The ATLANTIC INDEXER

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

Volume 18 No. 1   Winter 2011

In this issue:

MSA Quick Glance Calendar

April 14th Spring meeting at Charles Sumner School Museum and Archive. Enid Zafran and Kate Mertes speaking

April 28-30th ASI Annual Conference

NOTES FROM THE CHAIR

The "Tools of Our Trade" conference in October was a big success with 21 members and several non-members attending a day jam-packed with useful information from 5 different presenters—and we actually made a little money on it! The December meeting in Pennsylvania had 9 members and 2 guests in attendance (see reports of these meetings elsewhere in newsletter).

Plans for a spring program are in the works. I hope to have Enid Zafran and Kate Mertes make a presentations the second week of April at a D.C. Location. *(See page 2 for recent developments on this program)*

Our financial status has improved greatly over the last couple of years, and we now have more than $4,000. In October, the Executive Board discussed what to do with our funds. Our first priority was to sponsor a refreshment break for $250 at the ASI conference in Providence, RI, in April, 2011, as it's been quite awhile since we've been able to make a contribution on the national level. Second, beginning in 2011, the Chair (or primary program planner, if it's not the Chair) will not have to pay a registration fee to attend programs s/he has organized. Third, we are considering a scholarship for a new member to go toward the costs of attending his/her first ASI conference. We will need to develop policies and procedures before this can be offered. We are also going to try to offer the occasional program free of charge to our members, and do this as often as we can as long as we have sufficient funds.

I attended an online training session on the new webinar software that ASI has subscribed to. It will take some practice, and the right kind of program, but this is a terrific additional tool for chapters to use to offer continuing education.

The Policy & Procedure manual has been updated, and a folder created for each officer position. Folders will pass from past to present officers and contain all relevant information to allow the new officers to know what to do to begin the term of service.

Candidates are needed for the positions of Secretary and Vice-Chair. I would love to hear from excited volunteers! If I don't, I'll be appointing a Nominations Committee in January, and you'll be receiving a call from someone on that committee about your willingness to serve. Serving as an officer involves a minimal time commitment, and is a great way to network and get to know more members of this great chapter!

MSA SPRING PROGRAM
April 14, 2011

The Program:

9:00 a.m. to Noon: Indexing Historical Documents by Kate Mertes

A good index mediates between the languages of the author and the reader, providing a common ground on which different terms for the same concept can be coordinated and relevant relationships are revealed. But an index to a historical document must also mediate across time and space, countries and cultures, uniting author, translator, editor, and reader, all of whom may come from separate centuries. In this workshop we will look at the challenges of indexing materials written between the classical period and the early twentieth century, balancing the need to remain true to the usage of the original text with the importance of serving modern readers.

Kate Mertes is sole proprietor of Mertes Editorial Services, providing indexing, information retrieval, and editorial expertise for complex, challenging projects in law and the humanities. Kate took her B.A. in medieval studies, a Ph.D. in medieval history, and a post-doctoral degree in theology, and after teaching at university level for several years moved into publishing with a stint at Oxford English Dictionaries. After nine years as a managing editor of indexing with Research Institute of America, a legal publishing company, Kate started her own business in 1998. She has lived in Alexandria, VA, since 1992. Kate served on the Board of the American Society for Indexing (ASI) from 1998 to 2004, and has been president of ASI twice, in 2002-2003 and 2009-2010; she is currently serving as immediate past president. She was also president of the Mid- and South-Atlantic chapter of ASI, 2005-2006, and periodically teaches a course on indexing for the Library School of the Catholic University of America. Kate is a founding member of the Institute of Certified Indexers. Kate is also the author of Good Governance and Politic Rule: The English Noble Household, 1250-1550, and chapters in many of ASI's publications on the indexing of legal, historical, and theological materials. She is a co-author, with Fred Leise and Nan Badgett, of Indexing for Editors and Authors.

Noon to 1:15 p.m.: Lunch on your own.
Restaurant suggestions will be provided. Brown bagging may be possible.

1:15 to 2:45 p.m.: Indexing Public Policy Books by Enid Zafran

What better location than the DC area to discuss how to index public policy! The area of public policy presents many challenges to the indexer. These books cover topics ranging from economics and education to politics and women's empowerment, and frequently a single book consists of chapters by different authors adding another level of difficulty. The material is full of tables, figures, boxes, and notes as well as appendixes. This presentation will help to unravel the complexities and make suggestions for clarity and useful index entries.

