Indexing and abstracting – Concept and review methods

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ABSTRACT

Indexing is the numbering, counting or identifying list of things or collection of information. Index can also be known as list, listing, register, catalogue, record, archive, inventory, dictionary and directory. Initially before 1440 there were handwritten manuscripts. The modern printing started from the year 1440. Abstracts are important tools for information users, especially as they strive to keep abreast of explosion of information. Both indexes and abstracts help to assist users locate information items given to them by a reference or a colleague. They help to find application of some new procedures or discovery in their field and also to find recent trends or ideas in the field. Reviewing is done by experts to judge its quality before publication. There are different methods used to review articles. Different sections of the journal is reviewed by different people The review methods vary from journal to journal.

Keywords— *Indexing, Abstracting, Review Methods*

1. OBJECTIVES

- The main objective is knowing new knowledge from past literatures.
- To learn and apply
- To know the importance of people, part the existing knowledge.

2. INDEXING CONCEPT

2.1 Indexing
Indexing is the methodical procedure of arranging of sections intended to empower data clients to find things in a record. It is a procedure fixed at giving a manual for the data and information contained in archives. Subject terms or heading and descriptors which portrayed the scholarly substance or spread the principle topic of reports are painstakingly picked in indexing. Fundamentally, indexing is the procedure that produces entries in an index by investigating the substance of reports, uncovering the basic subtleties of the record thing in a summed-up structure and demonstrating the area of the data; making substitutes to data things or items.

2.2 Index
Indexes are indicators or locators that assist one to find information. They do more than just locate, indexes are systematic guides to location of words, concepts and other information items in books, periodicals or other publications. An index consists of series of entries appearing in alphabetical order to enable users find information with references to show where each item is located. An index could be a systematically arranged list giving enough information for each item to be traced by means of page number or other symbols indicating its position in a sequence. A detailed alphabetical list of tables of topics, names of persons pointing out their exact positions in the volumes usually by page number but often by entry number. An intelligently compiled list of topics covered in a book or document prepared with the readers needs in mind. Indexes lead the user directly to the exact information required with no hurdles. It leads the user to the pertinent information, reducing to the barest minimum the need for cross-references. An index strives to minimize the time and effort of the user in locating information and to maximize the success of the user in searching. These are achieved by choosing the best terms or words that will match a finder's language and by having a system of accurate and complete cross-references to related information.

2.3 Indexer
An individual who does indexing or gets ready files is an indexer. Indexers are noted for their deliberateness; they are mostly efficient and they have the capacity to be disapproved with the ability to go to considerable lengths, having clear manner of thinking and fastidiously cautious. An indexer examination a report and labels it with subject and different descriptors dependent on his/her comprehension of what the client would look under. They endeavour to fulfil the requirements of the client, they

function as though their clients are available. Indexers are experts who produce records dependent on measures and morals. Some work as full time indexers while some work low maintenance. Some are utilized in associations or organizations while others fill in as free lancers or as experts. Others work in libraries, distributing houses, inquire about establishments, colleges and so forth. Indexers are noted for their self-control and are profoundly given to subtleties with great memory to go with it.

An indexer paying little heed to his degree of instruction ought to be wise, broadly read, practical, understanding and logically disapproved. Also, he/she should have a curious and innovative psyche since ordering has to do with addressing of evident inquiries during the time spent ordering and thinking for the client. He is consequently a proxy of the client as he/she travels through content, ordering things.

2.4 Need for Indexes
Indexes are needed to provide effective shortcuts to needed information, without an index, the retrieval of information will be difficult. Access to information in print and non-print materials would be impossible without indexes, almost all document need to be indexed. The different information sources housed in libraries are indexed. Governments, private organizations and education systems etc, all work with complex and extensive documents and any indexing system can easily provide access to this information. Indexes are needed for any collection of information, if there are no indexes, society may probably come to a standstill.

Indexers go through a document without missing anything and help the user to cut down dramatically on the items he/she has to examine. An index separates the wheat from the shaft and sorts the wheat down to a handful of desired items. Index are needed also because they add value to documents, it helps users find documents and ensures increased usage of documents. With this is mind, a good indexer strives to think for the user and he finds information to take decisions and solve problems.

2.5 Nature of Indexes
Indexes are normally made from the content of essential distributions which acquaint the goal with the client who plans to continue to the rest of the content with its substance. Files are case of instruments used to arrange writing of specific indexes, subsequently making a noteworthy commitment to correspondence and data stream among clients who could be researchers and specialists. Indexing is one of the roads through which writing of indexes are composed.

