# Abstracting

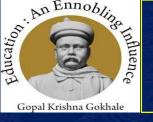
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# **Abstracting – Why and Functions**

### Why?

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

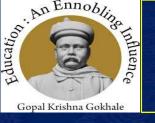
#### **Functions**

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



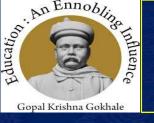
## Types of Abstracts

- 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 paer, 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)