0993
Seth Maislin (2002-2005)
seth@maislin.com / 617-308-7871
Carol Roberts (2000-2003)
indexer@execpc.com / 414-964-5271
Richard Shrout (2001-2004)
rshrout@erols.com / 301-963-2591
Martin White (2000-2003)
mlw@interaccess.com / 708-492-1253

Executive Directors

Francine Butler, fbutler@resourcenter.com / 303-463-2887
Jerry Bowman, jb Bowman@resourcenter.com / 303-463-2887

Committee Chairs

Archives: Liz Watson, liz@kinsites.com
Best Practices: Judy Gibbs, jmgibbs@mindspring.com
Bylaws: Terri Hudoba, tahudoba@juno.com
Chapter Relations: Maryann Corbett, maryann.corbett@revisor.leg.state.mn.us
Dues: Larry Edmonson, editor@frontiernet.net
Electronic Indexing Award: Seth Maislin, smailsin@world.std.com
Hines Award: Sandi Schroeder, sanindex@schroederindexing.com
Key Words: L. Pilar Wyman, pilarw@wymanindexing.com
Locator Publicity: Dan Connolly, dan@wfwbooks.com
Membership: Deborah Patton, deborahpatton@mindspring.com
NISO Representative: Judy Gibbs, jmgibbs@mindspring.com
Nominations: Dave Ream, DaveReam@LevTechInc.com
Professional Development: J. Naomi Linzer, jnlinzer@saber.net
Publications: Enid Zafran, enid@indexingpartners.com
Publicity: Marilyn Anderson, mjand@verinet.com
SIGs: Hannah Huse, huse@aol.com
Strategic Planning: Dick Evans, infodex@mindspring.com
Webmasters: Larry Harrison, larryh@techdex.com,
Ilana Kingsley, inewby@beryl.ils.unc.edu,
Karen Lane, klane@klane.com
Wilson Award: Laura Moss Gottlieb, lauragottlieb@juno.com

Chapters and Groups

See the listings at the ASI Web site: asindexing.org.

All of the above persons can also be reached via the administrative office.

The American Society of Indexers

The American Society of Indexers, Inc., (ASI) is a national association founded in 1968 to promote excellence in indexing and increase awareness of the value of well-written and well-designed indexes. A nonprofit educational and charitable organization, ASI serves indexers, librarians, abstractors, editors, publishers, database producers, data searchers, product developers, technical writers, academic professionals, researchers and readers, and others concerned with indexing.

The only professional organization in the United States devoted solely to the advancement of indexing, abstracting, and database construction, ASI is affiliated with the Society of Indexers (UK), the Australian Society of Indexers, the Indexing and Abstracting Society of Canada, the Association of Southern African Indexers and Bibliographers, and the China Society of Indexers. ASI encourages participation of all persons, groups, and organizations interested in indexing and related methods of information retrieval.

ASI provides services to members on both the national and local levels. The national organization offers annual conferences, a professional bulletin, and member directories. Local chapters and groups offer regular meetings with knowledgeable speakers, professional development workshops, and informal gatherings.

ASI increases awareness of the value of high-quality indexes and indexing, offers members access to educational resources that enable them to strengthen their indexing performance; keeps members up-to-date on advances in indexing technology and the expanding role of indexing; provides members with a variety of means of communication; defends and safeguards the professional interests of indexers; promotes index standards for indexers, editors, and abstractors; and cooperates with other professional organizations in information science.

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PRESIDENT'S FILE



by Kate Mertes

Be a scribe! Your body will be sleek, your hand will be soft...You are one who sits grandly in your house; your servants answer speedily; beer is poured copiously; all who see you rejoice in good cheer. Happy is the heart of him who writes; he is young each day.

—Ptahotep, 4500 BC, by way of Sue Lightfoot in *Sidelights* and Fran Lennie

Now there's a publicity drive for you. Beer, soft hands, and eternal youth – what more could one ask? I wish ASI could make promises like that. There's no hiding the fact that we are in a difficult stage of development. We have great ambitions and great confidence in our profession, but we also have many challenges. How do we move forward as a viable professional organization?

There are certain practical tasks we can undertake to keep ASI going. We need to address membership issues more aggressively. A solid membership base is crucial to an association's health and fitness. Our membership committee has developed some plans for attracting and keeping indexers in our organization. One of the best sources of new members for any group is the existing members. Many of you know indexers who are not members of ASI. So we're kicking off a "find-an-indexer" drive, which offers prizes and awards to ASIs in good standing who bring new or lapsed ASI members into the fold. We're also instituting a phone campaign, contacting lapsed members in the least-tele-marketing-style manner possible to find out why they didn't renew and what we can do to entice them back. We also want to target previously-ignored groups, such as database indexers and corporate-employed indexers, and associated professions, including information architects, editors, publishers, and librarians.

But new members won't mean much if we don't proceed with a clear vision of

ASI's purpose – if we don't know who we are and where we are going. ASI's continuing strategic planning program is one of our most important guides, developing a mission statement against which we can check our actions, defining our core goals, and creating strategies for moving forward. The board members and officers you've elected also have ideas and plans for keeping ASI a viable and relevant organization for our profession.

Last year I attended a two-day seminar for officers of nonprofit associations, and one of the most useful things I learned was the difference between benefits and features. Features are the precise, practical pluses we offer our members – *Key Words*, *The Indexer*, *Locator* listings, conference attendance rates, ASI-L, Mutual of Omaha insurance packages. The kind of stuff that's the answer to the question, "What can you do for me?" But how do we answer the question, "What is our purpose?" Benefits, rather than features, are the answer to that question. And if we are not clear on benefits, we'll never get features right, old or new. Here's my take on what the benefits of ASI membership are, the five things I want to promote as President:

1. Professional Validation. ASI needs to stand behind, and to promote, the professionalism of its members by giving them opportunities to display their qualifications, skills, and values. I have a little godson who proudly told me, "I am a Young Smithsonian Associate." His mother whispered, "He doesn't know we just sent in a check." At the moment, being an ASI member basically means you sent in a check. If we're really serious about our professional status, it should mean more (and I know lots of you may disagree with me on this). Surely, as indexers, we have core values on which we can all agree: fair rates for good work, timely delivery

of goods, adequate notification of delays or difficulties. We will be developing a set of "principles of good practices" for ASI that defines our basic beliefs and standards. When publishers ask us, "Why should I hire an ASI member to do my index?" we need to have something we can point to, and a set of common values and expectations is our most basic starting point. I know you are all thinking of the possible problems that may arise from such a document. But if we don't commit ourselves to certain standards, why should our clientage commit to ASI? There are other means of professional validation we may develop in the future – registration of credentials, professional coursework – but a code of best indexing practices has to be the first step in defining what makes a professional indexer.

2. Employment Opportunities. We've pussyfooted away from aggressively creating job opportunities for our members in the past, largely due to concern and confusion over our tax status. I now think we need to take advantage of our clarified tax position as a 501(c)(6) – a trade or business organization – to really assist our members in finding work. That is, after all, why and how we are indexers. Getting an online *Locator* is one big step in that direction. I think we also need to organize a jobs hotline on which potential clients may post and develop a list of speakers to be posted on our Website. Our new publicity chair, Marilyn Anderson, also has some great plans for marketing indexer skills more directly to publishers.

3. Increased Skills/Education. This has always been ASI's strongest suit. We are really good at providing continuing education for indexers, at both chapter and national levels, through conferences, chapter programs, and professional development grants. I want to

continued on next page

EDITOR'S FILE



L. Pilar Wyman, Editor

Special Conference Issue

Each year we devote one issue of the bulletin to the ASI conference. This year, our conference was in mid-May, in Galveston, TX, and it was, as usual, a thrill to get together with so many indexers in one place.

This year conference attendance was lower than usual, most likely due to the economy and travel difficulties. Travel was definitely a problem for some of us this year. My time was limited this spring, and I couldn't leave for the conference until Thursday night or Friday morning. I live on the East Coast, but even though I left my house on a Friday morning at 4:30 EDT, I didn't get to Moody Gardens until 1 o'clock that afternoon, CDT. (This was partly due to the Galveston Limo service, for which many of us have our share of stories. Mine involves horizontal rain, convenience stores and lottery tickets, and visits to a Houston Post Office.) That being the case, I was unable to attend as many sessions as I would have liked (many thanks to Kate Mertes for bringing me lunch during the Peer Reviews on Friday!), and then I had to leave early when the Galveston Limo service changed its schedule, so I was unable to stay even for the last event on Sunday, the keynote speaker.

But one very clear feeling I left Galveston with was the call to **slow down**, take my time, and "do it easy" (Tina Turner, "Proud Mary"). I'm not sure if it's a Texas thing, or a Southern

thing, or what. But I definitely felt it: from Mr. Dean (my first limo driver) and his calm nonchalance, to the pounding surf and rain of the Galveston harbor weather, to the waits in line at security checkpoints and in the Intercontinental Airport Houston lobby, to the spaciousness of the terrain – none of which I could do anything about. By the time I came home Sunday night, I was feeling a need to just slow down and take things one day at a time.

I would have loved to spend more time in Galveston and with you, my indexing colleagues. But as we all know, there are only so many hours in a day. It was a *great* thrill to spend what time I did have with others of the same ilk. It's hard, some times, to get to meetings, but boy is it worth it.

The reports in this issue will give you just a snippet of what you can get from such experiences. Don't put off going to meetings with other indexers. Any time you have a chance to get face to face with other indexers, do it. You'll relish those opportunities.

Am I getting stressed? Maybe. Or maybe I'm just a typical East Coaster. Either way, I hope this feeling lasts and that I continue to make the time – even if it's just a little – to get together with you.

*See you at the next meeting,
Pilar*

President's File (continued from previous page)

take it up a notch. I think we need to develop greater involvement in the USDA course or create our own educational course for indexers. And what about publications on the basic art of indexing? Could we get involved in the next revision of the *Chicago Manual of Style's* indexing chapter?

