UNIT 4 INDEXING AND ABSTRACTING PERIODICALS

Structure

4.0 OBJECTIVES

In this Unit we discuss indexing and abstracting periodicals as information access tools. After reading this Unit, you will be able to :

- define indexing and abstracting (I&A) periodicals;
- describe their scope and utility;
- enumerate different types of I&A periodicals with examples; and
- explain the importance and uses of I&A periodicals.

4.1 INTRODUCTION

The first three Units of this block dealt with study of reference sources. They give an over-view of reference and information access tools, various types of reference books and several kinds of bibliographies. In this Unit of the Block, we shall study indexing and abstracting periodicals, which are reference tools for accessing recent literature in a subject or a discipline.

Indexing and abstracting periodicals are called secondary publications. They are the access tools to already published primary documents such as, articles/papers in newspapers and periodicals, research papers, reports, patents, conference proceedings and so on. They are also referred to as indexing and abstracting services as they are used to provide information, services.

As a consequence of growing increase in the volume of literature, published specially in periodicals, the indexing and abstracting periodicals have proliferated. Consequently, the need to have bibliographical control and easy access to the ever-growing world of information and knowledge is also increasing. As broader subject areas may result in covering a rather unmanageable volume of literature output, indexing and abstracting periodicals are now brought out

in more narrow specialised subject fields. Not only the number of indexing and abstracting periodicals is continuously on the increase; but also the number of articles and the documents covered by these periodicals.

In order to bring out the indexing and abstracting periodicals, a large volume of literature is collected, processed, organised and stored in a machine-readable form. Such stored information is now days familiarly known as databases, which are used for search and retrieval of information. They are available in different media and physical formats such as floppy discs, microforms, CD-ROMS, Digital Versatile Discs (DV--D) and are also accessible on internet.

In this unit, we shall study in detail various aspects of these indexing and abstracting periodicals, their functions, need, use, types and quality.

4.2   DEFINITION, FUNCTIONS AND NEED

Indexing and abstracting periodicals are categorised as secondary publications. These secondary publications present the contents of the primary documents in a systematic condensed form. They together list and arrange the relevant items from the primary documents for easy and quick access. Indexing and abstracting periodicals, though report current literature, are useful for retrospective search also and they have a permanent use. They are different from Current Awareness Services, whose use is temporary and emphasis there is on quick reporting of current literature.

4.2.1   Definition

The word `index' is derived from the Latin word `indicare' meaning `to point out' or `to show'. An indexing periodical is an access tool to a systematically arranged list of periodical literature providing complete bibliographical references of already published individual items of primary documents, which a republished in regular interval. It is organised in a convenient manner to search the location of entries. An Index can be alphabetical, classified, chronological, geographical or numerical. They are access tools to identify and locate the required information which appeared in a particular periodical,

An `abstract' according to ALA Glossary (1983) is `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'. An abstracting periodical, in addition to having the above-mentioned features of an indexing periodical, gives the information content of the primary documents in a condensed form. Quite often it functions as the *surrogate of the original* primary publication, as in the Chemical Abstracts.

In short, the major difference between indexing and abstracting services lies in the form and content. Indexing periodicals provide lists of articles with bibliographical details arranged in user-friendly order to enable a user to trace the needed information easily and quickly. Abstracting periodicals not only list the bibliographical details but also provide abstracts of documents in a specific field or a group of subject fields helping the reader for his choice of an article or a paper.

4.2.2   Functions

The **primary functions** of indexing and abstracting periodicals are:

i)   to keep scholars and information users abreast of current literature in their fields of interest. They can be benefited from scanning the issues of indexing and abstracting periodicals. This can be termed as *current use function*;

ii)   to find information on the literature of the subject fields as and when need arises. The indexing and abstracting periodicals are key tools to librarians and information workers for day to day reference and bibliographical work, though research scholars also use them extensively. This can be termed as *retrospective search function; and*

iii)   to provide bibliographical control of literature output either by country or by subject or by kind of materials, if the aim of the indexing and abstracting services is exhaustive coverage. This can be termed as *comprehensive use function.*

The **secondary functions** are:

i) to help users get over language bather, particularly in the case of abstracting periodicals;

ii) to obtain correct and complete bibliographical details of particular items of literature, when there is any doubt;

iii) to look up for information on a topic, which may not have been well covered by books, encyclopaedias, etc.;

iv) to make known the work of individual scientists or scholars;

v) to serve as a source for carrying out statistical, bibliometric and sociological studies on the growth and pattern of literature, indicative of research and development efforts taking place; and

vi) to help users to get information which is otherwise scattered in other sources.

