Indexing and Abstracting

Indexing Methods and Procedures

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Indexing

- Indexing is the process of identifying information in a knowledge record and organizing the pointers to that information into a searchable file.
- The outcome of the indexing process is an index that indicates topics and possible uses for the documents and points to the location of the information.
Trade-offs

- Controlled vocabulary vs natural language
- Recall vs precision
- Specific indexing vs generic indexing
- Conceptual indexing vs keyword indexing
- Indented format vs run-in format
- Alphabetical display vs classified display
- Word by word vs character by character

Aboutness

- The aboutness of a document is not limited to the explicit keywords from the text
- Aboutness is much more than just coverage of surface content
- A major reason that indexing fails is because the indexer superficially dealt with the aboutness issue
Subtle Aboutness

- Language is a multilayer carrier of information
- A sentence can convey different messages for different people
- Aboutness can have different interpretations according to the background and orientation of the writer and the reader, and the indexer
- Indexers have to tell major topics from minor topics in documents

Indexing Process

- A combination of formal rules, common sense, and talent
- Indexing can be done by humans, by a computer, or by a combination of humans and computer
## Steps of Indexing

- Decide which topics in the item are relevant to the potential user of the document
- Decide which topics truly capture the content of the document
- Determine terms that come as close as possible to the terminology used in the document
- Decide on index terms and the specificity of those terms
- Group references to information that is scattered in the text of the document
- Combine headings and subheadings into related multilevel headings
- Direct the user seeking information under terms not used to those that are being used by means of see references and to related terms with see also references
- Arrange the index into a systematic presentation

## What to index

- **Policies (organizational, institutional)**
  - The policies and purposes of a large general indexing service will be geared to a large user group with a broad subject interest
  - In a special library or a narrowly defined information center the users will have a distinct, more specific type of information need
- **Subjective value judgment (Personal)**
  - The quality of an index can be judged by what is left out and by what is included
First of all for indexing one piece of work

- Recording of bibliographic data
- Title
- Abstract
- Text
- Reference

Bibliographic Data

- An important pointer for users to reference this indexed item
- Some conventions or rules should be followed
  - Name format
  - Abbreviation usage
  - …
Content Analysis

- Title
- Abstract
- Text
- Reference

Title

- Content-bearing
- But too concise and general
- Sometimes, too vague
- Even worst, not related
Abstracts

- Good abstracts can be indicators of subject content
- Most words in a good abstract will convey subject content
- Abstracts, like titles, can be badly written and misleading

Text

- Introduction
  - What is going to be said
- Conclusion
  - What has been said
- Section headings
- First sentence and last sentence of a paragraph
- Historical and theoretical background
- Methodology
- Charts, diagram, graphs, photographs, tables
Reference

- Good indicators to reflect the subject content
- Citation indexing

Key Points

- Subject determination
- Locator
- Term selection
- Entry Points
Depth of Indexing

- Depth of indexing is the degree to which a topic is represented in detail
- Exhaustivity
- Specificity

Exhaustivity

- Possible terms have been exhausted
- It seems that many index terms will be assigned
- The number of index terms reflects the *exhaustivity*
Exhaustivity (Continued)

- The more exhaustive the item is indexed, the more likely it will be discovered because of the wider range of subject terms.
- The trade-off is that the document may not be specifically pertinent to user’s need.
- The degree of exhaustivity depends on the policy of organization, money, time and the need of your users.

Specificity

- The preciseness with which we describe a document is another dimension in choosing descriptors.
- The more specific the term, the more precise the results.
- If the terms used are precise, we could say the indexing is specificity.
- A very specific indexing language will have a large vocabulary with more potential descriptors.
Specificity (Continued)

- The problem of specificity begins at the designing of indexing language
- We have to considerately select vocabulary and design thesaurus
- Use the terms which the authors use

Trade-offs

- User-oriented
  - For general users, broader-term approach with more exhaustivity
  - For specialized user groups, narrower terms with more specificity
Display of Indexes

- Typographic conventions
  - Punctuation
  - Type size
  - Font
- Main entries in heavy print (capital letters)
- Subheadings are in light print (smaller letters)
- See references are often italicized
- Indentation for distinction of main headings and subheadings

Indented VS Run-in Style Format

- **Indented Format:** (縮排)
  - grammar
  - author's preferences, 333, 336, 339, 362
  - computerized checking, 337
  - as cultural product, 8-9, 338, 339
  - handbooks and usage guides, 61-62, 336-37

- **Run-in Format:** (接排)
  - When space is the concern.
Indented (cross reference at bottom)

dogs
  cocker spaniels, 55
  Dalmatians, 33
  English setters, 66
  golden retrievers, 63
  Gordon setters, 39
  *See also* American Kennel Club

Indented (cross reference at top)

dogs. *See also* American Kennel Club
  cocker spaniels, 55
  Dalmatians, 33
  English setters, 66
  golden retrievers, 63
  Gordon setters, 39
Run-in (cross reference at bottom)

dogs: cocker spaniels, 55; Dalmatians, 33; English setters, 66; golden retrievers, 63; Gordon setters, 39; See also American Kennel Club

Run-in (cross reference at top)

dogs (see also American Kennel Club): cocker spaniels, 55; Dalmatians, 33; English setters, 66; golden retrievers, 63; Gordon setters, 39
Alphabetization

- **Letter-by-Letter**
  - A blood group
  - ABO blood group
  - A factor
  - allyl alcohol
  - allylcysteine
  - allyl sulfide
  - atherosclerosis
  - ...
  - endings
  - endogenous
  - end piece
  - end zone

- **Word-by-Word**
  - A blood group
  - A factor
  - ABO blood group
  - allyl alcohol
  - allyl sulfide
  - allylcysteine
  - atherosclerosis
  - ...
  - end piece
  - end zone
  - endings
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