

**DRAFT IN  
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<b>DOCUMENT DESPATCH ADVICE</b>	
<b>Reference</b>	<b>Date</b>
<b>MSD 5/T- 4</b>	<b>23 07 2010</b>

**DOCUMENTATION AND  
INFORMATION SECTIONAL COMMITTEE, MSD 5**

**All members of :**

**Documentation and Information Sectional Committee, MSD 5  
Management and Systems Division Council, MSDC**

**Others interested**

Dear Sir/Madam,

Please find enclosed the following document prepared by the Documentation and Information Sectional Committee, MSD 5

<b>Sl. No.</b>	<b>DOC. No</b>	<b>Title</b>
1.	MSD 5 (387)	Guide for preparation of abstracts ( <i>Second Revision of IS 795:1976</i> )

Kindly examine this draft standard and forward your views stating difficulties which you are likely to experience in your business or profession, if this is finally adopted as National Standard.

Last date for comments: **30 September 2010**

Comments if any, may please be sent in the enclosed format and mailed to the undersigned at the above address.

Thanking You,

Yours faithfully

Encl : As above

(N.K. Pal)  
Scientist 'F' and Head  
Management and Systems

**FORMAT FOR SENDING COMMENTS ON  
BIS DOCUMENTS**

[Please use A4 sheet of paper only and type within fields indicated. Comments on each clause/subclause be started on a fresh paper. Information in column 3 should include reasons for the comments and suggestions for modified wording of the clause when the existing text is found not acceptable. Adherence to this format facilitates Secretariat's work]

**NAME OF THE COMMENTATOR/ORGANIZATION**

**DOC No.**

MSD 5 (387)

**TITLE**

Guide for preparation of abstracts ( *Second Revision of IS 795:1976* )

<b>SL. NO.</b>	<b>CLAUSE SUB-CLAUSE PARA NO. COMMENTED</b>	<b>COMMENTS</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>

मसौदा व्यापक परिचालन में

हमारा संदर्भ	दिनांक
एमएसडी 5/टी - 4	23 07 2010

## प्रलेखन और सूचना विषय समिति, एमएसडी 5

सभी सदस्य:

प्रलेखन और सूचना विषय समिति, एमएसडी 5  
प्रबन्धन और प्रणाली परिषद, एमएसडीसी

अन्य इच्छुक,

प्रिय महोदय/महोदया,

कृपया निम्नलिखित दस्तावेज को प्राप्त करें जिसे प्रलेखन और सूचना विषय समिति, एमएसडी 5 ने तैयार किया है ।

प्रलेख संख्या  
एमएसडी 5 (387)

शीर्षक  
निष्कर्षण की तैयारी हेतु मार्गदर्शन [आई एस 795:1976 का दूसरा पुनरीक्षण ]

कृपया इस दस्तावेज का अवलोकन करें और अपनी सम्मतियाँ यह बताते हुए भेजें कि अंततः यदि यह मानक राष्ट्रीय मानक के रूप में प्रकाशित हो जाए तो इस पर अमल करने में आपके व्यवसाय अथवा कारोबार में क्या कठिनाइयाँ आ सकती हैं ।

सम्मतियाँ भेजने की अंतिम तिथि : **30 सितम्बर 2010**

आपसे अनुरोध है कि आप अपनी सम्मतियाँ संलग्न प्रारूप में अधोहस्ताक्षरी के पास उपरिलिखित पते पर भेजें ।

धन्यवाद,

भवदीय

(एन .के.पाल )

वैज्ञानिक 'एफ' एवं प्रमुख  
(प्रबंध एवं तंत्र)

संलग्न: उपरिलिखित

*DRAFT FOR COMMENTS ONLY*

**BUREAU OF INDIAN STANDARDS**

*Draft Indian Standard*

**GUIDE FOR PREPARATION OF ABSTRACTS**

*(First Revision of IS 795:1976)*

(ICS Number 01.140.20)

<b>Not to be reproduced without the permission of BIS or used as Standard</b>	<b>Last Date for receipt of Comments is 30 September 2010</b>
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**FOREWORD**

*Formal clauses will be added later.*

The number of learned periodicals has grown so large in recent years, that a reader has to spend considerable time in glancing through myriads of articles before selecting those really useful to him. Further, there is also the difficulty of having access to all the periodicals. To overcome these difficulties, abstracting periodicals are being published in several subject areas.

