

# Facing the Text: Content Analysis and Entry Selection presented by Do Mi Stauber

## DATE:

**Saturday, September 25, 2004**

## LOCATION:

Humane Society of Boulder Valley  
Main conference room  
2323 55th Street  
Boulder, Colorado

**Directions can be found in brochure listed below.**

## SCHEDULE:

9:00–9:30	Registration and networking
9:30–12:45	Morning session (with break)
12:45–1:30	Luncheon buffet
1:30–4:45	Afternoon session (with break)
4:45	Questions & comments

## WORKSHOP COSTS:

\$55.00	ASI members registration received prior to 9/15/04
\$65.00	ASI nonmembers registration received prior to 9/15/04
\$70.00	All registration received after 9/15/04
\$10.00	Buffet lunch

**BROCHURE and REGISTRATION form in [PDF format](#).**

**Local LODGING information:** The Best Western Boulder Inn has provided a special conference rate. Check out the [details](#). Or look through a list of other hotels in the area in [PDF format](#).

## WORKSHOP OVERVIEW:

This participatory workshop focuses on the practical processes of indexing. Participants survey the steps that indexers follow in interpreting texts and creating index structures, using examples

from real texts and indexes. This workshop covers back-of-book indexing in the social sciences and humanities. It is not a basic introduction to indexing, but novices as well as experienced indexers will benefit.

Subjects discussed include:

- understanding the author's message and the structure of the text
- the metatopic (main topic of the book)
- local main topics
- ancillary topics
- deciding which topics are indexable
- the varying relationships of subheadings to their main headings, using a new typology of subheadings developed in collaboration with Nancy Mulvany
- creating subheadings for long spans and locator strings
- choosing wordings
- double-posting
- cross-references

The workshop includes new material from Do Mi's recently published book, *Facing the Text: Content and Structure in Book Indexing*. (Copies of the book will be available for purchase at the workshop.)