SOCIAL SCIENCE REFERENCE SOURCES:
ROLE OF BIBLIOGRAPHIES, INDEXES & ABSTRACTS

1. DESCRIPTION OF THE MODULE

Subject Name Library and Information Science
Paper Name Information Sources in Social Science
Module Name /Title Bibliographies, Indexes and Abstracts
Keywords Bibliographies, Enumerative Bibliography, Descriptive Bibliography and Formats

2. Objectives:

- To inculcate the knowledge about international exchange of records
- To promote the conversion of bibliographic records into machine-readable format
- To know to organize information about materials on a given subject so that students of the subject may have access to it
- To help locating and summarising the contents of a document

3. INTRODUCTION

Bibliographies, Indexes and Abstracting services constitute important sources of reference for social science researchers. These sources allow a scholar to find out relevant material before starting their research so as to understand the already existing pattern and trend of research in a given field. Hence it is important to study these sources. Bibliographies constitute an important source of information for research scholars and other users of libraries. Generally speaking a bibliography is a list of books on a particular topic or subject prepared for the reference of a particular library user. Bowers (1949) refers to bibliography as a procedure that identifies books in “specific collections or libraries,” in a specific discipline, by an author, printer, or period of production. Basic bibliographic information includes title, author or editor, publisher, and the year the current edition was published or copyrighted. Bibliography, also known as works cited, reference list is basically an orderly study and referencing of books and source materials used in academic research.

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The purpose of bibliography is to organize information about materials on a given subject so that students of the subject may have access to it. A descriptive bibliography may take the form of information about a particular author's works or about works on a given subject or on a particular nation or period. Critical bibliography, which emerged in the early 20th century, involves meticulous descriptions of the physical features of books, including the paper, binding, printing, typography, and production processes used, to help establish such facts as printing dates and authenticity. Thus a bibliography is a list of books or articles related by way of authorship or subject, and sometimes annotated. Large bibliographies may be published as books in their own right.

A bibliography is also a list of books, articles, and other sources which a scholar uses when researching a topic and writing a paper. The bibliography appears at the end of research paper and is also called Works Cited or Works Consulted.

4.1 Need for Bibliographies

The need of bibliography is to organize information about materials on a given subject so that students of the subject may have access to it. A descriptive bibliography may take the form of information about a particular author's works or about works on a given subject or on a particular nation or period. Critical bibliography, which emerged in the early 20th century, involves meticulous descriptions of the physical features of books, including the paper, binding, printing, typography, and production processes used, to help establish such facts as printing dates and authenticity. Thus a bibliography is a list of books or articles related by way of authorship or subject, and sometimes annotated. Large bibliographies may be published as books in their own right.

One of the purposes of a bibliographic entry is to give credit to other authors whose work one has consulted in research. Another objective of a bibliography is to make it easy for a reader to find the source which has been used.

5. Bibliographies Importance

A bibliography is an important source of information for a research scholar. It serves as a ready reference and directs him or her towards right kind of material which helps in research and studies. A bibliography helps in organizing research material properly and saves the time of user. Preparing a bibliography is a specialized job and requires some knowledge and understanding of the subject.

5.1 Kind of Bibliographies

Over the years bibliographies have evolved into several categories. This evolution of bibliographies has essentially taken place on account of value additions of different kinds to the basic concept or model. Carter (2010) describes bibliography as a twofold scholarly discipline -- the organized listing of books (enumerative bibliography) and the systematic, description of books as physical objects (descriptive bibliography). Some of the important categories of bibliographies can be described as below:

5.2 Enumerative Bibliographies

Enumerative bibliography is simply a list of books, articles and other writings on a given theme or subject, Bowers (1949) refers to enumerative bibliography as a procedure that identifies books in
“specific collections or libraries,” in a specific discipline, by an author, printer, or period of production. Enumerative bibliography provides a list, rather than to describe minutely. Little or no information is likely to be provided about physical aspects of the book such as paper, type, illustrations, or binding. A library's card catalog is an example of an enumerative bibliography, and so is the list at the back of a book of works consulted.