4.2.3 Needs

At present the number of research journals published in the world is or 130,000 according to *Ulrich's International Periodicals' Directory*. The number of articles published in these journals may amount to millions of items. Thus, the volume of primary literature, published specially in periodicals is growing at a fast speed and rate. It is, therefore, impossible for scholars to know about the documents in which they may be interested. Due to problems of scatter and seepage of information, the scholars are unaware of literature in a particular subject appearing in totally alien sources published in various countries. The scholars cannot remain self-satisfied with available literature, if they have to keep pace with changing dimension of knowledge. In such a complex situation, scholars require some help to save their time and effort in locating and having access to information from a huge stockpile of information sources. The I & A periodicals are convenient tools to provide scholars a bird's eye view of literature of their specific interest easily and quickly. They cover information from vast volume of primary literature scattered in a numerous sources in fewer pages. The abstracting periodicals help users in further reducing the effort of scanning by giving an idea of the information content of documents and its relevance to the purpose.

The I & A periodicals also fulfil the requirements of scholar who needs to scan information from the earlier literature on the subject for a problem undertaken for study or research.

The I & A periodicals are tools of reference and constantly consulted in libraries and information centres. A representative collection of I & A periodicals in various disciplines are sub-scribed to by the library to fulfil the demand of users. These periodicals m iced for identifying documents which contain specific information needed to answer numerous enquiries of users and for developing a state-of-art review or compiling a bibliography on a specific topic. Libraries and information centres generate many information services and products based on the materials contained in the I & A periodicals.

4.2.4 Qualities

Coverage: In order to fulfil the functions enumerated above (see 4.2.2), the I & A periodicals should, as far as possible, be *comprehensive* in reporting the literature so that they can be relied upon as an exhaustive source of information. It is necessary, at least, to specify and maintain consistency in the scope and criteria of coverage so as to ensure the user as to what to expect.

Time lag: The indexing and abstracting periodicals should report literature with as little time lag as possible after publication of the original so that the most recent and current information is made available to the users.

Indexes: The indexing and abstracting periodicals should have high retrieval efficiency through provision of quality *indexes*. The search should yield optimum recall and relevance of desired information.

The Bibliographic description: The citation should be accurate and according to established standard practices. The abstract should be of a high quality in scientific and textual presentation.

Ease in consultation: The indexing and abstracting periodicals should be easy, convenient and quick to consult. Due attention should be paid to the presentation and arrangement of entries as well as their physical production.

Having discussed the need and functions of I & A periodicals, and their required qualities, we shall now describe how the I & A periodicals achieve their objectives through their presentation and other features in Section 4.3

4.3   SCOPE AND PRESENTATION

I & A periodicals point out only to the existence of source of information and do not carry actual information. Indexing periodicals give bare bibliographical description of primary documents. They are not, therefore, substitutes for the original documents. If fully expressive titles of the documents are not given, the bibliographical information carried by the indexing periodicals may tend to be misleading. On the other hand, abstracting of documents helps the users to have an idea of the thought content of the documents and its relevance to their research interest. Many times they substitute the original documents various aspects like coverage and arrangement of entries, indexes that are provided and other helpful features are dealt with in this section.

4.3.1   Scope

I & A periodicals attempt to cover current literature with as little time lag as possible. Because of time and effort involved in production, speed of reporting literature is not a foremost consideration as in the case of current awareness type publications.

I & A periodicals may be exhaustive or selective in coverage of literature depending upon the purpose. Indexing periodicals, because of comparative ease in production, may aim at an exhaustive coverage of literature. Abstracting periodicals have to be necessarily selective in coverage, as all documents may not be suitable for abstracting from the point of view of their content. Thus, abstracting periodicals may, in some cases, include documents with bibliographical description giving indicative abstract only.

I & A periodicals may cover all kinds of primary documents such as books, journal articles, pamphlets and bulletins, reports, patents and standard specifications. In some cases, the cover-age may be limited to a particular kind of documents. There are also I&A periodicals devoted to unpublished literature and sources such as research reports, university theses and dissertations, proceedings of conferences, seminars, meetings, etc. are also covered therein.

4.3.2   Presentation

The important consideration in the matter of presentation of entries in indexing and abstracting periodicals is of maintaining uniformity and consistency in rendering the bibliographical description throughout. For each document sufficient and adequate bibliographical description is given for easy identification and location. The minimum details required for the purpose are author(s), title and locus (source from where the document has appeared). The index-

ing and abstracting periodicals usually follow established standards for the purpose. A few additional details which the indexing and abstracting periodicals have found it worthwhile to include are: name of the institution where the work reported upon has been done, address of authors, translated title and the language of the original document. Some services provide class number to the entries according to the chosen scheme of classification. The entries bear a running serial number which also serves as index number. It is obvious that abstracts are an additional feature of abstracting periodicals. In the presentation of abstracts also, standard practices are followed. There are different types of abstracts such as indicative, informative and detailed abstracts. What type of abstract is given is a matter of editorial policy.

Two most co on methods of arrangement of entries in Indexing and abstracting periodicals are grouping the entries according to broad subjects ad within them by author or chronological order and backed up by a table of content and several indexes as well as by alphabetical subject headings. In some cases, a classified arrangement maybe followed. In current awareness lists, there are many ways of presenting and arranging the entries. They are not to be mistaken as necessarily relevant to the purpose of indexing periodicals.

