Indexing and Abstracting

LIS590ILE

University of Illinois

Spring 2008

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Objectives. There are two general objectives for this course:
-Learn how to index for the purpose of storing information
-Because you understand more thoroughly the indexing process,
become more proficient in retrieving information
Specific aims of the course:
1. Use different types of indexes - to see their variations and uses
2. Create your own indexes
3. Use thesauri and understand methods of thesaurus construction
4. Evaluate indexes - the strengths and shortcomings
5. Compare traditional indexing techniques with automatic indexing and natural language processing
6. Evaluate computer assisted indexing, indexing software, embedded indexing, and Web indexing
7. Through your greater familiarity with indexing techniques and vocabulary control, improve the quality of your searching and information retrieval

Readings for the course
--Lancaster, F. W. *Indexing and Abstracting in Theory and Practice*. 3d ed. Champaign, IL, University of Illinois. Graduate School of Library and Information Science, 2003. [Available from the GSLIS Publications Office: lis-pubs@uiuc.edu or 217-333-1359]
--Book Chapters and Journal Articles and Web Sites. These are listed at that week in the syllabus.
Some of these readings are available through the Library's Electronic Reserves
http://www.library.uiuc.edu/lsx/reserves.html
Some of these readings can be accessed directly through the UIUC Library's Full Text Electronic Journal collection. You will need to use the Library Proxy server and will enter your NetID and password. (UIUC Library Gateway)
    -UIUC Library Gateway at http://www.library.uiuc.edu/ via "Journals" tab and other paths.
Some assigned articles are from periodicals specifically dedicated to indexing: *The Indexer* and

Key Words - you may wish to sample these two publications for additional information about the field.
These two periodicals are included in the database, WilsonSelectPlus. Go through the UIUC Library Gateway (using your NetID and password) to
    -Online Research Resources --> Article Indexes & Abstracts --> One of the sources there is WilsonSelectPlus.

Assignments
-Filing/sorting exercise
-Index journal articles
-Thesaurus assignments
-Write abstracts
-Prepare a Back of the Book Index (manually)
-Citation indexing
-Index another format (your choice)
-Use dedicated BOTBI software; Embedded indexing software
-Standards assignment
-Write brief paper - your analysis of different types of indexing (and retrieval). Use your indexing experience as well as information from readings. Composite indexing exercise
-Tiny Test
BOTBI - 25% ||| Other Assignments - 75%

Web Site of Particular Interest
American Society of Indexers
http://www.asindexing.org/
Other Web sites are noted at the weekly syllabus subjects

Session#1 - January 17, 2008 - Synchronous Meeting, 4:30 PM - 6:30 PM Central Time
Overview of the Course
Need for Indexes
Role of Traditional Indexes vs. Electronic Files, Indexes, and Web
Types of Indexes
Index Filing/Sorting
Vocabulary Control Overview

Assignment
Filing/Sorting
Due: January 24, 2008
[also a form for you to fill in]

Session#2 - January 24, 2008 - Synchronous Meeting, 4:30 PM - 6:30 PM Central Time
Abstracting & Indexing Services
Journal Article Indexing (part 1)

Readings
-Tenopir, Carol. "Human or Automated, Indexing is Important." *Library Journal*
124(18):34,38, November 1, 1999. Available through Wilson Select Plus.

-Milstead, Jessica. Chapter 7, "Term Source: Internal or External." In: *Subject Access Systems*.
New York, Academic Press, 1984. pp.103-119. [Electronic Reserves]

-Kellerman, Frank R. Chapter 2, "Indexing, Index Medicus, and Other Traditional Abstracting
and Indexing Services." In: *Introduction to Health Sciences Librarianship*. Westport, CT,
Greenwood Press, 1997. pp.21-48. [Electronic Reserves]

-Lancaster, F. W. Chapter 2, "Indexing Principles." In: *Indexing and Abstracting in Theory
and Practice*. 3d ed. Champaign, IL, University of Illinois, Graduate School of Library and
Information Science, 2003. pp.6-23.

