

Abstracting

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Abstracting – Why and Functions

Why?

1. It reduces the amount of primary information.
2. Lays emphasis on aspects of particular interest to users.

Functions

1. Dissemination of information
2. Selection of information by end-user
3. Retrieval of information (storage and retrieval)

Types of Abstracts

1. Type of Information

- Titular Abstract
- Indicative Abstract
- Mini/Micro Abstract
- Informative Abstract

2. Computer

- Auto-Abstracts
- Telegraphic Abstracts
- Statistical or Numerical Abstracts

3. Type of Writer of Abstract

- Author Abstracts
- Subject Expert Abstracts

Parts of an Abstract

- Citation – Citation of the document which is abstracted. Ex. An article in periodical, book, monograph, patent, standard, conference paper, etc. Helps to identify and locate the document easily.
- Abstract Proper – Actual abstract of the document. Abstractor must have knowledge about the subject and the readers.

Qualities of Abstracts

- – Conclusion – Crystal Clear, Precision (Exact but Specific Expression of Ideas), Self-Sufficiency (Complete in itself and fully understandable, independent), Objectivity (No personal interpretation or value judgement, bearing users in end-users)