Some indexing periodicals, especially those that follow the arrangement of subject headings, cumulate the entries from issue to issue to make up an annual volume or for two or more years.

The provision of various types of indexes enhances the retrieval efficiency of indexing and abstracting periodicals. Considerable care and attention are, therefore, paid to the preparation of indexes. The common types are : author and subject or key word indexes. Some may give title index also. Specialised indexes, such as patent index, formula index, ring index, taxonomic index and geographical index are provided in certain periodicals. They have specific purpose and value in retrieving information. Indexes are provided in each issue and are also cumulated volume/year-wise: Major services such as the Chemical Abstracts have cumulated indexes for multi-volumes.

A few other helpful features of Indexing and Abstracting periodicals are detailed contents page, list of journals covered, list of standard abbreviations used and explanatory note on how to use and find out from the periodicals.

Some producers of indexing and abstracting periodicals such as *Psychological Abstracts* may offer photocopying service for the items covered, an indication of which will be found in the preliminary pages.

The periodicity of the indexing and abstracting periodicals is mostly dependent upon the volume of literature that would be available for coverage in a year. For example, CA is published every week with cycle whereas Indian Science Abstracts is published fortnightly.

Self Check Exercise

2)   Describe the essential features of presentation in I & A periodicals.

Note: i)   Write your answer in the space given below.

iii) Check your answer with the answers given at the end of this Unit.

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4.4   TYPES

An omnibus service covering the literature published in the whole world is an impossible task and is not attempted. It is not required even from the user's point of view. Hence I & A services are usually brought out with the scope narrowed down to particular subject, country

or kinds of documents. The scope is defined in relation to purpose. Overlapping in coverage is not uncommon or easy to control within these different types of I & A periodicals.

Centralised agencies in countries such as the former USSR, France, Japan and China have been attempting comprehensive I & A services to cover all types of literature in the entire field of science and technology. The main purpose is to overcome language barrier in the matter of providing access to world information to their scientists, of which a significant part would be in foreign languages.. Even though these services ate produced by a centralised agency, they are brought out in a number of series devoted *to the* main subject areas on consideration of ease in physical production and convenience of use.

Examples

1) *Referativnyi Zhurnal,* 1953- Periodicity varies. Published in more than 40 separate series, each devoted to specific field in science and technology. Published by the All Union Institute for Scientific and Technical Informtion (VINITI), Moscow.

2) *Pascal Explore, 1985* (Supercedes Bulletin Signaletique, 1961-1984) 10 issues/year. Published in several series according to major subjects. Published by the Centre National de la Recherche Scientifique, Centre de Documentation et Technique, Paris.

4.4.2   Citation Indexes

Citation indexes are unique from the point of view of technique followed. They are based on citations made in current documents. They follow a novel method of detecting *subject* relationship of documents through citations, and are claimed to be a useful tool for subject retrieval. The fact of the association through citation is transformed into an index keeping the direction from cited to citing documents. The *ALA Glossary of Library and Information Science* (1983) defines Citation Index as an index consisting essentially of a list of works which have been cited in other, later works and a list of the works from which the citations have been collected.

Citation Index is the contribution of Eugene Garfield of the "Institute for Scientific Information"(ISI); Philadelphia, USA.

Examples

1) *Science Citation Index*

a) *Science Citation Index (SCI).* Philadelphia: ISI, 1965-

It provides access to 3300 leading scientific and technical journals of the world in all disciplines. Apart from journals some books are also covered. It is available in various physical formats and media. Printed form is published 53 times a year. Back issues are available in annual, five year and ten year cumulations through 1965 from ISI, Philadelphia. CD-ROM version is published since 1988, 4 times a year. Fourth disc is an annual cumulation. Back volumes are available through 1980.

The SCI comprises several parts like citation index, source index, the permuterm subject index and the corporate index.

The `Citation Index' provides access to full bibliographic data. It is arranged alphabetically by cited author. It provides year of citation, name of the journal, volume number and page number. Under the cited author, name of the author, name of the journal, citing year, volume number and page number are given.

The `Source Index' is an alphabetical list of citing authors accompanied by co-authors. It provides standard bibliographic details of the source items, viz., name of the journal, volume and issue numbers, year of publication, number of references, accession number of the document assigned in ISI collection, language, etc.

The `Permuterm Subject Index' - it indexes the articles by subject mainly the significant key words in the title.

