

Society of Editors (NSW) at the National Editors Conference



Professional Development Workshop

Indexing for Editors

Presented by Glenda Browne
Author of *The Indexing Companion*

Wednesday, 7 September 2011, 9.00 a.m. to 4.00 p.m.

Venue: Dockside Conference Centre, Sydney

Cost: \$250 for Society members, \$295 for non-members
(includes lunch, and morning and afternoon tea)

To book a place, register online at www.editorsnsw.com/conference2011.htm

Indexing is a crucial part of the publishing process—you may create quality content, but you need tools such as indexes to get the best out of it. This workshop takes the point-of-view of the editors who commission indexes, as well as the people who create them.

Topics will include:

- Planning and commissioning indexes—planning your approach; commissioning an indexer; and writing useful briefs
- Selecting index entries—indexing jargon; what to include in the index; how to word headings and subheadings; indexing names; and software overview
- Index structure—structuring indexes, including page numbers, cross-references and filing rules; and style requirements
- Editing and evaluating indexes—identifying errors and perfecting style.

Mini-exercises throughout the course illustrate basic techniques. Online exercises are available to provide more practice.

During the workshop there will be a Question and Answer session covering any problems participants want to raise. Please send these questions to Glenda Browne in advance to assist with planning the session.

About the presenter:

Glenda Browne has been a freelance indexer since 1988. She has also worked as a teacher and writer. Glenda is co-author of Website Indexing (Auslib Press, 2004) and The Indexing Companion (Cambridge University Press, 2007), and author of The Indexing Companion Workbook: book indexing (Glenda Browne and Jon Jermeay, 2009). Glenda teaches indexing at Macleay College and for the Australian and New Zealand Society of Indexers (ANZSI), and is Vice-President of the NSW Branch of ANZSI. Glenda was awarded Highly Recommended in the ANZSI Medal for her index to The Indexing Companion and was the winner of the Ig Nobel Award for Literature for an article about indexing.

New Horizons
for Editing and Publishing

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Sydney, 7 to 9 September 2011
www.editorsnsw.com/conference2011.htm