Enid L. Zafran has been indexing since 1975, beginning her career managing the indexing department at Banks-Baldwin Law Publishing Company in Cleveland, Ohio. She also was Director of Indexing Services at the Bureau of National Affairs (BNA) in Washington, D.C. where for 12 years she oversaw one of the largest in-house indexing operations in the U.S. Presently she has her own business, Indexing Partners, located in Rehoboth Beach, Delaware, in which she works with and trains other freelance indexers. She is a past president of the American Society for Indexing, a past chair of the MSA chapter, a recipient of the Hines Award for her contribution to the profession of indexing, and a well known speaker and writer on indexing topics. She is a founding member of the Institute of Certified Indexers (www.certifiedindexers.com).

2:45 to 3:30 p.m.: MSA Business Meeting
This will be the final meeting of the chapter's fiscal year, with new officers announced.

Location:
The Charles Sumner School Museum & Archives
1201 17th Street, NW, Washington, DC 20036

Transportation and Parking:
Sumner is located two blocks from the Farragut North Metro station located at Connecticut Avenue and L Street exit. Sumner is located four blocks from the Farragut West Metro Station Located at 17th and I Streets NW on the Blue and Orange Lines. Use the 17th Street exit.
Metered street parking is available from 9:30am until 4:00 pm and after 6:30pm until 7:00 am. Street parking is subject to rules enforced by the Department of Public Works. Several parking garages are located in close proximity to the Sumner School on 17th and M Streets and Rhodes Island Avenue.

Cost: This program is offered free of charge to ASI members; $50.00 for non-members. Please send checks payable to Mid- and South-Atlantic Chapter of ASI to:
Lori Holtzinger
3036 Mayfred Lane
Camp Hill, PA 17011

You MUST RSVP to Chair@msasindexing.org to reserve a space as SEATING IS LIMITED.

Other Upcoming Events

Authors Out Loud, Washington, DC
Various dates
http://washingtondcjcc.org/center-for-arts/literary/literary-events.html

Library of Congress Books & Beyond, Washington, DC
http://www.read.gov/events/

Book and author events, Washington, DC
http://hooksbookevents.com/

Savannah Book Festival, Savannah, Georgia
February 18-20
http://www.savannahbookfestival.org/

Much Ado About Books, Jacksonville, Florida
under review for 2011
http://www.muchadoaboutbooks.com/

NFAIS Annual Conference, Philadelphia, PA
February 28-March 2
http://www.nfais.org/page/23-2010-annual-conference

Lex Allen Literary Festival, Roanoke, VA
March 12
http://www.hollins.edu/news-events/litfest/litfest.htm

Virginia Festival of the Book, Charlottesville, VA
March 16-20
http://www.vabook.org/index.html/

Literary Feast, Fort Lauderdale, Florida
March 26-28
http://www.bplfoundation.org/literaryfeast.htm

Bethesda Literary Festival, Bethesda, Maryland
April 15-17
 http://www.bethesda.org/specialevents/litfest/litfest.htm

Free Library Festival, Philadelphia, PA
April 11-16
http://libwww.freelibrary.org/bookfestival/

Other ASI Chapter Upcoming Events

New York City Chapter
Informal lunch at The Turkish Kitchen
January 25, 2011
2:00 pm

South Central Chapter
http://www.asi-scc.org/
Hunting the Elusive Wilson; Or, Evaluating Indexes with the Wilson Criteria presented by Kay Schlembach and Margie Towery
Saturday, February 26, 2011
9:30 am.–3:00 pm

Southern California Chapter
Indexing Historical Documents by Kate Mertes, and Double Posting and Its Friends by Enid Zafran
Saturday, February 19, 2011
10:00 to 3:00

ASI ANNUAL CONFERENCE
Providence, RI
APRIL 28th-30, 2011
see page 6 and
visit ASI's website for more
information
www.asindexing.org

Wilson Awards

The time has arrived for you to submit that excellent index you wrote in 2010 for the American Society for Indexing/H.W. Wilson Award for Excellence in Indexing for 2011.

Criteria for the award, submission instructions, and nomination forms are available online at asindexing.org/site/WilsonAward.shtml. Submission Guidelines must be followed precisely. All submissions MUST be postmarked by February 25, 2011.

Indexes for all categories of books, e.g. technical manuals, textbooks, legal tomes, scholarly volumes, general interest nonfiction, are eligible. Indexes for single as well multivolume works have won previously. Previous winners and comments on their indexes can be found on the ASI website.
The judging committee will be looking at how effectively and creatively the indexer has addressed challenges presented by the text while maintaining high standards of index quality and usability, and how well the publisher has typeset the index.
The ASI/Wilson Award recognizes the indexers and the publishers who provide high-quality indexes to serve their readers. The indexer of the winning book receives $1000 and a plaque. The publisher receives a plaque.

