



## New England Chapter, American Society for Indexing (NEASI)

# Resources for Indexing Professionals

The following list contains information about and links to organizations and discussion groups dedicated to indexing, publishing, editing, information, and business information for the freelancer. It is by no means a complete list. For additional listings, please go to the following websites:

**American Society for Indexing (ASI):** <http://www.asindexing.org/site/asires.shtml>

**New England Chapter, ASI (NEASI):** <http://www.newenglandindexers.org/orgs.htm>

Also, many local writers' and publishing organizations have services and needs for indexers. Visit your local library's reference desk and ask about relevant organizations in your area.

*Please note that the listings contained herein are not to be considered in any way an endorsement of an organization, discussion group, its policies or products.*

### Other Indexing Organizations World-wide

**Association of Southern African Indexers and Bibliographers (ASAIB):** <http://www.asaib.org.za/>

**Australian and New Zealand Society of Indexers:** <http://www.aussi.org/>

**China Society of Indexers:** <http://www.cnindex.fudan.edu.cn/>

**German Network of Indexers:** <http://www.d-indexer.org/welcome.html>

**Indexing Society of Canada:** <http://www.indexingsociety.ca/>

**Netherlands Indexing Network:** [http://www.indexers.nl/index\\_uk.html](http://www.indexers.nl/index_uk.html)

**Society of Indexers (United Kingdom):** <http://www.indexers.org.uk/>

### Courses, Workshops and Seminars in Indexing

Information about courses, workshops and seminars that are available in a number of formats including in person, interactive CD-Rom, and online can be found at <http://www.asindexing.org/site/courses.shtml>.

The ASI Annual Meetings (information at <http://www.asindexing.org/site/mtgs.shtml>) always include workshops, and ASI Chapters (information at <http://www.asindexing.org/site/chapters.shtml>) have regular meetings that often include workshops or presentations, providing you with yet another opportunity for professional development. Information about New England Chapter meetings and workshops can be found at <http://www.newenglandindexers.org/events.htm>.

### Special Interest Groups (SIGs)

The ASI has a number of Special Interest Groups (SIGs), which are organized by indexing specialty. They are available for membership for ASI members and serve as networking sources and marketing tools for their members. They do this by means of email lists, newsletters, brochures, and ASI meetings. SIGS can market their members' services in specific subject areas to targeted clients.

Information about ASI SIGS can be found at <http://www.asindexing.org/site/sigs.shtml>.

## **Online Discussion Groups/Mailing Lists About Indexing**

### **NEASItalk – An Online Discussion Group for NEASI Members**

All members of NEASI are asked to register for NEASItalk, a Yahoo Group. We use this forum to inform our members about important issues pertaining to the chapter and to share the latest news and information about job opportunities, marketing and networking opportunities, workshops, meetings, etc. NEASItalk also enables the chapter's many active members to communicate with each other. People can discuss business or indexing related issues, arrange for carpooling to NEASI events, discuss volunteer activities, and generally stay in touch with fellow indexers here in the Northeast.

For more information, and to subscribe, go to <http://finance.groups.yahoo.com/group/NEASItalk>.

### **INDEX-L**

INDEX-L is a listerv that was created to promote good indexing practice by providing a forum for aspiring and professional indexers to share information and ideas relating to all aspects of index preparation and indexing as a business. Topics for discussion may include various types of index structures such as indexes for books, periodicals, online text, databases, or hypermedia. Participants include but are not limited to members of professional indexers organizations (ASI, NFIAS), librarians, library school faculty, and editors.

For more information, and to subscribe, go to <http://indexpup.com/index-list/faq.html>.

### **Web Indexing**

Web Indexing is associated with the [Web Indexing SIG](#) of the American Society for Indexing, although membership in the Web Indexing SIG is not a requirement for joining this group. Web Indexing is an open forum for professional indexers who specialize in writing indexes for web sites. Indexers interested in learning about web indexing and web site creators/editors interested in indexing are also welcome to join this group. We welcome discussions of techniques, standards, software tools, client-indexer relations, and marketing specific to web indexing. Other topics for discussion may include taxonomies and other nonalphabetical methods of classifying information with web sites, online indexes of periodicals, and human indexing/categorizing of multiple web sites on the web.