5.3 Analytical Bibliographies: The analytical bibliographies consider books as physical objects rather than as academic contents and contain the details of their production, the effects of the method of manufacture on the text. Analytical bibliography largely deals with the historical background of printers and booksellers, with the description of paper or bindings, or with textual matters arising during the progression from writer's manuscript to published book.

5.4 Annotated Bibliography: An annotated bibliography contains an annotation of book or article in the form of an abstract, note[s] intended to describe, explain, or evaluate the publication. This is a specialized kind bibliography for special kind of users.

5.5 Current Bibliography: A current bibliography records recently published material, for the purpose of reporting the recent literature in a particular subject like current list published by American Centre Library.

5.6 National Bibliography: A national bibliography of documents published in a particular country like Indian National Bibliography.

5.7 Period Bibliography: A period bibliography lists works about a given time period.

5.8 Retrospective Bibliography: A retrospective bibliography can be described as a list of documents published in previous years, as distinct from a current bibliography.

5.9 Serial Bibliography: A serial bibliography appears at fixed intervals of time, e.g. weekly, monthly, quarterly, annually. Its objective is the reporting of publications as they appear.

5.10 Subject Bibliography: A subject bibliography provides details of publications on a given subject.

5.11 Bibliographical Formats

As is evident from above that bibliographic record can be created for any independent bibliographic item (book, journal, newspaper, audio cassette, video cassette, cartographic publication etc.) and for component part (article from the journal or newspaper, chapter from a book, map, sheet, illustration etc.

To render bibliographical information correctly it is necessary that some standard is followed. The objectives of following a standard are as under

- To ensure the international exchange of records and
- To promote the conversion of bibliographic records into machine-readable format.

Over the years several standards for bibliographic citations have been evolved by different organizations which are described below briefly.
6. Some Important Bibliographies

There are several national, international and subject bibliographies being published both by governmental and non-governmental organizations in the area of social sciences. Some of the guidelines are as under.


7. Salient Feature of Bibliographies

Some of the salient feature of Bibliographies is as follow:

1. Bibliography is an important source of information for a research scholar.
2. It serves as a ready reference and directs him or her towards right kind of material which helps in research and studies.
3. Bibliography helps in organizing research material properly and saves the time of user.
4. Preparing a bibliography is a specialized job and requires some knowledge and understanding of the subject.

8. ABSTRACTS and INDEXES

An abstracting service is a service normally provided both by libraries and commercial organizations that provides abstracts of publications, often on a subject or group of related subjects. It is a value added service rendered by libraries whereas commercial organization provide service on a subscription basis and categorized as secondary source of information.

An indexing service is a service that aims at describing the location of an article and assigns descriptors like author, title, keyword and other kinds of access points to documents while an abstracting service provides shortening or summarizing of documents and assigning of bibliographical access points for referencing documents.
These are activities performed to identify concepts and aspects of published information and research reports. An index to a publication is an alphabetized list of names, places, and subjects treated in a printed work, giving the page or pages on which each item is mentioned. ([http://www.definitions.net/definition/abstracting+and+indexing+as+topic](http://www.definitions.net/definition/abstracting+and+indexing+as+topic))

The product is often an abstract journal or a bibliographic index, which may be a subject bibliography or a bibliographic database.

9. Need for Indexing and Abstracting Services

Indexing services are provided by libraries essentially to help their users in getting required material. An index is essentially a source of information which has originated due to huge volume of literature in a subject. It is primarily a research tool and helps a researcher to access information pin pointedly without wasting time.

9.1. Abstracting Service

Abstracting service is one step ahead in terms of being a source of information as an abstract provides summary of an article or publication so as to familiarize him or her with contents. It enables a user to have an understanding of the publication without actually needing to consult the publication.