Assignment
Examine bibliographic records in ERIC, PsycINFO, MEDLINE
Paths to these three databases -
    [Or you may access other versions of these, if more convenient for you]
ERIC through UIUC Library Gateway / Online Research Resources (Databases) / Article
Indexes & Abstracts
    Recommend Ovid or EBSCO or Cambridge Scientific Abstracts (using your NetID and
password).
    Not recommended - free version of ERIC on the Web or the FirstSearch version.
          Those have not had all the features we need.
PsycINFO [Cambridge Scientific Abstracts] through UIUC Library Gateway / Online Research
Resources (Databases) / Article Indexes & Abstracts List
    (using your NetID and password)
MEDLINE, use PubMed (free) at
    http://pubmed.gov/
Due: January 31, 2008

Session#3 - January 31, 2008 - Synchronous Meeting, 4:30 PM - 6:30 PM Central Time
Journal Article Indexing (part 2)
Use of Thesauri

Readings
-Lancaster, F. W. Chapter 3, "Indexing Practice." In: *Indexing and Abstracting in Theory and
Practice*. 3d ed. Champaign, IL, University of Illinois, Graduate School of Library and
Information Science, 2003. pp.24-49.

-Lancaster, F. W. Chapter 4, "Precoordinate Indexes." In: *Indexing and Abstracting in Theory
and Practice*. 3d ed. Champaign, IL, University of Illinois, Graduate School of Library and
Information Science, 2003. pp.50-67.

<u>Assignment</u>
Journal Article Indexing
Note - to get to the thesaurus in PsycINFO on Cambridge Scientific Abstracts, click the "Search Tools" link. For ERIC on Cambridge Scientific Abstracts or on Ovid, click the "Search Tools" link.
Due: February 7, 2008

Session#4 - February 7, 2008 - Synchronous Meeting, 4:30 PM - 6:30 PM Central Time
Thesaurus Construction
More Journal Article Indexing

<u>Readings</u>
-Aitchison, Jean et al. "Section E: Specificity and Compound Terms." In: *Thesaurus Construction and Use: A Practical Manual*. 4th ed. Chicago, Fitzroy Dearborn Publ., 2000. pp.37-48. [Electronic Reserves]

-National Information Standards Organization (NISO). "Section 8 - Relationships." In: *Guidelines for the Construction, Format, and Management of Monolingual Controlled Vocabularies*. NISO Press, 2005, pp.54-69 of the download [pp.42-57 of the document]. Download the standard for free in PDF at -
http://www.niso.org/standards/   ANSI/NISO Z39.19

-Svenonius, Elaine. Chapter 8, "Subject Languages: Introduction, Vocabulary Selection, and Classification." In: *The Intellectual Foundation of Information Organization*. Cambridge, MA, MIT Press, 2000, pp.127-146. [Electronic Reserves]

<u>Assignment</u>
Thesaurus construction
More journal article indexing
Due: February 14, 2008

Session#5 - February 14, 2008 - Synchronous Meeting, 4:30 PM - 6:30 PM Central Time
Thesauri in a Full Text World
Thesaurus Management Software

<u>Readings</u>
-Milstead, Jessica L.   "Thesauri in a Full-Text World." In: *Visualizing Subject Access for 21st Century Information Resources*. Edited by Pauline Atherton Cochrane and Eric H. Johnson. Graduate School of Library and Information Science, University of Illinois at Urbana-Champaign, 1998, pp.28-38. [Electronic Reserves]

-Broughton, Vanda. Chapter 10, "Vocabulary Control 2: Form of Entry." In: *Essential Thesaurus Construction*. London, Facet Publ., 2006. pp.81-98. [Electronic Reserves]

-Lancaster, F. W. Chapter 5, "Consistency of Indexing." In: *Indexing and Abstracting in Theory and Practice*. 3d ed. Champaign, IL, University of Illinois, Graduate School of Library and Information Science, 2003. pp.68-82.

