



# INDEXING TUTORIAL

*DIANE O'DWYER*

*Ottawa, Canada, 2004*



Knowledge  
in Action



# Indexing Tutorial

**Standards, Consistency, Accuracy & Relevancy**

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**BOAS VINDAS**

**BIENVENUE**

**WILLKOMMEN**

**BENVENIDO**

**BENVENUTO**

**WELCOME**



# **Indexing Tutorial Overview**

## **Standards, Consistency, Accuracy & Relevancy**

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- **Introduction**
- **Physical Description**
- **Indexing Procedures**
- **Questions**

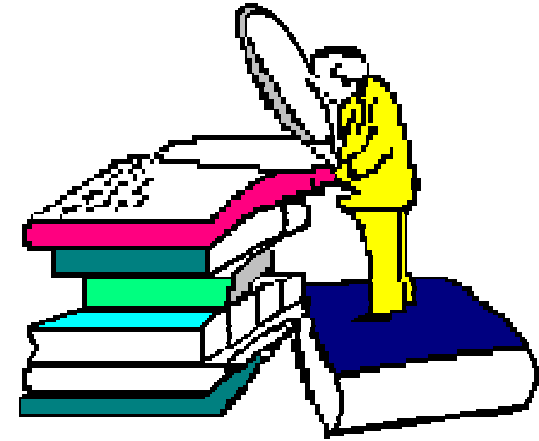


# Introduction

## Standards, Consistency, Accuracy & Relevancy

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- **Principles of indexing**
- **Four stages of indexing:**
  - Describe the physical document
  - Analyze the document
  - Select the concepts
  - Translate the concepts into descriptors from the SIRC Thesaurus





# Physical Description

## Standards, Consistency, Accuracy & Relevancy

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- **Levels**
  - **Basic**
  - **Intermediate**
  - **Advanced**
- **Required Fields**
- **Examples of three document types**
  - **Journal article**
  - **Book (Monograph)**
  - **Book Analytic (Book Chapter)**



# Physical Description: Journal article

## Required fields

- Title
- Author
- Conference
- Document date

Title Effect of ski length/body height on WC ranking in ski-jumping.

Alternate Title Auswirkungen des Verhaeltnisses Skilaenge/Koerpergroesse auf die Weltcup-Plazierung im Skispringen.

Alternate Title Effet de la longueur du ski/la taille du sauteur sur le classement a la Coupe du Monde de saut a skis.

Personal Author Pulli, M.

Corporate Author FIS Subcommittee for Equipment and Development Ski-Jumping

Corporate Author Sous-comite FIS pour Equipements et Developpement de Saut a Skis

Corporate Author Subkomitee fuer Ausruestung und Entwicklung

Doc Date (4-dig) 2000



# Journal article

- Required fields
- Language
- Original lang.
- Identifying No.
- Journal info
- Notes
- Document type
- Location
- Country Code
- Sub-database

<u>Language</u>	Eng
<u>Language</u>	Ger
<u>Language</u>	Fr
<u>Journal Name</u>	Bulletin - F.I.S (Oberhofen/Thunersee)
<u>Journal Volume</u>	36
<u>Journal Pub</u>	Federation internationale de ski(FIS)
<u>Journal Issue</u>	139
<u>Document Type</u>	S
<u>Location</u>	OOFS
<u>Country of Pub</u>	756
<u>Journal Date</u>	mai 2000
<u>Journal Pages</u>	73-75
<u>Journal Total Pg</u>	3



# Journal Article

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Journal of  
**SPORTS**  
**ECONOMICS**  
*Volume 4 Number 4 November 2003*

**The Journal of Sports Economics (ISSN 1527-0025)(J393) is published four times annually in February, May, August, and November by Sage Publications, 2455 Teller Road, Thousand Oaks, CA 91320, USA. Copyright © 2003 by Sage Publications. All rights reserved. No portion of the contents may be reproduced in any form without written permission of the publisher.**