It is important that there should be some uniformity in the preparation and presentation of abstracts. This standard was first published in 1956 and revised in 1976. The current revision has been taken up for making the standard up to date with the changes that have taken place in the last two decades. This revision gives the salient features of indicative, informative and indicative-informative abstracts and also gives guidance for abstracting articles and other learned documents, such as overviews, review articles, theses, and the like.

In revising the standard, considerable assistance has been taken from the following:

ISO/214-1976 Documentation-Abstracts for publications and documentation.

ANSI/NISO Z39.14-1997 Guidelines for abstracts

It is hoped that these guidelines will facilitate the work of authors, editors and others charged with preparing abstracts, and that the abstracts so prepared will prove more useful to readers.

## 1. SCOPE

1.1 This standard lays down general guidelines for preparation of abstracts.

## 2 REFERENCES

The standard listed below contains provisions which, through reference in this text, constitute provision of this standard. At the time of publication, the edition indicated was valid. All standards are subject to revision, and parties to agreements based on this standard are encouraged to investigate the possibility of applying the most recent edition of the standard given below.

IS 2381: 1978	Recommendations for bibliographical references: Essential and supplementary elements
IS 7150:1974	Specification for library catalogue and abstract

## 3. TERMINOLOGY

For the purpose of this standard, the following definition shall apply.

**3.1 Abstract** - An abstract is defined as a brief, summary, an accurate representation of the content of a document. It is accompanied by an adequate bibliographical description to enable the original documents to be traced.

## 4. PURPOSES

4.1 The primary purpose of an abstract is to help the users to decide whether the contents of the document are such that they need to read it in full.

**NOTE** - Secondary publications and *services can* often make verbatim use of the abstract provided in primary documents if these abstracts are carefully prepared.

## 5. TYPES AND CHOICE

5.1 Abstracts may be broadly divided into two classes, theme oriented and user oriented (slanted). These abstracts can be either indicative or informative (see Annex A for examples) or combination of both.

**5.1.1 Informative Abstract** - *This provides a concise but comprehensive summary of the significant contributions to the knowledge contained in a document. On many occasions it serves as an adequate substitute for the original document for the purpose of obtaining a specific information.*

**NOTE** – Such abstracts are mainly used for analytical studies.

**5.1.2 Indicative Abstract** - *This embodies a general statement of the nature and scope of a document. The primary purpose is to give the reader several clues as to whether or not the information being sought is contained in the original document.*

**NOTE** – Such abstracts are mainly used for publications like essays, books, conference proceedings, bibliographies, annual reports, directories, etc.

**5.1.3 Informative-Indicative Abstract** – In certain cases documents can be partly descriptive and partly informative, for which abstracts shall be a combination of both Informative abstract and Indicative abstract.

**5.2 Choice of Abstract** - Informative abstracts are especially desirable for texts describing experimental work and documents devoted to a single theme. However, some discursive or lengthy texts, such as overviews, review articles, or theses, may permit the preparation of an abstract that is only an indicative or descriptive guide to the original.

## **6. GUIDELINES FOR ABSTRACTING**

**6.1** An abstract should contain all the essential information, like the nature and purpose of the work, new approach, novel findings, results and conclusions. These essential aspects of the original document should be conveyed in a concise but precise manner. The guidelines given in **6.2** to **6.4.2** are most suitable for informative abstracts. However, for preparing indicative abstracts and informative-indicative abstracts these should be followed to the extent possible.

**6.2** The author's treatment of the subject and the nature of the document should be explained by means of expressions, such as brief, comprehensive, theoretical, experimental, review, survey and case history.

**6.3 Context** - The purpose, methods, results and conclusions presented in the original document should be stated without repeating information already conveyed by the title of the document either in that order or with initial emphasis on findings.

**6.3.1 Purpose** - The primary objectives and scope of the study should be stated unless these are already clear from the title of the document or can be derived from the remainder of the abstract.

**6.3.2 Methodology** - The techniques or approaches employed should be described, but only to the degree necessary for comprehension. New techniques should be identified clearly and the basic methodological principle, the range of operation, and the accuracy obtained should be described.

**6.3.3 Results and Conclusions** - Results and conclusions should be clearly presented. They may be abstracted jointly to avoid redundancy.

**6.4 Presentation** - The *main* findings should be highlighted indicating the advance in knowledge. It should not contain evaluation or criticism of the material abstracted. However, obvious errors and omissions may be indicated.

**6.4.1 Data** - In the case of scientific publications where new data are presented the presence of the data should be specifically indicated in the abstract.