The `Corporate Index' is arranged under the name of the organisations. It provides citation for all items attributed to the organisation and published during the period indexed.

b)   *Science Citation Index with Abstracts, 1992* - Monthly

CD-ROM Format is available in eleven cumulative updates with an annual cumulation. Back Volumes are available through 1991.

c)   *Science Citation Index -Journal Citation Reports* (JCR), 1974- Annual

This publication is a unique cito-analytical product, and functioning as a mine of information for all important scientific and technical journals of the world. It provides ranked list of journals by total citations, impact factor, immediacy index, and the number of previous two years citations in the references of the current year issues of *SCI* source journals. It also provides lists of SCI journals by category, ranked by impact factor. The Journal Half-life Package section comprises cumulative chronological distribution of citations from citing to cited journals, and journals ranked by half-life. Citing and cited journal listings along with the distribution of citations in various journals over different years are also given. JCR is also available in CD-ROM (Annual) and Microfiche (Annual) formats.

2)   *Social Sciences Citation Index*

a)   *Social Sciences Citation Index* (SSCI). Philadelphia: ISI 1973-

It provides access to over 1700 leading Social Sciences journals in various disciplines as well as selected relevant item from over 3300 leading scientific and technical journals &the world. It also covers some monographs. Indexes are on the pattern of *SCI* It is available in various physical formats and media. Printed form is published three times a year, with annual and multi-year cumulation. CD-ROM published four times a year started from 1989. Fourth disc is an annual cumulation. Back volumes are available through 1981.

b)   *Social Sciences Citation Index with Abstract, 1992* - Monthly (12/year)

CD-ROM Format in eleven cumulative updates with twelfth disc as an annual cumulation. Back volumes are available through 1992.

c)   *Social Sciences Citation Index-Journal Citation Reports* JCR is also available in CD-ROM (Annual) and Microfiche (Annual) formats.

In both these examples, the Citation Index (1) (a) and (2) (a) provides access to complete bibliographic information whereas Citation Index with Abstracts includes abstracts provided by authors in addition to index and are available only in CD-ROM format. The JCRs of the Citation Indexes offer a systematic and objective means of determining the relative importance of journals with regards to –

*   how frequently a journal has been cited;

*   by which journals, a journal has been cited;

*   how soon after publication and for how long a journal has been cited; and

*   which journals are cited by a particular journal.

3)   *Arts and Humanities Citation Index.* Philadelphia: ISI, 1978-

It provides access to over 1150 leading arts and humanities journals and includes individually selected items from over 6,800 relevant science and social science journals in a broad range of several disciplines. Print form is published six times a year and CD ROM three times year. First issue of CD-ROM was produced *in 1992.* Back volumes are available through 1980, form ISI, Philadelphia.

4.4.3 Current Contents

Current Contents (CC) includes content pages of important journals in different fields to pro-vide a quick current awareness service. CC is a weekly service to ensure that information reaches quickly and easily to readers. It is published by Institute for Scientific Information (ISI), Philadelphia, USA covering combination of related disciplines in six separate subject areas.

Examples

1) *Current Contents with Abstracts: Agriculture, Biology and Environmental Sciences,* 1970-

   (Formerly CC: *Agricultural, Food and Veterinary Sciences).* It covers the contents pages of approximately 975 important journals in these subjects.

2) *Current Contents with Abstracts: Clinical Medicine,* 1973-

   (Formerly CC: *Clinical Practice).* It includes the table of contents from 1,000 of the leading clinical journals.

3) *Current Contents with Abstracts: Engineering, Computing and Technology*

   (Formerly CC: *Engineering & Technology and Applied Sciences).* It contains the table of contents from approximately 1,030 of the world's leading journals in a broad range of disciplines

4) *Current Contents with Abstracts : Life Sciences, 1958-*

   (Formerly CC: *Chemical Pharmaco-medical & LifeSciences). It* provides contents pages of 1,370 of the world's important journals in Life Sciences.

5) *Current Contents with Abstracts: Physical/Chemical and Earth Sciences,* 1961-

   (Formerly CC: *Physical and. Chemical,. Sciences* formed by combining CC: *Physical Sciences* and CC: *Chemical Sciences).* It includes the table of contents from *925 impor*tant periodicals of the world in these subjects.

6) *Current Contents with Abstracts: Social and Behavioral Sciences, 1969-*

   (Formerly CC: Behavioral, *Social and Educational Sciences). It* includes the table of contents from approximately *1,570 of* the world's leading journals in a broad range of disciplines.

   Current Contents (CC) and *Current Contents with Abstracts (CCA) of* all subjects are available in a varied range of physical formats. CCs are published every week in paper format and diskettes. CCAs are available in diskette's as well as CD-Roms.

Each issue of CCs and CCAs has a table of contents. The table of contents of various journals in a discipline are organised, rearranged and reproduced in an easy to scan format. Each issue has `Title *Word* Index' to locate articles on a given topic. `Author Index' and directory of addresses of authors help the readers to contact the authors for reprints. Journal index in print medium facilitates the reader to locate every issue of a journal "published in CCs during last four months.

4.4.4 Coverage by Geographical Area

There are indexing and abstracting services with coverage limited to literature of a particular country. Many countries bring out national I & A services with a view to achieve bibliographical control of domestic literature and to disseminate them. As it is difficult to have comprehensive coverage of all subjects in one, there are subject specialised services with coverage limited to a particular country. I & A services are also devoted to particular kind of documents of a country

National I and A Services in different subjects

Examples

1) Indian Science Abstracts. New Delhi: Indian National Scientific Documentation Centre, 1965 Fortnightly.

