

Indexing Books and Electronic Materials - Principles and Practice

by Max McMaster

COURSE 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 & TIME

18 – 20 April 2007 (Wed – Fri), 9am to 5pm

VENUE (with PC facilities)

Carnegie Room, Toa Payoh Community Library, 6 Toa Payoh Central S(319191)

COURSE 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-day 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 operations; practical exercises using embedded indexing in Word

Organised by:

Supported by:



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ABOUT THE WORKSHOP LEADER

MR MAX MCMASTER Max McMaster is a freelance indexer for 15 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 1450 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 organisations in Australia and New Zealand. He is three-time winner of the Australian Society of Indexers Medal for book indexing. He is immediate past-president of the Victorian Branch of ANZSI.

ABOUT THE ORGANISER

NBDCS is a non-profit society, established in 1969, that is committed to promoting storytelling, reading, writing and publishing in Singapore. CLAP, the training arm of NBDCS, is dedicated to upgrading professionals in publishing and literary arts. NBDCS has also been organising the annual Singapore International Storytelling Festival and Asian Children's Writers & Illustrators Conference; bringing together local and foreign expertise to share their very own unique tips and techniques.

To allow for optimal interaction, class size will be limited to 24 seats. We therefore encourage interested participants to sign up early to avoid disappointment.

COURSE ADMINISTRATION

Registration Fees

Registration Fee : SGD\$650 per participant
Early Bird : **SGD\$580** per participant (received and paid on/ before **21 March 2007**)

Ways to register

1. Register online by visiting www.bookcouncil.sg/clap.htm
or
2. Complete the form below and fax it to **(65) 6742 9466**.

Cancellation & Substitution

Fees paid are non-refundable but transferable. Requests for substitution must be made on/before 11 April 2007. A cancellation charge of 25% of the course fee is applicable for cancellations made after 11 April 2007.

Payment

Payment is required before the workshop commences or within 30 days of receipt of invoice, whichever is earlier. Payment to be made in Singapore Dollars, by cash, cheque or bank draft, payable to "NBDCS" and mail the payment together with your form to us. Alternatively you may deliver your payment, with your name and contact details attached, immediately after you have faxed/emailed/submitted your online registration.

Mailing Address

National Book Development Council of Singapore
Geylang East Community Library
50 Geylang East Avenue 1
Singapore 389777

Enquiries

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

REGISTRATION FORM - INDEXING BOOKS & ELECTRONIC MATERIALS PRINCIPLES & PRACTICE

Mr/Mrs/Ms/Dr _____

Organisation _____

Designation _____

Address _____

Tel _____

Mobile _____

Fax _____

Email _____

Signature _____