

**The Chicago/Great Lakes Chapter of the
American Society for Indexing
Fall 2018 Workshop
Friday, October 26 and Saturday, October 27, 2018**

**Hilton Garden Inn O'Hare
2930 S. River Road, Des Plaines IL 60018**

Thursday, October 25th

6:00pm to 9:00pm Welcome Reception. Join us for appetizers and beverages as you settle in to the hotel for the weekend. This is a great time to network and re-connect with your fellow indexers.

Friday, October 26th

8:00am to 9:00am Welcome / Registration / Continental Breakfast

9:00am to 12:00pm

Enid Zafran: Indexing Names

This workshop is devoted to the full panoply of issues related to indexing names. While at first glance the entry of names into the index sounds straightforward, it is anything but. The subject of names includes names of people, places, events, organizations, and more.

Enid L. Zafran brings her more than 30 years of indexing experience to offer guidance in the handling of names.

The workshop will cover:

- when to include or exclude a name from the index
- when to add a gloss to a name
- multiple names for the same person and what types of entries/cross-references are needed
- names and titles (titles of writings or artworks, etc.)
- the sorting of names
- foreign names and names from earlier periods of history like ancient civilizations or medieval names
- sublevels under names
- names in notes
- names of authors in multi-authored works and name of author in a work with a single author
- names in epigraphs
- clean-up of names (especially for names indexes)
- inputting strategies

and more -- there is SO MUCH more to say about names.

The workshop will include some hands-on exercises to illustrate the decision-making process involved.

Come spend a day and let's discuss this pervasive issue that occurs in many fields of indexing.

- 12:00pm to 1:00pm Lunch - onsite
- 1:00pm to 5:00pm Continue with "Indexing Names" presentation with Enid Zafran
- 6:30pm Offsite dinner.
Murray Brothers Caddyshack Restaurant - Rosemont
 The cost of dinner and beverages (not including alcohol) are included in your registration. Transportation will be arranged using attendees' vehicles.
 Menu: <https://mbcshack.com/caddyshack-locations/rosemont/rosemont-location-menu/>

Saturday, October 27th

- 8:00am to 9:00am Welcome / Registration / Continental Breakfast
- 9:00am to 10:30am **Workshop Featured Speaker: *Matt Rutherford, Newberry Library***
 What makes a good genealogy index? How do family historians think and what information do they need at their fingertips? What is the best way to construct an index for a genealogy book, and how does the type of book affect what should be emphasized? Come join Matt Rutherford, Curator of Genealogy and Local History at Chicago's Newberry Library, as he discusses the ins-and-outs of good (and bad) genealogical indexes gleaned from his fifteen years' experience helping researchers navigate local and family research materials.
- 10:45am to 12:00pm **Terry Casey: "How to be the interface between Publishers and Digital Indexing Techniques."** Terry will discuss how to communicate with publishers and others about including indexes for digital publications. Why should you bring this up with them? She will discuss what questions to ask when getting started with a publisher, and a very good workflow on possible ways to deliver embedded indexes for different files and software.
- 12:00pm to 1:00pm Lunch - onsite
- 1:00pm to 2:15pm **Jim Fuhr: CUP/XML WordEmbed: One of the Best-Kept Secrets in Indexing**
 Since the inception in 2004 of James Lamb's CUP/XML WordEmbed, significant numbers of major publishers and university presses have incorporated this program into their publishing systems. Yet the program is apparently being used by a relatively limited number of indexers, and others are not yet familiar with it. Jim will offer a demonstration and will discuss the features, advantages, and some of the issues surrounding this program, one of whose attributes is the ease of its use compared with other embedded indexing systems.
- 2:30pm to 5:00pm **Fred Leise: Brilliantly Structured Indexes Redux: Another Look at Index Structure**
 This workshop expands on the concepts developed in the ASI online learning course presented in the fall of 2016. Those three sessions focused on a method for creating an index structure using a top-down and bottom-up process.
- 5:00pm Conclusion
- 6:30pm Dinner at hotel restaurant – guest pays own

OUR PRESENTERS:

Enid L. Zafran has given numerous workshops on various aspects of indexing ranging from business issues to the niche areas of artbook indexing and legal indexing. She started indexing in 1975 and today operates her business, Indexing Partners LLC, in Rehoboth Beach, Delaware. She has written extensively on indexing topics including her long-running column in ASI's *Key Words* on indexing style. She is a founding member of the Institute of Certified Indexers and conducts an Indexing Boot Camp for new indexers. Her business specializes in the areas of legal, scholarly, artbook, psychology, education, literary criticism, philosophy, and public policy indexing.

Matt Rutherford, MLIS, is Curator of Genealogy and Local History at the Newberry Library. In addition to managing the Newberry's renowned genealogy collection, Matt has also answered thousands of questions on a wide range of genealogy topics. He has spoken at the Illinois State Genealogical Society and the Conference on Illinois History, as well as several local genealogy societies, including the North Suburban Genealogical Society, the Genealogical Forum of Elmhurst, and the Illinois St. Andrew Society. In addition, Matt teaches seminars on a variety of genealogy topics, including beginning genealogy, researching at the Newberry, researching pre-fire Chicago, adoption searches, non-population census schedules, the history of the federal census, and the Social Security Death Index. He is the co-author of *A Bibliography of African American History at the Newberry Library* (2005).

Terry Casey: As owner and chief indexer at Casey Indexing and Information Service, Terry Casey has over 25 years of experience creating back-of-the book indexes. She has followed every twist and turn that embedded indexing has taken over the years and is excited for the new energy that seems to be building for indexing digital publications. Terry began her career working in publishing as a production editor at West Publishing and managing editor of a literary magazine. She holds an MFA degree in creative writing and literary editing and design.