4. Enhanced Communication. We have fantastic communications resources. But there are things we can do to enhance their effectiveness, mainly by linking their strengths so they reinforce each other. *Key Words*, the Website, ASI-L, and new forms of broadcast email, used effectively, can help us reach you quickly and efficiently.

5. Congenial Association. Indexers are cats who walk alone. Most of us

work in isolation much of the time, and most of us probably like it that way. But even cats need company from time to time. The one thing I really rely on ASI for, that I cherish in ASI above all other things, is fellowship – the company, advice, and humor of my professional colleagues. It's useful for networking and finding jobs as well – but it's the pure human companionship in meeting and knowing other indexers that I value. But if congenial association is one of our core values, then we have to encourage collegiality and discourage waspishness – as fun as the latter may be. I want us to inaugurate a new era of openness, nimbleness, responsiveness, and trust, between individual members and between members at large and the

board and officers of ASI. And it will begin with me. As I recruit you for committee positions and ASI tasks (and I'm looking for volunteers, so please call me if you want to get involved), I promise you I will trust you to take a job and run with it, with minimal management on my part.

Professional validation, employment opportunities, increased skills and education, congenial association. I think that's a pretty full plate. Beer and soft hands might be easier. But if we define our goals and desires and keep them firmly in sight, I believe ASI can come through these challenging times and emerge as a strong professional association that benefits us all. *i*

LETTERS TO THE EDITOR

Key Words welcomes letters from members of ASI and others interested in indexing. Printed letters do not necessarily reflect the views of ASI and may be edited for length. Letters may be emailed to the Editor, L. Pilar Wyman at pilarw@wymanindexing.com, faxed to 410-757-7119, or mailed to the address on the inside cover.

Recognition for Indexers

Editor's Note: Amazon.com, "the place to find and discover anything you want to buy online," provides "Look inside the book" sample pages of many books available for purchase online. These sample pages often include the complete index. As Dan Connolly notes in his recent article "Index. by Anonymous" (available online at www.wfwbooks.com), "current publishing conventions dictate leaving the indexer anonymous to the reader." ASI member Katie Banks (Eaton, CO) corresponded with Amazon.com about this new practice of theirs, and graciously agreed to share her correspondence with us.

INDEXING SKILLS VIDEO

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>Subject: Other Questions & Comments
>To: form-info@amazon.com
>Date: Sun, 16 Dec 2001 11:03:40 -0800
>From: kbanks@peakpeak.com

>NAME: Kathryn Banks

>COMMENTS: This question is not regarding an order. I've noticed that you are posting indexes with sample pages from books as a promotion tool. I am a professional indexer and several of my indexes are posted. Is it possible to credit the writer of the index? As you know, the index is a creative product that is written separately from the text by someone who is not the text author or editor. I realize that the publisher holds the copyright to the index in most cases, but I'm just wondering if credit might be given the indexer as well as the author and publisher.

>Thanks.

Hello Kathryn,

Thanks for writing to Amazon.com. We currently do not list indexers in the Author listing. However, you are welcome to contact the publishers of the books you contributed to, and request they include your indexer information in the book description or author bio sections under Editorial Reviews.

Please don't hesitate to contact us should you have any further questions, and thanks for your interest in Amazon.com!

Best regards,

Shana M.
Book Catalog Department
Amazon.com, Inc.
<http://www.amazon.com/publishers>

Indexing Bumper Stickers

The Washington, DC Chapter has produced some fantastic bumper stickers for indexers. Bumper stickers may be ordered from Maria Coughlin, mariac@indexing.com or (410) 269-0978. Stickers cost \$4.

Ask me about
INDEXING®

INDEXERS
know where to locate it!

If you won't talk to your
kids about indexing,
who will?

ASI Board of Directors



Current ASI Board members, back row, left-to-right: Richard Shrout, J. Naomi Linzer (outgoing), Carol Roberts, Martin White, Dick Evans (outgoing), Carolyn Weaver (outgoing), Colleen Dunham. Seated, left-to-right: Seth Maislin, Frances Lennie, Kate Mertes, Diana Witt. Not pictured: Maria Coughlin, Larry Edmondson, Judith Kip.

Membership Drive

ASI's membership continues to grow slowly and steadily, and we want to do what we can to ensure ASI keeps growing. A broad membership base has many advantages: it increases the network potential for all members, it helps spread costs, and it supports ASI's credibility as a voice for all indexers and indexing practices in America. Our best resource for developing our membership base is our existing members. Many of us know active indexers who are not involved in ASI – people who have never been members or who have let their membership lapse.

ASI is planning several strategic maneuvers to increase membership, including contacting lapsed members and targeting related-interest groups (such as librarians, production editors, and information architects). And, in order to encourage you to help ASI grow, we will give **ONE FREE YEAR OF MEMBERSHIP** to the ASI member who recruits the most new registrants. Here's how it'll work: encourage indexers (and persons who are in related fields) to join ASI. When they do so, ask them to make sure they put your name on the registration form. ASI Headquarters will keep a tally of recruiters.

Rules and Regulations

1. Recruiters must be fully paid up ASI members in good standing.
 2. The persons recruited must have never been an ASI member, or have lapsed in membership for some time (defined as not having been a member since 1999).
 3. ASI Headquarters will determine the winner from registration forms turned in between June 1, 2002 and March 1, 2003.
 4. In the event of a tie, the winner will be determined by a drawing.
- There will also be gifts for runners-up. And if anyone recruits 15 new members, they'll receive a **FREE CONFERENCE REGISTRATION FOR THE 2003 MEETING!**

ASI MARKETPLACE

The Chicago/Great Lakes Chapter is selling T-shirts, polo shirts, sweatshirts, and baseball caps embroidered with the ASI logo and the phrase "The Index is the Key." Colors available are: wheat, forest green, turquoise, or burgundy, and sizes range child size small to adult XXXL. Complete information and order forms are available from Chicago/Great Lakes Chapter Treasurer Martha Malnor at 630-834-3545 or mamalnor@aol.com.

ASI is also selling binders, mugs, bags, cookbooks, and light green kohlrabi t-shirts (adult L and XL only). For more information and order forms, info@asindexing.org.



ASI Honors Jessica Milstead, 2002 Hines Award Recipient

The American Society of Indexers has named Jessica Milstead the recipient of the 2002 Hines Award for exceptional service to the organization. Milstead has been a member of ASI since its beginning in 1968. She has served in a variety of offices, from Secretary *pro tem* starting at the first official ASI meeting, to Board of Directors from 1989-1993. She has been an instrumental member of the ASI Bylaws Committee and an important source of information on ASI's activities. She is noted for her continuous service to ASI as a society officer, invited speaker, mentor, and a source of professional knowledge.

Milstead's contributions to the indexing profession go far beyond her notable service to ASI. She has been a member of the Board of Directors of

Documentation Abstracts International (1993-1996) and the American Society for Information Science (1987-1990). She has contributed professional papers and books in the fields of indexing and information science, and has presented workshops and courses for ASI, ASIS, NFAIS and Rutgers University. She is prominent in the fields of thesaurus and index development, database management, and the information industry. She chaired the committee which prepared the *American National Standard Guidelines for Indexes* (ANSI Z39.4-1984).

Jessica Milstead is Principal of The JELEM Company, Indian Head, MD, a consulting firm specializing in thesaurus and index development. She has broad experience in the information industry and academe. Her publications include

Subject Access Systems: Alternatives in Design, which received the Book of the Year Award from the American Society for Information Science and Technology. Some of her recent publications are listed on her website (www.jelem.com). She has served on numerous boards of directors and committees of professional and community organizations.

The Hines Award was created in 1994 in honor of Theodore C. Hines, a supporter of ASI since its founding and mentor of many of the Society's founding members. The award is ASI's highest honor to its own, and recognizes "that individual who has shown continuous, dedicated, and exceptional service to the membership of ASI." Ted Hines, who played a large part in the establishment of the Society, is considered by many to have been the "founding father" of ASI.

Hines Award Presentation to Jessica Milstead by Linda Fetters

I first became aware of this year's Hines Award winner when I was in library school back in 1976. Her articles and books were on prescribed reading lists. When I became interested in indexing, I found her name again in a collection edited by Hilda Feinberg, (*Indexing Specialized Formats and Subjects*, Metuchen, NJ: Scarecrow Press, 1983.) along with other early members and future presidents of ASI, such as Dorothy Thomas and Barbara Preschel. Much later, when I was appointed to ASI's Board of Directors, there she was in the flesh.

I don't know how many of you are familiar with the composer, Johannes Brahms, but as a young man, he played his compositions for Robert Schumann, who immediately hailed him as the musical heir to Beethoven. Schumann's declaration set back the publication of

Brahm's First Symphony 15 years. As he put it, "You have no idea of how it feels to hear behind you the tramp of a giant like Beethoven."

That's how I felt when I attended my first board meeting. There I was in the room with Nancy Mulvany, Bella Weinberg, and this year's Hines Award winner, Jessica Milstead.

Jessica has been a member of ASI since its beginning. At a meeting chaired by Theodore Hines on November 18, 1968 in New York City, Jessica was elected secretary *pro tem*.

A glance at the index to the ASI *Newsletter* (later *Key Words*) shows continuous service, either as an officer or committee chair from 1968-1983, and from 1989-1993, she served as director. I am sure that the index does not include all the positions she filled, and does not record all the services she per-

formed at the request of various ASI presidents.

Despite all the positions she has filled, Jessica has never been President of ASI. She tells me that once or twice in earlier days she was asked to run, but always managed to wiggle out of it. The one time that she did agree to run, it was because the chair of the Nominating Committee asked her to run against John Fall, the current incumbent. She was to be the "fall guy," since John would surely win. Since Jessica (who was more naive then) had been a prime mover in insisting that nominations should offer a choice of candidates, she felt morally obligated to agree. She then sweated out the weeks until the election and was overwhelmingly relieved (and maybe just a little chagrined) to learn

continued on next page

Hines Award Presentation (continued from previous page)

she had lost.

