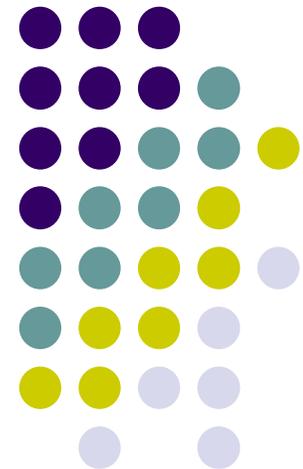


Abstracting Services

By
Dr. P. S. Rajput





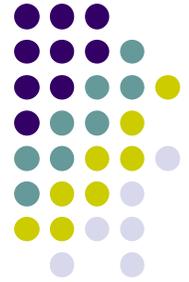
Introduction

- The word abstract comes from the Latin *abstractum*, which means a condensed form of a longer piece of writing.
- An abstract is a brief statement of the essential content of the original document or an indication of the characteristics of the original document.
- It aims to draw attention to the information contained in the original and provide a sufficient basis for the reader to judge whether or not he wants to consult the original.
- Abstract = Abbreviation + structure (Information)

Meaning



- An Abstract is the terse presentation in (as for as possible) the author's own language of all the points made in the same order as in the original piece of primary documentary information that can be a book, a research report, a periodical article, a speech, the proceedings of a conference, an interview etc.



Definition

- “An abbreviated, accurate representation of a work, usually without added interpretation or criticism, accompanied by a bibliographical reference to the original work when appearing separately from it.”

-ALA Glossary (1983)

Acc. To Wilfred, Asworth “An abstract is a precise of information contain in an article in a periodical”.



Need:

- Language barrier
- Fourth Law of Library Sc.
- Alternative of original document
- Size control
- Helps to Indexer and Bibliographers
- Information explosion

Types of Abstract



- By the Type of Information
- By Computer
- By the Type of Writer of the abstract.

By the Type of Information



- **Titular abstract-** is also known as title only abstract is the author's title used without amplification to describe the contents of a document. Most titular abstracts are subject-oriented rather than findings-oriented.
- **Mini-abstract or Micro-abstract-** is the highly condensed indicative abstract which provides only a line or two about the document.



Informative Abstracts

- A good informative abstract acts as a surrogate for the work itself.
- the abstractor presents and explains all the main arguments and the important results and evidence in the complete article/paper/book.
- An informative abstract includes the information that can be found in a descriptive abstract (**purpose, methods, scope**) but also includes the **results** and **conclusions** of the research and the recommendations of the author.
- The length varies according to discipline, but an informative abstract is rarely more than **10%** of the length of the entire work.



Informative abstract.....

- **Extract** is an informative abstract in more detail which contains tables of competitive data, diagrams and other excerpts from the original and more lengthy than abstracts.
- **Critical abstract** not only provides informative abstract of the document but also evaluates the work and the way of its presentation.
- **Slanted abstract** or **oriented abstract** is an informative abstract where the findings are oriented to a specific discipline to which the abstracting service is devoted to.



Informative abstract.....

- **Digest** is a short summation of or compressed kernel of a body of information arranged systematically. It generally does not contain citation.



Indicative (Descriptive) Abstracts.

- A descriptive abstract indicates the type of information found in the work.
- It makes no judgments about the work, nor does it provide results or conclusions of the research.
- It does incorporate key words found in the text and may include the **purpose**, **methods**, and **scope** of the research.
- Descriptive abstracts are usually very short—**100** words or less.

By Computer



- **Auto-abstracts** are produced by a computer analysis of the frequency of the use of significant words in a document and the frequency with which these “high frequency” words appear in the same sentence in which they occurred and their position noted. the resultant auto-abstract is a collection of typical sentences from the original document.



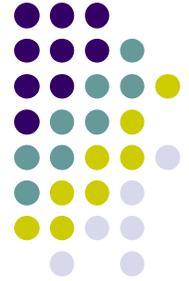
By computer

- **Telegraphic abstract** is provided by selecting significant words from the doc., assigning role indicators and punctuation symbols which separate and group the words into various meaningful units. In this style of writing, grammatical or function words and even verbs are eliminated. This type of abstract is prepared in two stages. First a lengthy informative abstract is prepared and telegraphic abstract is made out of the first abstract in the second stage.

Cont...



- **Statistical or numerical abstracts** present data in tabular or numerical form.



Other abstract

- **Structured Abstracts-** a structured abstract follows a set form of subheadings and the abstract writer fills in the blanks. The form of a structured abstract can vary according to need ex.

Background

Aim

method

Results

Conclusion

By the type of writer of the abstract



- **Author abstract** is the abstract prepared by the author of the document and forms a part of the original paper. This may be an indicative or informative abstract depending on the nature of publication and the publisher.
- **Subject Experts-** abstract is an informative or indicative abstract prepared by a peer in the specific discipline of the document either by education or specialization and experience.

