

**COURSE DATA****Data Subject**

Code	33836
Name	Techniques for Indexing and Summary
Cycle	Grade
ECTS Credits	6.0
Academic year	2023 - 2024

Study (s)

Degree	Center	Acad. year	Period
1007 - Degree in Information and Documentation	Faculty of Geography and History	3	Second term

Subject-matter

Degree	Subject-matter	Character
1007 - Degree in Information and Documentation	5 - Representation and retrieval of information	Obligatory

Coordination

Name	Department
GONZALEZ TERUEL, AURORA M.	225 - History of Science and Documentation

SUMMARY

The exponential growth of information and the cumulative nature of this information require the development of tools and techniques that facilitate its synthetic representation so that we can easily identify it and determine its relevance in the systems of information retrieval.

According to standard ISO 5963:1985 (UNE 50-121-91), indexing is the process by means of which we represent or describe the contents of a document so that we can accurately determine whether it is relevant to fulfil an information need. According to standard ISO 214:1976 (UNE 50-103-90), an abstract is an abbreviated, accurate representation of the contents of a document, without added interpretation or criticism.

Throughout the course we will present both the manual methods based on human indexers to analyse documents, determine the essential content or subject areas dealt with and select the most appropriate index terms, and the main features of automated indexing techniques.



The characteristics and procedures for the preparation of abstracts will also be explained.

PREVIOUS KNOWLEDGE

Relationship to other subjects of the same degree

There are no specified enrollment restrictions with other subjects of the curriculum.

Other requirements

OUTCOMES

1007 - Degree in Information and Documentation

- Capacidad para analizar e indizar el contenido de los documentos conforme al lenguaje documental adoptado y organizar dicha información utilizando los medios tecnológicos disponibles para el análisis, almacenamiento y recuperación de dicha información.
- Capacidad para la creación y aplicación de lenguajes documentales en sistemas de información.
- Comprender, diseñar y aplicar modelos de representación de datos y de información y mecanismos de extracción y explotación de datos y de recuperación de información.
- Conocer, utilizar y aplicar las tecnologías de la información y las comunicaciones aplicada al almacenamiento, uso, gestión, manipulación, distribución y explotación de datos, información y conocimiento.
- Capacidad de análisis y de síntesis aplicadas a la gestión y organización de la información.
- Comunicación oral y escrita en la lengua nativa.
- Conocimiento de una lengua extranjera.
- Resolución de problemas.
- Toma de decisiones.
- Razonamiento crítico en el análisis y la valoración de alternativas.

LEARNING OUTCOMES

On successful completion of this course, students should have developed a capacity for analysis and synthesis which allows them to identify the essential elements of a document or information resource and to transcribe these elements into an indexing language (e.g., an index, a controlled vocabulary, a list of subject headings, a thesaurus or an ontology). Also, it is expected that students develop their ability to write in Catalan, Spanish and English in order to produce consistent and objective texts which represent the main ideas of larger documents.



DESCRIPTION OF CONTENTS

1. Content analysis within the document chain: concept, evolution and standardisation

- 1.1 Document chain.
- 1.2 The reading process.
- 1.3 The scientific document and content analysis.
- 1.4 Index and abstract: concept and historical evolution

2. Stages and principles of the indexing process. Features and indexing systems.

- 2.1. Functions, features and stages of the indexing process.
- 2.2. Systems and products resulting from indexing.
- 2.3. Indexing of special documents and automated indexing processes.

3. The operation of abstracting. Methodology for abstracting and types of abstracts.

- 3.1. Functions and types of abstracts.
- 3.2. Methodology for abstracting.
- 3.3. Abstracting products and services.

4. Quality control of indexing and of scientific abstracts.

- 4.1. Evaluation of the process of document synthesis.
- 4.2. Determination of the depth, consistency, specificity and completeness of the indexing process.
- 4.3. Evaluation of automated indexing processes.

WORKLOAD

ACTIVITY	Hours	% To be attended
Theory classes	45,00	100
Classroom practices	15,00	100
Development of individual work	15,00	0
Study and independent work	10,00	0
Readings supplementary material	15,00	0
Preparation of evaluation activities	10,00	0
Preparing lectures	10,00	0
Preparation of practical classes and problem	15,00	0
Resolution of case studies	15,00	0
TOTAL	150,00	



TEACHING METHODOLOGY

The teaching methodology combines lectures and practical sessions. Lectures present the basic principles of the professional practice of indexing and abstracting documents and the processes performed by automated indexing systems. Practical lessons cover case studies in indexing and abstracting documents of different types and activities for the evaluation of the soundness of the processes developed.