-Leise, Fred. "Using Faceted Classification to Assist Indexing."
http://www.contextualanalysis.com/pub_usingfacets.php
[this was published in *Key Words* 9(6):178-9, Nov/Dec, 2001, but may not be accessible in the Wilson database]

-Winchester, Simon. "Word Imperfect" [title in EBSCO database]. "Roget and His Brilliant, Unrivaled, Malign, and Detestable Thesaurus." *Atlantic Monthly* 287(5):53-60,62-64,66-68,70-72,74-75, May, 2001. Available as electronic full text through UIUC Library Gateway within the EBSCO database - database identified as EBSCO Host: General Full-Text Journals and Newspapers - Academic Search Premier.

Optional Reading
Information About Synaptica in the Appendix of this article -
Riesland, Melissa A. "Tools of the Trade: Vocabulary Management Software." *Cataloging & Classification Quarterly* 37(3/4):155-176, 2004. Available as electronic full text journal through UIUC Library Gateway. [Appendix, 172-176]

Assignment
Thesaurus Applications
Due: February 21, 2008

Session#6 - February 21, 2008 - Synchronous Meeting, 4:30 PM - 6:30 PM Central Time
Abstracting
Types of Abstracts
Role of Abstracting in Information Retrieval

Readings
-Tenopir, Carol and Jacso, Peter. "Quality of Abstracts." *Online* 17(3):44,46-48,50-55, May, 1993. UIUC Library Gateway / Online Research Resources (Journals) / *Online* is "Present in Gale Expanded Academic ASAP."

-Lancaster, F. W. Chapter 7, "Abstracts: Types and Functions." In: *Indexing and Abstracting in Theory and Practice*. 3d ed. Champaign, IL, University of Illinois, Graduate School of Library and Information Science, 2003. pp.100-112.

-Lancaster, F. W. Chapter 8, "Writing the Abstract." In: *Indexing and Abstracting in Theory and Practice*. 3d ed. Champaign, IL, University of Illinois, Graduate School of Library and Information Science, 2003. pp.113-134.

-NISO. *Guidelines for Abstracts*. NISO Press, 1997.
Download the standard for free in PDF at -
http://www.niso.org/standards/   ANSI/NISO Z39.14 - 1997

-Harris, Alex H.S. et al. "The Accuracy of Abstracts in Psychology Journals." *Journal of Psychology* 136(2):141-148, March, 2002. Available as electronic full text through UIUC Library Gateway within the EBSCO database - database identified as EBSCO Host: General Full-Text Journals and Newspapers - Academic Search Premier.

Assignment
Write abstracts
Due: **?? Tuesday, February 26, 2008 OR Tuesday, March 5, 2008 OR ??**

Session#7 - ON CAMPUS Thursday, February 28, 2008 - ON CAMPUS
MORNING
Introductions
Back of the Book Indexing (part 1)

Readings
-University of Chicago Press. "Indexes." In: *Chicago Manual of Style*. Chicago, University of Chicago Press. Edition - 13th or 14th or 15th.
15th edition available through UIUC Library Online Resources. Many libraries will have a copy of the *Chicago Manual of Style*.

-Browne, Glenda and Jermey, Jon. *The Indexing Companion*. New York, Cambridge University Press, 2007. pp.65-71 on "metatopic" and "selecting terms." [Electronic Reserves]

-Klement, Susan. "Open-System Versus Closed-System Indexing: A Vital Distinction." *The Indexer* 23(1):23-31, April, 2002. Available through Wilson Select Plus.

Not An Assigned Reading, But Noted For Your Future Reference
Mulvany, Nancy C. *Indexing Books*. 2d ed. Chicago, University of Chicago Press, 2005. [1st edition, 1994]

Session#8 - ON CAMPUS Thursday, February 28, 2008 - ON CAMPUS
AFTERNOON
Back of the Book Indexing (part 2)
Discussions/Your Questions

Material of First Half of the Course
Homeworks of First Half of the Course <u>Assignment (Big)</u>
Index a Book
Due: During [or Before] Spring Break - ~around March 19, 2008

Session#9 - March 6, 2008 - Synchronous Meeting, 4:30 PM - 6:30 PM Central Time
Citation Indexing

<u>Readings</u>
-Cronin, Blaise. "Bibliometrics and Beyond: Some Thoughts on Web-Based Citation Analysis." *Journal of Information Science* 27(1):1-7, January, 2001. Available as electronic full text journal through UIUC Library Gateway.

