

TEN FOR TEN: PERFECTING OUR CRAFT  
ISC/SCI Conference and Annual General Meeting  
May 26–27, 2010 – Dawson College, Montreal

Approaches to Indexing Workshop and Seminar: Mary Newberry

**Seminar Objectives**

Explore multiple solutions to indexing issues encountered in “The Cases of Oliver Sacks: The Ethics of Neuroanthropology,” by G. Thomas Couser.

**How This Works**

In order to have multiple solutions to compare, participants are asked to index “The Cases of Oliver Sacks: The Ethics of Neuroanthropology,” by G. Thomas Couser, found at <<http://poynter.indiana.edu/publications/m-couser.pdf>>.

Before May 21, send your index to [alexmaeve@sympatico.ca](mailto:alexmaeve@sympatico.ca). Please send your index as an attachment (not in the body of the message) in RTF format. Please do not put your name on the index. *Your index will not be edited, graded, or marked up – it will only be used to prepare handouts.* Alex will reformat it, removing identifying marks, and send it to Mary.

Mary will prepare seminar handouts by gathering sample entries from indexes submitted by participants. During the seminar, we'll discuss the various solutions to difficult issues presented in this text, how they work and their advantages and disadvantages.

Mary urges you to submit *any* index you can – even if it is only a first draft, even if it only covers the first few pages of the text. Investing just a few hours of your time before this seminar will allow us to cover more ground during our time together. Without enough index samples to compare during the seminar, we'll spend some of our discussion time quietly waiting for participants to read passages and create index entries before discussion begins.

**Deadline**

Please send your index to <[alexmaeve@sympatico.ca](mailto:alexmaeve@sympatico.ca)> by May 21. Indexes sent after that date should be sent directly to Mary ([mary.newberry@rogers.com](mailto:mary.newberry@rogers.com)) but are unlikely to be incorporated into the handouts.

**Specifications**

For ease in preparing handouts, Mary asks that you follow these specifications:

- Limit your index to a maximum of 100 lines (approximately 10% the length of the text)
- Alphabetize letter-by-letter
- Indented format
- Do not conflate or elide page numbers
- Place *See also* cross-references as the first subentry. (If there are no subentries, place them after the page references)
- Capitalize only proper nouns

This is loosely based on an Advanced/Intermediate Indexing Seminar given by American author, indexer, and teacher Kari Kells at the 2004 ISC/SCI conference in Calgary. Not long after that she and Sherry L Smith published their popular book *Inside Indexing: The Decision-Making Process*, which takes the idea of this workshop/seminar a step further. In the book they describe in detail the process that they individually followed to index the same document. They then compare and discuss their decisions, in the end creating a single index that is an amalgam of the two.