2) *Indian Psychological Abstracts and Reviews*. New Delhi: Sage Publications India, 1972.

3) *Indian Literary Index*. New Delhi: Sahitya Akademi, 1988-. Semi-annual.

4) *Indian Management Abstracts*. Calcutta: Information Research Academy, 1972-. 4 issues/year.

5) *Canadian Business Index*. Toronto: Micromedia Limited, 1975-. 12 issues /year.

6) *Korean Science Abstracts*. Korean Institute of Economics and Technology, 1969-.6 issues/year

7) *Romanian Scientific Abstracts*. Bucharest: Academia de Stilntc Sociale Si Politica. Intrarea Ministenuui, 1973-. 12 issues /year

8) *Sri Lanka Science Abstracts*. Colombo : Natural Resources, Energy and Science Authority, 1977-. 4 issues/year.

9) *Abstracts* of *Hungarian Economic Literature*. Budapest: Vilaggaz Dasagi Tudomanyos Tanacs, 1971-. 6 issues/year

10) *Australian Family and Society Abstracts*. Melbourne: Australian Institute of Family Studies, 1984-. Annual. Formerly Australian Family Studies Database. Now available online and CD-ROM format. Printed format ceased with 1991 edition.

4.4.5 Coverage by Specific Subject

By far, I & A services are predominant in subject fields. In older services, the subjects covered used to be broad but now, with the volume of literature increasing rapidly, 1&A services are appearing in more and more narrow and specialized subjects. The indexing and abstracting services cover world literature and all kinds of documents. They are extensively used in literature search.

Examples

1) *Agricultural and Enviornmental Biotechnology Abstracts*. Bethesda, US: Cambridge Scientific Abstracts, 1993-

   Subjects covered are biochemistry and biophysics. Print form (1993). Published-7 times per year and Internet (1994) -12 times a year. Various options are available with varying cost according to requirement.

   - Internet only-Current+complete backfile
   - Print+Internet-Current+l year backfile
   - Print+Intemet-Current+5 year backfile

2) *Biological Abstracts*. Philadelphia: Biosciences Information Service, 1926- Semi-monthly.

   It abstracts and indexes current published research from biological and biomedical periodical literature published worldwide. It is available as a printed publication, or magnetic tape and online as part of the BIOSIS preview database. Abstracts in the main section are arranged by entry number under alphabetical subject headings. Each issue also includes: author index, biosystematic index, generic index, concept index and subject index. Each entry includes: entry number; author; institutional affiliation and address; article title; abbreviated journal title; volume and issue numbers page numbers; year of publication; original language if other than English; and information abstract Microfilm or microfiche formats are also available by subscription.

3) *Chemical Abstracts and Indexes*. Columbus, US: *Chemical Abstracts Service, 1907*-Weekly.

   Subject covered is chemistry and allied disciplines. The Documents covered include journal articles, patents, reviews, technical reports, monographs, conference proceedings, symposia, disserations, and books. Abstracts in the main section are arranged by entry number under 80 subsections within 5 broad subject categories. Each issue also

include key word index, patent index and author index. Cumulated six monthly volumes includes general subject index, chemical subject index, formula index, ring index, author index, and patent index. Volume indexes are cumulated every five year as CA collective indexes. Print form published 52 times per year. CD-ROM published since 1996 is avail-able 12 times per year. Microfiche format published 52 times per year is available in combination with the print edition.

4) *Index Medicus. 1979-* Monthly. Bethesda : National Library of Medicine.

The new series of *Index Medicus* was started from 1960 onwards. It indexes about 150,000 article titles every year from over 2250 biomedical journals, by author and title, giving citation under each entry. Available as a printed publication and as an online database (MEDLINE). An abridged version, *Abridged Index Medicus* and an annual cumulation, *Cumulated Index Medicus* are issued separately. The index is produced from the computerised MEDLARS system.

5) *Library and Information Science Abstracts (LISA).* Ticeherst, Great Britain World Wide Subscription Services, 1969- Monthly.

It covers about 600 periodicals, books and other literature dealing with Library and information science. Abstracts in the main section are classified by subject. Each issue also includes detailed subject index, author and proper name index and journal index. *LISA Plus-Library and Information Science Abstracts* published by Bowker Saur, East Grinstead, Great Britain in CD-ROM format since 1992. It is published 4 times a year.

6) *Linguistics and Language Behaviour Abstracts and Cumulative Index (LLBA)*

This is available in various formats: *LLBA Disc- Language and Linguistics Behaviour.* CD-ROM (1993-) published 2 times per year from 1973 -. LLBA Disc is available for mono user and LAN for 2-4 users, 5-8 users and 9-12 users; *LLBA Disc* Internet-published by Silver Platter Information BV - Amsterdam-NC, 2 times per year. It is available for monouser, 2-4 users, 5-8 users and 9-12 users.