The letters supporting her nomination define Jessica's three major roles: First, as a source of ASI's institutional memory; Second, as an educator; and Third, as a leader in the information industry.

Role as ASI's Institutional Memory

When I served on ASI's board from 1989–1994, Jessica was always able to give us background information on any proposal we were considering. It may have been new to us, but Jessica always knew whether a particular idea had been tried in the past.

As Kate Mertes said in her letter of nomination,

Jessica ... is a fount of institutional memory. She continues to make herself a pillar of ASI by providing crucial information about our early days.... She is also always ready to consult with ASI officers and board members about problems that arise. Recently Jessica served on the bylaws committee, shepherding a major revision of the bylaws through initial rewrite to final approval. I served on the committee with her and she was an absolute joy to work with – organized, helpful, thorough, a great leader, and always with a clear vision of what we were trying to do and how we were going to get it done.

Role as an Educator

Kate Mertes had this to say:

Jessica is an excellent educator and has repeatedly passed on her skills and knowledge to ASI members: as a speaker for the Professional Development Seminars, as a lecturer at ASI's annual meetings, as an invited speaker at chapter meetings, and through personal consultation. As she has broadened her own skills beyond traditional indexing into thesaurus construction and natural language processing, she has enticed other indexers down these same related paths, expanding our abilities and widening our marketability.

And as Nancy Mulvany stated,

[Her] academic appointments span the continent, from the East coast (Columbia University, Queens College, St. John's University) to the West coast (University of California at Los Angeles). In addition

to her students, many others know of Jessica through her workshops and continuing education courses presented for ASI, ASIS, NFAIS, and Rutgers University.

Role as a Leader in the Information Industry

In addition to her service to ASI, Jessica is also one of the giants of the information industry. She is certainly one of the most prominent, if not *the* most prominent, persons in the field of thesaurus evaluation and construction. She has written extensively in the fields of database management, all aspects of thesaurus development, and indexing. Her Web site (www.jelem.com) lists only some of her more recent publications.

—Linda Fetters

Mulvany notes that,

During the past 33 years Milstead has contributed greatly to ASI and the indexing profession at large. In 1984 Jessica chaired the committee which prepared the *American National Standard*

Guidelines for Indexes (ANSI Z39.4-1984).... She was ASI's Voting Representative to the National Information Standards Organization (NISO) from 1989-1992.... Milstead's professional organization contributions were not restricted to ASI. She was a member of the Board of Directors of Documentation Abstracts International (1993-1996) and the American Society for Information Science (1987-1990). From 1990-1996 Milstead served on NISO's Standards Development Committee.

And Mertes comments that

Jessica has served ASI and our profession as a whole for a long time, and she continues not only to be active in the field of information retrieval, but to be on the cutting edge of it. She certainly deserves to stand amongst the distinguished ranks of Hines Award recipients.

And now I ask you to join me in congratulating the Hines Award Winner for 2002, Jessica Milstead.

New Training Course

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Hines Award Acceptance Speech

by Jessica L. Milstead



he recipients of the Hines award are an illustrious group, and I am pleased and honored to be included among them.

The award is named for Ted Hines, one of the founders of ASI. At the start of my professional career, he also happened to be my mentor. When ASI was founded in 1968, I was one of his doctoral students. I doubt that any of us imagined then that ASI would grow into the national organization it has become today, with 950 members.

I would like to share with you some of my personal recollections of the founding of ASI and its early years. Every year there are fewer of us around – those who were involved in the startup of the society. Dorothy Thomas has done admirable work in recording the early history of ASI in the proceedings of the 1988 conference, and again in her oral history of ASI, published in 1995.

Rather than taking you through the history again, I plan to indulge in some more personal reminiscences. Fortunately, I checked Dorothy's publications to make sure that my memories bear some resemblance to the way it actually happened.

At the time, there wasn't an obvious groundswell of demand for a society of indexers. Indexers were professionally almost invisible. Some earned a living as freelancers, but far more either indexed part-time, or were moonlighters with other jobs. A few were employed full-time as indexers, primarily by abstracting and indexing services. Pay rates were about what you would expect for a group which had no voice and which was composed primarily of people who weren't really relying on indexing for their livelihoods.

Ted was teaching at the School of Library Service at Columbia University at the time, and he encouraged his students to take a broad view of the information business, going well beyond what would fit into an institution that said "Library" on the door. Indexing was one of his interests, and he was concerned that there was no professional home for indexers. One of Ted's stu-

dents was a woman named Mary Flad, who was also a freelance indexer. Mary came to Ted and volunteered to do the work of organizing a society of indexers, if he would lend his name in support of the effort. I think that was a no-brainer for him.

Mary did arrange a meeting or two before she graduated, had a baby, and left the New York City area. Meanwhile considerable interest had been aroused, and we continued to cobble meetings together until we decided a more formal organization was warranted. Ted could draw on what seemed to be an endless supply of students, and before long Alan Greengrass discovered that he was President *pro tem* and I found myself Secretary-Treasurer *pro tem* of the new American Society of Indexers. We held some meetings at the City University of New York, developed a constitution and bylaws, and eventually incorporated the organization.

We even elected some "real" officers, and I gave up my *pro tem* position with great relief.

Bob Palmer had been a freelancer for many years, and was the American correspondent for the British Society of Indexers. He was tapped to chair a committee to write the constitution and bylaws of ASI. Harold Roth and I were the other members of the committee. We fulfilled our charge, but it took many years and many bylaws committees to whip ASI's governing documents into shape, because we originally patterned them after those of the British Society. I served on a number of those committees, so I had several opportunities to regret the shortcut we had taken. To put it kindly, those bylaws didn't match ASI's needs. As you're probably aware, the whipping into shape continues, but we're no longer cleaning up carryovers from the British bylaws.

In those early years, ASI ran on a frayed shoestring. In a sense, we were saved by the Xerox Corporation. Marlene Hurst, who was with Xerox at the time, made the services of her company available to get out our mailings. You could say that it's thanks to Marlene

that I was able to serve as Secretary *pro tem* and write my dissertation at the same time.

For a number of years, ASI was basically a New York City society, not because we wanted it that way, but because that's where we started, and reaching critical mass elsewhere took some doing. Now there are chapters and groups all over the country.

Today all this sounds like ancient history. It has been a long time – 34 years, to be precise. It gives me immense pleasure now to see a strong society which has survived its infancy, and is no longer dependent on the ups and downs in the lives of a few volunteers. ASI has reached critical mass and is truly a national organization. It has even served as a model for societies in other English-speaking countries.

It's been fun and rewarding to observe the progress of ASI over the years, and to see the little society that we started turn into a truly national organization. ASI has gone far beyond its founders, and I look forward to seeing it become even more of a force in the profession in years to come. *i*

Announcement:

Sports-Fitness Indexing SIG Web site



ASI's Sports-Fitness Indexing SIG now has its Web site up and running (pun not intended), largely thanks to the efforts of Webmaster Janyne Ste. Marie. New members are always welcome, and SIG membership is not limited to ASI but is also open to members of other indexing societies. Check the site out at www.sports-fitnessindexing.org.

The Order of Kohlrabi

If indexers were vegetables, what vegetable would they be?

Kohlrabi: no one knows who we are, or what to do with us.

—Bob Huerster, Caroline Parks, Loraine Schacher, Carolyn Weaver, Jan Wright and L. Pilar Wyman, at the May 2000 ASI conference Cindex reception.



Recipients for 2002

Gold kohlrabi pins were presented to the following individuals for their service to ASI:

Marilyn Anderson
Jessie Barczak
Anne Bowers
Jerry Bowman
Francine Butler
Dan Connolly
Maryann Corbett
Maria Coughlin
Barbara DeGennaro
Colleen Dunham
Larry Edmonson
Dick Evans
Judy Gibbs
Larry Harrison
Terri Hudoba
Hannah Huse
Ilana Kingsley

Judith Kipp
Karen Lane
Lori Lathrop
Frances Lennie
Cheryl Lenser
Naomi Linzer
Seth Maislin
Kate Mertes
Jessica Milstead
Mary Mortensen
Karen Newton
Caroline Parks
Deborah Patton
Christy Powers
Dave Ream
Gale Rhoades
Rachel Rice

Carol Roberts
Kamm Schreiner
Sandi Schroeder
Richard Shrout
Melinda Shepherd
Julie Shules
Michael Thompson
Sandy Topping
Margie Towery
Liz Watson
Carolyn Weaver
Martin White
Diana Witt
Larry Wygant
L. Pilar Wyman
Enid Zafran



ASI President Kate Mertes [left] and Board Member Maria Coughlin demonstrate the secret kohlrabi handshake.

David Buddle, of Delmar Learning publishers, proudly models his kohlrabi t-shirt, which he won during Indexing Bingo.

Conference attendees were given blank bingo cards and were instructed to fill in card blocks with names and factoids ("interesting tidbits of information") about other indexers. During breaks in the Saturday afternoon program, conference registrant names were called out for attendees to mark off their cards. The winner was the first person to complete a row across, down, or diagonally. Some of the factoids collected included: "was a metalsmith in a former life," "house needs new siding," "drives a PT cruiser," "has appeared two times on stage in drag," etc. Who are we?! Nobody knows!



Memorandum

To: Board of Directors, ASI

From: Larry Harrison

Date: 5/22/2002

Re: Resignation as Co-Webmaster

It is with regret, satisfaction and gratitude that I tender my resignation as one of the three webmasters for the ASI web site, effective September 1, 2002. My reasons are personal.

I regret that a rare opportunity to work with exceptional colleagues in furtherance of ASI's mission has come to an end. These colleagues include Karen Lane and Ilana Kingsley, in whose dedicated and competent hands I will be leaving the web site; four ASI presidents and several board members who recognized the growing importance of the web site; and many members of the former Web Committee, including all the former webmasters, who had the vision and perseverance to create the web site and guide it from infancy into adolescence.