EVALUATION

Assessment of this course focuses on the consolidation of knowledge, competencies and skills that are specific of this subject area. It includes three sections:

- Preparation and presentation of practical cases by the student (30% of the final mark).
- Continuous assessment of knowledge acquired throughout the course (20% of the final mark). Assessment of this section will take account of individual practical activities submitted, attendance at lessons and the lecturer's observations.
- Theoretical and practical final written test (50% of the final mark). This test is based on the content taught in class and will include essay questions.

The minimum mark that must be obtained in the written theoretical-practical test to pass the subject is 5 out of 10. The only recoverable evaluation task on the second call will be this written test.

This assessment starts from the premise that teaching at the University of Valencia is, by definition, on-campus lecture delivery method. In this sense, the student should be aware that attendance at both the theoretical and practical lectures is essential for proper monitoring of the contents of the course. The student must also consider the possibility to enroll part time when it is unable to attend all courses (60 credits). However, there is an exception for those students that justify it and request it. They have the possibility of being assessed without attending to all or part of the lectures. For these cases, students should proceed as follows:

- At the beginning of the course, student should inform to lecturer responsible for the course, the incidence that makes her/him unable to attend the class. This must be adequately justified in documentary form.
- The lectures in charge, in the light of this information, will decide the possibility of evaluation without full or partial assistance to the lectures.

Students who are in this situation must submit for evaluation all work required by the lecturer (not necessarily the same to those required for the course) and may also be called to defend them orally to the lecturer, and conduct a knowledge test. The weight of the final grade work will be 50% and the test the remaining 50% knowledge.



REFERENCES

Basic

- GIL LEIVA, I. Manual de indización: teoría y práctica. Gijón: Trea, 2008.
- IZQUIERDO ALONSO, M.; y MORENO FERNÁNDEZ, L. M. El resumen documental: un reto didáctico. Madrid: ANABAD, 2009.
- LANCASTER, F. W. Indización y resúmenes: teoría y practica. Buenos Aires: EB publicaciones, 1996. Traducción de Elsa E. Barber.
- MONTESI, M. Métodos de evaluación y calidad de resúmenes documentales. Gijón: Trea, 2006.
- PINTO MOLINA, M. El resumen documental: paradigmas, modelos y métodos. Salamanca: Fundación Germán Sánchez Ruipérez, 2001.
- JUNCÀ CAMPDEPADRÓS, M; MARTÍNEZ FERRERAS, D. Lenguajes documentales. Barcelona: UOC, 2008.

Additional

- ASOCIACIÓN ESPAÑOLA DE NORMALIZACIÓN Y CERTIFICACIÓN (AENOR). UNE 50-103-90. Documentación. Preparación de resúmenes. Madrid: AENOR, 1990.
- ASOCIACIÓN ESPAÑOLA DE NORMALIZACIÓN Y CERTIFICACIÓN (AENOR). UNE 50-121-91 Documentación. Métodos para el análisis de documentos, determinación de su contenido y selección de los términos de indización. Madrid: AENOR, 1991.
- BONURA, L. S. The art of indexing. New York [etc.]: John Wiley & Sons, 1994.
- CHAUMIER, J. Análisis y lenguajes documentales. Barcelona: Mitre, 1986.
- CLAUSÓ GARCÍA, A. Manual de análisis documental: descripción bibliográfica. Pamplona: EUNSA, 2005.
- GIL LEIVA, I. La automatización de la indización de documentos. Gijón: Trea, 1999.
- GIL URDICAÍN, B. Manual de lenguajes documentales. Gijón: Trea, 2004.
- INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO). ISO 5963:1985. Documentation - Methods for examining documents, determining their subjects, and selecting indexing terms. Geneva: ISO, 1985
- INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO). ISO 214:1976. Documentation - Abstracts for publications and documentation. Geneva: ISO, 1985
- LANCASTER, F. W. Indexing and abstracting in theory and practice. Champaign (IL): University of Illinois, 1991.
- MOREIRO GONZÁLEZ, J. A. El contenido de los documentos textuales: su análisis y representación mediante el lenguaje natural. Gijón: Trea, 2004.



- PINTO MOLINA, M.; GARCIA MARCO, F. J.; y AGUSTIN LACRUZ, M. C. Indización y resumen de documentos digitales y multimedia: técnicas y procedimientos. Gijón: Trea, 2002.
- RUIZ PÉREZ, R. El análisis documental: bases terminológicas, conceptualización y estructura operativa. Granada: Universidad de Granada, 1992.
- SLYPE, G. van. Los lenguajes de indización: concepción, construcción y utilización en los sistemas documentales. Salamanca: Fundación Germán Sánchez Ruipérez, 1991.