This year's winner will be given the award at the Annual Conference of the American Society for Indexing, April 28-30, 2011 in Providence, Rhode Island.
If you have questions about the eligibility of an index for the award, email Wilsonaward@asindexing.org Do NOT email me. I will not respond.

Send submissions to:
Becky Hornyak
3618 Secret Grove Ct.
Dumfries, VA 22025-3600

I know that there are many excellent indexes out there. You may have written a Wilson Award winner. If you think so, please submit it.

Bonnie Hanks
Chair, 2011 Wilson Award Committee

February is "Friend an Indexer" Month

Beat the winter doldrums and get out of the house by organizing an informal gathering of indexers in your area. Upon request, Carol Schoun, Membership Chair, and Becky Hornyak, Chair, will gather a list of local indexers for you to contact. Lunch gatherings are always winners, but you may also want to meet for peer reviews, or to discuss a particular topic or burning question related to indexing. Whatever happens, please take photos and send them to Vicki Swope, Newsletter Editor, to publish in the next edition of The Capital Indexer.

Bumper Sticker Close-Out

The following bumper stickers will be available at chapter meetings:
Ask Me About Indexing
If you won't talk to your kids about indexing, who will?
1 for $1.00/3 for $2
Make checks payable to MSA Chapter of ASI.
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Between meetings, contact Chip Reese to purchase bumper stickers:
Chair-Elect@msasindexing.org
There will be a $.50 fee for postage on mail orders.
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Indexer's Cornucopia
by Camilla Clocker

"Just a quick note to say that I thought Saturday's workshop was superbly organized. It was the most content-rich, informative workshop I've ever attended, with information useful to all indexers. I very much appreciated the time, thought, and energy that went into planning the event."
Donna Shear [used with permission]

Yes, it feels just wonderful to have pulled off something successful. The Mid- and South-Atlantic Chapter for its Fall Conference on October 9, 2010, attracted 5 of the indexing software experts whose tools we all use as contributors to the publishing industry.

Cheryl Landes skillfully guided us through the basics of using PDFs beyond simply viewing them. Adobe Acrobat Professional 9.0, the latest version, is exceptionally useful for indexers when comparing two versions of a PDF document, searching for text by either words or phrases, inserting and deleting pages, creating and editing PDF documents. Copying and pasting text from the document into Cindex, SKY, and Macrex allows all of us to become efficient indexers. The simpler Acrobat Standard is also useful depending on the complexity of one's indexing. Setting security on PDF documents is great for submitting invoices that cannot be altered later in the process. Cheryl left with us a handout which is more accurately a user's guide, copyrighted 2010. Contact her for information at clandes407@aol.com.

Gale Rhoades explained Macrex as the best software for indexing collections, and for allowing the indexer to write the index in a short time. She described a locator in Macrex as indicating a certain room in the house combined with which file cabinet in that room. Concerning diacritics, Gentium font downloaded from the Internet must be sent to an editor who also has this font. Keyword macros are important in Macrex for creating several entries from one original. The latest version, Macrex 8, offers a cumulative backup along with the Save macro which saves every five minutes. When the final index needs to be shortened, a block delete function is available, and a group mode will catch some errors. Contact Gale at macrexna@gmail.com.

Dave Ream emphasized certain of his Leverage Technologies utilities most useful for us. EntryExpander creates multiple single entries for each author group in name indexes. Index/Check uses patterns to pick up problems and inconsistencies. PageAdjuster creates consecutive page numbers for all the numerous or small chapters in certain book types, medical books in particular. EasyAccents translates UNICODE characters into diacritics copied and pasted into the index software. HTML/Prep transforms an index into pages for posting to a website. Contact the website http://www.LevTechInc.com or email Dave at DaveReam@LevTechInc.com.

Kamm Schreiner limited his presentation to several new features of SKY Index Professional v7.0. SKY is a command-oriented program, so that many macros have been changed into commands, then certain editing commands have been assigned function keys. An Edit View allows editing at the heading level instead of the record level, similar to what occurs in a word processor. Nine color labels are available for marking entries in the index. The nine 'core' editing commands are made more useful with added common modifiers. The SI7 statistics tool has been enhanced to give more control over how the total number of pages indexed is counted. A Consume Subheading tool will remove some subheadings when the index is too long. The user manual handout, copyrighted 2910, provided for us details all this information. Contact info@sky-software.com or www.sky-software.com.