Process of Abstract



- **First step**
 - the first step is to accurately and fully record the [reference](#).
 - the elements to be included are fairly well standardized.
 - careful attention should be given to the elements in the entry.



Cont.....

- **The title-** A good title can be a key device in identifying information for retrieval
if the title is vague or misleading, the abstractor should take corrective action by adding modifying words in brackets

Ex. Author's title might be "Eureka!"

The abstractor's title is "Eureka [the discovery of a calorie less beer]!"

First step.....

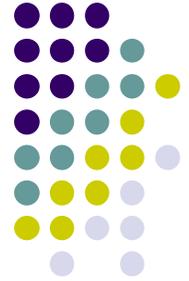


- **The Author-** the form of entering the author's name varies, but a standard way is to invert the first name and add additional authors in the normal order.
- **Author Affiliation-** An author's organization is often of interest to a user because it helps in judging the author and makes communication. Affiliation is usually located after the author's name, sometimes with an address attached.

First steps...



- **Funding Agency-** if the document is a technical report or a paper based on the results of funded research, the agency giving the money should be noted in the reference section.
- **Publication Source-** it provides the location of the paper. It is important that it be accurate and consistent and that it follows some standard conventions for citing.



Cont....

- **Ex. For journal**
journal title
Volume number
Issue number
Inclusive pagination
Year

J Amer Soc Inf Science 30(5)
290-295(1975)



Cont...

- **For Monographs and books**

Title

Author

Publisher and place of publication

Date

Pages

Price

**Think Green. Thumb, tom, Jr. and Homer Disraeli
(ABCD Press, Muleshoe, TX) 1989,250pp.Rs1000.**



Cont...

- For Patent

Title

Inventor

Organization

Issuing country

Patent number

Issue date

A Saugage- Stuffing Computer.” Disraeli, Homer (Disraeli Delicatessen), U.S.
0000000045, 1 April2001.



First step....

- Foreign Languages-
- Other Information-(e.g., “available only in microfiche”)

Step two



- The content analysis of the document.
- Abstracting is the process of expressing the ideas of other people in one's own words.
- There are five overall indicators that the abstractor looks for first in preparing the content analysis:

Objectives and scope

Methodology

Results

Conclusions

other information

Step Three



- The third step is to write the annotation
- The abstractor has notes on the highlights of the paper and has a mental picture of the contents and concept of the papers.
- Now those concepts must be contracted into a short narrative.
- The results of the analysis must be expressed in natural language.
- The first sentence of the abstract is critical.
- It should convey the type of inf. that allows readers to decide if they want to continue reading the abstract.
- The structure of the abstract should be unified and logically developed.

- **Step Four-** the last item of the abstract, abstractor's name, given credit for abstract.



- **Step Five-** the last step is the arrangement of the abstracts. A common form is alphabetical by title, but some alternatives are alphabetical by author, subject descriptors, classified and dictionary. It also require indexes (author, subject and key word index) to support the basic file.



Editing

- The editing of abstracts is absolutely essential.
- Abstracts are short literary pieces they must be edited carefully.
- Numerical data in the abstract should be scrupulously composed with the document text because the accuracy of such data is essential.
- The editor seen to it that standardized terminology and nomenclature conform to the rules given to the abstractor.
- Editors are bridges between the abstract writer and the printer.

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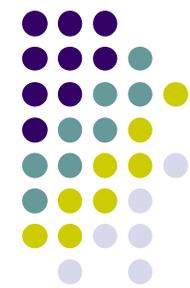
Allen, Lew, et al. A guide for renewing your school: lessons from the league of Professional Schools. San Francisco: Jossey-Bass, 1999, 105pp.



**CASE STUDIES. EDUCATIONAL ADMINISTRATION.
EDUCATIONAL REFORM SCHOOLS.**

This work is based on years of practical experience, case examples, and empirical studies from the league of professional schools. The books guides school practitioners through the essential steps of reform process: (1) designing a covenant to guide teaching and learning; (2) creating a shared governance process to promote democratic leadership and decision making; and (3) implementing action research to assess the reform process. The book also addresses the challenges of change, such as how to create a school climate..... to do otherwise would not result in lasting, sustainable change in the schools, and , therefore would have little substantive impact on the achievement of the students.

Educational Administration Abstracts vol.34 no.4(Oct.1999) p.411 (classified abstracts), copyright 1999 by sage publications, Inc. Reprinted by permission of sage Publications, Inc.



