



The ATLANTIC INDEXER

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A Newsletter for the Capital Indexers of the
Mid- and South-Atlantic Chapter of the American Society for Indexing

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Chair Notes

My first column as Chair – I am a bit nervous, but as is my nature, I'll just plunge right in.

For those of you who don't know me, I am a full-time freelance indexer. I love to travel, and often index from on the road. I am always up for an adventure, especially with other indexers.

The coming year promises to be an exciting and busy one. The chapter's Executive Board and Program Committee are working diligently to put together some terrific programs. We'll have a big fall meeting, several roundtables, and a social/networking gathering or two. Several of our members are eager to start peer review groups – watch for announcements on MSAnet in the coming weeks.

Vicki Swope has graciously agreed to continue as our newsletter editor, and plans to publish the newsletter quarterly. She'll have plenty of room for any articles or news you have to send in.

I urge each of you to make the most of your membership by participating in programs, volunteering for committees, and submitting items for the newsletter. As I have become more active in our chapter, I have experienced huge benefits to both my professional and personal life. The information I have learned is invaluable, but so are the connections I've made. I am a better indexer, my business has grown, and so has my circle of friends.

Let me know what you are looking for from our chapter, and how you're willing to help. And if you ever need a buddy for an adventure, be sure to send me an email!

Cheerfully submitted,

Connie Binder, Chair
chair@msasindexing.org

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Our chapter's Board of Directors invites you to join us for an informal lunch

Date: Wednesday, June 3

Time: 11:30 a.m.

Place: lower level food court, Union Station, Washington, D.C.

Contact: Connie Binder, 301-602-7307 (cell); chair@msasindexing.org

Bring your own bag lunch, or purchase something from one of the many vendors. A list of options is available at:

<http://www.unionstationdc.com/dining.aspx?taxono myid=542>

This is an informal get-together, with no agenda other than getting to know one another. We look forward to hearing your suggestions for the coming year, and will be happy to sign up volunteers for committees.

We will be sitting as close as we can to the base of the large curving staircases in the lower level food court at Union Station, Washington, D.C.

Look for the lady wearing a large black hat with a red hatband.

Hope to see you there!

Union Station directions and parking information: <http://www.unionstationdc.com/directions.aspx>

Transportation options, including Amtrak, MARC, and VRE:

<http://www.unionstationdc.com/transportation.aspx>

Washington, D.C. area metro system:

<http://wmata.com/>

Your response is requested.....

What is in your office that you cannot live without?

Send an email to newsletter@msasindexing.org and we will publish the results of this question in the next newsletter.

COMMITTEE SPOTLIGHT

Program Committee

This is the fun one! The Program Committee plans chapter programs, including formal meetings, guest speakers, panels, roundtables, networking events, and our chapter's contribution to the ASI Annual Conference program. The Program Committee brainstorms, narrows down the wild ideas into a manageable agenda, and does the hard work of turning the ideas into actual programs. In addition to generating ideas, duties may include securing locations for programs, hiring speakers, preparing budgets, arranging transportation, ensuring we have delicious food, and running registration. You can volunteer to help with specific events, or to help coordinate the whole shebang.

Please let us know if you:

- want to join this committee
- would like to speak at a chapter meeting
- have suggestions for program topics and speakers
- want to host a roundtable
- can provide meeting space for a program

Email: programs@msasindexing.org



Membership Corner

Welcome to our new members!

*Barbara Brennan
Jonatha Johnson
Linda Sterchele*

Of Names and Pseudonyms

by Becky Hornyak

A recent book that I indexed was on assisted living programs in Maryland. It had 230 indexable pages and came from a scholarly press, but it looked different. There was an Introduction, but the next six chapters had titles like “Evelyne at Rappahannock,” and they told the life stories of residents of the different facilities as well as providing descriptions of the facilities. It was an ethnographic study, and one of the methods used was participant observation. There were reports of interactions between residents and staff, as well as comments from staff and relatives. When I started to read it, my first thought was “This is a book of case studies. How am I going to find anything indexable?” And that was before I realized that every name in the book was a pseudonym!

Since this book presented some unusual elements, I thought I’d share my decision-making process as I indexed it.

