

**COURSE DATA****DATA SUBJECT**

**Code:** 33836  
**Name:** Techniques for Indexing and Summary  
**Cycle:** Undergraduate Studies  
**ECTS Credits:** 6  
**Academic year:** 2025-26

**STUDY (S)**

Degree	Center	Acad. year	Period
1007 - Degree in Information and Documentation	Facultat de Geografia i Història	3	Second quarter

**SUBJECT-MATTER**

Degree	Subject-matter	Character
1007 - Degree in Information and Documentation	Representation and retrieval of information	COMPULSORY

**COORDINATION**

BARBERA MATIAS BARBARA

**SUMMARY**

The exponential growth of information and the cumulative nature of this information require the development of tools and techniques that facilitate its synthetic representation so that we can easily identify it and determine its relevance in the systems of information retrieval.

According to standard ISO 5963:1985 (UNE 50-121-91), indexing is the process by means of which we represent or describe the contents of a document so that we can accurately determine whether it is relevant to fulfil an information need. According to standard ISO 214:1976 (UNE 50-103-90), an abstract is an abbreviated, accurate representation of the contents of a document, without added interpretation or criticism.

Throughout the course we will present both the manual methods based on human indexers to analyse documents, determine the essential content or subject areas dealt with and select the most appropriate index terms, and the main features of automated indexing techniques.

The characteristics and procedures for the preparation of abstracts will also be explained.



## PREVIOUS KNOWLEDGE

### RELATIONSHIP TO OTHER SUBJECTS OF THE SAME DEGREE

There are no specified enrollment restrictions with other subjects of the curriculum.

### OTHER REQUIREMENTS

To successfully pass the subject, it is advisable to have previously taken the subjects General Cataloguing (cod. 33834) and Documentary Languages (cod. 33835), both in the second year of the Degree in Information and Documentation.

## COMPETENCES / LEARNING OUTCOMES

-

Capacidad de análisis y de síntesis aplicadas a la gestión y organización de la información.

Capacidad para analizar e indizar el contenido de los documentos conforme al lenguaje documental adoptado y organizar dicha información utilizando los medios tecnológicos disponibles para el análisis, almacenamiento y recuperación de dicha información.

Capacidad para la creación y aplicación de lenguajes documentales en sistemas de información.

Comprender, diseñar y aplicar modelos de representación de datos y de información y mecanismos de extracción y explotación de datos y de recuperación de información.

Comunicación oral y escrita en la lengua nativa.

Conocer, utilizar y aplicar las tecnologías de la información y las comunicaciones aplicada al almacenamiento, uso, gestión, manipulación, distribución y explotación de datos, información y conocimiento.

Conocimiento de una lengua extranjera.

Razonamiento crítico en el análisis y la valoración de alternativas.

Resolución de problemas.

Toma de decisiones.

## DESCRIPTION OF CONTENTS



### 1. Content analysis within the document chain: concept, evolution and standardisation

- 1.1 Document chain.
- 1.2 The reading process.
- 1.3 The scientific document and content analysis.
- 1.4 Index and abstract: concept and historical evolution

### 2. Stages and principles of the indexing process. Features and indexing systems.

- 2.1. Functions, features and stages of the indexing process.
- 2.2. Systems and products resulting from indexing.
- 2.3. Indexing of special documents and automated indexing processes.

### 3. The operation of abstracting. Methodology for abstracting and types of abstracts.

- 3.1. Functions and types of abstracts.
- 3.2. Methodology for abstracting.
- 3.3. Abstracting products and services.

## WORKLOAD

### PRESENCIAL ACTIVITIES

Activity	Hours
Theory	45,00
Classroom practices	15,00
<b>Total hours</b>	<b>60,00</b>

### NON PRESENCIAL ACTIVITIES

Activity	Hours
Attendance at other activities	0,00
Individual or group project	15,00
Independent study and work	25,00
Preparation of lessons	25,00



Preparation for assessment activities	10,00
Resolution of case studies	15,00
<b>Total hours</b>	<b>90,00</b>

## TEACHING METHODOLOGY

The teaching methodology combines lectures and practical sessions. Lectures present the basic principles of the professional practice of indexing and abstracting documents and the processes performed by automated indexing systems. Practical lessons cover case studies in indexing and abstracting documents of different types and activities for the evaluation of the soundness of the processes developed.