Frances Lennie gave us her list of Cindex Keystroke Shortcuts and color labeling commands. The remainder of her presentation led us step-by-step through Cindex's use of Patterns for finding and editing. Who would even guess the secret meaning of ^{?* [{A-Z]*}$. Ask Frances at flennie@indexres.com or www.indexres.com.

Each of these software tools performs differently. Does it appear that having one of each, plus subscribing to several social networking sites, would make you the most fantastic indexer ever? A local Twitter expert presented a workshop to our Chapter in 2010. According to recent evaluations of social media sites, Twitter might be the site referenced most by businesses. Our Twitter expert, Tonya R. Taylor, works with individuals through her Twitter Quick-Start Academy by means of a membership offering lessons downloaded each month, teleseminars, and information booklets. Contact her at:
www.TwitterQuickStartAcademy.com
tonya@twitterquickstartacademy.com

Rising Star Ideas, LLC
8630 M. Guilford Road #117
Columbia, MD 21046

The minutes from the business meeting that followed this event are on page 6.

December Meeting in West Chester, PA
by Becky Hornyak

Jodi Kaye was the hostess at the lovely West Chester Public Library when Connie Binder and Becky Hornyak presented their "Streamlining Our Work Processes" panel. Also attending were Ann Cassar, Nancy Guenther, Jacqui Brownstein, Estalita Slivoskey, Vicki Swope, Margie Garrett, Tian Jia Wang, and Brooke Helman.

Becky Hornyak and Connie Binder

The format for the presentation is that the audience is given a list of topics that the presenters are prepared to speak on, and then they are asked to choose which issues they want discussed. Topics chosen included mark-up, contact with clients, scheduling, tax issues, setting boundaries, and contracting and subcontracting.

Squirrel enjoying a treat at Longwood Gardens (photo courtesy of Nancy Guenther)

Longwood Gardens (photo by Becky Hornyak)

After the meeting, Jodi, Becky and her husband, Nancy, and Vicki and her mother and daughter went to Longwood Gardens in Kennett Square, PA, for lunch and to visit the holiday displays.

Middle and South Atlantic Chapter Business Meeting October 9, 2010

Old Business

The banking change recently implemented by ASI is smooth and easy. Each time a member sends a payment -- for anything -- a receipt is generated immediately and emailed to the member.

As a result of organizing the Chapter archives, the committee discovered that a significant number of items are missing. Especially, minutes of chapter business meetings for several years are not in the collection.

Chapter By-laws are being reviewed to make needed changes in policies and procedures. These will be finalized into a manual which will pass to successive officers.

The large overstock of bumper stickers will be advertised, closed out, then thrown out.

New Business

Upcoming programs: December 4, 2010, will be held in Pennsylvania to be accommodating to the significant number of indexers in the state; the program for a Spring 2011 meeting is not yet put together.

The Chapter treasury is steady at a balance between $3700 and $4100.

The ASI Board Liaison, Bonnie Hanks, reported that: 1.) staff changes have occurred at the Resource Center; 2.) the ASL-ListServe has been moved; 3.) the ASI Website is improved; 4.) the ASI training CD needs instructions; 5.) a Webinar training date will be announced soon, with a November 10, 2010, presentation on how to use it and with a built-in learning curve; 6.) the MSA Website is not easy to format and update, so Chip Reese will create a new system that will be easy for anyone to update.

Respectfully submitted by Camilla Clocker, MSA Chapter Secretary

ASI's 2011 Annual Conference will be held from April 28-30th in Providence, RI. Online information and registration can be accessed at www.asindexing.org. There are many networking opportunities planned as well as seminars and conferences for every ability level. Some of MSA's own members will be conducting workshops.

Workshops include:
CINDEX: I/O Methods and Techniques
Principles of Indexing
Taxonomy and Thesaurus Creation
On the Ground Sky Indexing
Seminars include:
Cloud Indexing
Keeping Your Indexing Business Alive and Well
Indexing Online Help in MadCap Flare
Peer Recognition Awards for Excellence in Indexing
Indexing for the Long Haul: A Half Century of Adams Papers Indexes
DexEmbed
How to Start a Freelance Business – A Personal Reflection
Highlights of Macrex Basics and Its Extraordinary Features
History Indexing: Bridging the Past into the Future
CINDEX: Different Points of View
Legal Indexing: Past, Present and Future
TExtract
Indexing as a Balancing Act
Spanish Language Indexing
Transformation from Within
Marketing Your Business Through Social Networking
Controlled Vocabularies and Indexing in Large Operations
Shaking the Tree: Case Studies of Taxonomies in Action
Hunting the Elusive Wilson – Part I and II
Saving Time with Regular Expressions
Embedded Indexing in FrameMaker
Breaking into Indexing
Bend and Stretch: Reach for the Stars
Going Global: A (Periodical/Database) Indexer's Guide to Working in a Multilingual and Multicultural World
Work-Family Balance
ASI Training in Indexing Course Q & A
SKY Index Professional v7.0: What's New and What Can I Do?
Real-Life Marketing
Updating and Reflowing Indexes: The Three- Screen Method
On-line Help Indexing in Adobe RoboHelp

