

1. Record Nr.	UNINA9910702484503321
Titolo	U.S. EPA-NVFEL small SI engine setup
Pubbl/distr/stampa	[Washington, DC : , : U.S. Environmental Protection Agency, Office of Transportation and Air Quality], , 2009
Descrizione fisica	1 online resource (2 pages) : illustrations (some color)
Soggetti	Internal combustion engines - Testing Internal combustion engines - Motors - Exhaust gas
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Title from title screen (viewed on Jan. 08, 2013). "February 2009." "EPA-420-B-09-003."
2. Record Nr.	UNINA9910828713303321
Autore	Badgett Nan
Titolo	The accidental indexer // Nan Badgett ; foreword by Margie Towery
Pubbl/distr/stampa	Medford, New Jersey : , : Information Today, Inc., , 2015 ©2015
ISBN	1-57387-705-0
Descrizione fisica	1 online resource (241 p.)
Collana	Accidental Library
Disciplina	025.3
Soggetti	Indexing - Vocational guidance - United States Abstracting and indexing services industry - United States Indexers - United States Indexing
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references at the end of each chapters and index.

Cover ; Title; Copyright; Contents; Foreword; Acknowledgments; About the Website; Introduction; Chapter 1: Animal, Vegetable, or Mineral?; What Is an Indexer-Or an Index, For That Matter?; What an Indexer Does; Authors as Indexers; Can't a Computer Do That?; If Computers Don't Index, Do You Still Use Index Cards?; A Brief History of Indexes and Their Creators; Endnotes; Chapter 2: Accidents Waiting to Happen; Paths to the Profession: Accidental or Deliberate; Education and Professional Backgrounds; Freelancers, Employees, and Company Owners ; Endnotes; Chapter 3: The Many Faces of Indexing Not an Open and Shut CasePrint Books; Periodicals; Databases; Ebooks and Electronic Documents; Websites; Function and Format; Endnotes; Additional Resources; Chapter 4: So You Want To Be an Indexer; Common Characteristics: Facts and Fiction; Suitability Quiz for Aspiring Indexers; A Lonely and Anonymous Profession; Deadlines and Other Stressors; Do You Still Want to Be an Indexer?; Endnotes; Chapter 5: Excellence Is No Accident; Training Options; Learning Through Experience; Professional Development; Guidelines for Excellence; Paying It Forward; Endnotes; Additional Resources  
Chapter 6: Tools of the TradeTraining and Development; Business Entity; Insurance and Taxes; Office Space; Furnishings and Ergonomics; Beauty in the Eyes of the Beholder; Professional Image; Hardware and Software Requirements; An Indexer's Reference Shelf; Online Resources ; Endnotes; Chapter 7: Marketing and Client Relations; All In a Day's Work; Targeting Your Market and Finding Clients; Making a Plan; Marketing in an Online World; Client Relationships; Unhappy Clients; Terms of Negotiation; Style Adherence and Client Education; Contracts and Letters of Intent; Endnotes  
Additional ResourcesChapter 8: Balancing Act; What! No Janitor?; Balancing Work and Personal Life; Results of Chronic Stress; Stress Management for Bodies and Brains; Don't Toss Your Small Change; Endnotes; Additional Resources; Chapter 9: Thinking Outside Of the Book; Entrepreneurial Indexing; Creative Collaboration; Subcontracting Without Borders; Incarcerated Indexers; Creative Communication; Opportunities Beyond the Book; Endnotes; Chapter 10: Moving Forward; Guidance from Your Inner Indexer; The Fear That Binds Us; Preliminary Plans and Goals; A Written Plan; Asking for Help; Endnotes  
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