

Conference 2023:

Bringing the outside in: Expanding your indexing horizons

Tuesday 26th September – Session Details

10.00–11.00 Session 1: Client Carousel: Indexing for different types of clients

Group Discussion Leaders: Tanya Izzard, Nicola King, Mel Gee, Ruth Ellis

We begin expanding our indexing horizons with an interactive discussion looking at the four main types of client – [academic authors](#), [academic publishers](#), [packagers](#), and [trade publishers](#). We ask participants to share their experiences. Take the opportunity to learn more about client types you've not worked with before. The session will begin with four groups covering each of the client types. Each delegate to visit two of the four client groups to discuss the stages of a project in that context. 20 minutes will be spent in each option then a convening of the whole group to identify common themes and highlight differences.

11.20–12.20 Session 2: Parallel Options

Choose one from the following three:

[Index-Manager Demonstration](#)

Leader: Tanya Izzard

In this session, Tanya will work through the process of creating a Word-embedded index using Index-Manager. The session will cover:

- importing files to Index-Manager and an overview of the Index-Manager interface
- creating entries and page spans
- creating cross-references
- searching, grouping, and using the Word List screen
- using Index Actions to format entries and force sort order
- workarounds for labels
- editing the index
- changing to a new source document

[Doing it Again: Indexing New Editions and Formats](#)

Leader: Ruth Ellis

Publishers are constantly reviewing their back catalogue and publishing new editions or new formats of existing books. In every case the index will need amending or sometimes writing again from scratch. It can be a useful additional revenue stream for indexers. This session will look at which projects are worth taking on, the different mental approach it sometimes requires from 'standard' indexing, and the indexing methods/tools to use for various scenarios.

Editing an Index

Leader: Nicola King

We shall be focusing on how the raw index can be refined, adapted, and managed to ensure it is user friendly while not being over complicated. We will cover topics such as synonyms, combining terms, double entries, cross references, making use of limited space and giving tips on working more efficiently. It is hoped that others will also share their ideas too. This session will be particularly useful for those at the beginning of their indexing career.

11.20–12.20 Session 3: Indexing Different Formats

Three short presentations

Mel Gee – [Indexing the letters of Seamus Heaney](#)

Three weeks, two index sequences, and eight hundred pages of edited letters to index. Mel Gee will describe her first venture into indexing letters – will it be her last?

Sue Goodman – [Heavily illustrated books](#)

These can present some interesting challenges for us indexers. How much detail should be included? How to present locators? Having indexed several art books over the years, Sue will be passing on what she has learned together with advice gleaned from colleagues.

Ruth Ellis – [Children's books](#)

Indexers should always bear their readers in mind. What are the particular issues when indexing for children? How do their expectations change as they move through the age groups? What have they been taught about book structure at school and how do we aid understanding? Ruth will also cover some of the current issues the publishers are concerned about such as sensitive subject matter and inclusive language.

14.15–15.15 Session 4: Parallel Options

Choose one from the following three:

[Stretching Out: Gentle movements during the working day](#)

Leader: Sue Goodman

When we've been sitting at our desks for a time, it's good to stretch out. Sue will show you some gentle movements (exercises?) which can be repeated in the privacy of your own home. They are designed to take only a few minutes and can be done at a level to suit you, so no pulled muscles or twisted ankles. Great to do while waiting for the kettle or any time that you find yourself standing for a moment. Although we are not going to do a whole routine, you may prefer to wear something comfortable or loose and that you remove your shoes. This may take place outside if weather is suitable.

Navigating New Horizons: a seminar for students and new professionals

Leader: Lyndsay Marshall

Focusing on new indexers' experiences and dilemmas, we will look at finding and contacting potential clients, responding to enquiries, estimating project duration, preparing quotes, and negotiating fees and deadlines. We will also share useful resources and sources of support. Discussions will be informal with the opportunity to ask questions.

Rowdy hermits mingling creates eloquence (12): Thoughts on constructing crosswords and indexes.

Leader: Paula Clarke Bain

A book indexer writes entries for a reader; a crossword setter sets clues for a solver. In this session, Paula Clarke Bain will discuss the cryptic crossword she created to mark National Indexing Day 2023 (*see also* copy in conference pack). She will review the setting process to make this an indexing-themed crossword and offer some solving tips. She will also compare the worlds of crossword setters and indexers, and consider their similarities and differences. This discussion session should give attendees more insight into cruciverbalism as an example of how our horizons can be expanded into related areas of wordsmithery.

15.30–16.30 Session 5: Continuing Professional Development Opportunities

Learning about indexing shouldn't stop once we've qualified. In this final session we will discuss the benefits of taking part in CPD (continuing professional development) activities – including, but not limited to, achieving SI Fellowship status. Chaired by Mel Gee and with contributions from Paula Clarke Bain, Mary Coe, Nic Nicolas and the conference delegates, we will explore the different types of CPD opportunities currently on offer and ways for creating your own opportunities, and identify priority areas for future work.