-Golderman, Gail and Connolly, Bruce. "Who Cited This?" *NetConnect* [*Library Journal*] 132:18-26, Winter, 2007. [Available in Wilson Select Plus]

<u>Assignment</u>
Citation Indexing
Due: When ??

Session#10 - March 13, 2008 - Synchronous Meeting, 4:30 PM - 6:30 PM Central Time
Index Design/Evaluation
Standards

<u>Readings</u>
-Anderson, James D. *Guidelines for Indexes and Related Information Retrieval Devices*. Baltimore, MD, NISO Press, 1997. For this week, Section 5, pp.10-13, "Design of Indexes." Download the report in PDF for free at: -
http://www.niso.org/standards/resources/tr02.pdf NISO TR02-1997

-Lancaster, F. W. Chapter 6, "Quality of Indexing." In: *Indexing and Abstracting in Theory and Practice*. 3d ed. Champaign, IL, University of Illinois, Graduate School of Library and Information Science, 2003. pp.83-99.

-Lancaster, F. W. Chapter 9, "Evaluation Aspects." In: *Indexing and Abstracting in Theory and Practice*. 3d ed. Champaign, IL, University of Illinois, Graduate School of Library and Information Science, 2003. pp.135-157.

-Lancaster, F. W. Chapter 10, "Approaches Used in Indexing and Abstracting Services." In: *Indexing and Abstracting in Theory and Practice*. 3d ed. Champaign, IL, University of Illinois, Graduate School of Library and Information Science, 2003. pp.158-185.

-Jacso, Peter. "Open Access to Scholarly Indexing/Abstracting Information." *Online*

Information Review 30(4):461-468, 2006. Available as electronic full text journal through UIUC Library Gateway.

March 20, 2008 SPRING BREAK - No Class Session

Session#11 - March 27, 2008 - Synchronous Meeting, 4:30 PM - 6:30 PM Central Time
Indexing Another Format

Readings
-Rhind-Tutt, Stephen. "Different Direction for Electronic Publishers: How Indexing Can Increase Functionality." *Technicalities* 21(3):1,13-15, May/June, 2001. Available through Wilson Select Plus.

-Berinstein, Paula. "Do You See What I See? Image Indexing Principles for the Rest of Us." *Online* 23(2):85-86,88, March/April, 1999. Available as electronic full text through UIUC Library Gateway within the EBSCO database - database identified as EBSCO Host: General Full-Text Journals and Newspapers - Academic Search Premier.

-Wellisch, Hans. "Alphanumeric Arrangement." In: *Indexing From A to Z*. 2d ed. New York, H W Wilson, 1995. pp.6-22. [Electronic Reserves]

-ASI site on the topic of indexing a Web site:
http://www.asindexing.org/site/webndx.shtml

Optional Reading - Chaper 12 and Chapter 13
-Lancaster, F. W. Chapter 12, "On the Indexing and Abstracting of Imaginative Works." In: *Indexing and Abstracting in Theory and Practice*. 3d ed. Champaign, IL, University of Illinois, Graduate School of Library and Information Science, 2003. pp.200-214.
-Lancaster, F. W. Chapter 13, "Databases of Images and Sounds." In: *Indexing and Abstracting in Theory and Practice*. 3d ed. Champaign, IL, University of Illinois, Graduate School of Library and Information Science, 2003. pp.215-247.

Assignment
Index Another Format
Due: April 3, 2008

Session#12 - April 3, 2008 - Synchronous Meeting, 4:30 PM - 6:30 PM Central Time
Dedicated Indexing Software
Embedded Indexing

Software to Use - CINDEX
Download a demonstration version of CINDEX available for free on the Web -
http://www.indexres.com/
Then click on Enter and then Downloads. Choice of Windows or Macintosh.

<u>Readings</u>
-Anderson, Charles et al. "Why I Use CINDEX." In: *Software for Indexing*. Edited by Sandi Schroeder. Wheat Ridge, CO, American Society of Indexers, 2003. pp.45-54. [Electronic Reserves]

-Lamb, James. "Embedded Indexing." *The Indexer* 24(4):206-209, October, 2005. Available through Wilson Select Plus.