“The process of indexing begins with any analysis of the subject of the document. The indexer must then identify terms which appropriately identify the subject either by extracting words directly from the document or assigning words from a controlled vocabulary. The terms in the index are then presented in a systematic order”. ([http://www.en.wikipedia.org/wiki/Subject_indexing](http://www.en.wikipedia.org/wiki/Subject_indexing))

9.2. Some Important Services

Following are some of the important indexing and abstracting publications in the area of social sciences which serve as source of information to library users and research scholars in identifying relevant literature.

I. International Political Science Abstract
II. Sociological Abstract
III. Library and Information Science Abstract
IV. LISTA
V. Dissertation Abstract International
VI. Historical Abstract
VII. Social Science Abstract
VIII. PAIS International
IX. Psychoinfo
X. Lexis Nexis Academic Universe
XI. Popline (Population Information Online)
XII. Econolit

10. CONCLUSION
Bibliographies and Indexes have emerged as a source of information due to increased importance of learning and research. Preparing a bibliography is in itself an academic exercise and should be done carefully. An updated bibliography is an important part of user service in a library. However it can be stated that since the arrival of internet and availability of information in electronic formats, the importance of bibliographies as source of information has been reduced to a great extent. The bibliographical details of most of the publications are available immediately upon their release by their respective publishers and online book stores like amazon.com and flipkart which almost eliminates the need for preparing bibliographies separately.

However with the advent of information technology, most of these indexing and abstracting services are now available in electronic format and as commercial databases. Role of libraries in their development has further been reduced as most the online publications are searchable full text.

11. TEXT FOR VOICE NARRATION

11.1 Role of Bibliographies

Bibliographies, Indexes and Abstracting services constitute important sources of reference for social science researchers. These sources allow a scholar to find out relevant material before starting their research so as to understand the already existing pattern and trend of research in a given field. Hence it is important to study these sources. Bibliographies constitute an important source of information for research scholars and other users of libraries. Generally speaking a bibliography is a list of books on a particular topic or subject prepared for the reference of a particular library user. Basic bibliographic information includes title, author or editor, publisher, and the year the current edition was published or copyrighted. Bibliography, also known as works cited, reference list is basically an orderly study and referencing of books and source materials used in academic research.

11.2 Need for Bibliographies

The need of bibliography is to organize information about materials on a given subject so that students of the subject may have access to it. Bibliography provides is a list of books or articles related by way of authorship or subject, and sometimes annotated. Large bibliographies may be published as books in their own right. A Bibliographic also helps to give credit to other authors whose work one has consulted in research. Another objective of a bibliography is to make it easy for a reader to find the source which has been used.

11.3 Issues for Consideration in Bibliographies

Bibliographies should consider making it easy for a reader to find the source which has been used. Bibliographic record can be created for any independent bibliographic item (book, journal, newspaper, audio cassette, video cassette, cartographic publication etc.) and for component part (article from the journal or newspaper, chapter from a book, map, sheet, illustration etc.).

11.4 Bibliographies formulation

Bibliographic record can be created for any independent bibliographic item (book, journal, newspaper, audio cassette, video cassette, cartographic publication etc.) and for component part (article from the journal or newspaper, chapter from a book, map, sheet, illustration etc.) several standards for bibliographic
citations have been evolved by different organizations which are described as under: APA Style of Referencing, Chicago Manual of Styles, Harvard Style of Referencing and BIS Style.

12. **CHUNK TEXT**

12.1 **Role of Bibliographies**

- Services constitute important sources of reference for social science researchers.
- Sources allow a scholar to find out relevant material before starting their research.
- Constitute an important source of information for research scholars and other users of libraries.
- A list of books on a particular topic or subject prepared for the reference of a particular library user.
- Includes title, author or editor, publisher, and the year the current edition was published or copyrighted.