WordEmbed and Me

© Enid L. Zafran

In 2010, I learned to do something new in indexing. I used WordEmbed (a software tool for Word embedded indexing) to do a project for an author. I know I had sworn to not learn any new technology a couple of years ago, but I have to say this was not difficult, although I wish I could have kept my vow!

I purchased the software from James Lamb's website (current price $130.00). He has instructions there that walk you through how to work with it, and I found them clear on what to do. I am not going to explain here the entire procedure as you can look on that website to read through it.

My focus here is to tell you what I found as the pros and cons of this experience. In the realm of the positive, doing the index this way enabled me to work with this client, a professor from the University of Virginia, who had written a very interesting book comparing feminist rights in the countries of Poland, Chile, and South Africa. Her publisher was Cambridge University Press, and they required that the indexer use this system to generate an embedded index. Exactly what advantage they saw to this requirement on a book unlikely to be republished or updated in the future (a "one-off," as I call them) eludes me. But that is how they run their company, and clearly they made this decision without consulting professional indexers about its ramifications on the index's quality and expense.

The next positive part of the experience came from the ease of having the WordEmbed create the locator and paste it into CINDEX, the indexing software that I use. The fact that I did not have to type locators meant a real control over their accuracy. Also these locators are more complex than simple page numbers; they consist of two numbers separated by a period with the first number meant to represent the page and the second number as a line number and serial location on that page. (For example, 8.30 means page 8, line 3, and the first location on that line, and 8.31 means page 8, line 3, and second location on that line, etc.) The chances of introducing typos if I had to type them would exceed my usual risk with page numbers, especially since I utilize CINDEX controls to complain about malformed numbers or numbers out of the book's page range and insure some checking on page number formation. In fact, I would not want to work on a CUP project without WordEmbed as the manual work of inputting all these locators would be burdensome.

There is a nice checking mechanism that you can run for a test of inserting the index entries into the file. It reports any missing locators. Let's say I put in a locator in the text and later change my mind and take it out, but by mistake I leave the locator in the index. Then the insertion program cannot find an address of where to place the entry and these are reported to you. It gives you the opportunity to make corrections and avoid letting entries end up in the published index without a page number. That is a nice quality control feature.

Several negatives, however, prevent me from giving this methodology a total endorsement. The first occurred from the process of having both files open on the screen and switching back and forth. Sometimes I would become confused which file I had activated, and I would think I was working in CINDEX so I would use a CINDEX keyboard command (I don't know exactly which one, but one I use often enough that this happened more than once) and suddenly part of the Word file disappeared. Twice I noticed this happen and immediately used Word's undo feature and restored what I deleted. Unfortunately one

time I missed it and lost an entire piece of a chapter. Word offers no clue that this just happened (you do not have track changes on while indexing in this method), and Word constantly repaginates as you work because the insertion of the locator anchors makes the file grow. (Later when the indexing is inserted, it will balloon even more.) Thus, the page numbers displayed by Word are not meaningful. I started with a file from the author of 289 pages and returned one of 307 pages. The author, in her review of the index, caught the omission; then I found the "lost section" in the original file (which I had kept a copy of), reinserted it in the version with the anchor locators, and then proceeded to create the index entries. Perhaps as I use the software more often, I will avoid repeating this experience; however, it is very easy to lose track of which file has the active cursor, so consider yourself warned.

The other major drawback I felt had to do with ranges. My approach to indexing a text that has chapters and subchapters involves chunking these elements into ranges. Thus, if the author devotes a chapter to a single topic, I associate the page range for the chapter with that main heading. In WordEmbed, you pick the starting point of the range and create an anchor locator like 307.230b and then find the

end point for the range and create the matching locator like f307.230. This range may be a paragraph or a section or a chapter. Then it is easy to forget you have this range and insert another anchor locator within the range. So if I have a lengthy subsection on a topic like education of women, and then inadvertently within that subsection create a pinpoint anchor for the same topic, it is not as readily obvious to me as when working with page numbers. This means that the final product in the published book may end up with "123-128,126" as locators for a topic. Because in the CINDEX file it displayed to me as "307.230, 308.110" I have no clue to pull this out and fix it.