7) *General Science Index.* Bronx, US: H.W. Wilson Co., 1963-

This is available in various formats:

- Paper Form (1963-) (10 times per year)

- CD-ROM- 1984-, (12 times per year). It includes annual cumulation.

- CD-ROM & Internet (1984-) (12 times per year) by Silver Platter Information BV-Amsterdam, NL

It provides a guide to current information in 139 English Language Periodicals in the Physical, Life and wealth Sciences.

8) *General Science Abstracts*

a) *General Science Abstracts*

It is available in the following formats:

CD-ROM (1984-) 12 times per year (First issue in 1992). Ovid Technologies, Amsterdam NC. Available for one, *two* or three users simultaneously.

CD-ROM & Internet (1984-) 12 times per year (First issue in 1995). Silver Plat-ter Information BV-Amsterdam, NL

General Science Abstracts Including Index (1984+) 12 times per year (First issue in 1994). H.W. *Wilson* Co., Bronx, US. It is available four, nine and twelve updates, a year.

9) *Social Science Index*

It has been produced by three different publishers varying in physical formats, number of updates and simultaneous users on LAN.

Wilson Social Science Index includes citations to articles and book reviews in over 350 English Language periodicals of the world. The coverage in Social Sciences providing information of several multi-faceted, inter-disciplinary fields. The database holds a total of 4,7,500 records to which 40,900 are added annually.

a)   H.W. Wilson Co., Bronx, U.S.

Print form- (4 times per Year) including annual cumulation CD-ROM (1983-) (12 times per year). First Issue published in 1987

b)   Orid Technologies-Amsterdam, NL

CD-ROM-(1983-) 12 times per year-First issue appeared in 1994. It is available for single user as well as on LAN for 2 and 3 users.

c)   Silver Platter Information BV-Amsterdam; NL

CD-ROM & Internet- (1983-) 12 times per year. They are both available for one user and on LAN for 2-4, 5-8 and 9-12 users.

10)   *Social Science Abstracts*

a)   Social Science Abstracts

CD-ROM (1983-) (12 times per year) - First issue published in 1996 Silver Platter Information BV-Amsterdam, NL. It is available for mono user and on LAN for 2-4, 5-8 and 9-12 users simultaneously.

b)   *Social Science Abstracts including Index* (1983-) (12 times a year). H.W. Wilson Co.-Bronx, US. First issue appeared in 1995. It is available in 4, 9 and 12 updates per year with variation in cost.

11)   *Humanities Index*

It has been also produced by three publishers varying in physical formats, number of updates and LAN users simultaneously. Wilson Humanities Index provides 2,84,800 records from over 350 English language periodicals of the world. It includes feature articles, interviews, bibliographies, reviews of motion pictures, operas and ballets, short stories, plays, poems and book/reviews.

H.W. Wilson Co., Bronx, US.

Print form (4 times per year) including annual cumulation. CD-Rt, n - (;P83) (12 time per year). It is available for single user as well as for 2 and 3 users.

Silver Platter Informtion B.V. Amsterdam, NL

CD-ROM and Internet (1984-) (12 times per year). They are available for single user and on LAN for2-4, 5-8 and 9-12 multiple users ata time.

12)   *Social Work Abstracts Plus*

It includes information on the fields of social work and human services. The database provides coverage from over 450 English journals in all areas of the profession including theory and practice, areas of services, social issues and problems.

- Print form (1965-) (4 times per year). National Association of Social Workers, Annapolis JCT, US.

- CD-ROM and Internet (1977-) (Twice a year)-Issue on CD-ROM was pub Fished in 1992. Silver Platter Information BV-Amsterdam, NL.

4.4.6   Coverage by Kind of Documents

I & A periodicals are also devoted to specific kinds of documents such as periodical articles, patents, theses, conference proceedings, translations, research reports and newspapers. They can either have international or national coverage. They cover either all subjects or a particular subject.

1) **Patents**

   a) *Indian Chemical Patents.* Pane: National Chemical Laboratory

   b) *German Patents Gazette.* London: Derwent Publication, 1968. 26 issues a year. Section 1 covers chemical patents.

   c) *Patent Preview and Specifications.* London: Derwent Publications, CD-ROM-52 times per year. Subjects covered are law, pharmacology and Toxicology.

   d) *Patents Abstracts of Japan.* Kyoto, Japan: Japan Patent Information Organisation, 1976. 12 times per year. Book/files are available from 1976 onwards only in CD-ROM format. Subjects covered are law and technology.

2) **Translations**

   a) *National Index of Translations.* New Delhi: Indian National Scientific Documentation Centre, (INSDOC), 1982- 12 times per year.

       This has ceased publication. The back issues are however useful for retrospective information.

   b) *British Reports, Translations, Theses.* Boston Spa.: British Library Bibliographic Division, (1971-). (12 times per year).

   c) *World Translations Index,* Delft: International Translations Centre, 1978-. 10 times per year.

