



Zarqa University
Faculty of Educational Science
Department of Library and Information Science

No. 0512431

Indexing and Abstracting

3 C.H.

Prerequisite: 0512231

Description:

This course is intended to introduce students to the basic concepts of indexing and its basic functions. The importance of indexes, types of indexes. Indexing of books and periodicals. Technical tools for indexing. Automated indexing, abstracting and the importance of abstracts. Use of indexes and abstracts for searching and retrieval of information. Types of abstracts. staff responsible for abstracting steps of preparing an abstract. practical training on the use of indexes and abstracts.

Thesauri: structure, importance and use. Practical training on the use of Arabic and English Thesauri.