

# Mary Elizabeth Coe

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## Employment History

1991 to present      **Indexing Services**

Sole proprietor offering professional database, book, and journal indexing. Hundreds of books indexed in a variety of subjects. Experience with archival collections and databases.

2014 to 2016      **General Editor, *Online Currents***

Responsible for acquisition and compilation of journal content offering reviews, news and analysis for the online information industry with a specific focus on library services.

2014 to 2016      **Website Indexer & Metadata Analyst**  
*NPS MedicineWise, Sydney NSW, Australia*

Responsible for indexing digital content, metadata tagging, thesaurus maintenance, development of website architecture, and provision of SEO advice to content authors and digital producers.

2006 to 2011      **Potomac Indexing, LLC**

Founding partner of a full-spectrum information management firm, offering quality indexing, taxonomy, and knowledge management services.

2001 to 2010      **MEDLINE contract indexer**  
*National Library of Medicine, Bethesda MD, USA*

Database indexing of medical journals for MEDLINE, the National Library of Medicine's bibliographic database, covering the fields of medicine, nursing, and the health care system using the MeSH (Medical Subject Headings) thesaurus.

1994 to 1996      **Editorial associate**  
*U.S. Pharmacopeial Convention, Rockville MD, USA*

Database management and print production of the *USP Dictionary of USAN and International Drug Names*.

## Education

- 2021  
(expected) **Doctor of Philosophy**  
Postgraduate Research Part-time Tuition Fee Research Scholarship  
*Charles Sturt University, Wagga Wagga NSW, Australia*
- 2015 **Master of Information Studies (Applied Research)**  
*Charles Sturt University, Wagga Wagga NSW, Australia*
- 1998 **Thesaurus Design for Indexing, Metadata and Natural Language Searching**  
*St John's University, Division of Library and Information Science  
Jamaica, New York NY, USA*
- 1993 **Indexing Books and Manuals: Principles and Techniques**  
*St John's University, Division of Library and Information Science  
Jamaica, New York NY, USA*
- 1991 **Basic Indexing Course**  
*USDA Graduate School, Washington DC, USA*
- 1987 **Bachelor of Arts, English (cum laude)**  
*Trinity College, Washington DC, USA*  
Mary McGrory Award for Excellence in Writing  
Study abroad: Oxford University, Oxford, England (1984-85)

## Professional Membership

- 2016 to  
present **Personal Member**  
*Australian Library and Information Association*
- 2016 to  
present **Student Member**  
*Association for Information Science and Technology*
- 2015 to  
present **President**  
*Australian and New Zealand Society of Indexers*
- 2014-15 **President, New South Wales Branch**  
*Australian and New Zealand Society of Indexers*
- 2014 **Accredited Indexer**  
*Australian and New Zealand Society of Indexers*

## Publications

Coe, M (2016). Website indexing. *The Indexer: The International Journal of Indexing*, 34(1).

Coe, M (2015). What do readers expect from book indexes and how do they use them? An exploratory user study. *The Indexer: The International Journal of Indexing*, 33(3).

Coe, M. (2014). Where is the evidence? A review of book indexing research. *The Indexer: The International Journal of Indexing*, 32(4).

Coe, M. (2013). Ebooks and elending. *Online Currents*, 27(4), 182-185.

Coe, M. (2012). The tyranny of the page. *The Indexer*, 30(1), 2-5.

Browne, G. & Coe, M. (2012) Ebook navigation: Browse, search and index. *Australian Library Journal*, 61(4), 288-297.

Browne, G. & Coe, M. (2014). Ebook indexing. In E. L. Zafran (Ed.), *Index It Right! Advice from the Experts, Volume 3* (pp. 29-45). Medford, NJ: Information Today.