# Physical Description: Book/Monograph

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## Required fields

- Title
- Author
- Conference
- Publisher
- Publication date
- Document date

<u>Record Type</u>	Monograph
<u>Title</u>	Exercise, nutrition, and environmental stress: GSSI sports science network forum. 2 <sup>nd</sup> ed.
<u>Personal Author</u>	Nose, H.
<u>Personal Author</u>	Spriet, L.L.
<u>Personal Author</u>	Imaizumi, K.
<u>Conference Name</u>	GSSI Sports Science Network Forum (2nd: 2000: Nagano).
<u>Publisher</u>	Cooper Publishing Group
<u>Publication Date</u>	c2002
<u>Doc Date (4-dig)</u>	2000




# Book/Monograph

- Required fields
- Collation (pages)
- Series
- Notes
- Language/origin
- Identifying no.
- Document type
- Location
- Country code
- Table contents

<u>Collation</u>	xvi, 275 p. : ill.
<u>Series Note</u>	GSSI sports science network forum.
<u>Language</u>	Eng
<u>Biblio Notes</u>	This is the second of a three-part series of Forums. This volume entitled, Exercise, nutrition, and environmental stress (Vol. 2), represents the proceedings of the GSSI Sports Science Network Forum in Nagano 2000, held in Hotaka, Japan, on October 11-13, 2000.
<u>Identifying Nos</u>	ISBN 1-884125-81-6
<u>Identifying Nos</u>	LC 2001-129348
<u>Document Type</u>	M
<u>Location</u>	OOFS
<u>Country of Pub</u>	840
<u>Place of Pub</u>	Traverse City, Mich.



# Book/Monograph

<b>Books</b>	<b>Audiovisual material</b>	<b>Computer diskettes or CD-ROMs</b>
<p>xi, 292 p. 1 v. (various pagings) 240 leaves ca. 50 p. 1 v.(loose-leaf) [10] p. 1 kit card set : 80 p. 1 microfiche (399 fr) ; 8 x 13 cm. 1 microfilm reel : col. &amp; ill. ; 16 mm</p>	<p>1 sound cassette (55 min.) 2 sound discs (ca. 90 min.) 1 videocassette (20 min.): sd., col. 1 videodisc (38 min.) : sd., col. ; 12 in.</p> <p>Mention of a special format or video-recording system is to be made in the Notes field.</p>	<p>1 computer disk ; 3 1/2 in. 1 computer disk ; 5 1/4 in. 1 computer optical disc: sd., col. ; 4 3/4 in.</p> <p>Conventional terminology to record the specific format of the physical carrier may be used e.g.: 1 CD-ROM; 1 DVD).</p> <p></p>



# Book/Monograph

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## Required fields

- Collation (pages)
- Series
- Notes
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- Document type
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<b><u>Language</u></b>	<b>Eng</b>
<b><u>Biblio Notes</u></b>	<b>This is the second of a three-part series of Forums. This volume entitled, Exercise, nutrition, and environmental stress (Vol. 2), represents the proceedings of the GSSI Sports Science Network Forum in Nagano 2000, held in Hotaka, Japan, on October 11-13, 2000.</b>
<b><u>Identifying Nos</u></b>	<b>ISBN 1-884125-81-6</b>
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<b><u>Document Type</u></b>	<b>M</b>
<b><u>Location</u></b>	<b>OOFS</b>
<b><u>Country of Pub</u></b>	<b>840</b>
<b><u>Place of Pub</u></b>	<b>Traverse City, Mich.</b>



# Physical Description: Book Analytic

## Required fields

- Title
- Author
- Conference
- Document date
- Notes
- Language/original
- Identifying no.
- # of references
- Document type
- Location
- Country code
- Book information
  - Publisher
  - Pub. date
- # of pages/range

Record Type Book Analytic

Title Traumatismo en la articulacion temporomaxilar (A.T.M.) y sus consecuencias en la practica del futbol.

Alternate Title (Injury in the temporomaxillar joint and its consequences on the practice of soccer.)

Personal Author Victoria Ortiz, M.

Doc Date (4-dig) 2001

Language Spa

Identifying Nos ISBN 84-8013-293-0

Document Type B

Location OOFS

Country of Pub 724

BA Source In, Ruiz Caballero, J.A. (ed.), Introduccion a la medicina de la Educacion fisica y el Deporte: bases anatomicas y fisiologicas del deporte, Madrid, Industrias Graficas Omnia, 2001, p.155-174.



