

Indexing Books and Electronic Materials - Principles and Practice (3-DAY WORKSHOP)



NBDCS

The Book Council

mda

Media Development Authority

OBJECTIVE

This workshop will provide all those with an interest in indexing book and electronic materials an understanding of the process involved in compiling an index. Participants will gain not only an insight into the art/science of indexing, but also develop the practical skills required by actually compiling an index for a publication.

COURSE OUTLINE

The workshop will discuss the scope and initial steps in indexing; selection of terms – headings and subheadings; cross-references and styles; alphabetical arrangement; editing and evaluating indexes; indexes in electronic products; indexing as a business; major practical exercise using dedicated indexing software. On the third day the focus will be on indexing electronic publications.

TARGET AUDIENCE

Publishers, editors, authors, technical writers, booksellers, librarians, teachers, curators, archivists, office managers, indexers, and all those with an interest in indexing

DATE and TIME

24 – 26 July 2006 (Mon – Wed), 9am to 5pm

VENUE (with PC facilities)

Carnegie Room, Toa Payoh Community Library, 6 Toa Payoh Central, Singapore 319191

WORKSHOP LEADER

Max McMaster is a freelance indexer for 14 years in indexing for book, database, journal, newspaper and web. He specialised in indexing after spending 19 years in the library and information fields, mainly in scientific disciplines in government organizations. He has more than 1350 indexes to his name and lectures at universities. He also runs indexing training courses for the Australian and New Zealand Society of Indexers (ANZSI), and other organizations in Australia and New Zealand. He is three-time winner of the Australian Society of Indexers Medal for book indexing and is currently President of the Victorian Branch of ANZSI.

COURSE FEE

\$650 per person includes two tea-breaks. **S\$550.00 when registered by 30 June 2006.** Payment is to be made in Singapore Dollars, by cheque or bank draft, payable to “NBDCS”. Fees paid are non-refundable but transferable. Requests for substitution must be made a week before the course commences. (Limited to 25 participants only)

REGISTRATION

CLAP (Centre for Literary Arts and Publishing)
National Book Development Council of Singapore

Geylang East Community Library
50 Geylang East Avenue 1, Singapore 389777

<http://www.bookcouncil.sg/clap.htm>

Email: clap@bookcouncil.sg / Tel: (65) 6848 8290 / Fax: (65) 67429466

National Book Development Council of Singapore (NBDCS)

Particulars of Applicant (Fax your application to us at 6742 9466 or email at clap@bookcouncil.sg)

Name of Applicant: _____

Organisation: _____

Designation: _____

Address: _____

Contact Telephone No: _____ Fax: _____

Email Address: _____

PROGRAMME

Day 1

Introduction

- Differences between an index and table of contents.
- Purpose of the index.
- How does the indexer get involved in the publishing process?
Working with editors and authors.
- Indexing software

The indexing process

- Scope of indexes
- Selection of terms: headings – names and subjects
- Arrangement of terms: subheadings and layout styles
- Cross-references: *see* and *see also* Filing

Index refinement

- Style of indexes
- Editing the index, from the indexer's and editor's perspective
- Assessing and evaluating indexes – examples provided

Indexes in electronic products

Indexing as a business

- Making money out of indexing
- Gaining indexing experience
- ANZSI Mentoring scheme

Note: Short practical exercises will be provided during the day

Day 2

A full-days practical indexing of a 50-60 page non-fiction publication using one of the commercial dedicated indexing packages available on the market. By the end of the day participants will be in a position to move towards real world indexing. Topics covered include:

- Indexing software operations
- Full indexing of a small non-fiction publication
- Editing and style issues associated with the completed index
- Exporting the finished index (to home or work)

DAY 3

Electronic Indexing of Publications

Differences between indexing paper copy and electronic documents

Electronic indexing techniques

XML Indexing

Advantages and disadvantages

Basis of indexing method

Practical exercises using XML

Embedded indexing

Advantages and disadvantages

Software problems

Practical exercises using embedded indexing in Word