Likewise in a string of locator numbers, like this

in Poland, 19.80, 30.90, 35.11, 90.11*n*, 93.120, 101.80, 125.90, 130.60, 144.30, 144.100, 145.10, 148.230, 303.110

I have no idea if I have too many locators and need to do breakdowns or if several will typeset on the same page so instead of 13 locators, there will only be 5 page numbers. The indexer is not shown the typeset index that is generated so I have no later chance to catch these problems and make adjustments. Maybe CUP has an in-house editor who does this quality control step, maybe not. Maybe the author sees it and insists on it being fixed when approving the page proofs of the index, maybe not. It does seem a bit

hit-and-miss to me, but then I grew up as an indexer in the age of "we want it right" and we now live in the age of "it is good enough."

Some of these problems I am describing are not really shortcomings in the program; rather they depend on the subsequent procedures employed to reconstruct the embedded index. For example, once the index is embedded, it has to be re-extracted at the time of typesetting to capture the page numbers, and that means the alphabetization has to be rebuilt. I may have forced a name like Henry VII to precede Henry, John in my CINDEX file, but I have no way of knowing if the typesetting software that rebuilds the index will do that as well. In other words, the published index may not match the one I reviewed in CINDEX. This creates a bit of the feeling that you are indexing in a vacuum without any control over the final product.

As I mentioned early on, this experience was new to me, and I have not done another index in this manner, so the speed and expertise that you gain from multiple reiterations have not happened for me. I could see some pluses and some minuses and perhaps over time improvements will be made with the software, or more quality controls will be offered to the indexer prior to release of the published index.

Member's Corner

Indexers in Your Neighborhood
by Linnea Dwyer

Introducing an indexing a neighbor, a member of our indexing community:

Meet Carol Schoun

Family/Pets?
Married, with one grown daughter and one cat.

What are your current hobbies?
Reading, walking, and nature. I've volunteered for organizations and have other side interests I like to keep up with at a very amateur level, i.e., architecture, landscaping, marketing, investing, theology, and education methods.

What is your education background?
I have my BS degree in nursing. Because of health issues I had to leave the field.

How did you get into indexing?
About 12 years ago, I looked for some way to earn an income that I could do more on my own, and still use my nursing background. I discovered indexing in one of those "work-at-home" reference books and called the national ASI office. The office person told me of the upcoming national conference in Winston-Salem and the introductory course offered there by Victoria Agee. (Julia Childs was the featured speaker on cookbook indexing!) The office person also suggested I read the chapter on indexing in the *Chicago Manual of Style*, simply to see if I would like the process.

I had a great time at the conference. I found indexers to be amazingly generous with their knowledge and help. I love books, and enjoy the indexing process. I was also privileged to spend a year as an apprentice under the tutelage of Pat Perrier, also a nurse, and a very experienced indexer.

Later three of us formed a group of medical indexers and indexed through all the major medical publishers' consolidations and outsourcing. We are still indexing for a couple remaining ones.

Favorite part of the indexing process?
Someone said most indexers like mysteries, because seeing how the index takes form is like solving a mystery. I agree. I enjoy seeing the arrays (main headings with subs) form and patterns emerge. I like the looks of a good index, too!

Unusual indexing experience?
I suppose the most interesting "page proofs" I've ever worked from were handwritten! Obviously, the pagination was not going to change. The pages were pretty standard, and the publisher was running behind, so they took the format and simply wrote in what was needed.

I had an indexing deadline during Hurricane Isabella. The editors were so impressed that I worked through the hurricane; they gave me a very generous bonus! Gone are those days!

Proudest moment of accomplishment in your indexing life?
Whenever editors give a thoughtful and very positive statement regarding my index. It makes it all worthwhile.

Goals you are working toward, work or otherwise?
Increasing my software skills and exploring other options to be able to offer clients.

BYLAWS AMMENDMENTS
by Connie Binder

The Bylaws Committee (Camilla Clocker, Lori Holtzinger, Becky Hornyak, and Connie Binder) has been actively examining our chapter bylaws for the past three years. We have discussed our current bylaws at length, examined ASI's model chapter bylaws, and investigated bylaws of other organizations.

We have identified two types of amendments to be made. The first bring our bylaws into alignment with changes to ASI bylaws.

According to our chapter bylaws, these changes are automatic and do not require a vote of the membership. (Article XVII, Section 6: When an amendment that affects Chapter bylaws is adopted by ASI, the Chapter shall automatically amend its bylaws to conform.) They are included here for your reference.