Regarding the names, I decided right away that I would include them. My reasoning was that if they had been real names, I would have included them, so they should be in the index. Some of the people were referenced and used as examples in multiple chapters. My decision-making after that was related to how to reference them. I started by putting the names of the administrators and employees, followed by a gloss indicating which facility they worked for, i.e.:

Spring, Mary (Rappahannock), 53, 55

For family members, I specified their relationship to the resident (i.e., son, niece). I didn’t put a gloss after the six main characters, but I did indicate the other residents with a gloss. I thought that since the names weren’t real, it would be difficult for anyone reading the index to figure out who the people were without a gloss.

As I edited the index, I realized that it really wasn’t relevant how the family members were related to the resident, only that they were related, so I changed the gloss to “(relative).” For the same reason, I changed the gloss following the names of administrators and employees to indicate their role.

I decided that it would be more useful to know that someone was a nurse, for example, than to know which facility she or he worked for, i.e.:

Spring, Mary (nurse), 53, 55

Finally, for consistency, I decided I needed to indicate every resident as such, even the six main characters. The following is an example of some of the entries for people:

Evelyne (resident): activities of, 108–9; alcohol consumption by, 100, 118–19; description of, 98–99, 103; dog of, 98, 102, 117–18; health of, 116; on independence, 113–14; redecoration of suite of, 101; Smith and, 102–3, 111–12; transition to dementia care unit by, 117–19

Peggy (assistant director): on activity level, 108; as administrator, 123; on aging in place, 167; on discharging residents, 122; on fit, 122–23; on “home,” 100–101; on residents appropriate for facility, 105–6; on risk agreements, 115; on transition to dementia unit, 117, 119

Clinton, Mrs. (resident), 139, 140, 146

Even though they were used in the chapter headings, I did use the names of the facilities as main headings. My reasons were that they were referred to throughout the book, not just in the chapter that focused on them, and they were used as examples of types of facilities, as well. Here is a sample entry for a facility. As you can see, most of the page numbers are from the focus chapter (pp. 98-123), but not all:

Rappahannock: activities at, 102, 108–9; church subsidy at, 105; dementia unit at, 107; description of, 78; employees of, 109–10; exterior of, 104–5; family as primary consumer for, 173–74, 179–80; fieldwork at, 222; food at, 153–54; independence at, 113–15, 119–20; interior of, 106–8; level of care at, 105–6; lifestyle change and, 120–21; marketing of, 178; meal times at, 110–11; medication policy at, 114–15, 121; participant observation at, 103–4; reputation of, 110; residents of, 105–6, 121–23, 157; risk agreements at, 115–16; rules of, 109; smokers and, 102, 114; social relations at, 111–13; social space of, 105–6

For the subjects of the book, I looked for themes and similarities in the chapters to create my main headings, because I realized that I couldn't focus on the details. Some things were mentioned in relation to most, but not necessarily all, of the facilities. I had entries for activities; alcohol use; autonomy, boundaries of; challenges of assisted living; choice, constraints on; cost issues; dementia care units; dining room, etc. I used the names of the facilities as sub-headings. Here are several examples: change, categories of: finances, 65–67; health, 67–71, 187; overview of, 186–87; public policies, 72–73; in residents, 71–72; rules, 73–74 change, social interpretation of, 187–89 choice, constraints on: at Columbia, 115–16, 119–20; at Eagle's Nest, 40–41; health outcomes and, 118–19, 161–62; at Rappahannock, 141–42; variations in, by operator, 150. See also autonomy, boundaries of church, relationship of, with Rappahannock, 105 co-housing communities, 209

There were also themes that the editors had laid out in the Introductory and final three chapters, and I looked for these themes throughout the text, such as aging in place; consumer-driven model of care; entering assisted living, and fit. The following is an example of one of those:

aging in place: change and, 186–87; as cultural construct, x; debate over, 167–68; departures from facilities and, 189–90; duration of stay and, 185–86; facility approaches to, 191–92; as goal, 167; at Highland, 147; at Midtown, 91; needs of residents and, 96; negotiations of,

200; in Oregon, 5; questions about concept of, 8–9; reality of, 192–93; social interpretation of change and, 187–89; success of, 207; wandering and, 26–27

