

Facets of indexing: the diamond anniversary conference



St Anne's College, Oxford – Wednesday 21 June 2017

Workshops and seminars

Session 1: 13.50–14.45

Workshop: Taking the plunge – getting to grips with your first commission

Workshop leader: Ann Hudson

(This is a 2-hour workshop and continues through Session 2 until 15.45)

If you've recently finished your indexing training, or are on the final stages, you will have acquired a good theoretical knowledge of indexing. Taking on your first paid commission can feel like a big step, and this workshop aims to help bridge the gap. Based on a real indexing commission, the workshop will focus on the problems and challenges of indexing a full-length text when space may be limited and deadlines tight. We'll cover problems such as dealing with multiple references to the same topic, indexing the metatopic, and deciding what to include and what to leave out. Some short practical exercises will be sent out in advance, and there will be others to do on the day. Discussions will be informal and there will be an opportunity to ask questions and raise any particular concerns you may have.

Ann is the SI Training Director. She has been a freelance indexer for many years and is an experienced workshop leader, having led workshops for SI and SfEP and delivered in-house training for publishers.

Workshop: Lives in miniature – indexing biographies and other life writings

Workshop leader: Christopher Phipps

(This is a 2-hour workshop and continues through Session 2 until 15.45)

A practical discussion session on the processes, pitfalls and pleasures of indexing volumes of life writing. Drawing on examples from a variety of real-life indexes, the workshop will focus on such matters as: alternative name-forms; handling the entry for the main character (and the sometimes trickier lead supporting cast); multiple minor mentions of people; distinguishing namesakes; partiality; presentation and layout. Of interest to indexers and prospective indexers of biographies, autobiographies, memoirs, volumes of diaries and letters and, indeed, anyone who may ever need to index a book with people in it.

Christopher is a former winner of the Society's Betty Moys Prize and has been indexing since 2005, producing indexes for a number of major biographies.

Mini-workshop: Using LinkedIn for networking

Workshop leader: Ruth Ellis

LinkedIn can be a valuable marketing tool for the freelance indexer. This session will look at making the most of your LinkedIn account: how to make your profile stand out, find publishing contacts, use groups and make posts in the newsfeed.

Ruth has been indexing professionally since 2010. She runs the Society's social media accounts and was the instigator of the first National Indexing Day.

Software demonstration: Index Manager

Presenter: Dr Katharina Munk

In this presentation we will demonstrate Index Manager (Idx), the new all-in-one solution for embedded indexing. Quality digital content requires linked indexes, thus embedded indexing is increasingly necessary. Idx is a powerful standalone software tool with which professional indexers can create, sort and edit index entries in Word, InDesign and XML files. All indexing work is logged in a separate file until export. This separate logging allows other tasks – like copy-editing and proofreading – to be accomplished in parallel. When you're ready, one click inserts index entries into files. Imagine the possibilities! Come see how it works and play later with this new tool and your own data. Participants will have a free time-limited access to the full version of the software.

Katharina is a trained biologist and has worked since 1992 as a lecturer, author, editor and indexer on large projects in biology and medicine. She initiated and has been closely involved in the development of Index Manager (Idx).

Session 2: 14.50–15.45

Workshop: Taking the plunge (continued)

Workshop: Lives in miniature (continued)

Seminar: Second strings/other skills – editing and proofreading opportunities and the SfEP

Seminar leader: John Firth

John will begin by looking at four widely held beliefs about proofreaders and copy-editors. The SfEP's latest membership survey suggests these might be wide of the mark. Then he'll use the same source to look at how editors make their living and – the \$64,000 question – how easy it might be to get work. Getting work is one thing; making a living is another. Proofreaders and copy-editors need to be clear what they will do, what they will not do and what they're prepared to negotiate. Having a broader range of skills than just indexing, say, means that you have more to offer. You might be looking to broaden the range of services you offer, or simply for a 'second string' to fill gaps while you concentrate on your main career. The SfEP might be able to help you help yourself, and John will outline what the SfEP offers its members. The detail will be in the handouts, but he will try to leave plenty of time for questions.

John has been a freelance proofreader, copy-editor, typesetter and print project manager since 2004. He is an Advanced Member of the Society for Editors and Proofreaders (SfEP) and its current membership director.

