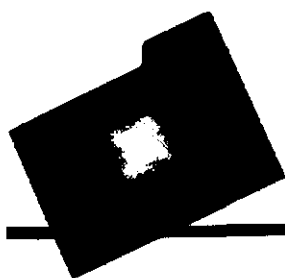


Introduction to Indexing and Abstracting

THIRD
EDITION

Donald B. Cleveland
Ana D. Cleveland



Contents

Preface	xiii
Chapter 1—INTRODUCTION	1
Making an Index	1
The Need for Indexes	2
The Nature of Indexes	4
Makers of Indexes	5
A Brief Historical Perspective	6
A Note to the Neophyte Indexer	9
Chapter 2—THE NATURE OF INFORMATION	11
The Information Age	11
A Natural Phenomenon	13
The Study of Information	18
A Basic Resource	18
Mechanisms for Information Preservation and Transmittal	19
Chapter 3—THE ORGANIZATION OF INFORMATION	22
The Information Cycle	22
The Basic Information Retrieval Model	23
The Information Is Created and Acquired for the System	24
Knowledge Records Are Analyzed and Tagged by Sets of Index Terms	26
The Knowledge Records Are Stored Physically and the Index Terms Are Stored into a Structured File	26
The User's Query Is Tagged with Sets of Index Terms and Then Is Matched Against the Tagged Records	27
Matched Documents Are Retrieved for Review	27
Feedback May Lead to Several Reiterations of the Search	28
Classification and Indexing	29
The Relationship of Indexing, Abstracting, and Searching	31
Using Indexes and Abstracts	33

Chapter 4—VOCABULARY CONTROL	35
The Purpose of Controlled Vocabulary	35
The Nature of Indexing Languages	37
Authority Lists	38
Generic Vocabularies	39
The Thesaurus	40
Thesaurus Construction	41
Term Relationships	43
Term Forms	45
Thesaurus Evaluation	46
Chapter 5—TYPES OF INDEXES AND ABSTRACTS	48
Types of Indexes	48
Alphabetical Indexes	48
Author Indexes	49
Book Indexes	49
Citation Indexes	49
Classified Indexes	51
Coordinate Indexes	51
Cumulative Indexes	51
Faceted Indexes	51
First-line Indexes	52
Hypermedia Indexes	52
Internet Indexes	52
Multimedia Indexes	53
Periodical Indexes	53
Permuted Title Indexes	54
String Indexes	54
Word Indexes	55
Types of Abstracts	55
Indicative Abstracts	56
Informative Abstracts	57
Critical Abstracts	57
Classifying Abstracts by Use	58
Classifying Abstracts by Author	58
Structured Abstracts	59
Examples from Indexing Tools	61
Examples from Abstracting Tools	74
Examples of Thesauri	91
Chapter 6—THE INDEXING PROCESS	97
Aboutness	98
Steps in Indexing	99
Recording of Bibliographic Data	100

Content Analysis	101
The Title	101
The Abstract	101
The Text Itself	102
The References Section	102
Some Key Points	103
Subject Determination	103
Locators	104
Term Selection	104
Entry Points	104
Depth of Indexing	105
Exhaustivity	105
Specificity	106
Making Choices	106
Display of Indexes	107
 Chapter 7—THE ABSTRACTING PROCESS	 108
The Purpose of an Abstract	108
Coverage	109
Economic Constraints	109
Significant Material	109
Publication Source	109
Subject Interest of the Users	110
Steps in Abstracting	110
Step One	110
The Title	110
The Author	111
Author Affiliation	111
Funding Agency	111
Publication Source	112
Foreign Languages	113
Other Information	113
Step Two	113
Step Three	115
Step Four	117
Step Five	117
Editing	118
Evaluation of Abstracts	119
The Writing Process	119
 Chapter 8—INDEXING AND ABSTRACTING A DOCUMENT	 121
Example of a Technical Paper	121
Abstracting the Document	129
Indexing the Document	131

Chapter 9—BOOK INDEXING	137
The Nature of Book Indexes.	137
Steps in Indexing.	139
Step One	139
Step Two	139
Step Three	139
Step Four	139
Step Five	139
Index Terms	140
Name Entries.	142
Subject Entries	144
Additional Details	145
Ninety-Nine "Dos-and-Don'ts"	146
 Chapter 10—BOOK INDEXING EXAMPLE.	150
Example Book Chapter.	150
Indexing the Chapter.	160
 Chapter 11—INDEXING SPECIAL SUBJECT AREAS AND FORMATS.	165
Background.	165
Special Subject Areas	166
Science	166
Social Sciences	168
Humanities	169
Special Formats	171
Newspapers.	171
Nonprint Forms	174
Images.	174
 Chapter 12—EVALUATION OF INDEXING	179
Background.	179
The General Problem	180
Beginning with the User.	182
Relevance.	183
Recall and Precision	185
Effects of Exhaustivity and Specificity	187
Index Quality.	187
Evaluating Abstracts.	189
Standards.	189
Editing	190

Chapter 13—INDEXING AND ABSTRACTING SERVICES	192
Background.	192
Bringing in the Computers.	193
Types of Databases.	194
Online Services.	195
Searching the Database	196
The Future	199
 Chapter 14—THE USE OF COMPUTERS	 200
The Computer Tool	200
The Script.	204
Indexing with a Computer.	206
Types of Indexing Software	207
Indexing Software	209
Automatic Indexing and Abstracting	211
Indexing.	211
Abstracting	213
 Chapter 15—INDEXING AND THE INTERNET.	 215
Background.	215
Searching the Web	216
Organization of Information	220
Metadata and the Web	223
Dublin Core.	224
OCLC CORC	226
CORC Resource Record Database	226
CORC Authority Database	226
CORC Pathfinder Database.	226
CORC Web Dewey	226
Digital Object Identifiers (DOIs)	227
Summary	227
Promises and Pitfalls.	228
 Chapter 16—NINETY-NINE WEB RESOURCES FOR INDEXERS AND ABTRACTORS.	 231
Online Bookstores	231
Search Services.	232
Indexing Services.	233
Dictionaries and Dictionary Directories	234
Multireference Resources and Tools	234
E-Mail Reference Sites.	236
Virtual Libraries	237

**Chapter 16—NINETY-NINE WEB RESOURCES FOR
INDEXERS AND ABSTRACTORS** *(continued)*

Special Formats and Subjects Indexing	238
Standards	238
Indexing Software	239
Publishers	239
Indexing Organizations	240
Indexing-Related Discussion Groups	240
Indexing and the Web	241

Chapter 17—THE PROFESSION 242

Education and Training	242
Job Opportunities	243
The Role of Research	245
The Future	249
The Final Word	249

Glossary	251
---------------------------	------------

Bibliography	261
-------------------------------	------------

Index	277
------------------------	------------