I leave with satisfaction, in the belief that I have helped broaden the web site's capability and positioned it to meet future needs. From the start, it has been an excellent information resource for the indexing community. Now it is also a service center (new Member's Area) and marketing tool (online *Indexer Locator*) for ASI members. With the move to a more modern and reliable Internet service provider last year, ASI has the capability to improve and expand the web site far beyond the limitations we faced just one year ago. With the weekly rotation of webmaster responsibilities that I established, the site can be maintained and enhanced by a team of volunteer webmasters without crushing any one individual under the load. I've had this job as long as anyone ever did, and I think I'm the first person to resign webmaster responsibility without symptoms of burnout.

Finally, I want to express my gratitude to ASI as an organization for giving me this chance and supporting me in every way. It has been a great learning opportunity, and I've enjoyed it tremendously. It's time to move along and give someone else the chance.

WILSON AWARD

2002 ASI/H.W. Wilson Award for Excellence in Indexing

The American Society of Indexers and the H.W. Wilson Company are pleased to award the 2002 Wilson Award for Excellence in Indexing to Margie Towery for her cumulative index to *The Letters of Matthew Arnold*, edited by Cecil Y. Lang and published by the University Press of Virginia. The Wilson Award was presented at the Awards Luncheon on Saturday May 18th, 2002.

The Wilson Award committee, chaired by Martin White, was impressed by the thoroughness of the index and its consequent usefulness to the scholars who are its primary audience. Towery's painstaking approach can be seen in the very precise page ranges given for each letter and the lists of "mentioned," the concise but elegant distinctions made between people with the same name, and the brief but clear analysis of the entries. The relevance and parallelism of the subheadings and the grammatical

relationship between the subheads and the main headings are also outstanding. "The language," as committee member Laura Gottlieb put it, "is lovely." All in all, the committee felt that this index not only provides excellent access to Matthew Arnold's letters, but stands as a shining example for anyone undertaking a similar project in the future.

Margie Towery found Matthew Arnold a charming companion during the indexing process. The six volumes of close to 4,000 letters are described as "meaty and delightful," providing a "portrait of an age and a person." Towery has worked in the publishing field since

the mid-1980s and as a professional indexer since 1994. In indexing, her focus is on scholarly social sciences and humanities books. Her current interests include promoting quality in indexing and creating web taxonomies. She received her bachelor's and master's degrees from the University of Illinois at Springfield. She lives in West Lafayette, Indiana, with her husband and two cats.

The ASI/Wilson Award recognizes indexers and publishers who provide high-quality indexes to serve their readers. Both Margie Towery and the University Press of Virginia will receive an award. *i*



During the Saturday Awards Luncheon on Saturday, May 18, 2002, Martin White, left, presented the 2002 ASI/H.W. Wilson Award for Excellence in Indexing to Margie Towery for her cumulative index to *The Letters of Matthew Arnold* (University Press of Virginia).

Margie Towery's *Matthew Arnold* Index Receives Award for Excellence

Margie Towery has won the 2002 Award for Excellence in Indexing for her cumulative index to Cecil Lang's six-volume *The Letters of Matthew Arnold* (University Press of Virginia). The award is presented by the American Society of Indexers and the H.W. Wilson Company.

For more information about the book, see the University Press of Virginia website: http://www.upress.virginia.edu/books/arnold_lang.html.

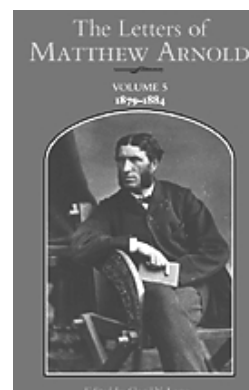
University Press of Virginia says of Volume 6, "The series-cumulative index included with this volume is an invaluable resource for tracking Arnold's records of his active life."



The Letters of Matthew Arnold, Edited by Cecil Y. Lang Volume 3: 1866-1870



The Letters of Matthew Arnold, Edited by Cecil Y. Lang, Volume 4: 1871-1878



The Letters of Matthew Arnold, Edited by Cecil Y. Lang, Volume 5: 1879-1884

2002 ASI/H.W. Wilson Award for Excellence in Indexing

Acceptance Speech by Margie Towery

To begin, I want to paraphrase Sally Fields's comments at the Academy Awards some years ago: You like my index, you really like it! Wow! But seriously, I am deeply honored by this recognition from my peers. I'd like to thank the committee for their efforts and the H. W. Wilson Company for its continuing support of this award.

A huge amount of credit for this award must go to the University Press of Virginia, especially Ellen Satrom, the in-house editor, and Cecil Lang, the academic editor of the *Letters*. These people believed firmly in the need for a full-fledged, detailed, scholarly, cumulative index — and my understanding is that they had to go out and find the funds for it. Both Ellen Satrom and Professor Lang were helpful throughout the indexing process as well. Indeed, the

marketing for volume six describes the series-cumulative index as an invaluable tool. But that's not all. When Ellen saw the information on the Wilson Award, she submitted the Arnold index for judging, then told me about it. To me, this highlights why it is so important for us as indexers to give critical acclaim to presses like Virginia that are committed to quality indexes.

I also want to assure you that the Arnold index was created under the conditions that most full-time freelance indexers usually work under: An overly full work schedule and lots of life stuff. I worked on this index for the first five months of 2001, in amongst many other scholarly indexes. So Arnold rubbed shoulders with popular images of immigration, violence in early modern Europe, hunger in South Africa, Illinois

judicial scandals, California earthquakes, New York's Grand Central Terminal, and other equally odd bedfellows.

During that same period, my husband and I also started house hunting. We were living in a family-oriented subdivision and had promised ourselves that as soon as our two daughters finished college, we'd look for some place rather more private. We found just such a place and signed the papers in February. So then we had to hustle and get our house on the market, and keep it clean the whole time. I kept plugging along on the Arnold and other indexes and packing and whatnot.

One of the most distressing things I had to do for the Arnold project was to destroy the first four volumes. They were already in print, so I had to slice off the bindings and cut apart the pages. I

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—Nancy Mulvany,
author of *Indexing Books*

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—Dr. Hans H. Wellisch,
author of *Indexing from A to Z*

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—Professor Bella Hass Weinberg
in *Library and Information Science Annual*

I am impressed by the breadth of the coverage in such a highly targeted journal.

—Dr. Gordon Graham,
Editor of *LOGOS, The Professional Journal for the Book World*

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- Indexing, teaching of, see: information retrieval design, *James D. Anderson*
- Book Indexing Postal Tutorials, *Ann Hall*
- Teaching book indexing: a curriculum, *Nancy Mulvany*
- Teaching book indexing: cognitive skills and term selection, *Sylvia Coates*
- Be a peach: enhancing your work, *Pat F. Booth*
- Open-system versus closed-system indexing, *Susan Klement*

Every issue carries a range of shorter items and regular features, including book reviews, extracts from indexes reviewed, and news of indexing societies around the world.

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felt like a book cannibal. At any rate, in early spring, I was preparing to do that to volume three. It was awfully cold in the garage, so I took my trusty utility knife and stood at the kitchen counter, thinking, "I'll just be extra careful; it'll be fine." ... Did you know there are people who will come to your house and repair gouges in your countertop?

Not long after that, we moved ourselves to the new house. The office was freshly painted and stenciled and all ready. I had carefully packed and moved the Arnold box. I was getting close to finishing the entries at that point. Two weeks after we moved, we also moved our daughter Lisa from Athens, Ohio to Chicago. That was early May and I had begun editing the index. I knew this would take geometrically longer than six separate volumes, but I was still scrunched for time. I sent the index off just a couple of days before I left for the Boston conference.

For those of you who met me in Boston and had the impression that I was like a deer caught in the headlights, here's why: 13,657 entries, with 33,344 page references and 440 cross-references. I know many of you routinely create indexes much longer than this, but this is certainly the largest index I've done. The press provided a few style guidelines but basically I had free reign to create the index that I felt would be best for the Arnold letters.

In addition to recognizing the H. W.

Wilson Company for its support of the award and the University Press of Virginia for its support for quality indexing, there's one other person who deserves mention here: Matthew Arnold himself. I have to confess that when I accepted this project, I was sure I would be sick of Arnold by the time I got to volume three. On the contrary, as I was completing the entries for volume six, I found myself, having traced his life from 1822-1888, then facing the departure of a dear friend.

Some scholars will come to these letters to tease out Arnold's political ideas, to amplify his literary writings, even to examine the state of education in England at the time. But what I have gained from the letters is an enduring sense of Arnold's humanity, his love for country, family, friends, and home, and his desire to create a life worthy of living. I'd like to share a few excerpts that highlight this.

In a January 1875 letter to Rose Kingsley, Arnold wrote of her father, Charles Kingsley, "I think he was the most generous man I have ever known; the most forward to praise what he thought good, the most willing to admire, the most free from all thought of himself in praising and in admiring." This is indexed under "generosity, reflections on."

Many of his letters were focused on his wife and children, his mother, and his siblings. In December 1881, Arnold

opened a letter to his grown daughter Lucy with this:

My darling child. Here I am, sitting in the old place, where I have sat every winter now for some thirty years, the gas lighted at 12 o'clock in the day, as it so often is, and a delightful quiet time for letter writing. Your letters are a great pleasure to us, and we like to think of your being in such dear company, and so well taken care of, and so happy.

There were three important Thomas Arnolds in his life: his father, his brother, and his son. Thomas his son, nicknamed Toddy or Tommy, was never terribly healthy, and Arnold and his wife were devastated when he died in 1868. Arnold wrote to his friend, Louisa, Lady de Rothschild:

His mother and I had watched him through so many ebbs and flowings of his scanty stock of vital power that we had always hopes for him; and till I went into his room last Monday morning an hour before the end, I did not really think he would die. The astonishing self-control which he had acquired in suffering was never shown more than in the last words he said to me. ... He whispered to me in his poor labouring voice — 'Don't let Mamma come in.' At his age, that seems to me heroic self-control.

Of his siblings, Arnold was closest to his sister Jane and he often wrote to her. In 1854, he wrote, "I have so much to say to you, you dear soul. ... There is no one and never will be any one who enters into what I have done as you have entered into it [that is, reads his poetry]."