**6.4.2 Collateral Information** - Findings or information incidental to the main purpose of the study but of value to other subject areas should be included, for example, modification of methods, new instruments, new compounds, newly-determined physical constants, and newly-discovered documents or data sources. Their relative importance may not be exaggerated in the abstract.

**6.4.2.1** Notwithstanding this, in slanted abstracts, the stress may be given to the collateral information when the abstract *is* meant for the secondary publication devoted to the specific subject field.

**6.4.3 Additional Information** - Presence of tables, illustrations, and references should be indicated within parentheses at the end of the abstract. This information may be given in abbreviated form, for example, 4 tab, 5 fig., 10 ref, etc.

**6.4.4** The address of the author should be mentioned. In case there is more than one author working at different places, preferably the address of the first author may be given after the names of the authors, unless otherwise specified.

#### **NOTES**

- 1) The address of the organization should be given in case the author is affiliated to an organization.
- 2) E-mail address should also be given.

**6.4.5 Size** – For most papers and portions of monographs, an abstract of fewer than 250 words will be adequate. For notes and short communications, fewer than 100 words should suffice. Editorials and “letters to the editor” often will require only a single-sentence abstract. For long documents such as reports and theses, an abstract generally should be less than 500 words and preferably short enough to appear on a single page. The contents of the document are often more significant than its length in determining the length of the abstract required.

**6.4.6 Bibliographical Reference** - The bibliographical reference should precede the text of the abstract and conform to the requirements of IS 2381.

## **7. STYLE**

**7.1** Generally accepted rules for good writing are also applicable to the writing of abstracts. Clarity and concise expression characterize a good abstract. The abstract should be intelligible in itself without there being need to refer to the document abstracted.

**7.2 Language** - Simple sentences should be used for abstracts. The abstracts should be accurate, concise, and unambiguous.

**7.2.1** The first sentence of an abstract should not name the type of document (for example “This paper reviews”, “The study presents”, etc.) since the information is inferred from the title or text of the abstract.

**7.2.2** Without prejudice to precision or clarity, complete sentence need not always be used.

**7.2.3 Use of active verbs and personal pronouns** – Use verbs in the active voice whenever possible; they contribute to clear, brief, forceful writing. However, the passive voice may be used for indicative abstracts and even for informative abstracts in which the receiver of the action should be stressed. For example:

Say: “Iron-containing bauxites sweeten gasolines in the presence of air.”

Not : “Gasolines are sweetened by iron-containing bauxites in the presence of air.”

But: “The relative adsorption coefficients of ether water, and acetylene were measured by.....”

Use the third person unless use of the first person will avoid cumbersome sentence constructions and lead to greater clarity.

**7.2.4** Abbreviations/acronyms commonly understood or easily intelligible in the context may be used.

**7.2.5** Standard nomenclature should be used. Unfamiliar terms, abbreviations, and symbols should be defined the first time they occur in the abstract.

**7.2.6** Trade jargon and colloquialism should be avoided.

**7.2.7** Both overuse and awkward omission of articles should be avoided.

**NOTE** – The above rules are illustrative not exhaustive

**7.3** The abstract should be written in a single paragraph, except when the abstract is very long.

## **8. PLACEMENT**

**8.1** Abstract(s) should precede the text of the article.

**8.2** In case there are more than one abstract, abstracts in languages other than the language of the article should be placed immediately after the abstract given in the language of the article.

**NOTE** – It is desirable to give key words as they help in searching the literature on the subject. Keywords should be given in a separate section after the abstract.

## **9. FORMAT**

**9.1** It is desirable to present the abstract and its bibliographical citation in format suitable for documentation cards. In case abstract cards are used, they should conform to IS 7150. Maximum printing dimensions of 70 x 100 mm will permit use of card sizes of either 74 x 105 mm (A7) or 75 x 125 mm (International Library Catalogue cards).

**ANNEX A**  
**(Clause 5.1)**

**EXAMPLES OF DIFFERENT TYPES OF ABSTRACTS**

**A-I. SCIENCE AND TECHNOLOGY**

**A-I.1** Examples of the different types of abstracts for the following article are given below:

CHAKRABORTI S K, KUNDU N (Chemother Dep, Chittaranjan Das Cancer Res Cent, Calcutta-26) : Pyrimidinodiguanidines as potential anticancer drugs : Synthesis of N<sub>1</sub> (5-uracil)-N<sub>5</sub>-substituted diguanidines. Indian J Cancer 1967, 4 (4), 409-11.