3) **Theses/Dissertations**

   a) *Dissertation Abstracts*

   It is produced in varied physical formats by three publishers.

   i) University Microfilms International, Ann Arbor, US

       Dissertation Abstracts Intemational-A,B&C.

           Print form - 28 times per year

           CD-ROM (1993-), (4 times a year). First issue published in 1986. Back files available from 1861-1981, 1982-1987. It is available for single user as well as on LAN for 2-3 and 4-6 users.

   ii) OVID Technologies-Amsterdam, NL.

       CD-ROM (19904 (12 times per year). First issue published in 1993. It is available for single user as well as on LAN for 2-3 and 4-6 users.

   iii) Silver Platter Information BV-Amsterdam, NL ,

       CD-ROM & Internet (1861- and 1981-). (12 times per year). First issue appeared in 1996.

   They are available for single user as well as on LAN for 2-4,5-8 and 9-12 users.

   b) *Indian Dissertation Abstracts.* New Delhi: Indian Council of Social Science Re-search (ICSSR), 1973.4 times per year.

   c) *Bibliography of Doctoral Dissertations of Indian Universities.* New Delhi: Association of Indian Universities. Annual

4) **Periodical Literature**

   a) *Australian Periodical Index* .Sydney: New south Wales Public Library, 1950-. It is published as a supplement to the Library's Monthly Catalogue from 1956. It covers Australia, New Zealand, S.W. Pacific and the Antarctic.

   b) *Index to Indian Medical Periodicals.* New Delhi: National Medical Library, DGHS,. 1959, 4 times a year,

c)   *Canadian Periodicals Index.* Ottawa: Canadian Library Association, 1948-. 12 issues a year.

d)   *Guide to Indian Periodical Literature.* Gurgaon: Indian Documentation Service (1964-). 4 times a year. Bound as annual cumulations.

5)   News Paper Indexes

A)   Indexing Single Newspapers

a)   *Index to Financial Times.* London: Financial Times Business Information, 1981, Annual.

b)   *Index to Times of India.* Bombay: Bennet, Coleman, 1973-. 3 times a year.

c)   *It was compiled by Micro film and Index service, Reference Department. Ceased publication after publishing a few issues.*

d)   *New York Times Index. New York: New York Times, 1913-. 24 issues a year. Annual cumulations available from* 1948.

B)   Indexing Multiple News Papers

a)   *Canadian News Index.* Toronto: Micromedia, 1977, 12 issue a year with annual cumulation.

b)   *Newspaper Index. Wooster, Ohio:* Bell & Howell, 1972-. 12 issues a year with annual *cumulation.*

c)   *The African Newspaper Index. Longley Park: Current Documents and Information, 1981-. 2 issues a year.*

d)   *Indian Press Index. Delhi: Delhi Library Association, 1968- 12 times a year*.

6)   **Conference Proceedings**

a)   *Index to Conference Proceedings.* Boston spa.: U.K British Library Bibliographic Division, (1970-)

b)   *Directory of Published Proceedings and Proceedings in Print* **(1968-).** 10 issues a year.

c)   *Conference Paper Index*

Print form (Six times a year). Cambridge Scientific Abstracts, Bethesda, OS

Internet 12 times per year-first issue was published in 1994. Backfiles are available only on internet with varied options and costs viz. Current +complete backfile.

Backfiles are available for print plus internet current for complete file.

Curent + Five Years Back file

Current + One year Back file

d)   *Forthcoming International Conference on Military Science and Technology.* Delhi: DESIDOC.

7)   Report Literature

a)   ***Report Index.,* Leatherhead, Great Britain: Longley Associates** Print form (1979+). 6 Times Per year.

CD-ROM, 3 times pet-year

The subjects covered are economic situation and theory

b)   ***Index to Business Reports.* Yorkshire: Quarry Press, (1978-).; Twice a year.**

4.5 USES OF INDEXING AND ABSTRACTING PERIODICALS

As explained earlier, I & A services find use among librarians and information workers as well as information users. Their efficient use is important from the point of view of obtaining optimum recall of sought literature with high relevance and in the least possible time. Library and information workers acquire skill in using the I & A periodicals as part of their professional training and later by field experience. Information users would require special training and orientation in the use of I & A. This is taken care of now-a-days by user education programmes.

4.5.1 Services Available

With availability of many I & A services, the selection of proper ones for a specific enquiry on hand would be the preliminary step. There are tools of a tertiary kind to know about the availability of abstracting and indexing services to meet various requirements. Some examples are:

i) *US National Federation of Abstracting and Indexing Services: A World Guide to Abstracting and Indexing Services*. Washington : NFAIS, 1963.

ii) *International Federation for Documentation: Abstracting Services,* Vol. 1, Science, Technology, Medicine and Agriculture, vol. 2. Social Sciences, Humanities. The Hague, 1969.

iii) *Ulrich 's International Periodicals Directory:* (Carries a list of abstracting and indexing services in addition to other primary reference sources).