The other changes are amendments that do require a vote of the chapter's membership. These are articles in the bylaws that need to be updated to reflect current practices, longstanding chapter policies, and other realities facing the board. These include electronic voting rather than ballots sent by mail, change in duties due to the move of our banking from a local institution to ASI, and the proposed elimination of the chapter Board of Directors.

Voting on the proposed amendments will be done in conjunction with the election of our chapter officers.

Our current bylaws are on our website: http://www.msasindexing.org/bylaws.html

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In order to make things a little clearer, proposed changes are presented here in tables. The current wording is in the left column, with proposed deletions denoted by strikethrough text, and proposed additions underlined. The right column provides the resulting new wording. After each proposed change is a short line discussing the background or justification for the proposed amendment.

ARTICLE II -- Chapter Bylaws

These bylaws shall be submitted to the Chapter Relations Committee of the National Board of Directors of the American Society ~~of Indexers~~ <u>for Indexing</u> (ASI) for approval before being submitted to the Chapter members. These bylaws shall become effective upon approval of a simple majority of those members voting. <u>Amendments to the chapter bylaws shall be enacted according to the requirements of Article XVII.</u>	These bylaws shall be submitted to the Chapter Relations Committee of the National Board of Directors of the American Society for Indexing (ASI) for approval before being submitted to the Chapter members. These bylaws shall become effective upon approval of a simple majority of those members voting. Amendments to the chapter bylaws shall be enacted according to the requirements of Article XVII.

Background: This reflects ASI's name change, and adds a sentence about amendments to our bylaws (from ASI model chapter bylaws)

Article III – Objectives

ARTICLE III -- ~~Objectives~~ <u>Purpose</u>	ARTICLE III -- Purpose
The ~~objectives~~ <u>purpose</u> of this Chapter shall be identical to the ~~objectives~~ <u>purpose</u> of the ASI:	The purpose of this Chapter shall be identical to the purpose of the ASI:
~~a. to improve the quality of indexing and to secure useful standards for the field;~~ ~~b. to act as an advisory body on the qualifications and remuneration of indexers to which authors, editors, publishers, and others may apply for guidance;~~ ~~c. to issue from time to time books, articles, and other material on the subject of indexing and to cooperate with other societies and organizations in such publication;~~ ~~d. to defend and safeguard the professional interests of indexers;~~ ~~e. to cooperate with other societies and organizations in the field of indexing and information science and especially with The Society of Indexers (Great Britain).~~ a. <u>To promote the common business interests of those engaged in the practice of indexing;</u> b. <u>To provide education and information opportunities through meetings, publications and other venues;</u> c. <u>To improve the quality of indexing and related areas of information science;</u> d. <u>To provide teaching and training to enhance indexing skills.</u>	a. To promote the common business interests of those engaged in the practice of indexing; b. To provide education and information opportunities through meetings, publications and other venues; c. To improve the quality of indexing and related areas of information science; d. To provide teaching and training to enhance indexing skills.

Background: This is an automatic change to keep our bylaws in line with those of ASI

ARTICLE VI -- Chapter Requirements

Section 1.To remain in good standing, this Chapter shall:

a. maintain a membership of at least ten active members; b. not be an integral part of any other national organization; and c. ensure that the Chapter bylaws are current and not in conflict with the bylaws and policies of the ASI. d. <u>hold at least one meeting per fiscal year</u>	a. maintain a membership of at least ten active members; b. not be an integral part of any other national organization; and c. ensure that the Chapter bylaws are current and not in conflict with the bylaws and policies of the ASI. d. hold at least one meeting per fiscal year

Background: This is an automatic change to keep our bylaws in line with ASI requirements

ARTICLE VII -- Dues

ARTICLE ~~VII~~ <u>VIII</u>-- Dues	ARTICLE VIII -- Dues
The ASI will allocate the per member allotment of the local Chapter to the local Chapter, during each fiscal year. <u>Chapter officers will set charges for chapter meetings, events, and expenses as needed.</u>	The ASI will allocate the per member allotment of the local Chapter to the local Chapter, during each fiscal year. Chapter officers will set charges for chapter meetings, events, and expenses as needed.

Background: Renumbering of Articles VII and VIII to align with ASI model bylaws. Addition of final sentence to match ASI model bylaws

ARTICLE VIII -- Fiscal Responsibility

ARTICLE ~~VIII~~ <u>VII</u>-- Fiscal Responsibility	ARTICLE VII -- Fiscal Responsibility
Section 1. The fiscal year shall correspond to the ASI fiscal year. <u>The Chapter is financially responsible to ASI.</u>	Section 1. The fiscal year shall correspond to the ASI fiscal year. The Chapter is financially responsible to ASI.