# Physical Fitness For Women

By

Maria Angela Spanato

*Copyright 1925*

*Canadian Sport Products Co. Ltd.*

*Toronto, Ont., Canada*



THE AMERICAN SOCIETY OF  
MECHANICAL ENGINEERS

# TRANSACTIONS

VOLUME 37

BUFFALO MEETING  
SAN FRANCISCO MEETING  
NEW YORK MEETING

1915



NEW YORK  
PUBLISHED BY THE SOCIETY  
29 WEST 39TH STREET  
1916

**SIRC**  
Sport Research



**POPULAR TALES  
FROM  
THE NORSE**

**BY  
SIR GEORGE WEBBE DASENT**

**D.C.L., ETC.**

***NEW EDITION***

**With a Memoir by ARTHUR IRWIN DASENT**

**NEW YORK: G. P. PUTNAM'S SONS  
EDINBURGH: DAVID DOUGLAS  
[1904]**



*James Finley  
Empire State House*

*Mary Abbott*  
**STRENGTH**

AND  
HOW TO OBTAIN IT,  
BY  
EUGEN SANDOW,  
WITH  
ANATOMICAL CHART,

ILLUSTRATING THE  
EXERCISES FOR PHYSICAL DEVELOPMENT

ILLUSTRATED WITH SEVERAL  
FULL PAGE PORTRAITS OF THE AUTHOR.

Reproduced from Photographs by Park of New York,  
and Howard Becher of Amsterdam

London:  
GALT & POLHEN, LEO.,  
4, ABNEY CORNER, PATERNOSTER ROW, E.C.,  
AND  
WELLINGTON WORKS, ALDERSEAT.

1901

THIRD AND SIX SEET.

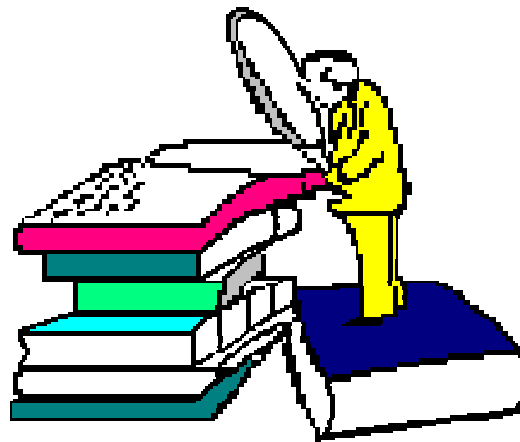


# Physical Description

## Standards, Consistency, Accuracy & Relevancy

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# Practical Application





# **SIRC Indexing Procedures**

## **Standards, Consistency, Accuracy & Relevancy**

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- **Tour of the Thesaurus**
- **Basic Level**
- **Intermediate Level**
- **Advanced Level**



# Tour of the SIRC Thesaurus

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- **Introduction**
- **Descriptors**
- **Geographical/corporate/personal names**
- **Bibliography codes**



# Tour of the Thesaurus: Introduction

## Standards, Consistency, Accuracy & Relevancy

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### What is a thesaurus?

- Structured list of terms
- Descriptors, subject terms, or subject descriptors
- Representing selected concepts of information.

### Why do we need a thesaurus?

- Selection and standardization
- Consistency
- Accuracy
- Relevancy



# Tour of the Thesaurus: Descriptors

## Standards, Consistency, Accuracy & Relevancy

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**All sport and non-sport (medical, science and social science) terms.**

**Features of a SIRCThesaurus entry:**

- **Scope notes**
- **Hierarchy**
- **Preferred and non-preferred terms**
- **Cross-references**



# Descriptors

## Standards, Consistency, Accuracy & Relevancy

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### Scope notes:

#### **BLOOD SUGAR**

*Scope Note: Used as an index term from July 1974 to July 1983.*

#### **ROLL**

*Scope Note: Body movement through a complete revolution with the body contacting the floor.*

#### **RULE**

*Scope Note: Use for rules of games only. For rules relating to the administration of associations, use POLICY.*



