

Name of the Course	Indexing and Abstracting
Course Code	IND-702
Credit Hours	3
Objectives	<ol style="list-style-type: none"> 1. To analyze the intellectual content of bibliographic materials and assign appropriate indexing terms that represent the conceptual content. 2. To know how thesauri are utilized in assigned indexing. 3. The basic theoretical concepts and literature that ground indexing and abstracting. 4. To write an indicative, informative, and structured abstract. 5. To describe the role of indexing and abstracting in subject access and information retrieval. 6. To evaluate documents for indexing purposes, select appropriate descriptors, and write clear and concise prose for abstracts. 7. To describe and apply the range of indexing and abstracting methods available for books, periodical literature, creative works, and online materials. 8. To describe and apply the concept of controlled vocabularies in indexing for information retrieval.
Contents	<p>Unit-I Introduction to indexing and abstracting</p> <ol style="list-style-type: none"> 1.1 Making an index 1.2 The need for indexes 1.3 A brief historical perspective <p>Unit-II Vocabulary control</p> <ol style="list-style-type: none"> 2.1 The purpose of controlled vocabulary 2.2 Authority lists 2.3 Generic vocabularies 2.4 The thesaurus <p>Unit-III Types of indexes and abstracts</p> <ol style="list-style-type: none"> 3.1 Types of indexes 3.2 Types of abstracts <p>Unit-IV The indexing process</p> <ol style="list-style-type: none"> 4.1 Aboutness 4.2 Steps in indexing 4.3 Depth of indexing <p>Unit-V The abstracting process</p> <ol style="list-style-type: none"> 5.1 The purpose of an abstract 5.2 Coverage 5.3 Steps in abstracting 5.4 Editing 5.5 Evaluation of abstracts

	<p>Unit-VI Indexing and abstracting a document</p> <p>6.1 Abstracting the document</p> <p>6.2 Indexing the document</p> <p>Unit-VII Evaluation of indexing</p> <p>8.1 Relevance</p> <p>8.2 Recall and precision</p> <p>8.3 Effects of exhaustivity and specificity</p> <p>8.4 Index quality</p> <p>8.5 Evaluating abstracts</p>
Teaching & Learning Strategies	A combination of lecturing, class participation, and discussions will be used to conduct the course. Students will be expected to read extensively ahead of each class session and actively participate in discussions.
Assignments	Written assignment (10 marks), presentation (5 marks) and quiz (10 marks)
Recommended Reading Material	<p>Cleveland, D. B., & Cleveland, A. D. (2013). <i>Introduction to indexing and abstracting</i>. Littleton, Colo: Libraries Unlimited.</p> <p>Lancaster, F. W. (2003). <i>Indexing and abstracting in theory and practice</i>. Champaign, Illinois: University of Illinois.</p> <p>Perlman, J. (2016). <i>Indexing tactics and tidbits: An A to Z guide</i>. Medford, NJ: Information Today, INC.</p>

Assessment and Examinations:

Sr.#	Elements	Weightage	Details
1	Midterm Assessment	35%	Written test (at the mid-point of the semester)
2	Formative Assessment	25%	Assignment, presentation and quiz
3	Final Assessment	40%	Written test (at the end of the semester)