**Paper 5 Serial Management**

**Unit 12: Abstract and Abstracting:**

* **General Introduction:** An abstracting service is a service that provides abstracts of publications, often on a subject or group of related subjects, usually on a subscription basis. It provides shortening or summarizing of documents and assigning of descriptors for referencing documents. The product is often an abstracting journal.Guidelines for abstracting, including the evaluation of such services, are given in the literature of [library and information science](https://en.wikipedia.org/wiki/Library_and_information_science).
* Abstracting is a summarizing method of organizing information (i.e. words are used to describe what an entity is about). It is aimed at making the mass of information more manageable so that clients can retrieve relevant information when they need it, and exclude irrelevant information. This means that, when you are writing abstracts for your own information system, you should be guided by your own needs. To be able to do this properly, you should be familiar with the general rules and guidelines that apply to the writing of abstracts.
* In this digital era, repositories, the organization, and access to information, and tremendous amounts of knowledge is guarantee with the aid of information retrieval tools. Out of these tools the abstracting is taken for topical discussion. It is ancient and dependable information retrieval tool and plays a significant role in the information summarizing process of any information description system, it may be digital, hybrid or traditional libraries. The method guarantees unhindered briefing to stored information and knowledge and at the same time allow for precision and high recall of information in an information popularizing system.
* **Meaning of Abstract:** a short passage taken from a piece of writing, music, or film. “an extract from a historical film “excerpt · [passage](https://www.bing.com/search?q=define+passage&FORM=DCTRQY) · [abstract](https://www.bing.com/search?q=define+abstract&FORM=DCTRQY) · [citation](https://www.bing.com/search?q=define+citation&FORM=DCTRQY) · [selection](https://www.bing.com/search?q=define+selection&FORM=DCTRQY) · [quotation](https://www.bing.com/search?q=define+quotation&FORM=DCTRQY) · [cutting](https://www.bing.com/search?q=define+cutting&FORM=DCTRQY) · [clipping](https://www.bing.com/search?q=define+clipping&FORM=DCTRQY) · [analects](https://www.bing.com/search?q=define+analects&FORM=DCTRQY)
* **Origin of Abstract:** During1400–50; this English word “Abstract” was derived from the Latin word “abstractus” which meant “drawn off”. Thus it means to extract a very small or brief or a little piece from big part or amount or description or statement of something available in form of solid, liquid, an idea, a concept or a literary subject.
* **Definition of Abstract:** An abstract is a brief summary of a research article, thesis, review, conference proceeding, or any in-depth analysis of a particular subject and is often used to help the reader quickly ascertain the paper's purpose. When used, an abstract always appears at the beginning of a manuscript or typescript, or monograph, acting as the point-of-entry for any given academic paper or patent application. Abstracting service is for various academic disciplines, are aimed at compiling a body of literature for that particular subject.
* **Meaning of Abstracting:** The verb abstract is used to mean **“summarize**,” as in “abstracting an academic paper.” This meaning is a figurative derivative of the verb’s meanings “to remove” or “to separate.” In simple words the abstractor acts as passing through all the required activities for bringing the text in a brief understandable description.
* **Abstractor: 1. O**ne who makes abstracts or summarizes information.
* 2. A person who analyzes or summarizes information, in particular a person whose job is to collect and maintain data or records. “We require an abstractor for our new research and development center.
* **Purpose of Abstract:** 1.The basic purpose of an abstract is effective and efficient access to information provided in summarized form, either through structured records, such as books and databases, or random stores of information, such as information found with internet search engines.
* 2. Another main purpose of an abstract is to help readers to evaluate and select a document that they would find useful in their own research. An abstract should allow a reader to get the bare-bones information about a document without requiring them to read the actual document.
* **Need of Abstract:** 1**.** An abstract is a short, concise and accurate representation (surrogate) of the intellectual content of an entity, its purpose being to promote awareness of the entity and also of information retrieval. Abstracts can be written for entities such as books, reports, journal articles and websites. In this discussion, there is concentrated on general discussion about abstract.
* **Nature and Function of Abstract:** An abstract is a **brief synopsis or summary of the most important points that the author makes in the paper**. It is a highly condensed version of the paper itself. After reading the abstract, the reader knows the main points that the authors have to make in a text writing to be comprehensive.
* **Objectives of Abstract:** An abstract is a concise summary of a larger project (a document or book or information source like thesis, research report, performance, service project, etc.) that concisely describes the contents and scope of the pre-stated sources and **identifies the core idea mentioned in that sources alongwith its main theme, methodology and its findings, conclusions, or intended results.**
* **Scope of Abstract:** An abstract of a social science or scientific work may contain the **scope, purpose, results, and contents of the concerned work**. An abstract of a humanities work may contain the thesis, background, and conclusion of the larger work. An abstract is not a review, nor does it evaluate the work being abstracted.
* **Essentials or Characteristics of Abstract: Almost all the scholars agree that an abstract should have the following pieces:** An **abstract** is a:
* Self-contained,
* Economical
* In order
* Easy to understand, means revised in working language.
* Correct
* Short, brief but concise
* Powerful statement that describes a larger work.
* **Components** vary according to discipline.
* An **abstract** of a literary work may contain the scope,
* Purpose,
* Results,
* **Evaluation of Good Abstract: Following specially be observed in the case of an abstract:**
* **Authorship**
* **Purpose**
* **Arrangement**
* **Language**
* **Format**
* **Bibliographic description, particularly items of information in each bibliographic entry.**
* **Price**
* **Recency (up-dating)**
* **Types of Abstract:** There are five types of abstracts: indicative abstracts, informative abstracts, critical abstracts, structured abstracts and modular abstracts. The types of abstract most commonly used are indicative and informative abstracts. Frequently, a combination of indicative and informative abstracts is used.
* **Indicative Abstracts:** Short abstracts which describe the broad concepts covered in an entity in general terms are called indicative abstracts. General terms like ‘are discussed’ and ‘was investigated’ are used to describe the intellectual content of an entity. The purpose of indicative abstracts is merely to show that the information exists: no factual information or findings are included. Indicative abstracts only indicate what is covered in the entity - what is done, what is discussed, what is analyzed, what is compared, and so on. Indicative abstracts are presented in a single paragraph only. Indicative abstract indicate that important information and/or specific data may be found in a particular entity. Thus indicative abstracts focus attention on the existence of entities. They are considerably shorter than informative abstracts and vary from 50 to 100 words.