Background: Renumbering of Articles VII and VIII to align with ASI model bylaws. Section 1 change to match ASI model bylaws.

ARTICLE X -- Nominations and Elections

Section 1. Officers shall be elected by mailed or electronic ballot before April 30.	Section 1. Officers shall be elected by mailed or electronic ballot before April 30.
Section 2. Only ASI members in good standing shall be eligible for office.	Section 2. Only ASI members in good standing shall be eligible for office.
Section 3. The Chapter Chair shall appoint a Nominating Committee of at least two members. The Nominating Committee shall select a slate of one or more nominees for each office. The Secretary shall ~~mail~~ send out a ballot or notification of an electronic ballot not later than ~~six weeks before April 30~~ March 19.	Section 3. The Chapter Chair shall appoint a Nominating Committee of at least two members. The Nominating Committee shall select a slate of one or more nominees for each office. The Secretary shall send out a ballot or notification of an electronic ballot not later than March 19.

Background: Changes to Sections 1 and 3 will bring our bylaws up-to-date with our practice of using electronic ballots. The Section 2 amendment is proposed for clarification.

ARTICLE XI -- Duties of Officers
Section 1. The Chair shall be the principal officer of the Chapter and perform the following duties:

e. Approve all disbursements of funds. ~~Countersign all checks or designate a person to countersign.~~ Authorize the Treasurer to request ASI or its representative to make payment from Chapter funds.	e. Approve all disbursements of funds. Authorize the Treasurer to request ASI or its representative to make payment from Chapter funds.
f. Send to the Chapter Relations Chair of ASI the names and addresses of all officers immediately following election or appointment and an immediate report of any changes affecting the officers.	f. Send to the Chapter Relations Chair of ASI the names and addresses of all officers immediately following election or appointment and an immediate report of any changes affecting the officers.

Background: Section e change reflects change in Chapter banking. Section f change added for clarification.

Section 3. The Secretary shall perform the following duties:

c. Send out a ballot or notification of electronic ballot for annual election of officers.	c. Send out a ballot or notification of electronic ballot for annual election of officers.

Background: This is new language to reflect electronic balloting.

Section 4. The Treasurer shall perform the following duties:

c. ~~Pay all bills upon the written authorization of the Chair who will also countersign checks.~~ <u>Upon written or electronic authorization by the Chair, request payment of bills by ASI or its representative from Chapter funds.</u>	Upon written or electronic authorization by the Chair, request payment of bills by ASI or its representative from Chapter funds.

Background: This reflects the Chapter's change to using ASI as our banker.

ARTICLE XIII -- Executive Committee

Section 3. The Executive Committee shall meet on call by the Chair or by any two members of the committee, <u>in person, by phone, or by e-mail,</u> for the consideration of special matters between regular meetings of the Chapter and the Board of Directors.	Section 3. The Executive Committee shall meet on call by the Chair or by any two members of the committee, in person, by phone, or by e-mail, for the consideration of special matters between regular meetings of the Chapter and the Board of Directors.

Background: This reflects the reality of our large chapter.

ARTICLE XIV -- Board of Directors

~~ARTICLE XIV -- Board of Directors~~	

Background: It is proposed to eliminate the Board of Directors. Our chapter has not had an active Board of Directors for at least several years. It is felt that this is an additional and unnecessary layer of bureaucracy, and may result in reluctance of members to volunteer to chair standing committees. The ASI model chapter bylaws do not include a Board of Directors. If this amendment is approved, the amendments that follow it would be renumbered.

ARTICLE XV -- Standing Committees

The standing committees of the Chapter shall be the Membership Committee, the Program Committee, <u>the Archives Committee,</u> and the Publicity Committee.	The standing committees of the Chapter shall be the Membership Committee, the Program Committee, the Archives Committee, and the Publicity Committee.

Background: Chapter history and records have been gathered into an Archives, and maintaining that is an important function.

ARTICLE XVII -- Amendments

Section 2. All proposed amendments shall be sent in writing <u>or electronically</u> to every member of the Chapter at the time ballots <u>or notification of electronic ballots</u> are ~~mailed~~ <u>sent out</u>.	Section 2. All proposed amendments shall be sent in writing or electronically to every member of the Chapter at the time ballots or notification of electronic ballots are sent out.

Background: This reflects our current reality of electronic voting.

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