

Taking the plunge! Getting to grips with your first commission

Tutor: Ann Hudson

University of Lancaster, 9 September 2018, 11 a.m. – 3 p.m. (includes lunch)

Price: £87.50

N.B. This workshop is **not** suitable for beginners.

If you've recently finished your indexing training, or are on the final stages, you will have acquired a good theoretical knowledge of indexing. You will also have experienced many months of distance learning, with limited opportunities either to meet your fellow students face to face or talk to a working indexer. Taking on your first paid commission can feel like a big step, and this workshop aims to help bridge the gap.

Based on a real indexing commission, the workshop will focus on the problems and challenges of indexing a full-length text when space may be limited and deadlines tight. We'll cover problems such as dealing with multiple references to the same topic, indexing the metatopic, and deciding what to include and what to leave out. Some indexing exercises will be sent out in advance, and there will be others to do on the day. Discussions will be informal and there will be an opportunity to ask questions and to raise any particular concerns you may have.

Ann is the SI Training Director. She has been a freelance indexer for many years and is an experienced workshop leader, having led workshops for SI and SfEP and delivered in-house training for publishers.

[Booking form.](#)