When I received feedback from the editors (this press requires that the editors/authors review and approve the index before submission and the editors/authors usually pay for the index), I was pleased to see that they thought I was on the right track. The index was running a bit long, and they suggested cutting some of the more minor characters and adding even more of the threads that ran through the stories, such as liability insurance and marketing, but not cutting any of the entries I'd created. They also requested that I add a section for "ethnicity" which I thought had been mostly passing mentions, but with which I complied. They supplied the subheadings, but not the page numbers. I was very happy to have a PDF version of the text to search at that point! Here is the result of the requested entries for "ethnicity":

ethnicity of residents: African American, 16, 19, 94, 131, 138; fit and, 174
ethnicity of staff: African, 16, 27, 35; African American, 78, 127–128; Filipino, 43; Indian, 21–22, 28

The project took me 16 hours to complete and was 754 lines in the run-in format for this press—not bad for a project that, upon first glance, appeared to have no indexable material!

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From the newsletter committee

Just like our chapter, our newsletter is growing. Now that we have gone to an electronic format, we no longer have the space restrictions that we did with the printed version. The newsletter committee would like to expand in not only the content but also publishing dates. The plan is to publish 4 times a year. We are still trying to hammer out the optimal schedule to get information out in a timely manner, but we are looking at a late spring/early summer, fall, winter and early spring newsletters. Watch for notification of article deadlines via MSA.net. Some of the features we would like to add are a member spotlight, continuing education and marketing articles. As always, if you have any ideas on something you would like to see, please send an email to newsletter@msasindexing.org.

Newsletter Committee
Camilla Clocker, Adrienne Davis, Linnea Dwyer, Suzi Kaplan, Vicki Swope

To the Executive Committee and Members
Mid- and South-Atlantic Chapter, American Society for Indexing

I have reviewed the bank statements and checkbook register of MSA-ASI for the period March 2007 through March 2009, and the related members' equity and cash flows for each of these years. My responsibility was to express an opinion on the veracity of these financial statements. I conducted my review by examining the bank statements against the checkbook register. I believe that my review provided a reasonable basis for my opinion that the savings and checking accounts are accurate and financially sound.

Reason for the amendment: I had incomplete information at the time of my first audit report (published in the Atlantic Indexer of April 2009) and also questioned a transaction where a \$500 check was written on the savings account in April 2007. This was the only transaction of its kind in the months I reviewed and I found it unusual. I asked Becky Hornyak and Suzi Kaplan for any information regarding this, but they were only able to guess at what may have occurred to cause such a transaction. However, on 5-1-09, after speaking with Mauro Pittaro (treasurer during April 2007), and rereading the bank statements of each account for that month, he helped me see that this transaction was really a transfer of funds from savings to checking. He stated that BB&T (the bank holding the chapter's accounts) did not do transfers between accounts, but instead a check had to be written from one account to be deposited into the other. With that cleared up, I still stand by my review that the savings and checking accounts are accurate and financially sound. I recommend that future treasurer's transactions and any audits be conducted in such a way that all documentation of cash flow can be clearly seen. I apologize for any distress or concern this may have caused any past or present chapter officers and the membership at large.

Lori Holtzinger



Some of you may have seen something like this in the Heartland Chapter's newsletter. It looked like so much fun I had to try it! If you want to create one of your own, visit <http://www.wordle.net/>.

Upcoming Events

If you have an event you would like to have listed in the newsletter, please send it to newsletter@msasindexing.org

Special Libraries Association
Annual Conference
Washington, D.C.
June 14-17
<http://www.sla.org/content/Events/conference/ac2009/index.cfm>

American Association of Law
Libraries Annual Meeting
Washington, D.C.
July 25-28
<http://www.aallnet.org/events/>

Georgia Antiquarian Book
Association Annual Book Fair
Decatur, GA
September 5-6
<http://www.gaba.net/AnnualBookFair.html>

Society of Indexers
Annual Conference
University of York
Heslington Campus, UK
September 9-13
www.indexers.org.uk

Fall for the Book
George Mason University
Fairfax, VA
September 21-26
<http://fallforthebook.org/>

Baltimore Book Festival
Baltimore, MD
September 28-30
www.baltimorebookfestival.com