

# Indexing and Abstracting Assignment

Assignment one, indexing journal articles

## Overview

In this assignment you will get started with creating index entries for a few journal articles. This assignment is based on the readings from classes two and three.

## Purpose

The purpose of this assignment is to get you acquainted with the process of pulling content from an article and creating index terms. It is also designed to get you acquainted with the process of creating open-ended indexes.

## Guidelines

Review the readings from classes two and three.

Pick four of the readings and create a minimum of five top (main entries) for each reading.

Identify at least three refinements (subheadings) for the main entries selected.

## Example

- North America
  - Economy
  - Geography
  - History

## Readings to choose from

### ***Class Two***

American Society of Indexers. (2007). Frequently asked questions about indexing. <http://www.asindexing.org/site/indfaq.shtml>

Indexers. (2007). Why have an index? <http://www.indexers.org.uk/index.php?id=132>

Lancaster. (2003). Indexing and abstracting in theory and practice. - Chapter 1, Chapter 2

The Society of Indexers. (2007). Faqs about indexing and abstracting. <http://www.indexers.org.uk/index.php?id=234>

### ***Class Three***

Mulvany. (1994). Indexing books. xiii, 320 - Chapter 1 pages 1-15

Klement. (2002). Open-system versus closed-system indexing: A vital distinction.

Journal/The Indexer, 23, 23-31- Read pages 1-6, pay particular attention to comparison chart on p3-5

Lancaster. (2003). Indexing and abstracting in theory and practice. Skim Chapter 10 - review types of indexes and look at examples

Lancaster. (2003). Indexing and abstracting in theory and practice. - Read Chapter 2, pages 6 - 23

## **Evaluation**

This assignment will be evaluated using the following rubric

### ***Quality of indexing***

#### **Extensivity of indexing**

Are all of the main topics of the resources indexed covered?

#### **Specificity of indexing**

Do the terms selected cover specific topics?

### ***Consistency of indexing***

#### **Consistency of vocabulary**

Are the terms selected consistent with the subject matter

## **Important Dates**

This assignment will be due by the beginning of class 5

## **Resources to consider**

### ***Thesauri for possible term selection***

ERIC. (2007). Eric

thesaurus.[http://www.eric.ed.gov/ERICWebPortal/Home.portal?\\_nfpb=true&\\_pageLabel=Thesaurus&\\_nfls=false](http://www.eric.ed.gov/ERICWebPortal/Home.portal?_nfpb=true&_pageLabel=Thesaurus&_nfls=false)

UNESCO. (2007). Unesco thesaurus.<http://www2.ulcc.ac.uk/unesco/thesaurus.htm>

## **Works Cited**

ERIC. (2007). Eric thesaurus. from

[http://www.eric.ed.gov/ERICWebPortal/Home.portal?\\_nfpb=true&\\_pageLabel=Thesaurus&\\_nfls=false](http://www.eric.ed.gov/ERICWebPortal/Home.portal?_nfpb=true&_pageLabel=Thesaurus&_nfls=false)

UNESCO. (2007). Unesco thesaurus. from

<http://www2.ulcc.ac.uk/unesco/thesaurus.htm>