Jim Fuhr has been indexing since 2009. He specializes in various fields in the arts: architecture, painting and sculpture, ceramics and the decorative arts, as well as literature and cinema. Other areas of interest include France in the 18th Century, the French Revolution, and the history of Paris including the occupation, resistance, and liberation of France in WWII. He has a PhD in comparative literature with minors in art and film history. He was staff lecturer in the Department of Museum Education at the Art Institute of Chicago and served on the faculty of the School of the Art Institute.

Fred Leise: After a twenty-five year career in arts management, Fred Leise started his indexing career with the University of Chicago Publishing Program introduction to indexing course in 1993. Since 1995, he has been indexing nearly continuously (with time out for taxonomy consulting), specializing in scholarly works in international relations, cultural and political history, and landscape studies. He is a founding member of the Institute of Certified Indexers, an instructor for the University of California, Berkeley Extension Division online indexing course, and has served several terms on ASI's board of directors, including two terms as president. He regularly presents at both national and chapter events and has written a number of articles on various aspects of indexing for both *Key Words* and *The Indexer*. His article on Sherlock Holmes as indexer appeared in the fall 2013 issue of the *Baker Street Journal*.

LODGING:

Hilton Garden Inn – 2930 S. River Road, Des Plaines IL 60016 / 847-296-8900

Overnight accommodations are available October 25-28, 2018 at a special ASI rate of \$95.00 per night. Rooms must be reserved by September 27, 2018. The Hilton Garden Inn is just 3 miles from O'Hare Airport and offers complimentary airport shuttle service. Guest rooms feature wired and wireless internet service, HDTVs and MP3-compatible clock radios. Each room is equipped with a large work desk with ergonomic chair, and all rooms have a microwave, refrigerator and Keurig® coffeemaker. The hotel also features complimentary parking, an indoor pool, whirlpool, 24-hour business center and snack pantry. The hotel is a convenient location to Rosemont dining and shopping, the Rivers Casino, and train to downtown Chicago.

To make a reservation, please click the link here and follow the instructions:

http://hiltongardeninn.hilton.com/en/gi/groups/personalized/O/ORDCHGI-ASI1-20181025/index.jhtml?WT.mc_id=POG

Shuttle Information:

Complimentary 24-hour shuttle service to and from O'Hare Airport. The shuttle leaves the hotel every 20 minutes from 6 am – 10 pm and then leaves every 30 minutes overnight. The shuttle picks up in front of Door 2 of the bus and shuttle center for domestic flights.

Driving Directions

From O'Hare Airport (3 miles): Follow I-190 East and exit at River Road North. Follow River Road one mile and hotel will be located on left side.

From Midway Airport (26 miles): Follow Cicero Ave. north to I-55 north. Follow I-55 north to I-90 west. Follow I-90 west to I-190 west. Exit at River Rd. Turn left onto River Road and follow to hotel which is located on left side.

From North: Take I-294 South to I-190 West to O'Hare Airport (You must have change for the I-190 toll). Exit at Mannheim Road North. Go 1.0 mile to Higgins Road, turn right. Go 0.6 miles to Devon Avenue. Take a slight left. Go 0.6 miles to Des Plaines River Road, turn left. Go 0.3 miles and the hotel will be located on the left side.

From South: Take I-294 North and exit at River Road (You must have change for the River Road toll). Proceed to traffic light and turn left onto Des Plaines River Road. Proceed 1.0 mile to hotel which is located on the left side.

From West: Take I-90 East to I-190 West to O'Hare Airport. (You must have change for the I-190 toll). Exit at Mannheim Road North. Go 1.0 mile to Higgins Road, turn right. Go 0.6 miles to Devon Avenue. Take a slight left. Go 0.6 miles to Des Plaines River Road, turn left. Go 0.3 miles and the hotel will be located on the left side.

From East: Follow I-90 West to I-190 West. Exit at River Road. Turn left onto River Road. Follow River Road one mile to hotel which is located on left side.

REGISTRATION FORM

Yes, I plan to attend the Chicago/Great Lakes Fall 2018 Workshop. My check is enclosed for:

Early bird registration (received by September 30th) Regular registration (received after October 1st)

\$230 for current ASI members, **two days**

\$250 for current ASI members, **two days**

\$125 for current ASI members, **one day**

\$145 for current ASI members, **one day**

\$260 for non-members, **two days**

\$280 for non-members, **two days**

\$140 for non-members, **one day**

\$160 for non-members, **one day**

TOTAL AMOUNT SENT WITH REGISTRATION: \$ _____

Please make checks payable to: *American Society for Indexing*, and write "Chicago/Great Lakes" in the memo field on the check. We are unable to accept credit cards at this time.

Registration Information:

Name: _____

Address: _____

City / State / ZIP: _____

Phone: _____ Email: _____

Will you join us for--

Thursday evening (welcome reception at hotel) _____

Friday evening (offsite dinner at Caddyshack) _____

Saturday evening (hotel restaurant—individuals pay own) _____

Please send this registration form along with your check of money order, made payable to American Society for Indexing to:

Denise Alberts

PO Box 10514

Chicago IL 60610

If you have any questions, please email us at: chicagogreatlakesindexers@asindexing.org

Cancellation Policy: Registration is fully refundable before October 6, 2018 and 75% refundable between October 7 and 13. Refunds will not be given after October 13, 2018.