4.5.2 Selection

The next point of consideration is whether to select a tool which has a broader subject scope or a narrower one more specific to the subject of enquiry or both. There is merit in using either of these and it would be a matter of experience to select the proper tool for the nature of enquiry on hand. In some instances, a single abstracting and indexing services may not be relied upon to provide coverage of all literature of interest and there may be a need to consult many services. While selecting a specific I & A periodical, it is worthwhile to find out its extent of coverage of literature and adequacy for searching for required information. There is usually a `how to use' section in the preliminary pages of I & A periodicals. You should read this carefully before consultation of the tool. As the cost of International abstracting periodicals is exhorbitant, many librarians in India depend on these periodicals available in other library, rich in their collection, in near about location. Such resources sharing programmes are encouraged due to establishment of city Library Networks in India.

4.5.3   Use

The indexes are the mainstay of I & A periodicals. Without them, consultation would be difficult and uncertain. After making up your mind about a specific approach, you should consult the most suitable type of index for locating the information. The key words you are familiar within the subject may be different from the index terms used for the same concept in abstracting and indexing services. You must, therefore, be prepared to look up many alternate index terms/subject headings. There may be changes in the index terms/subject headings from one volume to another of the same abstracting and indexing periodical. Such vagaries have to be kept in mind. If multi-volume cumulated indexes are available, they could be used. This will save time in searching.

There is usually delay, especially i.e. the ease of abstracting periodicals; in reporting literature after it has been published. For that matter, the indexing and abstracting periodicals cannot be expected to be up-to-date (usual time-lag is six months or more). Indexing periodicals are often of limited use as titles are not proper guides to the contents of the documents and this aspect must be kept in mind. For a complete search, some of the core primary journals may have to be consulted, through services like `Current Contents

4.6   SUMMARY

This Unit is an introduction to the study of indexing and abstracting periodicals. Indexing and abstracting periodicals have evolved out of necessity to provide access/retrieval tools, in the context of vast expansion knowledge and output of literature. The fact that their number has been continuously increasing points out to their value and importance. A familiarity of the various types of abstracting and indexing periodicals and acquisition of skills in using them effectively are essential to library and information workers in their routine responsibility of carrying out literature searches. Many of the information services and products are generated by libraries on the basis of materials contained in indexing and abstracting periodicals. Scholars have also a great use for them to keep themselves aware of current information.

4.7   ANSWERS TO SELF CHECK EXERCISES

1)   The primary functions of I & A periodicals are:

- to keep users abreast of current literature of their interest

- to find specific information in their subject field

- to help in the retrospective search of literature

- to provide bibliographical control of literature

The secondary functions are:

- to help users get over language barrier

- to obtain correct and complete bibliographical details of particular items of primary literature not available to the user.

2)   i)   Maintaining uniformity and consistency ill rendering the bibliographical description.

ii)   Adopting most helpful order of arranging the entries to facilitate easy and convenient consultation of the I & A service.

iii)   Providing various types of indexes to enhance the retrieval efficiency of 18c A periodicals.

iv)   Additional helpful features are: detailed contents pages, list of standard abbreviations used, and explanatory note on how to use the service.

3)   a)   i)   Referativnyi Zhurnal, 1953 -. VINITI, Moscow

ii)   Bulletin Signaletique, 4961-84. CNRS, Paris

b)   i)   German Patents Gazette Sect 1. Chemistry, 1968-

     ii)   Australia-Official Journal of Patents,

c)   i)   New York Times Index, 1951-

     ii)   Indian Press Index, 1968-

4.8   KEY WORDS

Access	:	Points of approach to information.
Current Awareness	:	To keep abreast of current developments/advances as seen through recent literature.
Databases	:	A collection of related items of information which together make up the record for a single topic/aspect. Usually computer generated.
Machine-Readable	:	Information stored in electronic media such as magnetic tape, disc and CD-ROM.
Primary Document	:	That which contains original information or the first formulation of any new observation, experiment, idea, etc.
Recall	:	To retrieve from a store of information items which are relevant to a query.
Relevance	:	To retrieve from a store of information items which are precise and relevant to a query.
Scatter	:	Lying in different places; not situated together.
Secondary Document	:	That which presents the contents of primary document in a condensed form or list them in a helpful way so that existence of primary documents is known and access to them made easy.
Seepage	:	Slow leaking through or slow but continuous flow.

4.9   REFERENCES AND FURTHER READING

Guha, B. *(1983). Documentation and Information: Services. Techniques and Systems,* 2nd *ed.* Calcutta: The World Press.

National Federation of Abstracting and Indexing Services, Philadelphia (1973). *NFAIS Report* No. 6 : Member Service Description.

Ranganathan, S.R. *(1963). Documentation and Its Facets.* Bombay: Asia Publishing House. Chapter B1.