OR

* Descriptive Abstracts. A descriptive abstract is an extremely brief description of the contents of a report. Its purpose is to tell the reader what to expect from the full paper. A descriptive abstract is very short, typically less than 100 words. Tells the reader what the report contains, but doesn't go into detail. In other words same as the Indicative Abstract above is.
* **Informative Abstracts:** Longer abstracts that summarizes the essential factual contents of an entity as concisely and clearly as possible are called informative abstracts. They include *qualitative* and *quantitative* information, as well as the following: the purpose and scope of the entity, the research methods used, the research results, the validity of findings and their applications. This depends on the extent to which the information is covered in the entity. Informative abstracts may be presented in more than one paragraph and vary from 200 to 300 words and may sometimes even be longer. The length of informative abstracts may also be restricted to a tenth or a twentieth of the original entity. Informative abstracts take considerably longer to write than do indicative abstracts. The intellectual content of entities - what they are about - has to be thoroughly analyzed first. Knowledge of the subject content is an additional recommendation.
* **Critical Abstract:** To begin, you need to determine which type of abstract you should include with your paper. There are four general types. A critical abstract provides, in addition to describing main findings and information, a judgment or comment about the study’s validity, reliability, or completeness.
* **Structured Abstract:** Structured abstracts have the same requirements as informative abstracts, but the content is written in separate paragraphs and under different headings. During analysis of the article, the abstractor must take note of any pre-determined aspects, which will form the headings for the presentation.
* **Modular Abstract:** Modular abstracts are intended as full content descriptions of current entities. Each abstract consists of five parts: a citation, an annotation, an indicative abstract, an informative abstract and a critical abstract. This implies that an abstracting service can process it to conform to its own unique requirements with a minimum of effort: any one of the abstracts can be used intact, or edited to form, for example a partially indicative, partially informative abstract, or a partially informative and partially critical abstract. The prime purpose of modular abstracts is to eliminate the duplication and waste of intellectual effort involved in the independent abstracting of the same entities by severalA modular abstract prototype relies on a comprehensive information structure. The demonstration contents of the modules are defined by a stakeholder and purpose oriented logical dissecting of this.
* **Good Abstract:** What is a good abstract? It is tool that leads a user to the exact information that is needed with no hurdles, no false paths, and no irrelevant materials. The perfect abstract leads a user to totally brief pertinent information, seldom leads to trivial information, and never, ever leads to non-pertinent information. Of course such a perfect abstract is rarely created, but we strive for it every time we create a possible perfect abstract. When a user consults an abstract, four things may happen and three of them are bad:

1. Information is not found, although it is there.
2. Information is found, although it is not what was expected.
3. Only a part of the information is found and the other part is missed.
4. The information is exactly what was needed and anticipated.
5. Abstractors try to minimize numbers one through three and to maximize number four. The abstractor should be acutely aware of all four potential outcomes.

* **How to write an Abstract:** Following should be followed:

1. Keep it in order.
2. Provide helpful information.
3. Use key phrases and words.
4. Use real information.
5. Avoid being too specific.
6. Be sure to do basic revisions.
7. Get feedback from someone.
8. An abstract must be self-contained. Write it as a standalone document.
9. Don’t make the reader to have to work to understand it.
10. Keep it under two hundred and fifty words. If possible, keep it to one page.
11. Use direct language. Write in the present (and future) tense.

* **Advantages/Merit/Plus Points of Abstract:**

**Makes easy:**

1. **Retrieving information in the library by dint of bibliographic entry.**
2. **Selection of library materials**
3. **Selection of information materials for reading within the library if available**
4. **Understanding the required information as reproduced in easy language.**
5. **Bring together subject information sources**
6. **Carry out stock staking**
7. **Compilation of bibliography**
8. **Compilation of index**
9. **Compilation of catalogue**
10. **Saves:**

**10.1. Time of the reader**

**10.2. Money of the reader**

**10.3. Energy of the reader**

* **Disadvantages/Demerits/Negative Points of Abstract:**

1. **Laborious of job**
2. **Omission of some titles**
3. **Duplication in some cases**
4. **Misunderstanding if abstractor is in-efficient**
5. **Needs proper training and experience by the abstractor**
6. **Consumption of:**
   1. **Time**
   2. **Money**
   3. **Energy**