## EVALUATION

The assessment of the subject will be focused on the consolidation of the knowledge, competences and skills of the subject. It will consist of two sections:

- **Practical part:** 50% of the final grade. This part is subdivided into:
  - **Classroom practice:** continuous assessment of the knowledge acquired throughout the course (30% of the final mark). In this section, the completion and delivery of individual works will be assessed. The grade for these works will be carried forward for the second call and in no case will it be recoverable.
  - **Practical works:** preparation of practical cases by the student (20% of the final mark). The grade for the practical works will be carried forward for the second call and in no case will it be recoverable.  
Both the classroom practices and the practical works must be delivered **within the deadline** established by the teacher. The practices and practical works that are not submitted within the deadline will be graded with 0 and will average the rest of the internships and assignments.
- **Theoretical part:** 50% of the grade. It will be assessed by means of the final exam:
  - **Final exam:** the mark obtained in this test will represent 50% of the final mark. The final exam will consist of a written test in which the theoretical contents will be evaluated. In order to pass the course, a mark of 5 out of 10 in the final exam will be a prerequisite. This grade will be recoverable in the second call by means of a test with the same characteristics as in the first call.

### NOTE:

This assessment is based on the premise that teaching at the University of Valencia is, by definition, classroom-based teaching. In this sense, students should be aware that attendance at both theory and practical sessions is essential for the proper understanding of the contents of the subject. Students must also bear in mind the possibility of part-time enrollments when they are unable to attend all the subjects that make up a complete academic year (60 credits). However, in duly justified circumstances, students may request to be assessed without attending none or some of the lessons. In such cases, the following procedure must be followed:



- At the start of the year, students must inform the course head lecturer(s) of the reason why they are unable to attend class by providing written proof.
- Based on this information, the head lecturer will decide on the possibility of exempting students from attending all or part of the classes.

To be assessed, students who are in this situation must submit all the assignments required by the lecturer (not necessarily identical to those required during the course). Also, they may be asked to defend their assignments orally in front of the lecturer, and they will have to pass a theory test. Assignments will be worth 50% of the final mark and the test will be worth the remaining 50%.

## REFERENCES

- GIL LEIVA, I. Manual de indización: teoría y práctica. Gijón: Trea, 2008.
- IZQUIERDO ALONSO, M.; y MORENO FERNÁNDEZ, L. M. El resumen documental: un reto didáctico. Madrid: ANABAD, 2009.
- LANCASTER, F. W. Indización y resúmenes: teoría y practica. Buenos Aires: EB publicaciones, 1996. Traducción de Elsa E. Barber.
- MONTESI, M. Métodos de evaluación y calidad de resúmenes documentales. Gijón: Trea, 2006.
- PINTO MOLINA, M. El resumen documental: paradigmas, modelos y métodos. Salamanca: Fundación Germán Sánchez Ruipérez, 2001.
- ASOCIACIÓN ESPAÑOLA DE NORMALIZACIÓN Y CERTIFICACIÓN (AENOR). UNE 50-103-90. Documentación. Preparación de resúmenes. Madrid: AENOR, 1990.
- ASOCIACIÓN ESPAÑOLA DE NORMALIZACIÓN Y CERTIFICACIÓN (AENOR). UNE 50-121-91 Documentación. Métodos para el análisis de documentos, determinación de su contenido y selección de los términos de indización. Madrid: AENOR, 1991.
- BONURA, L. S. The art of indexing. New York [etc.]: John Wiley & Sons, 1994.
- CHAUMIER, J. Análisis y lenguajes documentales. Barcelona: Mitre, 1986.
- CLAUSÓ GARCÍA, A. Manual de análisis documental: descripción bibliográfica. Pamplona: EUNSA, 2005.



- GIL LEIVA, I. La automatización de la indización de documentos. Gijón: Trea, 1999.
- GIL URDICAÍN, B. Manual de lenguajes documentales. Gijón: Trea, 2004.
- INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO). ISO 5963:1985. Documentation - Methods for examining documents, determining their subjects, and selecting indexing terms. Geneva: ISO, 1985
- INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO). ISO 214:1976. Documentation -- Abstracts for publications and documentation. Geneva: ISO, 1985
- LANCASTER, F. W. Indexing and abstracting in theory and practice. Champaign (IL): University of Illinois, 1991.
- MOREIRO GONZÁLEZ, J. A. El contenido de los documentos textuales: su análisis y representación mediante el lenguaje natural. Gijón: Trea, 2004.
- PINTO MOLINA, M.; GARCIA MARCO, F. J.; y AGUSTIN LACRUZ, M. C. Indización y resumen de documentos digitales y multimedia: técnicas y procedimientos. Gijón: Trea, 2002.
- RUIZ PÉREZ, R. El análisis documental: bases terminológicas, conceptualización y estructura operativa. Granada: Universidad de Granada, 1992.
- SLYPE, G. van. Los lenguajes de indización: concepción, construcción y utilización en los sistemas documentales. Salamanca: Fundación Germán Sánchez Ruipérez, 1991.
- JUNCÀ CAMPDEPADRÓS, M; MARTÍNEZ FERRERAS, D. Lenguajes documentales. Barcelona: UOC, 2008.