

LIS 642 – Indexing and abstracting Fall 2007

University of North Carolina at Greensboro

Department of Library Science

Greensboro, NC 27402-6170

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Course Information

- Basic information
 - Course Prefix and Number: LIS 642
 - Course Title: Seminar in Indexing and Abstracting
 - Credits: 3
- Class Meetings:
 - The class meets online on a weekly basis
- Intended Participants:

- Masters students in Library & Information Studies program

Instructor Information:

- Contact Information:
 - Name: Erik T. Mitchell
 - Email: etmitche@uncg.edu
 - Chat - Wakelibrarian – aol (by appointment)
- Office Hours:
 - Due to the asynchronous nature of this class, office hours will be held virtually on an as-needed basis either by phone or via online chat. Please email me to setup a meeting time.

Course Purpose

This course is an introduction to the nature and purpose of indexing and abstracting and the relationship of these topics in library and information disciplines. The course introduces core concepts in indexing, abstracting, information organization, and explores theories and methods for applying these skills:

- Providing the student with the necessary knowledge and skills to create and evaluate indexes and abstracts
- Investigate the state of the profession of indexing and abstracting and explore current issues
- Integrate the study of indexing and abstracting into the larger field of library and information studies

Catalog Description:

This course is an introduction to the nature and purpose of indexing and abstracting and the relationship of these topics in library and information disciplines

Course Goals and/or Objectives/Student Learning Outcomes:

- To develop an understanding of the theory and practice of Indexing and Abstracting. In this course we will:
 - Index journal articles

- Create a back of the book index
- Use thesauri.
- Use indexing software
- To understand and practice appropriate theories and methodologies for creating indexes and abstracts.
 - Compare indexing and abstracting approaches
 - Investigate standards impacting indexing and abstracting
- To develop appropriate professional awareness, philosophy and attitudes
 - Investigate activities of professional indexing associations
 - Investigate current issues in indexing and abstracting

Teaching Strategies:

- Online lecture, readings, exploration, and discussion
- Individual projects and small group work
- Student presentations, reflection, writing, class participation

Course Requirements

- Assignments:
 - Class participation and reflection: 30%
 - Objective
 - To participate in class readings and discussions, share and learn from fellow students.
 - Description
 - Students will be asked to participate regularly in class discussions and presentations.
 - **Due Date**
 - **Ongoing throughout the semester**

- Assessment
 - responses are good
 - you may even pose question to the class
 - quality not quantity, however, please participate for each class discussion
- Creating an open-ended (periodical) index: 10%
 - Objective
 - To gain an understanding of the process of indexing in open-ended (i.e. serials, electronic media, etc)
 - Description
 - Students will create a periodical index based on five articles of their choosing. The index will be created in an electronic environment and output for both print and database use
 - **Due Date**
 - **Class 6, September 24th, 2007**
- Creating a Back-of-the-book Index: 20%
 - Objective
 - To gain an understanding of the process of creating a back of the book index.
 - To apply the concepts learned regarding controlled vocabulary, index structure, etc.
 - Description
 - Students will create a back of the book style index from [two](#) chapters of a book using the Sky Indexing software
 - **Due Date**
 - **Class 12, November 5th, 2007**
- Current Issues Abstracts: 20%

- Objective
 - To learn about a selected topic in indexing and abstracting and to practice the creation of structured abstracts. To engage in discussion on these issues with the class.
 - Description
 - Students will select an indexing and abstracting issue early in the semester and find two relevant articles on the issue. They will create structured abstracts for the articles and share with the class. During the week that their issue is discussed, they will help lead the discussion.
 - **Due Date**
 - **Abstracts due class 8, October 8th, 2007**
 - **Discussions occur between October 22nd, 2007 and November 26th, 2007**
- Reflective Statement: 20%
- Objective
 - To engage in reflection on the class experience and the field of indexing and abstracting.
 - Description
 - At the end of the semester, students will be asked to write a reflective or research based paper.
 - **Due Date**
 - **December 17th, 2007**

Grading scale

This course will use the UNCG Grading Scale available at: University of North Carolina Grading Policy - <http://www.uncg.edu/reg/Grades/GPA.html>

Plus and minus grades may be awarded. Professionalism, participation, and demonstrated ability to work well with others will be considered.

Those who are attentive, show an interest, are open to their own creative ideas, and conscientiously work hard to learn will earn full credit for their work in this class.

Attendance Policy

Attendance, preparation for and participation in this class are expected and highly valued by the instructor and your peers. Students need to attend each class and participate actively. Attendance in class through weekly participation in Blackboard is mandatory . The instructor realizes that an absence may be necessary; an excused absence (illness or emergency) requires documentation. In an online environment, attendance means participating on a regular basis in the class during the weeks that we are in session.

Academic Integrity Policy

Students are expected to follow the obligations of academic integrity described in the Bulletin. Students should make themselves familiar with this document and realize that they will be held accountable for understanding and following these guidelines for all activities and assignments.

PHILOSOPHY

Academic integrity is founded upon and encompasses the following five values: honesty; trust; fairness; respect; and responsibility. Supporting and affirming these values is essential to promoting and maintaining a high level of academic integrity.¹ Each member of the academic community must stand accountable for his or her actions. As a result, a community develops in which students learn the responsibilities of citizenship and how to contribute honorably to their professions.

If knowledge is to be gained and properly evaluated, it must be pursued under conditions free from dishonesty. Deceit and misrepresentations are incompatible with the fundamental activity of this academic institution and shall not be tolerated. Members of the UNCG community are expected to foster in their own work the spirit of academic honesty and not to tolerate its abuse by others.

