

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

Code: 33836
Name: Techniques for Indexing and Summary
Cycle: Undergraduate Studies
ECTS Credits: 6
Academic year: 2026-27

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

1007 - Degree in Information and Documentation

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
Total hours	60,00

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
Total hours	90,00

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.

This assessment starts from the premise that teaching at the University of Valencia is, by definition, on-campus lecture delivery method. In this sense, the student should be aware that attendance at both the theoretical and practical lectures is essential for proper monitoring of the contents of the course. The student must also consider the possibility to enroll part time when it is unable to attend all courses (60 credits). However, there is an exception for those students that justify it and request it. They have the possibility of being assessed without attending to all or part of the lectures. For these cases, students should proceed as follows:

- At the beginning of the course, student should inform to lecturer responsible for the course, the incidence that makes her/him unable to attend the class. This must be adequately justified in



documentary form.

- The lecturers in charge, in the light of this information, will decide the possibility of evaluation without full or partial assistance to the lectures.

Students who are in this situation must submit for evaluation all work required by the lecturer (not necessarily the same to those required for the course) and may also be called to defend them orally to the lecturer, and conduct a knowledge test. The weight of the final grade work will be 50% and the test the remaining 50% knowledge.

Regarding the obligations that students have when using AI in assessable activities, and concerning the declaration of responsible AI use, please refer to the "Guidelines for the Responsible Use of Artificial Intelligence (AI) in Teaching and Assessment Activities at the University of Valencia" at the following link: https://www.uv.es/graus/normatives/Guia_actuacio_IA_UV.pdf.

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