# Descriptors

**Standards, Consistency, Accuracy & Relevancy**

## Hierarchy:

**BT - Broad term**

RUNNING

**BT TRACK AND FIELD**

**NT - Narrow Term**

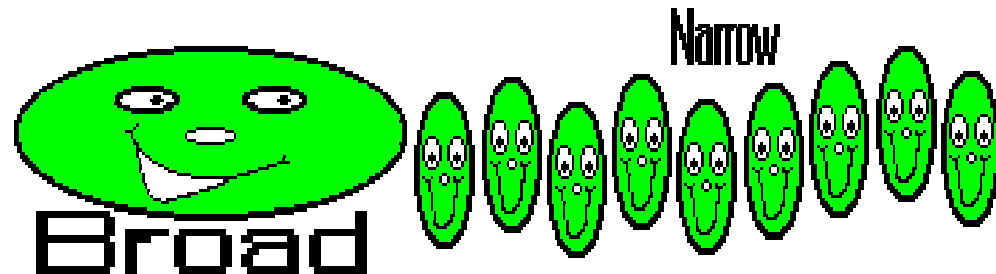
TRACK AND FIELD

**NT RUNNING**

**RT – Related Term**

ROPE CLIMBING

**RT CLIMBING**





# Descriptors

## Standards, Consistency, Accuracy & Relevancy

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### Preferred

#### BOARDSAILING

**Scope Note:** WINDSURFING was previously used as an index term.

UF sailboarding  
windsurfing

### Non-preferred

sailboarding

USE BOARDSAILING

windsurfing

**Scope Note:** *Used as an index term from July 1974 to August 1983.*

USE BOARDSAILING



# Descriptors

## Standards, Consistency, Accuracy & Relevancy

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### Cross-referencing:

“Use and” or “Use for” references for non-preferred terms

muscle fibre

**USE FIBRE**

**AND MUSCLE**

aerobics

**USE AEROBIC DANCE**

**OR AEROBIC TRAINING**

pin (golf)

**USE FLAGSTICK**

pin (wrestling, etc.)

**USE PINNING**



# Tour of the Thesaurus: Names

## Standards, Consistency, Accuracy & Relevancy

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- **Personal names**

GRETZKY, W.

MEYER JR., P.

SMITH-BELL, R.

KING, B.J.

MEYER III, P.

- **Corporate names/Association/Team**

AUSTRALIAN PHYSIOTHERAPY ASSOCIATION

SOCIETE CANADIENNE DE PHYSIOLOGIE DE L'EXERCICE

JUVENTUS SOCCER CLUB

- **Geographical names**

MILAN

ITALY



# **Thesaurus: Bibliography codes**

## **Standards, Consistency, Accuracy & Relevancy**

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- **Purpose**
  - **Reflect the principal subject**
  - **Multilingual access**
  - **Groups subject areas together**
  - **Complement to the descriptors as a searching/retrieval tool**
  
- **Six parts**
  - **Competition Codes and their subheadings**
  - **Sport Codes and their subheadings**
  - **General sport subject codes**
  - **Sport sciences codes**
  - **Recreation codes**
  - **Handicap codes**



# Thesaurus: Bibliography codes

## Standards, Consistency, Accuracy & Relevancy

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- **Competition Codes and their Subheadings**

**241895** Olympic Games – Spectators  
from **241\*\*\*** *Olympic Games* (heading)  
and **\*\*\*895** *Spectators* (subheading)

- **Sport Codes and their Subheadings**

**576323** Soccer - Training and conditioning – Drills  
from **576\*\*\*** *Soccer* (heading)  
and **\*\*\*323** *Training and Conditioning – Drills* (subheading)



# Thesaurus: Bibliography codes

## Standards, Consistency, Accuracy & Relevancy

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- **General sport subject codes**

**900000 to 925700,**

e.g. **903165** Officiating equipment

- **Sport sciences codes**

**927000 to 996800**

e.g. **969325** Children and adolescents - nutrition



# Bibliography codes

## Standards, Consistency, Accuracy & Relevancy

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- **Recreation codes (Sub Database = A)**

**A00000 to A90600**

e.g. **A55210** Parks and forests – Land use

- **Handicap codes (Sub Database = H)**

**005-855**

e.g. **815** Disabilities - paralysis  
(only code that requires only 3 digits)



# Indexing Procedures: Basic

- 2-3  
descriptors
- 1-2  
Bibliography  
codes
- 1-2  
sentence  
abstract

• Title Concussion: a problem from heading the ball in soccer?