Seminar: Working efficiently – getting the most from your software

It's hard for younger members of the Society to imagine that it was once possible to set up as an indexer with nothing more than a pile of index cards and a manual typewriter, but this was the reality for many of us. Over the last three decades we have adapted our working methods to embrace the digital revolution, learning to use the new tools and grappling with increasingly sophisticated software. With new software continuing to be developed, and never-ending updates demanding to be installed, many of us struggle to keep up, uncertain whether it is worth learning to use yet another piece of software that promises to make our working life easier and failing to take advantage of all the features of our existing software that could help us to work more efficiently. This session may go some way to helping you through the minefield, enabling participants to share information about software that has really made a difference to their indexing business. It could be a new piece of software that has speeded up a particular process, or a particularly useful feature of your current indexing software. Two members will start the ball rolling with brief demonstrations of software they have found useful. Wendy Baskett will demonstrate the use of Margaret Berson's megabit macros and Pam Scholefield will show how she couldn't work without Notability on her iPad. If you would like to contribute to the session, talking for a few minutes about your favourite software or software feature, please indicate this on the session booking form. Depending on demand, we may ask you to provide a few screenshots to illustrate it.

Session 3: 16.15–17.10

Mini-workshop: Indexing the image – what's in the title?

Workshop leader Joan Dearnley

Reproductions of artworks – paintings, drawings, prints and photographs – are commonly seen across a wide range of publications, from school textbooks and general interest non-fiction books, to art gallery or auction house catalogues. Each image has, at some time, been carefully catalogued in detail under title, maker, medium and more besides. How much of this information is it useful to include in an index, when the same image is reproduced in different types of publication? For example, will an index entry for a portrait of Queen Victoria in a biography be the same as the entry in a social history of England, a catalogue to an exhibition of nineteenth-century art or a key stage 3 history book? A short exercise looking at ways of indexing examples taken from different types and levels of publication will be sent to participants in advance, and the results debated through group discussion at the workshop.

Joan has been a professional indexer since 1999, and a Fellow of the SI since 2002. Indexing subjects ranging from global economics to beekeeping, she specialises in art and art-related books; her index to Maggie Humm's Virginia Woolf and the Arts was Highly Commended for the 2011 Wheatley Medal.

Seminar: The joys of freelancing

Panel-led discussion with Emma Caddy, Steve Gilbert and Janice Rayment

Taking the plunge into the freelance life and running your own business means taking on new responsibilities, as well as enjoying the flexibility of being your own boss, free from the daily grind of the journey to work and the nine-to-five routine. You need to get to grips with filing tax returns and keeping accounts, marketing your services to potential clients, setting up and equipping your working environment, organising your working day and juggling other commitments, and taking care of your physical and mental health. Is it worth having an accountant? Are the HMRC webinars useful? Do you need a laser printer? How can you juggle several different jobs? Should you schedule holidays? Do you need a dedicated 'home office'? There is no one right answer to these

and a myriad other questions, but this seminar will provide an opportunity for new and recently qualified indexers to discuss some of the options and exchange experiences, led by a panel of members who have successfully opted for the joys of freelancing. Longer-established indexers who would like to join the seminar and offer advice will also be very welcome.

Seminar: Working efficiently – tips, tricks and avoiding bad habits

Panel-led discussion with Rohan Bolton, Rosi Dear, Liza Furnival and Barbara Hird

This session will focus on the actual process of indexing, rather than on software that can help you to work more efficiently. If you've been indexing for some time you will have developed your own approach to the task of analysing the text, devising headings and structuring the index to suit the intended reader. But as clients impose increasingly unrealistic schedules (often with unrealistic fees), it's worth critically examining your working methods and considering whether you could work more efficiently. Are you developing bad habits? Is it becoming too tempting to stick with the author's terminology rather than considering the reader's needs? Are you delaying decision-making and wasting time reading through the same section of text several times? Is it more efficient to make entries as quickly as possible without thinking too much about the precise wording? Is it better to edit as you go along or have a massive editing session at the end? Is it helpful to construct the bare bones of the index first (from chapter and section headings) and then go through the text in detail? Does it make sense to sort out queries as you go along (e.g. correct form of names) and give your brain a break from analysis or does this mean you lose the thread of the argument? Our panel of experienced indexers don't pretend to have all the answers but they will have grappled with some of these issues and will encourage you to exchange ideas and learn from one another's experiences.

Speed mentoring

We are offering speed mentoring for the first time this year, giving you an opportunity to meet with an experienced indexer for a 10–15-minute session on a topic of your choice. Between them, our mentors have offered to cover a wide range of areas (see below). If you'd like an 'appointment', sign up for speed mentoring when you make your session choices, indicating which mentor(s) you would most like to talk to, in order of preference. Depending on demand, you will probably be able to have more than one 'appointment'.

- *Caroline Diepeveen*: team indexing/working with more than one person on an index; Islam/Middle East/Arabic World indexing, dealing with non-English names, and subjects; working with diacritics; working across borders or working with continental publishers/clients; technological developments in indexing: what is available out there beyond your traditional indexing software package (Sky, Cindex or Macrex), and why this additional software may or may not be useful.
- *Frances Lennie*: Cindex, index layout and design, indexer/client relations
- *Jan Worrall*: training, fellowship, website construction, embedded indexing, indexing social sciences