These brief quotes provide a sense of Arnold in terms of his family, but you might also wish to peruse Arnold's comments on such things as the Church of England, civil liberty, education (he was a school inspector), his home at Pains Hill Cottage, science, and even sports. They are all reflected in the index, somewhere between Abbey, Henry Eugene, and the Zulu war.

I suppose some of you may wish for me to give some piece of advice based on what I've learned in the process of creating the Arnold index. So here 'tis: Go home and write a letter to someone you love, and if you're lucky enough to get a letter in return, treasure it.

Thank you. *i*

Wanted: Writers for *Key Words*

Volunteers are needed to write feature articles. Got an idea that just won't quit? Came upon a book or other product with an exceptional index? Went to an especially interesting meeting (local or otherwise)?

Contributors should send submissions to the *Key Words* editor, L. Pilar Wyman, pilarw@wymanindexing.com or fax it to (410) 757-7119.

Key Words Indexes

Vol. 1-7, Jan/Feb 1994 – Nov/Dec 1999 and

Vol. 8-9, Jan/Feb 2000 – Nov/Dec 2001

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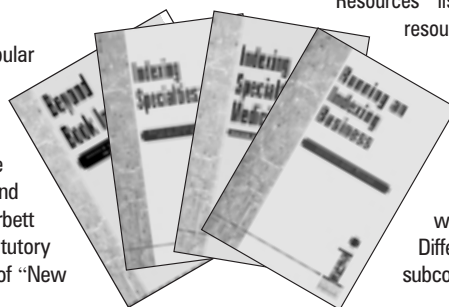
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CONFERENCE REPORTS

2002 ASI Annual Conference Report, from Galveston, TX

This year we were in the great state of Texas and we had a great slate of workshops and sessions. Workshops covered a great range of topics: evaluating indexes, CINDEX™ for Windows, The Bayou State Periodical Index, editing indexes, time management, quality parameters for indexes, basic indexing, Ixgen, work methods, SKY Index™ Professional, journal indexing, Windows/MS Office, indexer-editor relations, advanced CINDEX™, indexing the *Encyclopedia of Library and Information Science* (ELIS), indexing by moonlight, index style guides, Macrex™, CINDEX™ for Mac, serial indexing, indexing history and archaeology, and more.

Following are reports of the General Sessions:

XML: A DTD for Indexers

Dave Ream and Seth Maislin

The opening presentation of the Saturday General Sessions included a proposed index DTD (document type definition) for XML (extensible markup language).

But first, Dave Ream provided an overview of tagging schemes and types, noting that whatever schemes are used, there are invariably inconsistent conversions and a lack of portability across platforms. A proposed solution to this problem is SGML (standard generalized markup language), which defines document types with each type of document having its own set of tags or definitions. These document type definitions (DTDs) include element and attribute tags as well as entity (non-keyboard element) tags. Document instances can also be parsed. These tagging modules provide a meta-language for electronic publishing. There are many SGML tools.

Public tag sets already in use include:

- AAP and UCP structure tags
- ISO character entities

- DTD fragments

Private tag sets, publisher-specific modules, that is, are also in use. With such tagging systems the problem of portability is resolved as electronic tagged documents can be delivered along with their tag system, all at the same time.

Most of the current markup systems being used are product-specific legacy schemes. RTF (rich-text format) is the de facto standard. SGML is typically used for content. HTML (hypertext markup language) is used for hypertext as well as display. XML is used for content and display.

A successful index DTD needs to satisfy the following goals:

- Work with ALL styles
- Work with ALL media
- Work with ALL compiled and embedded formats
- Work with ALL software support (editing tools and index compilers)

Ream then presented a proposed still-in-progress DTD for **compiled indexes**, which would be enforceable via document type definition:

```
.....
<index type=, id=
<info
<title
<creator
<release.date
<head.note
<body
<group id=
<level number=, id=
<locator
- <cite ref=
<see
- <cross ref=
<see.also
- <cross ref=
<ed.note
.....
```

One could easily add more tags as needed: "<revision.number" in addition to "<release.date" above, for example.

For **embedded indexes**, Maislin provided a mini-presentation "XML Possibilities for Embedded Indexing." He noted that a functional index DTD must be flexible and complex, and it must have a big potential for customization – as Ream's DTD for compiled indexes does.

Maislin also noted that in standalone, traditional (compiled) indexing, the only connection between a document and its index is cerebral, whereas with embedded indexing the connection is both cerebral and via the 'hard' coded embedded links.

An XML DTD for indexes is a tool that defines an index. To reach that goal, the DTD must include tags for four types of data:

- Main entry data
- Subentry data
- Cross-reference data
- Additional data (graphics, warnings, special information, etc., like an annotated index)

You can also provide content customization via unique identifier codes, content type/style codes, [about] tags, locator type/style codes, context codes (for sorting), conditional information codes (text substitution), linguistic codes (for synonyms), and more.

For content development, one can provide author information codes (indexer identification), date codes, editorial codes (for in-house staff), generation tools codes, publication codes, special instructions for parser codes, and more.

For access environment, one can provide head note instructions, thesauri links, outside links, conditional information, and more.

For the embedded index DTD, Ream pointed out that the DTD needs to integrate with the publisher's DTD, otherwise it just won't work. Punctuation is an issue. That is, the final style for the index, as with all publications, is up to the publisher. Tags for items such as

"The person with the most information wins."

—Seth Maislin

placement of cross-references, full vs. suppressed locators will need to be decided and implemented per the publisher's preferences. Some issues will still have to be determined by the index compiler (software integration, run-in vs. indented format, sorting, locator/link building), who will still need to review and check final index production. Decompliers, in fact, would also be useful, Ream noted.

In closing, Maislin noted that while the role of the indexer involves more production, "the person with the most information wins."

—Submitted by L. Pilar Wyman,
Wyman Indexing

What You Should Know About Book Publishing Today

Evan Fogelman

Attorney and literary agent Evan Fogelman, also known as Mr. Passion, "the brains behind the bodice-rippers" (Christine Biederman, *Dallas Observer*, Oct. 23, 1997)



as he works with many romance writers, provided some very practical perspective and advice.

Fogelman noted that e-books are not profitable for most publishers yet, for teens and incoming generations, however, they may be. There are "too many people under 20 for whom e-print is the word."

Regardless, he does foresee copyright (©) problems as in the electronic industry it's often difficult to discern when a document is actually in print.

Fogelman described royalty rate formats. Generally there is one set of fees for hardback printing, one set of fees for paperback printing, and one set of fees for trade paperbacks. Subsidiary rights for other publishing venues (television, film, electronic publication, serial magazines and excerpts, etc.) are negotiated separately and after initial printings.

The burden is on the author to pro-

tect his or her intellectual property rights, which are difficult to enforce. A publisher cannot be compelled to publish, for example. Contracts, however, can be enforced.

"Verbal agreements suck," Fogelman warned. Letters of agreement are fine, however, as they represent enforceable obligations. "A paper trail is great."

Fogelman noted that authors are treated more unfairly than other artists, and that it's up to us to protect ourselves.

Copyright for any intellectual property belongs first to the author and then to the publisher, upon its sale, depending on how the appropriate contracts have been worded. For those who provide indexes on a work-for-hire basis, Fogelman recommended adding the following language to our contracts:

"North American English-language print publication."

If independent contractors wish to benefit from subsidiary publications – including electronic formats, the above language will help ensure you get a piece of the pie.

You can also request that publishers advise you of any other publications: "Publisher will advise indexer of any other publication of this material."

"Think Oliver, always ask for more."

Bottom line, Fogelman said, "negotiate up!"

—Submitted by L. Pilar Wyman,
Wyman Indexing

Why You Don't Want to Index E-Books

Stephen Sottong

Sottong began his presentation by stating that XML is on the horizon, but it's not here yet. In the meantime, we have to work with the current software tools. He described the process of embedding hot links in indexes for publication as e-books and on PDAs (personal digital assistants, hand-held computers).

- **Indexing with Acrobat** is a four-step process: 1) embed the index, 2) generate the index, 3) convert to final publication format, and 4) link references. The last step is especially tedious. For every page reference,

you must click the link button, put a square around the link, scroll to the page and cite location, click "Set" link. The repeat the process for each and every reference in the index.

- **Indexing for MS E-Book Reader** entails more steps: 1) create the document in MSWord, 2) embed the index, 3) go back to each embedded index entry and add a bookmark, 4) highlight a locator, 5) click "Insert Hyperlink", 6) choose the appropriate bookmark, 7) click "OK", 8) repeat for each and every other locator or reference, 9) compile the index.

- **Indexing for HTML E-Books** is like embedding without automatic generation as you need to create internal links for each index entry and then an index link – for each and every locator.

Even if the index is already embedded in the document, you must go through the above steps and insert the links for each and every locator or reference in the index. You must add bookmarks and anchors for every reference. This required 50-100% more indexing time. Making references 'live' takes a lot of grunt work.

Other challenges in the production of e-books include having to break up text and information into small chunks. The amount of text in books can be a problem.

The biggest challenge, however, Sottong reported, is that the technology of e-books is dependent on the host platform. The host platform, the hardware, is the problem right now as display quality is minimal and maximum resolution is low. A lot of information is lost when we go to the small screens of e-book displays. There is also a lot of glare, contrast, and a low refresh time. There has been no improvement in this area for over 10 years, in fact, resulting in a boon to the paper industry and a rise in computer vision syndrome.

While useful for handbooks, reference materials, almanacs, etc., e-books, at the moment, are really just "an elitist toy."

—Submitted by L. Pilar Wyman,
Wyman Indexing

Indexing the *San Antonio Register*; A Historical Source for African-Americans

Linda K. Feters and
Ellen Todd Hanks

This project began in May 1991 when Bonnie Parks-Davies, former manager of the ASI Administrative Office, received a request from the University of Texas at San Antonio (UTSA) for a newspaper indexer. UTSA had obtained a Texas Treasures Grant to index the first 10 years of the *San Antonio Register* (SAR), "the longest-running African American community newspaper in San Antonio." Parks-Davies contacted Linda Feters for help with this request. Feters then e-mailed and talked with Ellen Hanks, a long-time San Antonio librarian and journal indexer. The two soon offered UTSA their services for the project.