12.2 **Need for Bibliographies**

- It organizes information about materials on a given subject so that students of the subject may have access to it.
- It provides a list of books or articles related by way of authorship or subject, and sometimes annotated.
- It may be published as books in their own right.
- Helps to give credit to other authors whose work one has consulted in research.
- Make it easy for a reader to find the source which has been used.

12.3 **Issues for Consideration in Bibliographies**

- Making it easy for a reader to find the source which has been used.
- Created for any item (book, journal, newspaper, audio cassette, video cassette, cartographic publication etc.) and for component part (article from the journal or newspaper, chapter from a book, map, sheet, illustration etc).

12.4 **Bibliographies formulation**

- Any independent bibliographic item and for component part.
- Evolved by different organizations.
- APA Style of Referencing.
- Chicago Manual of Styles.
- Harvard Style of Referencing.
- BIS Style.

12.5 **Bibliographies**

- Bibliographies, Indexes and Abstracting services constitute important sources of reference for social science researchers.
- Bibliographies constitute an important source of information for research scholars and other users of libraries.
Includes title, author or editor, publisher, and the year the current edition was published or copyrighted.

- Allow a scholar to find out relevant material before starting their research so as to understand the already existing pattern and trend of research in a given field.

13. TEXT FOR VOICE NARRATION: INDEXES and ABSTRACTS

13.1. INTRODUCTION

An abstracting service is a service normally provided both by libraries and commercial organizations that provides abstracts of publications, often on a subject or group of related subjects. An indexing service is a service that aims at describing the location of an article and assigns descriptors like author, title, keyword and other kinds of access points to documents.

13.2. NEED FOR INDEXING AND ABSTRACTING SERVICES

Indexing services are provided by libraries essentially to help their users in getting required material. An index is essentially a source of information which has originated due to huge volume of literature in a subject.

13.2.1 Abstracting Service

Abstracting service is one step ahead in terms of being a source of information as an abstract provides summary of an article or publication so as to familiarize him or her with contents.

13.2.2. SOME IMPORTANT SERVICE

Following are some of the important indexing and abstracting publications in the area of social sciences which serve as source of information to library users and research scholars in identifying relevant literature.

1. International Political Science Abstract
2. Sociological Abstract
3. Library and Information Science Abstract
4. LISTA
5. Dissertation Abstract International
6. Historical Abstract
7. Social Science Abstract
8. PAIS International
9. Psychoinfo
10. Lexis Nexis Academic Universe
11. Popline (Population Information Online)
12. Econolit
References:
Bowers, Fredson, Principles of Bibliographical Description (Oak Knoll Press, 1995).
Carter, John, ABC for Book Collectors (Oak Knoll Press and The British Library, 2004).

http://crlindia.gov.in/indian.html
http://en.wikipedia.org/wiki/Bibliographies
http://en.wikipedia.org/wiki/Bibliography
http://en.wikipedia.org/wiki/Textual_study
http://encyclopedia2.thefreedictionary.com/bibliography
http://encyclopedia2.thefreedictionary.com/The+Bibliography
http://grammar.about.com/od/ab/g/biblioterm.htm
http://solution-nine.com/Bibliography
http://uk.answers.yahoo.com/question/index?qid=200902221090449AA_NzkvL
http://www.biblio.lv/A_Bgr_aprakst_standarti.html
http://www.bibsocamer.org/bibdef.htm
http://www.bl.uk/bibliographic/natbib.html
http://www.crlindia.gov.in/indian.htm
http://www.library.yale.edu/instruction/guide.html
http://www.library.yale.edu/rse/religion/bibtypes.html
www.ipsa.org/node
web.ebscohost.com/start?key=10.1.20.22_8000...site=ehost
www.ebscohost.com/public/historical-abstracts
www.ebscohost.com/academic/social-sciences-abstracts
www.apa.org/psycinfo/
web.lexis-nexis.com/universe
www.popline.org/
www.ebscohost.com/corporate-research/econlit