First responsibility for academic integrity lies with individual students and faculty members of this community. A violation of academic integrity is an act harmful to all other students, faculty and, ultimately, the university.

[1] The Center for Academic Integrity (1998). Fundamental principles of academic integrity. UNCG Undergraduate Bulletin

Course Materials and Access

Course Location

Course materials can be accessed via the Blackboard site at <http://blackboard.uncg.edu>. If you are not familiar with blackboard, a tutorial is available at <http://web.uncg.edu/dcl/icampus/techsupport/bborient.asp>

Required Text

This class requires two textbooks due in part to the fact that they both do a good job of covering different aspects of indexing and abstracting.

- Lancaster. (2003). Indexing and abstracting in theory and practice.
 - http://www.amazon.com/gp/offer-listing/0878451021/ref=sr_1_olp_1/103-5620696-7196612?ie=UTF8&s=books&qid=1184493263&sr=1-1
- Mulvany. (1994). Indexing books. xiii, 320
 - http://www.amazon.com/gp/offer-listing/0226550141/ref=lp_g_1/103-5620696-7196612?ie=UTF8&qid=1184493062&sr=1-1

While the Lancaster 2003 edition is preferable, the 1998 edition is also acceptable. Likewise, although we will be working from the Mulvany 1994 edition, there is a 2004 edition if you would like the updated version. The Lancaster book is available directly from the publisher as well. Mulvany is available on Amazon

Recommended listservs

There are a number of listservs on which professional indexers discuss current challenges and issues. While subscription to one or more of these lists is not necessary, it will give you a better sense of the state of the indexing and abstracting profession. The following sites list listservs along with instructions on how to subscribe.

- <http://www.asindexing.org/site/discgrps.shtml>
- <http://www.indexers.org.uk/index.php?id=278>

Other Readings

Each week will include additional readings which will be available either through the blackboard course (<http://blackboard.uncg.edu>) or via Journal finder at <http://journalfinder.uncg.edu/uncg/>

Using Blackboard

If you have difficulty using blackboard or other electronic communication technologies please see the online tutorials at <http://web.uncg.edu/dcl/icampus/techsupport/bborient.asp#>. Actions which you will need to know how to do are:

- [Tutorial Part IV: Blackboard Course Navigation \(4:09 minutes\)](#)
- [Tutorial Part V: Blackboard Discussion Board \(1:55 minutes\)](#)
- [Tutorial Part VI: Blackboard General Discussion, Group Discussion, Send Email, and Tools \(3:07 minutes\)](#)
- [Tutorial Part VII: Blackboard Assignment \(2:15 minutes\)](#)
- [Tutorial Part VIII: Course Learning Area \(3:18 minutes\)](#)

Assignment guidelines

Blackboard and the UNCG email system will be used to provide up-to-date class information. Please check your email weekly for class information. Blackboard has links to course information and documents that may be useful.

- Assignments must be typed and turned in through Blackboard. If you are unfamiliar with assignment submission in blackboard, view the above video. Assignment submission links are under the folders for each assignment in the assignments section.
- Assignments must be turned in on time.
- Late work will not be accepted without the instructor's approval. If you are unable to turn the assignment in by the due date, contact me to arrange an alternative due date to ensure full credit.
- Please see me individually and email me if you have an emergency and feel that your emergency warrants an exception to this rule.

PLEASE NOTE: Students who have any disability, which might affect their academic performance in this class, are encouraged to seek assistance from the instructor at the beginning of the semester or as soon as possible after an initial diagnosis. If you have a disability that qualifies under the American with Disabilities Act and requires special accommodations, you should contact the office of Disability Services 208 Elliott University Center (336) 334-5440 (<http://ods.dept.uncg.edu>). Documentation of the disability must be on file. Specific accommodations will be determined on an individual basis.

How to succeed in this class

This class requires independent reading, thinking, and working. The discussion forums, group projects, and assignments are designed to keep us on the same page while giving everyone the freedom to pursue areas of interest to them. With this in mind, here are a few things that will help you succeed in this class:

1. Participation in the class discussions is a significant part of your grade. Post regularly in the online forums. Post both new ideas and respond to questions/ideas posed by other students
2. Login to the Blackboard class on a regular basis throughout the week.
3. Ask questions of both the professor and the students in the class.
4. Submit all work on time and in the appropriate manner
5. Don't stress

Course Schedule

	Week	Class Topic	Assignment	Due Dates
1	8/20/2007	Course introduction	Introductions	
2	8/27/2007	Introduction to indexing and abstracting	Assignment 3 (special topics) introduced	
3	9/3/2007	The composition of an index: types, components, and core concepts	Assignment 1 (open-ended index)	
4	9/10/2007	The process of indexing and evaluation criteria	Assignment 2 (back of the book)	
5	9/17/2007	Index creation and evaluation (continued)		
6	9/24/2007	Abstracting		Assignment 1
7	10/1/2007	Thesauri and controlled vocabularies		
8	10/8/2007	Indexing Standards		Assignment 3 abstracts due
	10/15/2007	Fall break 10/12-10/17		
9	10/22/2007	Case study in indexing – The NIH	Assignment 4 Introduced	
10	10/29/2007	Automation in indexing		
11	11/5/2007	The professional indexer		Assignment 2
12	11/12/2007	Indexing multimedia resources		
	11/19/2007	Thanksgiving 11/20-26		
13	11/26/2007	Indexing the web		
14	12/3/2007	The future of indexing		
15	12/10/2007	Class wrap-up		
16	12/17/2007	Final works due		Assignment 4