After UTSA decided to hire Feters and Hanks, they sent two newspaper issues to Feters for preparation of a sample index. The sample newspaper issues were from the 1990s, however, and, as they realized later, bore no resemblance to the issues that needed to be indexed.

They worked on the index separately: Hanks in a room at UTSA provided with a microfilm reader, old printed issues, and a laptop computer; Feters out of her office in Corpus Christi with a portable microfilm reader provided by UTSA. (The agreement with UTSA is included in Appendix A of their presentation at www.fetersinfo.com.) After initial indexing, they merged files and edited the final index.

Feters and Hanks discussed their indexing by subjects (politics, social life, sports, boxing, religion, education) and how they were treated in the index.

"Vocabulary control was the most difficult aspect" encountered, they said. For racial groups, Feters and Hanks followed *The Chicago Manual of Style*. They referred to African Americans both as "blacks" as well as "African Americans." The subjects of the index referred to themselves as "Negroes" and "colored." Feters and Hanks used "Negroes" as a main heading as that was how SAR referred to African Americans at the time. "Race" was used as a substitute term, as was "colored." "Negroes" was used only for general topics. Other main headings in the

index include "Civil Rights," "Negro History," "Race Relations," "Racial Prejudice," and headings for specific rights such as "Jury Service" and "Voting Rights." The indexers anticipate adding See also references to "Blacks" and "African Americans" as those terms appear in the more recent issues of the newspaper.

Feters and Hanks also used the *New York Times Index* and *Library of Congress Subject Headings* sources.

They omitted the following:

- advertisements
- "Community News"
- fiction
- household advice columns
- legal advice columns
- medical advice columns

They paid close attention to the following:

- gossip columns/Social Notes
- movie/play reviews
- musical performance/reviews
- national and international news
- Texas news
- sports

Full coverage was given to the following:

- anniversaries
- births
- church news
- deaths
- local news
- social clubs
- weddings

(Detailed explanations of their indexing decisions can be found in Appendix B of their presentation at www.fetersinfo.com.)

Many entries were classified by categories. In some cases, such as churches, the list would have gone on and on, so they made an extensive list of See also references to each church. Extensive cross-references were provided for churches and pastors, colleges and universities, social clubs, and sports.

In some cases, they chose to use both classified and semi-classified entries "to serve the reader best."

Classified entries include the following:

Index to San Antonio Register

May 29, 1931 - July 4, 1941

Notes

The microfilm reels for 1931-1932 contain an error throughout. Page 8 of each issue has been replaced by one week. (For example, the March 27, 1932 issue contains page 8 from the April 3, 1932 issue. These pages are designated as follows: 19320327-8 [insert in 3483 issue].)

January and February 1941 issues are listed out of order at the beginning of the 1941 issues.

Names of assault victims or perpetrators of assaults can be found under the heading, "Assaults."

Names of victims or perpetrators of burglaries, robberies, or thefts can be found under the heading, "Burglaries, Robberies and Theft" or "Crime and Criminals."

Names of murder victims and their murderers can be found both under the heading "Murders and Murderers" as well as their own names.

Some issues of the paper are missing the bottom half, therefore, the top half is the only portion microfilmed. These issues are: 19320318, 19320320, 19320326, 19320330, 19320331, and 19320401.

Due to a printing error, 19320326: 7 is unavailable and therefore not indexed.

Select any of the letters below to go to the desired part of the index.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

The index for the San Antonio Register 1931 - 1941 is available online at www.lib.utsa.edu/Collection_Development/sar/.

- anniversaries/weddings and engagements
- births
- burglaries, robberies, and thefts
- business and businesses

For example, the names of people celebrating anniversaries or weddings appear only under "Anniversaries" (or "Weddings and Engagements") unless they was also a separate article describing the celebration. Births also appear only under that heading.

Semi-classified entries include the following:

- accidents and injuries
- assaults
- deaths
- movies/theater and theaters
- music and musicians
- restaurants and clubs

The final index product was over 30,000 entries. UTSA has contracted with Feters and Hanks to continue working on the project, for all the years following 1941.

—Submitted by L. Pilar Wyman,
Wyman Indexing

Abstracting, Indexing and Thesaurus Construction at the World Bank

Denise Bedford

This session was cancelled.

Information Architecture for Indexers Presentation

Fred Leise

What do buckets have to do with information architecture? More than you might think! Information architecture is relatively new and is part of the field of

web site and intranet design. Like librarianship, it is concerned with information retrieval and classification. As such, it provides a solution to locating information on web sites. Information architecture is related to several other concepts, including usability, information technology, and graphic and system design.

The structure of information can take many forms. While there can be one single data point that has no relationships, most data has some sort of relationship with other data. Leise used the example of the relationship between chocolate and cocoa to illustrate a near relationship, peppermint and steel to illustrate a *far* relationship, and a person who is tall and has freckles to illustrate an *overlapping* relationship. When one point of data is contained entirely within another type of data, the relationship is called a *subset*. When two differently labeled points of data are the same thing, such as "cancer" and "oncology," the relationship is called *isomorphic*.

Where do the buckets come in? They are the groups that "convey the creation of classes of information." In other words, they are the way in which information is sorted and labeled to put like things together (collocation) so that users can find it. For example, a user may search for information about a big red Nerf ball by searching through any or all of four buckets (size, color, texture, and shape) in order to retrieve the needed data. Leise used the examples of the organization of menus, grocery stores, car manuals and catalogs to illustrate these concepts in everyday life.

Leise also pointed out how the different goals of a web site dictate its design. A vanity website (such as Tiffany and Company at www.tiffany.com) has brand recognition as its main purpose. Information sites (such as the Argus Center for Information Architecture, ACIA, at <http://argus-acia.com>) are geared towards information distribution. E-commerce sites (such as iPrint.com) are clearly meant to sell merchandise. The design of these web sites is geared to their specific purpose.

The organization of information can be top-down or bottom-up. Top-down organization looks at the "totality of content" using enumerative classifications, such as Looksmart's browsable hierarchy at www.looksmart.com.

Bottom-up organization looks at "content objects, faceted classifications and indexing using authority files/thesauri." Journal indexing is an example of this type of organization.

Leise enumerated the goals of navigation (clarity, consistency, differentiation, and depth vs. breadth) and outlined different types of navigation. Global navigation is applied to the entire site; local navigation applies to part of the site; supplemental navigation (such as site maps and site indexes) is an additional finding aid; and contextual navigation is within individual paragraphs. All of these types of navigation can be seen on PeopleSoft (www.peoplesoft.com), a site Leise designed.

Information architects frequently use labels as signage for their structures. Labels can be used for navigation, as headings, as contextual links, and as index terms. Looking at

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At PeopleSoft.com's training web page, the top left box (under "Home") provides global navigation for the whole PeopleSoft web site; the gray box on the left (under "Training") provides local navigation for the Training section of the site; the Search box on the left provides supplemental navigation (both via the Search tool and the Site Index); and the options under "Plan Your Training" on the bottom provide contextual navigation leading you to specific sections of text.



For index term labels, note the entries in the PeopleSoft.com site index.

achieving an effective design. As part of assessing the effectiveness of a design, Fred discussed the types of user testing that should be done before the design is complete.

Leise's presentation was informative and engaging. Clearly indexers who wish to branch out into information architecture already have many of the tools that they need to do so. For those who missed this presentation, the PowerPoint slides for it are available at www.contextualanalysis.com.

Editor's Note: This year's annual conference Proceedings will include full articles and text for these presentations as well as for many of the workshops. i

Blogging

Blog: "A frequent, chronological publication of personal thoughts and Web links." – NetLingo, the Internet Dictionary (www.marketingterms.com/dictionary/blog/). Synonyms include "web log" and "weblog." Last year portals were 'it.' Now it's blogging.

One of the highlights of the "Quantum Indexing with Bill and Seth" workshop with Bill Meisheid and Seth Maislin at this year's annual conference was Meisheid's call to indexers to index blogs.

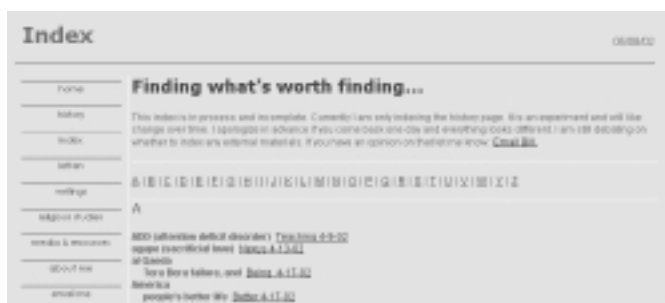


"People maintained blogs long before the term was coined, but the trend gained momentum with the introduction of automated published systems, most notably Blogger at www.blogger.com. Thousands of people use services such as Blogger to simplify and accelerate the publishing process." – NetLingo.

Bill's Blog ([at http://william.meisheid.com](http://william.meisheid.com)) is an example web log or weblog. Notice the link to an index at the top left, however.



Andrew Sullivan, the biggest blogger of the world, whose site at www.andrewsullivan.com gets more hits a day than the New York Times site, does not have an index for his blog. How else can a visitor find what's worth finding at a blog, unless it's posted that day or week? The only way to search Sullivan's blog is via full-text search, through the archives (which are listed by date only) or through the general categories on the left: "Homosexuality," "Faith," "Politics," "Culture," "People," and "The War." Articles listed in the general categories are not listed in any apparent order nor are the listings comprehensive.



Meisheid has worked to supply a tentative index for his blog. Note how locators are coded by subject and date.