For more information, and to subscribe, go to <http://groups.yahoo.com/group/web-indexing>.

### **Indexers' Discussion List**

Indexers' Discussion List is open to indexers of all skill levels and interests. Any topic related to the practice and business of indexing is open for discussion in a casual, friendly atmosphere.

Subscribe through Yahoo Groups at [indexersdiscussionlist-subscribe@yahoogroups.com](mailto:indexersdiscussionlist-subscribe@yahoogroups.com).

### **IndexPeers**

Indexers volunteer to review each other's edited indexes. Very often indexers have little or no continuing opportunity for feedback on their indexes. A peer review provides an opportunity for this feedback. By reviewing and being reviewed, we increase our awareness of good indexing technique and gain valuable feedback on our skills.

To subscribe, go to <http://groups.yahoo.com/group/IndexPeers>.

### **IndexStudents**

IndexStudents is for all persons interested in discussing issues related to learning to index books, magazines, databases and the World Wide Web. Discussion revolves around the following issues: the [USDA Graduate School](#) indexing courses, video instruction, Society of Indexers courses, college courses, starting a freelance indexing business, marketing, time management, continuing education, indexing procedures, etc. List membership is open to both beginning and experienced indexers, as well as course instructors/teachers. Experienced indexers are encouraged to participate by offering insight based on experience to beginners. The list has a number of sporadic or regular education exercises, including practical experience with term selection, index editing, and topic of the week discussions. The IndexStudents Center website contains a vast amount of information about indexing and the activities of this list, including how to subscribe.

For more information, go to <http://www.indexstudents.com>.

## **Discussion Groups/Mailing Lists About Indexing Software**

### **Cindexusers**

The cindexusers list is a forum for discussing Cindex, the professional indexing software program from Indexing Research. The list encourages exchange of tips, tricks, and techniques among Cindex users. Membership in the list is open to current users of Cindex in its DOS, Windows, and Macintosh formats, as well as prospective users and other members of the indexing community. While the staff of Indexing Research have expressed an interest in this forum, it is not their intention that this list become a question and answer dialogue between Cindex users and Indexing Research. Please continue to send questions of support to Indexing Research at [support@indexres.com](mailto:support@indexres.com).

For more information and to subscribe, see <http://groups.yahoo.com/group/cindexusers>

### **MacIndexers**

The MacIndexers list is for anyone who indexes on the Mac platform. Freelancers, in-house indexers, and indexing students are all welcome. The purpose of this list is to provide support, information, camaraderie, networking opportunities, and encouragement to Mac indexers. The list is unmoderated and open all members of the indexing community. Topics of discussion might include: e-mail transmission of files from Mac indexers to Windows-based publishers/clients, cross-platform file issues, indexing with a PC emulator, using ViaVoice or MacSpeech for indexing, trying to get more Mac-oriented classes and panels offered at the annual ASI and STC conferences, indexing software for the Mac, Mac indexing tips, Apple product info/news that might be of use to indexers, and so forth.

For more information and to subscribe, see <http://groups.yahoo.com/group/MacIndexers>

### **SKYIndexUsers**

The SKYIndexUsers list has been formed to allow and encourage the exchange of tips, tricks, and techniques among owners of SKY Index. The list is also intended to aid those who are trying the SKY Index demo and would like to learn more about the programs capabilities. Finally, the list is also open to indexers in general and to the users of other professional indexing software packages so that they may get an idea of the features of SKY Index from the perspective of actual SKY Index users.

For more information and to subscribe, see <http://groups.yahoo.com/group/skyindexusers>

### **WordIndexers**

WordIndexers is a discussion list for people who create standalone or embedded indexes in Microsoft Word. We welcome discussions on any topic related to indexing using Word.

For more information and to subscribe, see <http://tech.groups.yahoo.com/group/wordindexers>.

### **Macrex**

The purpose of the Macrex e-mail discussion group is to act as a forum for discussion on all issues related to indexing with Macrex. It will not cover general indexing matters. If you would like to join the Macrex group, send a message to [mailjoin@macrex.com](mailto:mailjoin@macrex.com). In your message, put Join macrex list [your name] [your serial number]. Once you have joined, we will add your name to our list and all messages sent to the list will be distributed to you. To send a message to the list, use the address [list@macrex.com](mailto:list@macrex.com). We will be moderating the list and may answer some queries before sending them to the other members on the list, but this will not happen frequently. If you have any queries about the list, please send them to [queries@macrex.com](mailto:queries@macrex.com).