• Descriptor SOCCER

• Descriptor BRAIN CONCUSSION

• Descriptor HEADING

• Abstract A general discussion as well as a research report into the correlation between heading the ball in soccer and concussions and other head injuries.

• Bib Code 576093 SOCCER INJURIES-AND-ACCIDENTS



# Intermediate

- 2-6 descriptors
- 1-3 Bibliography codes
- More detailed abstract – access points

- Title Traumatismo en la articulacion temporomaxilar (A.T.M.) y sus consecuencias en la practica del futbol.
- Alternate Title (Injury in the temporomaxillar joint and its consequences on the practice of soccer.)
- Descriptor SOCCER
- Descriptor INJURY
- Descriptor HEAD
- Descriptor ETIOLOGY
- Descriptor DIAGNOSIS
- Descriptor TREATMENT
- Descriptor BRAIN CONCUSSION



# Intermediate

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- **2-6**  
**descriptors**
- **1-3**  
**Bibliography**  
**codes**
- **More detailed**  
**abstract –**  
**access points**

• **Abstract (Eng)**      Discusses the sociological and anthropological aspects of soccer that make it such a popular spectator sport, making particular reference to the success of France in the 1998 World Cup. The article goes on to mention different types of injuries that occur in soccer, including concussion and fractures and their treatment.

• **Bib Code**    576093    SOCCER INJURIES-AND-ACCIDENTS

• **Bib Code**    959300    INJURIES-AND-ACCIDENTS-HEAD-  
INJURIES

• **Bib Code**    958650    INJURIES-AND-ACCIDENTS-  
CONCUSSION



# Indexing Procedures: Advanced Standards, Consistency, Accuracy & Relevancy

- 10-12 descriptors

- 1-4 Bibliography codes

- Detailed abstract

• <u>Title</u>	Changes of kinetic visual acuity during training camp in elite Japanese baseball players.
• <u>Descriptor</u>	BASEBALL
• <u>Descriptor</u>	ELITE ATHLETE
• <u>Descriptor</u>	JAPAN
• <u>Descriptor</u>	KINETICS
• <u>Descriptor</u>	VISUAL ACUITY
• <u>Descriptor</u>	TRAINING CAMP
• <u>Descriptor</u>	MAN
• <u>Descriptor</u>	CASE-CONTROL STUDY
• <u>Descriptor</u>	YOUNG ADULT
• <u>Descriptor</u>	PROFILE OF MOOD STATES
• <u>Descriptor</u>	EMOTION
• <u>Bib Code</u>	544027 BASEBALL BIOMECHANICS



# Advanced

- 10-12  
descriptors

- 1-4  
Bibliography  
codes

- Detailed  
abstract

**Abstract (Eng)** The purpose of this study was to examine the changes in visual acuity of elite Japanese baseball players during a training camp. Twenty male baseball players participated in a case-control study in which players were separated into groups according to the regularity of their game participation (every game, substitute players, control). Visual acuity was tested by the AS-r test and measured every second day of camp. Results indicate that kinetic visual acuity of elite baseball players during winter-season training camp remained high despite a reduction in results from the Profile of Mood States.



# Writing Abstracts

## Standards, Consistency, Accuracy & Relevancy

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- **Written for all items at every level.**
- **Exceptions:**
  - **Monographs**
  - **Abstract**
  - **Poster session**
- **Can use the abstract provided with the article ONLY if permission is granted from the publisher.**



# Resources

## Standards, Consistency, Accuracy & Relevancy

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The following resources can be found on SIRC's website (on the Partners page under Contribute) <http://www.sirc.ca>

- Indexing Manual
- Indexing tutorial presentation
- Guidelines for basic level indexing
- How to write an abstract

Graphics used in this presentation are used with permission from the Library Search Skills tutorial and Computer Sources tutorial located at <http://www.ulst.ac.uk/library/training/uuonly/index.html>.



# Indexing Procedures

**Standards, Consistency, Accuracy & Relevancy**

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## Practical Application & Questions