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Peer Review Reports

One of the great benefits of this year's ASI conference were pre-scheduled one-on-one peer reviews for conference attendees for a separate fee. Becky Hornyak and Margie Towery assembled a terrific group of peer reviewers, and Kate Mertes made sure there were no competing workshops offered during the time of the reviews. She also ensured that box-type lunches would be available for participants so they could get food and take it with them to the peer review area if they wanted. Peer reviewers and their preferred specialty areas included:

- Maria Coughlin – medical
 - L. Pilar Wyman – medical, health, technology
 - Vicky Agee – scholarly, trade
 - Mary Mortensen – scholarly, trade
 - Richard Shrout – computer
 - Rachel Rice – trade, psychology, animals, self-help
 - Nan Badgett – trade, cookbook
 - Janet Perlman – computer, science, engineering
 - Melinda Davis – legal, trade
- Peer Review Checklists (see p.107)

were provided for reviewers. (This checklist is based on the Pacific Northwest chapter peer review procedures and the ASI "Indexing Evaluation Checklist.")

Following are reports from two participants in this year's one-on-one peer reviews.

from Sandy Charles:

My first experience with what ASI generously terms "peer review" was nothing but positive. As a fairly new medical indexer, I found the advice of my reviewer, Maria Coughlin, to be helpful and pertinent.

Maria spent more than the allotted amount of time with me and my index for a book entitled *Abnormal Pap Smears*, written by a pathologist and published by Prometheus Press in 2001. Maria complimented me on use of appropriate language for the index reader, in this case the patient, and pointed out areas that I missed during editing such as the use of parallel structure and prepositions. She suggested a few changes for more concise wording and encouraged me to form main and subheadings that read like sentences. I learned that genes should be italicized

and viruses are not!

Peer review was one of the most valuable tools at the ASI conference among a rich offering of workshops geared for every level of indexer experience. I confidently recommend that other new indexers take advantage of peer review opportunities, regardless of their specialty. There is always someone in ASI with the knowledge and willingness to advise you in your indexing path.

from Julia Marshall:

I requested to have a peer review for an index that I did for *Human Diseases and Conditions*, a three-volume encyclopedia intended for high school students, published by Charles Scribner's Sons in 2000. In 2001, the publisher asked me to rewrite the index to include a supplement on behavioral health. This year, they're adding a second supplement on digestive health. Although I felt that I had done a creditable job on the first three volumes, adding the supplement felt awkward. I could tell that there was something wrong with structure of the index, but I couldn't quite put my finger on it.

I found that my peer review done by Pilar Wyman provided just the diagnosis to correct my wobbly index structure. The three major points that she made were 1) the locators are unduly long and awkward to read; 2) my preposition/linking words are inconsistent and 3) some subheadings did not match their main heading classification.

The first problem – long and awkward locators – was not my choice. For the supplement, the publisher asked to use "Supp. 1:123". After discussing this with Pilar, I'm hoping to convince Scribner's to go with the much shorter "S1:123" and "S2:123".

The second point about linking words being inconsistent is best illustrated by the heading for acetaminophen, otherwise known as Tylenol®:

- Acetaminophen
- causing hepatitis
- causing nephritis
- fever
- German measles
- mononucleosis
- Osgood-Schlatter disease
- shingles

It's obvious to me, having created the index, that acetaminophen can be used for fever, German measles, mononucleosis, Osgood-Schlatter disease, and shingles. Acetaminophen causes hepatitis and nephritis, however. Pilar did not think this would be clear to teenagers who would use the index. The relationship between nephritis, hepatitis and acetaminophen was fairly clear. But the absence of appropriate linking words to the other diseases causes confusion in the mind of the user.

The third point is best illustrated by the following (condensed!) heading for "Symptoms":

- Symptoms
- Addison's disease
- amebiasis
- brain tumors
- fainting
- herpes
- leukemia
- pancreatitis
- scurvy
- tumors
- yellow fever

Pilar pointed out that "fainting" is a symptom, but "Addison's disease" is a disease, not a symptom. My reaction to her critique was one of disbelief – as in "How could I miss that?" Now that she's pointed them out, the structural flaws are glaring.

That's the point of having a pair of fresh eyes look critically at an index. In the heat of a deadline, my brain will often take the path that is the most habitually used. Is that path the best for this book and this type of user? Sometimes it is, but sometimes it's not. By having my index reviewed, my neurotransmitters got a good shaking up, so that I won't keep indexing in the same, old, and inappropriate ways. *i*

Coming Up in future issues of *Key Words*

- SI Conference Report
- Introduction to Indexing Foreign Names
- Information Architecture

Peer Review Checklist

To be completed by indexer:

Title of book:

Main topics:

Audience:

Style requirements:

Particular problems to discuss:

To be completed by reviewer:

Main Headings

Are the most important topics covered?
Is the language appropriate for the audience?
Has the indexer given more than one route to information?
Are there long strings of undifferentiated locators?
Comments:

G NI

G NI

G NI

G NI

Organization

Is the index accurate? Clear? Consistent?
Is the wording succinct or concise?
Do the entries make sense? (Do they read like a sentence?
Has the indexer gathered the inter-connected or related topics?
Is the keyword used first as much as possible?
Comments:

G NI

G NI

G NI

G NI

G NI

Cross-references

Are they used correctly?
Do they point to similar or related information?
Do they reflect the author's language?
Is the format and placement correct?
Are they accurate?
Comments:

G NI

G NI

G NI

G NI

G NI

Double postings

Are they used where needed?
Are they accurate?

G NI

G NI

Miscellaneous

Are there errors in spelling?
Has the indexer included an introductory (or head) note? If so, is it clear?

G NI

G NI

Subheadings

Are they used when needed?
Are they concise?
Is there an adequate number of them (to justify having them)?
Do any subheadings need to be main headings? Are they?
Did the indexer use parallel structure when appropriate?
Comments:

G NI

G NI

G NI

G NI

G NI

How has the indexer handled the following:
Acronyms?
Prepositions?
Metatopic?
Comments:

G NI

G NI

G NI

Overall comments

G=Good NI=Needs Improvement

MACREX 7

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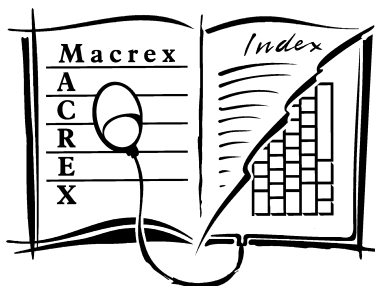
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INTERNATIONAL NEWS

News from the Australian Society of Indexers

AusSI Indexers Medal 2001 Report of the Panel of Judges



This year there were thirty-five entries — thirty-four books and one index to a periodical run covering seventy-six years — as against last year's fourteen entries. Several publishers sent more than one title, in one case six titles. Two entries were the work of New Zealand indexers.

While there were many good indexes among the entries, as in earlier years, there were few works which offered the challenges which would allow the indexer to demonstrate 'outstanding professional achievement'. The problem is in part due to the fact that Australia and New Zealand are not seen as significant publishing centres for the English-speaking world; so works which would offer these challenges are not often published in these countries.

This year the judges decided that unfortunately there was no entry which could be granted the Medal. However we wish to draw attention to particular strengths of three entries.

- **Making the Australian Defence Force** by David Horner. (The Australian Centenary History of Defence, volume IV) Oxford University Press, 2001. Indexed by Geraldine Suter.

It is apparent that this book was carefully planned and executed with regard to the progress of the 'story' and the use of illustrative material — maps, figures, tables and illustrations — and list of abbreviations, notes and bibliography. This care is also evident in the index with selection of terms and inclusion of all illustrations. The indexer has created a logical arrangement of entries for the units of the Australian Army, the RAAF and the RAN, with most acronyms identified in the table of abbreviations; but the list-

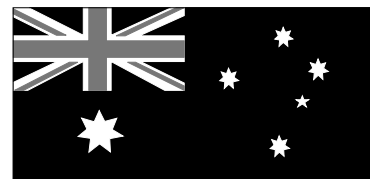
ing of units includes some unusual abbreviations which may leave the general reader guessing, e.g. avn for aviation, rct for recruit, spt for support. Since there is one blank page over it would probably have been possible to give these in full. We assume that the decision not to do so was made by the editor. However this is a small blemish on an otherwise fine piece of work. This index is commended.

- **Plants in Action: Adaptation in Nature, Performance in Cultivation.** Editors, Brian J Atwell, Paul E Kriedemann, Colin G N Turnbull. Macmillan Education, 1999. Indexed by Michael Ramsden.

This index is a fine example of textbook indexing with good judgment in the headings and subheadings and cross-references. Apparently the number of pages for the index was limited. The color plates are not indexed and other illustrations including figures and tables are only selectively indexed leaving much information inaccessible. This is unfortunate because it reduces the value of a well-compiled textbook. Nevertheless the indexer is commended for fine work within the limitations imposed.

- **Ecological Pioneers: A Social History of Australian Ecological Thought and Action**, by Martin Mulligan and Stuart Hill. Cambridge University Press, 2001. Indexed by Trevor Matthews.

This book explores the development of the understanding of the environment in Australia and the expression of this understanding in politics, the arts and sciences and in public life. It studies the work of writers, conservationists, trade union leaders, politicians and artists from the Heidelberg School to Michael Leunig, from Banjo Paterson to Judith Wright and from Bob Brown to the Whitlam and Fraser governments. The relationships are complex and the indexer shows an



understanding of this complexity, giving an accurate 'indication' of what the book contains as well as providing a guide to the attitudes adopted and the atmosphere created by the authors. The index scores highly on all the criteria except size, having some 700 entries including about 25 per cent names. While this limitation is set by the text and its accompanying illustrations it reduced the scope of the challenge which the book presented to the indexer. However within this limitation he has done excellent work and so he is highly commended.

— *AusSI Indexers Medal 2001 Panel of Judges: Ann Bentley (Librarian), Pam Jonas (Editor), Max McMaster (Indexer), John Simkin (Chairman of Judges)*

AusSI Web Index Award 2002-4



The criteria for the award are that the site index makes a useful contribution to the retrieval of information from the site. Sites that qualify are entitled to display the icon shown above. This will be linked to a page on the AusSI site (www.aussi.org) giving the details of the award and listing awarded sites. The endorsement is valid for 2 years, and after that time the Web Manager can resubmit their site to have the endorsement renewed. AusSI web-site endorsement is available to any site worldwide.