## **Sources of Information for Operating a Small Business or Working as a Freelancer**

### **U.S. Small Business Administration (SBA)**

The U.S. Small Business Administration (SBA) was created in 1953 as an independent agency of the federal government to aid, counsel, assist and protect the interests of small business concerns, to preserve free competitive enterprise and to maintain and strengthen the overall economy of our nation. We recognize that small business is critical to our economic recovery and strength, to building America's future, and to helping the United States compete in today's global marketplace. Although SBA has grown and evolved in the years since it was established in 1953, the bottom line mission remains the same. The SBA helps you start, build and grow businesses. Through an extensive network of field offices and partnerships with public and private organizations, SBA delivers its services to people throughout the U.S., Puerto Rico, the U.S. Virgin Islands and Guam.

**SBA Website:** <http://www.sba.gov>

### **SCORE**

SCORE "Counselors to America's Small Business" is a nonprofit association founded in 1964 dedicated to educating entrepreneurs and the formation, growth and success of small business nationwide. SCORE is a resource partner with the U.S. Small Business Administration (SBA). Both working and retired executives and business owners donate time and expertise as business counselors, providing free and confidential advice for small business entrepreneurs. SCORE is headquartered in Herndon, VA and Washington, DC and has 389 chapters throughout the United States and its territories, with 10,500 volunteers nationwide. Go to the SCORE website to find a chapter near you.

**SCORE Website:** <http://www.score.org>

### **Center for Women and Enterprise (CWE)**

Since its founding in 1995, the Center for Women and Enterprise (CWE) has served over 14,500 entrepreneurs. At offices in Boston, Worcester, and Providence, RI, CWE provides education, training, technical assistance and access to capital to ensure that all women, regardless of their economic status, will have the opportunity to start and run their own businesses.

**CWE Website:** <http://www.cweonline.org>

### **Editorial Freelancers Association (EFA)**

This organization is made up of freelancers in all aspects of the publishing industry, so the membership has a wealth of information to share about both freelancing and publishing related professions. See also listing under *Other Professional Organizations* below.

**EFA Website:** <http://www.the-efa.org>

## **Excellent Resource for information about the Book Publishing Industry**

### **Literary Market Place (LMP)**

Literary Market Place (LMP) is the directory of American and Canadian book publishing. For more than 50 years, LMP has been the resource consulted by practically everyone looking for industry data--whether they are publishing professional, authors, industry watchers, or those seeking to gain entry into the world of publishing. Featuring listings on more than 30,000 companies, books, periodicals, awards, courses, or events (to name just a few categories), no matter what -- or who-- you are looking for in the book trade, chances are you'll find it in [literarymarketplace.com](http://literarymarketplace.com). Listings include publishers, literary agents, distributors, wholesalers, and book producers to name a few. Annual and weekly subscriptions to [literarymarketplace.com](http://literarymarketplace.com) are available, as well as a limited-use free registration account. Print copies of the directory are available in most public libraries.

**LMP Website:** [www.literarymarketplace.com](http://www.literarymarketplace.com)

## **Online Publishers**

Links to information about online publishers can be found at <http://www.asindexing.org/site/publish.shtml>.

## Other Professional Organizations

Information about organizations dedicated to indexing, writing, journalism, publishing, editing, and information can be found at <http://www.asindexing.org/site/orgpub.shtml>. Some of the organizations in the New England area are listed below:

### **American Society for Information Science and Technology - New England Chapter**

The American Society for Information Science and Technology (ASIS&T) provides education and conference programs, publications and journals, and other professional services for information systems developers, online professionals, information resource managers, librarians, record managers, and others. The New England Chapter (NEASIS&T) holds events, usually at the Massachusetts Institute of Technology, every two or three months.

