

Indexing Books: Principles & Practice

by Max McMaster, Australia

INTRODUCTION

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.

WHAT YOU'LL GET

The workshop will discuss the scope and initial steps in indexing; selection of terms – headings and subheadings; cross-references, alphabetical arrangement; style of indexes; editing the index; evaluating indexes; and working with an indexer from the editor's perspective. The second day will involve practical indexing of a small non-fiction publication using dedicated-indexing software.

WORKSHOP LEADER

Max McMaster has been a freelance indexer for the past 16 years working on the indexing of books, 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 organisations. He has more than 1650 indexes to his name and lectures at universities.

He 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 ANZSI Medal for book indexing and is currently Treasurer of the Victorian Branch of ANZSI based in Melbourne.

COURSE OUTLINE

Day 1

- 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
- Scope of indexes and initial steps in indexing
- Selection of terms – headings: subjects and names
- Arrangement of terms – subheadings and style
- Cross-references
- Filing
- Style of indexes
- Editing the index – indexers and editors perspective
- Assessing and evaluating indexes
- Indexing as a business – making money out of indexing; gaining indexing experience; ANZSI mentoring scheme

Day 2

- Indexing commands (Macrex dedicated indexing software)
- Indexing of *nominated text*
 - Who is the audience?
 - Concepts to be indexed
 - Level of detail
- Style and editing issues
- Generation of Microsoft Word output file
- Emailing file to home/work

WHO SHOULD ATTEND

Editors, publishers, authors, technical writers, librarians, archivists, booksellers, indexers, and anyone with an interest in indexing.

DATE and TIME

26-27 March 2009 (Thurs-Fri), 9.30am to 5.30pm

VENUE

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

YOUR INVESTMENT

S\$470 per person
S\$390 for Early Birds who register by 27 Feb 2009; or
group registration of 2 & above

Organised by



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COURSE ADMINISTRATION

Registration Fees (please tick one)

- S\$470 per person
 S\$390 per person for early bird registration by 27 Feb 2009
 S\$390 per person for group registration of 2 & above

Fee is nett and is in Singapore dollars. Includes workshop materials and tea breaks.

Ways to register

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

Cancellation & Substitution

Fees paid are non-refundable but transferable. Requests for cancellation must be made on/before 15 March 2009, after which a cancellation charge of 50% of the full course fee is applicable.

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
c/o Geylang East Community Library
50 Geylang East Avenue 1
Singapore 389777

Enquiries

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

ABOUT THE ORGANISER

NBDCS is a non-profit umbrella body inaugurated in 1969 to promote storytelling, reading, writing and publishing, with a current objective to establish and develop Singapore as the Asian centre for publishing and the literary arts. NBDCS brings Singapore book industry and literary community together through industry events, courses, seminars, conferences and author lectures. NBDCS has been organising the prestigious Singapore Literature Prize since 1990 and also manages the Centre for Literary Arts and Publishing and Singapore Writers Centre.

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Mr/Mrs/Ms/Dr _____

Organisation: _____

Designation: _____

Address: _____

Tel: _____ Mobile: _____ Fax: _____

Email Address: _____

Signature: _____

Note:

We will send you a confirmation via email upon receipt of your registration. If you do not receive any confirmation within 7 working days, please check if you have successfully submitted your registration to ensure your seat/participation in the workshop.