

Indexing and Abstracting Assignment

Assignment two, creating a back of the book index

Overview

In this assignment you will get started with creating index entries for two chapters from a book. This will be an exercise in creating a structured index.

Purpose

The purpose of this assignment is to get you acquainted with the process of pulling content from an book and creating index terms. It is also designed to get you acquainted with the process of creating back of the book indexes. If you wish, you can use a thesaurus to help guide term selection. See assignment 1 for a list of possible thesauri or choose your own.

Guidelines

Read / review the book chapters to be indexed

For this assignment, we will be indexing the two chapters assigned from (Weinberger, 2007 - Chapter4, p64-83 and Chapter 9, p172-198).

Create an index using a selected methodology

Your index should be sorted Letter-by-letter, using layout guidelines that you have chosen. If you are using the Sky software indexing program, you can follow the standard layout

Following Mulvany's approach, create entries using your method of choice (Sky software, Microsoft Word, Index Cards, etc).

Compile your index

Compile your index into a word document or using the Sky software program Create or export your index to Microsoft word. Your completed index should be 'print ready.'

Provide creation information (alphabetization, style convention followed, and number of entries).

Reflect on the index creation process

Write a few paragraphs reflecting on your process, experience, and thoughts.

Readings for indexing

(Weinberger, 2007 - Chapter4, p64-83 and Chapter 9, p172-198).

Evaluation

This assignment will be evaluated using the following rubric

Erik Mitchell

Indexing & Abstracting

Quality of indexing

Extensivity of indexing

Are all of the main topics of the resources indexed covered?
Are there sufficient cross references to index terms?

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?

Consistency of references

Are the index entries formatted consistently?
Are the page numbers, cross references, and subject hierarchies represented consistently?

Formatting of the index

Is the index laid out intuitively?
Did the indexer choose appropriate groupings?
Did the indexer properly assign page/location to index entries?

Important Dates

This assignment will be due by the beginning of class 12

Resources to consider

(Mulvany, 1994 - Chapter 1 pages 1-15)
(Lancaster, 2003 - Read Chapter 2, pages 6 - 23)
(Sky-software, 2007)

Lancaster, F. W. (2003). *Indexing and abstracting in theory and practice* (3rd ed.). Champaign, Ill.: University of Illinois, Graduate School of Library and Information Science.

Mulvany, N. C. (1994). *Indexing books*. Chicago: University of Chicago Press.

Sky-software. (2007). Sky Indexing Software Tutorial. from <http://www.sky-software.com/Downloads/Demos/sip6xdemo.htm>

Weinberger, D. (2007). *Everything is Miscellaneous: The power of the new digital disorder*. New York: Times Books.