Cleveland and Cleveland (2000) tells that the idea of indexes showed that so as to deal with records, you should consider dynamic educational spaces, which implies that one should consider data things in a theoretical space and afterward likewise consider indexes in this space. Records change archive space into index space. In creating records, there is a critical decrease in the measure of words in the archives themselves for the indexing space. This is done to guarantee that the two spaces exist in a similar subject space.

Index reports reflect two essential states or miens which are dictated by indexers. What is remembered for the index and what is rejected from the index? The two circumstances may have caught what is significant just as what is inconsequential. Indexes may have excluded data. Hence when vital data is forgotten about, we can presume that the indexing procedure may have lost data.

An index isn't only an in sequential order rundown of things, of words and expressions in a book. The way toward ordering itself is more than just creating words or terms in the connecting locators to them. It is neither a modified chapter by chapter list. It must be said that it is a particular record having its own legitimacy and consistency.

Indexes come in various structures and fill some needs. As per Cleveland and Cleveland (2004) some are name lists, subject files, map records and so on. There are records to books, periodicals, pictures, databases and so forth, some are made physically while others are robotized. Whatever the structure, configuration or strategy for creation, great indexes are the result of the information/know how of an indexer.

2.6 Purpose of Indexing
In an exceptionally simple language, the principle purpose of indexing is to help clients discover data in a record or a data source, explicitly indexes are made to accomplish the accompanying:
- To help clients to get comfortable with a book or archive to such an extent that the individuals who expect to exploit the content can do so without any problem.
- To act as a sort of summary or rundown to content or record filling in as a choice manual for the substance.
- To serve in as an instrument for report examination.
- To serve in as a fundamental connection between the originator of data or essayists of content/record and its definitive clients or shopper
- To help decrease the time and vitality a client uses in getting to or finding a subject of enthusiasm for a given record or set of reports put away in an assortment.
- To augment the looking through accomplishment of the client of a record.
- To make or produce terms or descriptors that effectively describes the scholarly substance of records.
- To help in as a data recovery instruments for libraries, files, data focuses or documentation focuses.
- To help clients pick the best terms or words that will coordinate their language, having a framework that accomplishes an exact and complete cross-reference to related data.
- To help increment use of report.

3. ABSTRACTING CONCEPT

The preparation of a brief and objective statement of the content of documents to enable users to quickly determine whether to read the entire text or not in order to satisfy an information need. It involves summarizing or interpreting the content of a document giving the salient points so that the user may decide whether to consult the document or not. In essence, abstracting process provides additional value to documents aside providing a summary and bibliographic detail of documents.

3.1 Abstract

Abstracts are formal summaries prepared by writers or abstractors to completed works. They are important tools for information users, especially as they strive to keep abreast of explosion of information. An Abstract is a brief objective summary of the essential content of a book, article, speech, report, dissertation or other works that present the main points in the same order as the original but has no independent literary value. Abstract like all summaries should cover the main points of a piece of writing using the same level of language and expertise found in the article or document being abstracted. An abstract is a condensed version of a longer piece of writing that highlights the main point covered, it should concisely describe the content and scope of the writing and reviews the documents' content in summarized form. Abstracts are very much thought out scaled down portrayal of the first record or review, giving a lead to the data required. Abstracts follow an organized configuration with the expectation of catching the fundamentals and helping the client to settle on a choice to continue to utilize the genuine data or not. Abstractors try not to duplicate the original content.. The aptitude of abstractors is crucial in making great abstract works for clients and users.

3.2 Nature of Abstracts

Abstracts additionally give access to data and archives simply like indexes yet past this, it gives an outline of the details of a report in a brief and exact way. Abstracts are made to represent to the first report by capturing the fundamental data in this manner by going as a substitute of the original document. With abstracts, the client will not have to see or utilize the original document since it might presumably give the client enough data or serve in as a substitute to the record. Abstracts are noted to spare the time of a client who needs to have gone through different records and documents.

3.3 Purpose of Abstracting

Abstracting serves the following purposes:
- Abstracting help readers to decide the necessity to read an entire document.
- It helps to assist information users to remember the important findings on a particular topic.
- It fulfils to assist information users understand a write-up serving as a pre-read record.
- It also allows index write-ups achieve quick recovery and cross-referencing of the content.
- It also serves the purpose of allowing readers and decision makers to make right judgement regarding the content without bordering about details.

