

## New England Chapter of the American Society of Indexers (NEASI)



# Annual Spring Meeting

Saturday, April 5, 2008

9:30 am to 3:30 pm

(Registration and Continental Breakfast from 9:30 am to 10:00 am)

Chelmsford Public Library, 25 Boston Road, Chelmsford, MA 01824

### ***The Freelance Taxonomy Business, presented by Heather Hedden***

There is a growing demand for "taxonomy" and controlled vocabulary work, much of which is freelance. Indexers are well-suited for this kind of work based on the relationship between indexing and controlled vocabularies and also based on the similar skills needed. Even with the skills, where does one find the work? This presentation (a preview to the upcoming full-day pre-conference workshop at the ASI conference in Denver on April 30) defines different kinds of taxonomies, looks at the types of taxonomy and controlled vocabulary projects available, discusses the different types of freelance clients, and offers marketing tips.

**Heather Hedden** is an information taxonomist at Viziant Corporation. Prior to this position she was a freelance taxonomy developer and indexer, and before that she was a controlled vocabulary editor with Thomson Gale. She is also a continuing education instructor at Simmons College Graduate School of Library and Information Science, through which she is teaching a new online workshop on taxonomies in April. Heather is manager of the Taxonomies & Controlled Vocabularies SIG and is a past-president of the NEASI.

### ***Editing Your Index: A Panel Discussion with Steve Csipke, Linda Dunn, and Joan Shapiro***

How do indexers edit their indexes? The panelists will share some of their tips and tricks for editing, both during the index process and with the final draft index, covering back-of-the book indexes as well as indexes for periodicals and databases. We'll also discuss special situations like difficult projects, poorly edited text, indexing while final editing is happening, and updating or rekeying an existing index for a new edition. We'll talk about what editors expect and how they approach indexes submitted to them. We'll also touch on the challenges of editing ongoing work in large indexing projects involving several indexers. Bring your questions and examples of editing problems you have faced or tips you would like to share.

**Steve Csipke** has a MSLS from Case Western Reserve University and a Certificate in Technical Writing from Northeastern University. After working as a freelance indexer for 10 years, he became a salaried technical writer, editor, and indexer for software manuals and online help systems. Currently he is a Senior Technical Editor at a financial services firm where he structures, edits, and indexes content for several intranets. He has been a member of the Society for Technical Communication since 1983 and of ASI since the 1970s. Steve is Vice President/President-Elect of the NEASI.

**Linda Dunn** has been a periodical indexer for 30 years and currently works as a freelance indexer and abstractor for several periodical databases. She was both the editor and an indexer for the print index, *Film Literature Index*, an international index to film and television magazines. She has also done name reconciliation work and written scope notes (subject term definitions) for several large thesauri. Linda has given presentations on periodical indexing and developing controlled vocabularies. She is a member of the New England and the New York chapters of ASI and moderator of the new Periodical//Database Indexing Discussion Group, which hopes to become an ASI SIG.

**Joan Shapiro** is an experienced freelance back-of-the-book indexer. She produces mainly back-of-the-book indexes for publishers of textbooks and trade books in such subjects as nutrition/culinary arts, law, psychology, history, communications, and children's books. Joan is a past president of the NEASI.

### ***The Business Side of Indexing: Roundtable Discussions***

In response to the many requests we have had to address the business side of indexing at our next meeting, we are planning to hold roundtable discussions on various business-related topics. We will be able to accommodate from 3 to 4 roundtable discussions. So that we can best meet your needs, we are asking you to let us know what topics would be of most interest to you. Some of our proposed topics overlap so we may be able to combine some topics. Please use the space provided on the registration form to indicate your preference or e-mail your suggestions to [jmjindexer@msn.com](mailto:jmjindexer@msn.com).

**NEASI Business Meeting** will follow the Roundtable Discussions. All members of NEASI are encouraged to participate.

#### **Food and Beverages:**

We will be providing a Continental Breakfast and a Lunch of assorted sandwiches (including vegetarian), chips, and beverages for a fee of \$17.00 to cover the food and beverage costs. You are welcome to bring your own food and beverages, but if you wish to partake of the breakfast and lunch we are providing, you must register in advance and include a check with your Registration Form.

#### **Advanced Registration is requested by Wednesday, April 2, 2008**

There is no fee to attend this meeting, but due to space limitations and to ensure we have enough copies of handout materials, we request that you register in advance by April 2, 2008. If you wish to partake of the breakfast and lunch we are providing, you must include a check in the amount of \$17.00 with your registration form. Cancellations received by April 2, 2008 will be eligible for a refund.

**Directions:** [www.chelmsfordlibrary.org/library\\_info/directions](http://www.chelmsfordlibrary.org/library_info/directions)

**Questions:** Send e-mail to [jmjindexer@msn.com](mailto:jmjindexer@msn.com)

**NEASI Website:** [www.newenglandindexers.org](http://www.newenglandindexers.org)

# Registration Form for NEASI April 5, 2008 Meeting in Chelmsford, MA

Advanced Registration is requested by Wednesday, April 2, 2008

- I will attend the NEASI meeting on April 5, 2008 at the Chelmsford Public Library, Chelmsford, MA.
- Enclosed is my check for \$17.00 payable to NEASI, to cover the cost of food and beverages.
- I am not interested in the breakfast and lunch being provided; therefore I am not including a check.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

E-mail: \_\_\_\_\_  
*(E-mail address is required to receive acknowledgement)*

Tel: \_\_\_\_\_

Are you an ASI member?

YES \_\_\_\_\_ Which Chapter? \_\_\_\_\_

NO \_\_\_\_\_

How did you hear about this conference? \_\_\_\_\_

## **Business Side of Indexing Roundtables:** *What topics would you like to see offered?*

*Please indicate your top five (5) choices in priority order (1 to 5, with 1= most interested)*

- |   |  |
|---|--|
| <input type="checkbox"/> How Do I Become an Indexer?<br>(Information about training/courses,<br>types of work, indexing software, etc.) | <input type="checkbox"/> Preparing a Contract/Agreement            |
| <input type="checkbox"/> Getting That First Indexing Job<br>( <i>But I have no experience!!!</i> )                                      | <input type="checkbox"/> Renegotiating Rates and/or Deadlines      |
| <input type="checkbox"/> Marketing Strategies   | <input type="checkbox"/> Scheduling, Juggling, & Meeting Deadlines |
| <input type="checkbox"/> Preparing Estimates  | <input type="checkbox"/> Invoicing                                 |
| <input type="checkbox"/> Negotiating Rates  | <input type="checkbox"/> Other: _____                              |

Are you interested in facilitating a Roundtable Discussion?

YES \_\_\_\_\_ Which topic? \_\_\_\_\_

Mail completed registration form (with a check for \$17.00, payable to NEASI, if planning to partake of the Continental Breakfast and Lunch) to:

Jean Jesensky, NEASI President  
c/o Endswell Indexing  
P.O. Box 525  
Bolton, MA 01740

*Please remember to register by Wednesday, April 2, 2008*