



**Pre-Ph.D. Course Work**  
**Paper-1: Research Methodologies**  
**Unit-1**  
**Topic: Indexing Of References**

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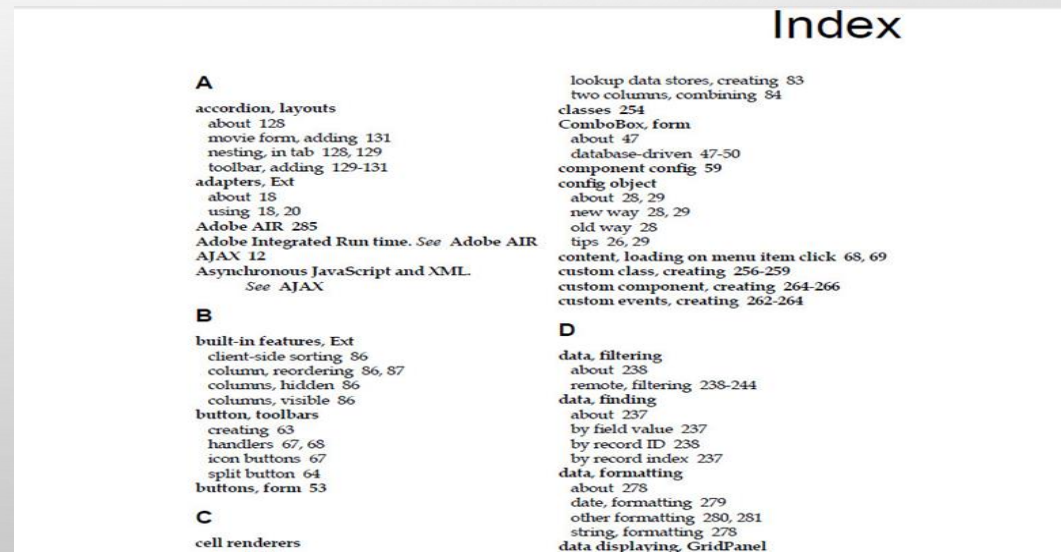
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# OUTLINE

- ❖ What is Indexing?
- ❖ Why we need Indexing?
- ❖ What are the Goals of Indexing?
- ❖ Similarities between Indexing and Classification.
- ❖ Types of Indexes.
- ❖ Procedure of Indexing.

# What is Indexing?

- ❖ Indexes are indispensable tools for providing easy and quick access to information contained in a document or a collection of documents.
- ❖ According to “*Encyclopedia of Library and Information Science*” an index is “**an indicator, more often an alphabetic list that includes subjects and names of people and places that are considered to be a special significance in a graphic record**”.
- ❖ According to “*The British Standard BS3700:1954*” an index is “**a systematic guide to the location of words, concepts or other items in books, periodicals, or other publications**”.



# Why we need Indexing?

- ❖ Basic purpose of indexing is to help in retrieval of relevant information with minimum efforts. In the absence of need for recall there would be no need for indexing.
- ❖ Indexing serve as an operating tool. No store can be efficiently operated without an index of some kind or other.
- ❖ The indexing tool is necessary tool for storing information or document containing information.
- ❖ Indexing is required to organized the literature for repetitive use by the user.

# What are the Goals of Indexing ?

The Goals of Indexing are as follows:

- ❖ To help users to become familiar with a text or document such that those who intend to exploit the text can do so easily.
- ❖ To act as a kind of summary to text or document serving as a selection guide to the content.
- ❖ To serve as a tool for document analysis.
- ❖ To serve as a vital link between the originator of information or writers of text/document and its ultimate users or consumer
- ❖ To help reduce the time and energy a user expends in accessing or finding a topic of interest in a given document or set of documents stored in a collection.
- ❖ To maximize the searching success of the user of a document.
- ❖ To create or generate terms or descriptors that serves the purpose of describing the intellectual content of documents.
- ❖ To serve as an information retrieval tools for libraries, archives, information centres or documentation centres.
- ❖ To assist users choose the best terms or words that will match their language, having a system that achieves an accurate and complete cross-reference to related information.
- ❖ To help increase usage of document.

# Indexing and Classification

Similarity	Difference
<ul style="list-style-type: none"><li>❖ They both involve the process of document analysis</li><li>❖ They both translate terms into a surrogate of information in documents</li><li>❖ They give users a quicker option to finding information.</li></ul>	<ul style="list-style-type: none"><li>❖ Unlike indexing, classification is a highly controlled or structured activity. Classification is guided by strict rules and authority lists which stipulate how information is to be organized.</li><li>❖ Classification systems treat books and other information sources in isolation, assigning them limited subject headings while indexing provides several alternative terms, making classes of items easily adjusted to relative classes simultaneously.</li><li>❖ Classification put similar items into groups, tagging them, using pre-existing categories of the classification system. Indexing assigns several terms to information terms, it is much more flexible than classification; information items can go into many more categories compared to classification systems.</li></ul>

# Types Of Indexes

- ❖ **Alphabetical indexes :** This is single alphabetical index in which names and subject entries are filed together. Alphabetical indexes are the most common index method, many index types also follow this alphabetical format of arrangement not only because it is simple to create but also because it follows a known pattern which people are used to.
- ❖ **Author Indexes:** Author indexes are usually alphabetical arranged indexes in which the headings are the names of the individual or corporate body responsible for creating the works or document indexed. The entries essentially refer to persons, organizations, government agencies, universities who are chiefly responsible for the intellectual content the documents.
- ❖ **Periodical Indexes:** Periodical indexes are lists of periodical articles in which citations are entered by subjects or in a classified manner, and sometimes under the author's names separately or in a single alphabetical order. Periodical indexes as the name implies are related to journals and there are basically two types of periodical index, the individual and broad indexes. While the individual index are to individual journals in which the journal publisher prepares the index, usually under the direction of the journal editor; broad indexes focus on a group of journals



## Cont....

- ❖ **Classified indexes:** This is an index in which entries are arranged under headings indicating hierarchy divisions and sub-divisions with classes based on the subject matter being indexed. It does not follow the conventional alphabetical style; its arrangement is hierarchical, of related topics and working down to the specific. It is a systematic arrangement by classes or subject headings.
- ❖ **Cumulative Indexes:** These are indexes that combine in a single sequence the entries listed in two or more previously prepared indexes, thereby saving the users time in finding information. A cumulative index is a compiled index of several indexes reflecting the essence and effect of accumulated data.
- ❖ **Faceted Indexes:** In faceted indexing, a set of sub-classes are generated for a main class or subject based on a single characteristic which they all share. For instance, the main class or subject area “People” can have sub-classes which include ‘children’ ‘adult’ ‘elderly’ based on age.
- ❖ **Multi-media Indexes:** The multi-media index brings together images, sounds, and textual materials. The challenge of indexing this multi-media information seems intractable, however there is the need to develop and refine the indexing of these media.
- ❖ **Word Indexes:** Word and name indexes, sometimes called concordances are indexes to the individual names and words that the author used and in some sense they closely represent the information and ideas that authors had in mind when creating the manuscript.



# Procedure of Indexing

The general process or procedures of indexing as follows:

- ❖ Decide which topics in the item are relevant to the user of the document.
- ❖ Decide which topics truly capture the content of the document.
- ❖ Determine terms that come as close as possible to the terminology used in the document.
- ❖ Group references to information that is scattered in the text of the document.
- ❖ Combine headings and sub-headings into related headings.
- ❖ Direct the user seeking information under terms not used to those that are being used by means of see references and to related terms with see also references.
- ❖ Arrange the index into a systematic presentation.

# References

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THANK YOU