<u>Assignment</u>
Dedicated Indexing
Embedded Indexing
Due: April 10, 2008

Session#13 - April 10, 2008 - Synchronous Meeting, 4:30 PM - 6:30 PM Central Time
Need for Indexing Revisited
More on Standards
Machine Aided Indexing
Indexing Other Fields [Beyond Subject]

<u>Readings</u>
-Remainder of the technical report downloaded at Session#10:
Anderson, James D. *Guidelines for Indexes and Related Information Retrieval Devices*.
Baltimore, MD, NISO Press, 1997. NISO TR02-1997

-Lancaster, F. W. Chapter 11, "Enhancing the Indexing." In: *Indexing and Abstracting in Theory and Practice*. 3d ed. Champaign, IL, University of Illinois, Graduate School of Library and Information Science, 2003. pp.186-199.

-Lancaster, F. W. Chapter 14, "Text Searching." In: *Indexing and Abstracting in Theory and Practice*. 3d ed. Champaign, IL, University of Illinois, Graduate School of Library and Information Science, 2003. pp.248-281.

-Kasdorf, Bill. "Indexers and XML: An Overview of the Opportunities." *The Indexer* 24(2):75-78, October, 2004. Available through Wilson Select Plus.

-Dye, Jessica. "Folksonomy: A Game of High-tech (and High-stakes) Tag." *EContent* 29(3):38-43, April, 2006. Available as electronic full text through UIUC Library Gateway within the EBSCO database - database identified as EBSCO Host: General Full-Text Journals and Newspapers - Academic Search Premier.

Assignment
Indexing Guidelines/Standards
Due: April 17, 2008

Session#14 - April 17, 2008 - Synchronous Meeting, 4:30 PM - 6:30 PM Central Time
Automatic Indexing (Ranking - Frequency, Weighting, etc.)

<u>Readings</u>
-Anderson, James D. and Perez-Carballo, Jose. "The Nature of Indexing: How Humans and Machines Analyze Messages and Texts for Retrieval. Part II: Machine Indexing, and the Allocation of Human Versus Machine Effort." *Information Processing and Management* 37:255-277, 2001. Available as electronic full text journal through UIUC Library Gateway.
(Part I is not assigned, but accessible in the same way (pages 231-254, Part I: Research, and the Nature of Human Indexing).

-Farmer, Linda. "Automatic Categorization: What's It All About?" *Serials Librarian* 51(2):91-101, 2006. Available as electronic full text journal through UIUC Library Gateway.

-Lancaster, F. W. Chapter 15, "Automatic Indexing, Automatic Abstracting, and Related Procedures." In: *Indexing and Abstracting in Theory and Practice*. 3d ed. Champaign, IL, University of Illinois, Graduate School of Library and Information Science, 2003. pp.282-336.

-Lancaster, F. W. Chapter 16, "Indexing and the Internet." In: *Indexing and Abstracting in Theory and Practice*. 3d ed. Champaign, IL, University of Illinois, Graduate School of Library and Information Science, 2003. pp.337-354.

-Lancaster, F. W. Chapter 17, "The Future of Indexing and Abstracting." In: *Indexing and Abstracting in Theory and Practice*. 3d ed. Champaign, IL, University of Illinois, Graduate School of Library and Information Science, 2003. pp.355-362.

<u>Assignment</u>
Write brief paper - your analysis of different types of indexing (and retrieval). Composite indexing exercise.
Due: *Saturday, April **26**, 2008*

Session#15 - April 24, 2008 - Synchronous Meeting, 4:30 PM - 6:30 PM Central Time
Indexing Organizations and Societies
Indexing as a Vocation or Avocation

<u>Visit</u>
-American Society of Indexers Web site, <u>http://www.asindexing.org/</u>
-Briefly scan articles from the periodicals, *Key Words* and *The Indexer* (in Wilson Select Plus)

Session#16 - May 1, 2008 - Synchronous Meeting, 4:30 PM - 6:30 PM Central Time
Your Questions
Wrap-Up Comments

<u>Assignment</u>
small and enjoyable test
Due: *Saturday*, *May **3**, 2008*