3.4 Comparison of Indexing and Abstracting

It is clear from this unit that indexing and abstracting are processes geared toward ensuring users have access to information. Indexes and abstracts are information finders while indexers and abstractors are crucial facilitators of orderliness in information access, otherwise, society's information would be in a chaotic state. Indexing and abstracting processes produces indexes and abstracts while the facilitators of the process are indexers and abstractors. Indexes produce entries which serve as information locators while abstracts summarize information content as briefly as possible yet capturing the essential details. The unit has dealt with indexing and abstracting, indexes and abstracts, indexes and need for indexes.

Users and Clients of abstracts and indexes are fundamentally finders of data and information. The utilization and significance of abstracts and indexes will keep on increasing as data deepens and extends, as the internet turns into the more loaded up with data and as individuals need to get to data. Indexes are utilized to highlight conceivable, significant data while conceptual permit the client to pass judgment if the data will be applicable for use. The two tools that is abstracts and indexes are counselled by clients to chop down what they have to know and finding the necessary data.

It is concluded from the above statements that abstracts and indexes help in imparting organization and accomplishing appropriately sorted out data. Abstracts and Indexes are not the first archive but rather pointer and substitute to the genuine data. As we would keep on living with the truth of bountiful data, powerful and effective utilization of abstracts and indexes gets vital to discovering data.

4. REVIEW METHODS

An article sent should under certain processes which involves editing and reviewing. This would make the article worth enough to publish in journals. The peer review process varies from journal to journal. The peer review processes involve revisions and corrections, acceptances and rejections. Each journal would have a group of experts to review the article from the respective area of their subjects. Since it is a process of time and effort sometimes the review processes are also charged. The cost would be usually given or will be communicated after the acceptance of the article. The cost also varies from journal to journal. These review processes help the author in getting feedbacks regarding the article written which helps in improving the writing skills of the author. Following are some of the review methods followed for an article to get published.

4.1 Editorial Review

Editorial review is a method where certain items such as grammar usage, spelling and other textual errors are been fixed. It checks whether the content written is right and makes sense to the users and follows a particular writing style. The editorial staff assess and checks the articles in the first stage in order to be sent to the next process of peer review.

4.2 Scholarly Peer Review
Scholarly peer review is also known as refereeing. It is the way toward oppressing a writer's academic work, research, or thoughts to the investigation of other people who are specialists in a similar field, before a paper portraying this work is published in a journal, conference proceedings or as a book.

4.3 Pre- and Post-Publication Review
Pre-publication reviews are those charged by a journal or conference during a manuscripts path to publication. Post-publication reviews are those written about articles one has read and would like to share one's thoughts on. It follows an open and transparent process in order to speed up the publication process. These are generally not considered for journals

4.4 Closed and Open Review
Closed and open review methods mainly talk about the disclosures made by authors and reviewers. Following are the methods of open and closed review methods.

4.4.1 Single Blind: This is a kind review process where the reviewers are aware of the names of the authors who are sending the article but the authors are not aware of who the reviewers are. The authors may sometimes provide feedback regarding the review process without any fear of the consequence as they are not aware of who the reviewers actually are. This helps the reviewers in knowing more about the authors and would also help in their assessment. Therefore, it can also lead to a kind of biasness on behalf of the reviewers while reviewing the article.

4.4.2 Double Blind: This is a kind review process where the reviewers are not aware of the names of the authors who are sending the article and the authors are also not aware of who the reviewers are. Therefore, this helps in a total blind review which reduces the biasness which could have been involved in the assessment process of the article. Since the reviewers do not have access to the authors information, they do not have any kind of assistance to complete the review process.

4.4.3 Triple Blind: This is a kind review process where the reviewers are not aware of the names of the authors who are sending the article, the authors are not aware of identity of the reviewers and the editors are also unaware about both the authors and reviewers' identity. This is why it is called a triple blind review process where the authors, reviewers and editors are blind to each other's.

4.4.4 Open Review: This is a kind review process where the names of both the reviewers and authors are aware to both the parties. The review process can also be made publicly available. Therefore this has improved the transparency of the review processes. This has also made the reviewers to take their work seriously without giving rise to any unnecessary negative feedback.

5. REFERENCES
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