A committee evaluates the sites to determine whether the index makes a useful contribution to retrieval of information from the site. The committee prepares a brief report for the site indexer. If a site fails to obtain endorsement, the site indexer will be notified of the reasons and is entitled to re-submit their site when these have been addressed.

Recipients:
Peoplesoft, www.peoplesoft.com.
Indexer: Fred Leise
(locatelli@aol.com).

The site index was relatively hard to

locate from the home page, with the only connection I could find being a small text link at the bottom of the page. Once there I found it was laid out in a legible way; there is an alphabetical list of links grouped by letter and separated by small images that function as 'Back to top' buttons. Letters of the alphabet at the top of the page act as links to alphabetic sections in the index. One concern with layout is the failure to use subheadings, even when these would have been particularly appropriate; for instance, the sequence:

- Benefits (for PeopleSoft Employees)
 - Benefits (for PeopleSoft Employees), Disability Insurance
 - Benefits (for PeopleSoft Employees), Life Insurance
 - Benefits (for PeopleSoft Employees), Medical, Dental, and Vision Insurance
 - Benefits (for PeopleSoft Employees), Retirement
 - Benefits (for PeopleSoft Employees), Time Off
 - Benefits (for PeopleSoft Employees), Work/Life Programs
 - Benefits, Alliance Partner Program
- would be more usable as:
- Benefits for Peoplesoft Employees
 - Disability Insurance
 - Life Insurance

- Medical, Dental, and Vision Insurance
- Retirement
- Time Off
- Work/Life Programs
- Benefits, Alliance Partner Program

Other minor failings of the site have been corrected since we sent the indexer our preliminary assessment. It is nice to see such a quick and effective response to evaluation.

Queensland Environmental Protection Agency,
www.env.qld.gov.au/environment/misc/siteindex.
Indexer: Patricia Kennedy
(Patricia.Kennedy@epa.qld.gov.au).

This is a previous Web Indexing Prize winner and shows how useful an index can be in providing access to a large and diverse site. This index represents a remarkable achievement and we hope it will be maintained as the site changes over time.

—Web Indexing Award Committee,
 April 2002

Australian Society of Indexers
 GPO Box 2069
 Canberra ACT 2601
 Australia
 Telephone: 0500 525 005
<http://www.aussi.org>

News from the Society of Indexers

Kessel, Shirley

The Society is sad to report the death of



Shirley Kessel, one of our well-known American members.

She was a regular attendee at our Conferences and a contributor to *Sldeline*, and became known to many of us for her clear thinking on many subjects. We shall miss her.

—Submitted by Ann Kingdom,
 Honorary Secretary

Society of Indexers
 Globe Centre
 Penistone Road
 Sheffield S6 3AE
 Tel: 0114 281 3060
 Fax: 0114 281 3061
admin@socind.demon.co.uk
www.socind.demon.co.uk



Thoughts from Abroad

Galveston, oh Galveston! So good they named it twice! Back home in the UK and my thoughts turn to memories of sun, sea, wind (hair-do? what hair-do?), the feeling of stepping into a warm bath, magnificent fish dishes, and trips on the ferry to Bolivar Peninsular to see thousands, yes thousands, of rare (to me) and very exciting birds.

We spent 10 happy days in Galveston, 4 of which of course for me were spent at my first ASI conference, taking place at the Moody Gardens Hotel. This hotel is sumptuous in décor and provides an additional pleasure at the end of the pier, the Colonel paddleboat, which was the venue for the conference dinner on Saturday.

My lasting memories of the conference will be of its superb organization; the wide and educative variety of its workshops and their excellent leaders; the convenience of having all the workshops in one place, but different rooms; and the formation and affirmation of new and old friendships, the fixing of a face to an email.

I should wish to pay my compliments to Kate Mertes, Diana Witt, and all the organizing committee who made my stay such a pleasant one. I hope it won't be too long before I return.

—Submitted by Michele Clarke, Hitchin, Herts, England



Michele Clarke received Honorable Mention in this year's Name Tag Extravaganza. ASI was pleased to see that she did not use any permanent hotel fixtures in her decorations.

REVIEWS

Submissions and suggestions for journal or other recent publications review should be submitted to the Editor, L. Pilar Wyman, pilarw@wymanindexing.com or (410) 757-7119.

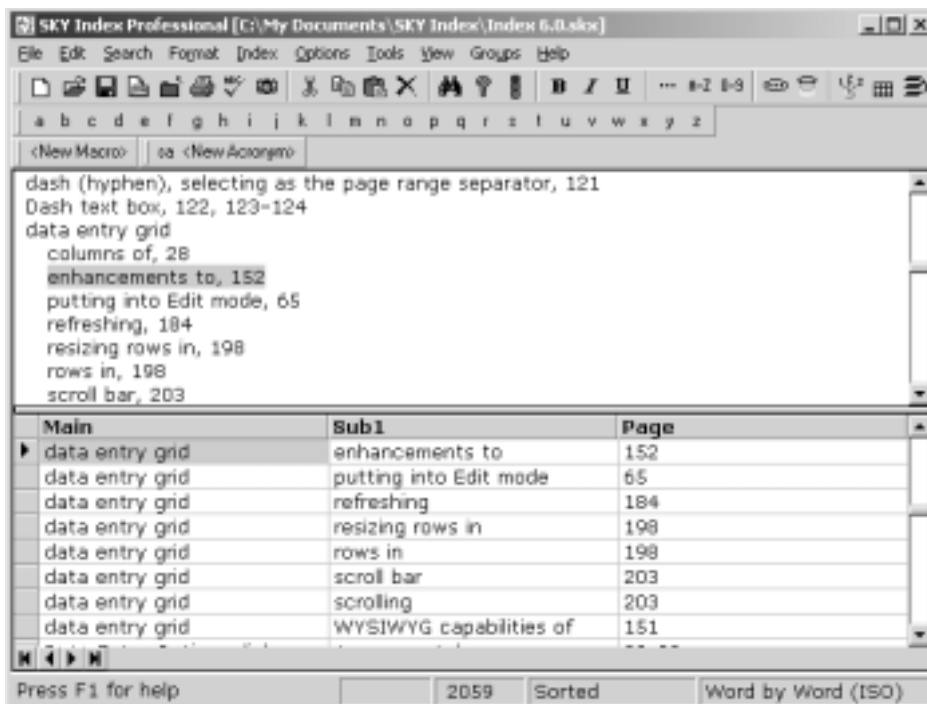
The Reviews column will resume in the Sept/Oct 2002 issue.

Books Received:

— Annual Review of Information Science and Technology (ARIST) Volume 36, 2002, edited by Blaise Cronin. Information Today, Inc. on behalf of the American Society for Information Science and Technology (ASIST).

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EVENTS

—September 16-18, Podere d'Ombriano, Crema, Italy:

International Workshop on Intelligent Knowledge Management Techniques (I-KOMAT 2002). *Maumita.Bhattacharya@infotech.monash.edu.au.*

—September 17-20, Portland, OR: **2002 International Professional Communication Conference (IPCC 2002)** "Reflections on Communication," under the auspices of the IEEE Professional Communication Society. *http://ieeepcs.org/2002/.*

—September 21-26, San Francisco, CA: **American Health Information Management Association (AHIMA) 2002 National Convention and Exhibit.** *www.ahima.org.*

—September 23-24, Durham, NC: **FrameUsers 2002: Hands-On Indexing Workshop** with Fred Brown, a practical approach to indexing using FrameMaker. 800-272-5238 or *www.FrameUsers.com.*

—October 19-20, South San Francisco, CA: **Macrex & More** with Barbara DeGennaro's "Indexing Children's Books" workshop. 650-292-2302 or *macrex@aol.com.*

—October 20-22, Edinburgh, Scotland: **HealthCare Meets Medical Informatics and Innovation 2002.** *www.hcmmii.com.*

—October 20-23, Toronto, ON, Canada: **SIGDOC 2002**, sponsored by the Association for Computing Machinery (ACM)'s Special Interest

Group in Documentation. *www.acm.org/sigdoc.*

—October 29-31, Santa Clara, CA: **KMWorld & Intranets 2002.** Sponsored by Information Today, Inc. 1-800-300-9868 or *www.infotoday.com.*
—October 31-November 2, San Diego, CA: **"Strands of Discovery," American Medical Writers Association (AMWA) 62nd Annual Conference.** 301-295-5303 or *www.amwa.org.*

—November 4-6, Palm Springs, CA: **Internet Librarian 2002.** Sponsored by Information Today, Inc. 1-800-300-9868 or *www.infotoday.com.*

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—November 6-9, Atlanta, GA:

American Translators Association (ATA) 43rd Annual Conference. 703-683-6100 or *www.atanet.org.*

—November 9-13, San Antonio, TX: **American Medical Informatics Association (AMIA) 2002 Annual Symposium** (formerly SCAMC), Biomedical Informatics: One Discipline. Tracks include Bioinformatics, Clinical Informatics, Technology Transfer, Education and Training. 301-657-1291 or *www.amia.org.*

—November 15-17, Philadelphia, PA: **Second Conference on the History and Heritage of Scientific and Technical Information Systems**, sponsored by the Chemical Heritage Foundation and the American Society for Information Science & Technology, ASIST. Emphasis for this conference will be on the period from the Second World War through the early 1990s, including the infrastructure created by digitization, the Internet, and the World Wide Web. *www.chemheritage.org/HistoricalServices/2002HHSTIS2.htm.*

—November 18-21, Philadelphia, PA: **American Society for Information Science & Technology (ASIST) Annual Meeting.** 301-495-0900 or *www.asis.org.*

Notices should be submitted to the Editor, L. Pilar Wyman, *pilarw@wymanindexing.com* or (410) 757-7119.



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