**NEASIS&T Website:** <http://www.neasist.org/>

### **Bookbuilders of Boston**

Bookbuilders of Boston is a nonprofit organization dedicated to bringing together people involved in book publishing and manufacturing throughout New England. Members are both individuals and companies, which comprise publishers and related editorial and production services. Members can be listed in the online directory as well as in print directory that is published annually. *The directory includes information about local publishers and the types of books they publish and can be a great resource for finding work.*

**Bookbuilders of Boston Website:** <http://www.bbboston.org>

### **Boston Knowledge Management Forum**

The Boston KM Forum, Inc., is a community of practice for people working in the field of Knowledge Management (KM), offering an environment for the exchange of ideas, best practices, and business opportunities through a variety of learning, communication, and networking settings. Public meetings are held the 3rd Thursday of each month 4-6 p.m. in Waltham for a featured speaker and the 1st Friday of each month at Rebecca's, Reservoir Place for a breakfast discussion topic.

**Boston KM Forum Website:** <http://www.kmforum.org/>

### **Content Management Professionals - Massachusetts Community**

The CM Pros Massachusetts Community provides content management professionals with networking opportunities and a forum for exchanging and examining content management topics of interest. Public meetings are every two or three months.

**Content Mgmt Prof Website:** <http://www.cmprofessionals.org/communities/regional/massachusetts>

### **Editorial Freelancers Association (EFA)**

EFA is a national not-for-profit organization, headquartered in New York City, run almost entirely by volunteers. Its members live and work in forty-five of the United States and in Canada, England, France, India, Ireland, Israel, and Japan. Members are experienced in a wide range of professional skills including abstractors, copyeditors, designers, desktop publishing experts, editors, indexers, manuscript evaluators, picture researchers, project managers, proofreaders, researchers, textbook development editors, translators, and writers. Regional chapters outside New York City address freelance issues. Members nationwide network with each other on a moderated e-mail discussion list.

**EFA Website:** <http://www.the-efa.org>

### **Editorial Freelancers Association (EFA) - Boston Chapter**

The Boston chapter holds monthly discussion-oriented meetings for EFA members, guests of members, and prospective members in the Greater Boston area. They typically meet in the Robbins Library in Arlington, MA, on a Monday evening every month or two.

**EFA (Boston) Website:** <http://www.the-efa.org/chp/boston.html>

**Editorial Freelancers Association (EFA) - Central Massachusetts Chapter**

The Central Massachusetts chapter holds meetings every two to three months with guest speakers for EFA members, guests of members, and prospective members in central Massachusetts. They typically meet on a weekday evening at the Randall Library in Stow, MA.

**EFA (Central MA) Website:** <http://www.the-efa.org/chp/massachusetts.html>

**National Writers Union - Boston Chapter**

The National Writers Union (NWU) is the trade union for freelance writers of all genres. The Boston chapter represents freelance writers in Central and Eastern Massachusetts and the Islands, Rhode Island, New Hampshire and Maine.

**National Writers Union (Boston) Website:** <http://www.nwuboston.org/>

**Society for Technical Communication (STC)**

STC is an individual membership organization dedicated to advancing the arts and sciences of technical communication. It is the largest organization of its type in the world. Its 14,000 members include technical writers and editors, content developers, documentation specialists, technical illustrators, instructional designers, information architects, usability and human factors professionals, visual designers, Web designers and developers, and translators - anyone whose work makes technical information available to those who need it.

**STC Website:** <http://www.stc.org/>

**Society for Technical Communication (STC) - Boston Chapter**

The STC Boston chapter holds public monthly meetings with speakers, usually at locations in Burlington, Lexington or Natick, MA.

**STC (Boston) Website:** <http://www.stc-boston.org/>

**Society for Technical Communication (STC) - Northern New England Chapter**

The STC Northern New England (NNE) chapter holds public monthly meetings with speakers, usually at Daniel Webster College in Nashua, NH.

**STC (NNE) Website:** <http://www.stc-nne.org/>

**Special Libraries Association (SLA) Boston Chapter**

Local chapter of the Special Libraries Association holds monthly public meetings with speakers in the Boston area and also in central/Western Massachusetts.

**SLA (Boston) Website:** <http://www.sla.org/chapter/cbos>

**Western New England Editorial Freelancers' Network**

An association of self-employed professionals who work with words. The group includes copy editors, developmental editors, production editors, indexers, proofreaders, writers, project managers, and others working all types of publications.

**Western NE Editorial Freelancers' Network Website:** <http://www.editorsplus.com/>