Toxicology

Major heading

Environmental and industrial

Subheading

Ref.No

Author

23330. CARSONS, JOANNE N and JOHN O. GOULDEN (Arch

Author address

Oceanogr. Inst., Phila., Pa.19103 USA.) **The effects of chlorine pollution on growth and respiration rates of larval lobsters (*Homarus americanus*).** BIO RES 11(2):1433-1438.

Article Title

Abstract

1979. The length, dry weight and standard respiration rate of larval lobsters (*H. americanus*) were measured following 20 days immersion in coastal waters surrounding a power plant.

Significantly lower increases in dry weight ($P < .05$) and significant reductions in standard respiration rates ($P < .01$) were measured in exposed organisms when the immersion site contained high concentrations of free Cl.

Journal
Volume
Issue
Pages
Year



Examples:

- Indian Science Abstracts. New Delhi: National Institute of Science Communication and Information Resources.
- Indian Management Abstracts. Kolkata: Information Research and Technology. 1969-. 6 issues/year
- Biological Abstracts. Philadelphia: Biosciences Information Service, 1926- semi-monthly.
- Indian Chemical Patents. Pune: National Chemical Laboratory.
- Library and Information Science Abstracts (LISA).



Abstracting Services:

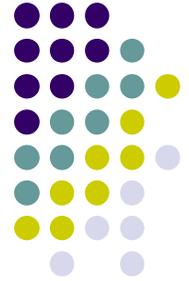
1. Chemical Abstract, 1907-Weekly. Easton, American Chemical Society.

Over 2.5 Lakh abstracts a year International scope.

Subject – wise Classified order

Each references provides information about subject-heading, abstract no. title, author with address, host document, year of publication, vol.no. page no. language of the text, and abstractor's name.

Indexes: Author index, Keywords, Numerical patent, ring, Molecular formula, general subject, Patent concordance etc.



Cont.

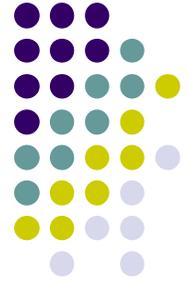
2. Biological Abstract, 1926- Fortnightly. Philadelphia, Bio-Science Information Service.

50% medicine sc.

150000 abstract annually

Indexes: Author, Bio-systematic, Genetic, Concepts, and Subject Index

Arrangement: Same as before



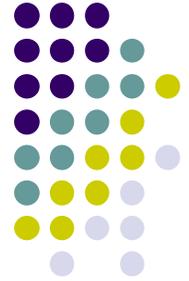
Cont.

3. Economic Abstract, 1953- Fortnightly. The Hague, Martinus Nijhoff.

Economics, finance, trade, foreign aid, management, marketing etc. Classified according to UDC

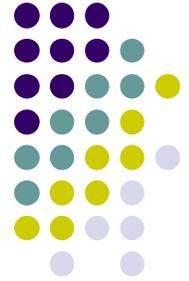
Alphabetical subject index given in beginning.

Author and subject indexes are cumulated annually.



Cont.

4. Excerpta Medica, 1947- Monthly.
Amsterdam, Excerpta Medica Foundation.
39 sections abstract about 150000 document
yearly.
Each section has an author index.



Cont.

5. Engineering Index, 1884- Monthly, New York, Engineering Index Inc.

Called “EI”

Eng. Books, reports, proceedings, journals, etc.

Subject heading and sub-headings

Cont.



6. Indian Library Science Abstract, 1967- Quarterly,.
Kolkata, IASLIC

Classified order according to CC

Author and Subject Indexes also

7. Indian Science Abstract, 1965- Monthly. New Delhi,
NISCAIR.

Indian literature with abroad.

600 Indian and 2000 foreign periodicals.

UDC, 9 Broad classes and 450 sub-classes.

Monthly author and a keyword index.

Annual author and subject indexes are also brought out.

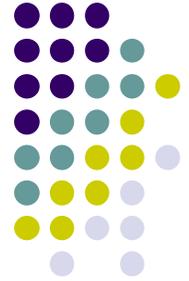


Cont.

8. Library and Information Science Abstract, 1950- Bio-monthly. London, Library Association.

540 journals Author and Subject Index are given for each issue. Both of these indexes are cumulated on an annual basis

Arrangement on classified order.



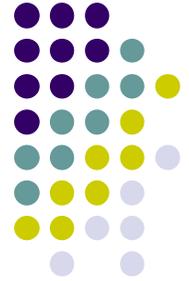
Cont.

9. Psychological Abstract, 1927- Monthly. Washington, American Psychological Association.

Covers world literature on psychology and related subjects.

Classified order under subject headings, Entries are arranged alphabetically by author..

Cumulated index is published for each six-monthly volume.



Cont.

10. Sociological Abstract, 1952- Bi-monthly.
New York, Sociological Abstract.

Based on American Literature, Covers world
literature



Thanking you