

UNIVERSITY OF JOS, JOS
FACULTY OF EDUCATION
DEPARTMENT OF SOCIAL SCIENCE EDUCATION

FIRST SEMESTER EXAMINATION 2017/2018 ACADEMIC SESSION

COURSE TITLE: INDEXING AND ABSTRACTING SERVICES

COURSE CODE: LIS 404

CREDIT UNIT: 3

TIME ALLOWED: 3 HOURS

INSTRUCTIONS: Answer any FOUR (4) question

1. As a librarian, posted to work in a library that does not offer Indexing and Abstracting services, explain three (3) techniques you can use to Index the newspapers.
2. Clear writing does not just happen; it follows some stages. Describe the five (5) stages
3.
 - (a) What is publishing?
 - (b) As an editor in chief of your professional journal, write with brief explanation of the step by step of the journal production.
4. Nancy Mulvany, the author of "My Indexing Process" shared her experience in indexing in six (6) steps; Mention them and give details of three (3).
5. Indexing depth involves two (2) related areas of indexing: Exhaustively and Specificity. Write extensively on the two (2).
6.
 - (a) Write short note on five (5) index styles.
 - (b) Using APA, 6th Edition of referencing, give full bibliographic details of a chosen document to show referencing of:
 - i One author
 - ii Unknown author
 - iii Cooperate author
 - iv Two authors
 - v More than one author.

*Appropriate in terms of
quality and coverage.*

Prof. I. I. EKOJA, FNLA, CIP
HEAD OF DEPARTMENT
DEPT. OF LIBRARY & INFOR. SCIENCE
UNIVERSITY OF ABUJ

21-06-19