*Informative abstract*

Six diguanidines substituted at 5 position have been synthesized as potential anticancer drugs, by condensing 5-aminouracil with substituted cyanoguanidines. Uracil was nitrated with fuming HNO<sub>3</sub>, and H<sub>2</sub>SO<sub>4</sub>, and the 5-nitrouracil was reduced to the corresponding 5-aminouracil. Substituted cyanoguanidines prepared by reacting dicyandiamide with different aromatic amines, were condensed with 5-aminouracil to obtain the required pyrimidinodiguanidines. The constitution of these compounds were confirmed by their elemental analysis, UV absorption maxima at 260 mμ, and the formation of characteristic coloured complexes with Cu and Ni salts. The aqueous solutions of hydrochlorides of the diguanidines were used for biological testing. Their toxicity to mice was: LD<sub>50</sub>, 300 mg/kg body wt. by IP injection and 40 mg/kg body wt. by IV injection. Little anti-tumour activity has been observed with N<sub>1</sub>-(5-uracil)-N<sub>5</sub>-p-chlorophenyldiguanidine.

*Indicative abstract*

Six N<sub>1</sub>-(5-uracil)-N<sub>5</sub>-substituted diguanidines have been synthesized and their constitution confirmed. A preliminary observation on the biological properties of these compounds is also reported. One of the compounds showed some anti-tumour activity.

*Slanted abstract for chemistry*

Synthesis of the following substituted diguanidines is reported: N<sub>1</sub>-(5-uracil) diguanidine (I); N<sub>1</sub>-(5-uracil)-N<sub>5</sub>-phenyldiguanidine (II); N<sub>1</sub>-(5-uracil)-N<sub>5</sub>-p-methyl phenyldiguanidine (III); N<sub>1</sub>-(5-uracil)-N<sub>5</sub>-p-methoxy phenyldiguanidine (IV); N<sub>1</sub>-(5-uracil)-N<sub>5</sub>-p-chlorophenyldiguanidine (V); and N<sub>1</sub>-(5-uracil)-N<sub>5</sub>-p-nitrophenyldiguanidine (VI). Uracil was nitrated with fuming HNO<sub>3</sub> and H<sub>2</sub>SO<sub>4</sub>, and the 5-nitrouracil was reduced to 5-aminouracil. Substituted cyanoguanidines were prepared by reacting dicyandiamide with different aromatic amines according to the procedure of Curd et al (with Trop Med 1945, 39, 208-16). A mixture of 10 m mole of 5-aminouracil, 10 m mole of the cyanoguanidine in 10 ml of water was heated under reflux after adding 1 ml (approx. 10 m mole) of conc. HCl, for 2-10 hr. The pyrimidinodiguanidines were deposited as crystalline hydrochlorides on cooling the mixture overnight. The mother liquor on treatment with (NH<sub>4</sub>)<sub>2</sub>SO<sub>4</sub>, gave further crop of the product as normal sulphates. The constitution of these compounds were confirmed by

their elemental analysis, UV maxima at 260 mu, as well as by their ability to form characteristics colour complex with Cu and Ni salts. Particulars of these compd. Are listed below:

<i>Compd</i>	<i>mp</i>	<i>Reaction time ( hr )</i>	<i>Yield (%)</i>	<i>Formula</i>
I	350°	2	88	C <sub>6</sub> H <sub>9</sub> O <sub>2</sub> N <sub>7</sub> .HCl
II	235°	2	85	C <sub>12</sub> H <sub>13</sub> O <sub>2</sub> N <sub>7</sub> .HCl
III	243°	4	70	C <sub>13</sub> H <sub>15</sub> O <sub>2</sub> N <sub>7</sub> .HCl
IV	242°	3	78	C <sub>13</sub> H <sub>15</sub> O <sub>3</sub> N <sub>7</sub> .HCl
V	265°	4	82	C <sub>12</sub> H <sub>12</sub> O <sub>2</sub> N <sub>7</sub> .Cl.HCl
VI	275°	10	48	C <sub>12</sub> H <sub>12</sub> O <sub>4</sub> N <sub>8</sub> .HCl

A preliminary obsn. on the biological properties of these compd. showed compd. (V) to have little anti-tumour activity.

#### ***For Medicine***

Six N<sub>1</sub>-( 5-uracil )-N<sub>5</sub>-substituted diguanidines have been prepd. as possible anticancer agents. The aq. soln. of hydrochlorides of the diguanidines were tested for their biological properties. Their toxicity to mice was av. LD<sub>50</sub>, 300 mg/kg body wt. by IP injection and 40mg/kg wt. by IV injection. No significant change in the leucocyte count in the peripheral blood was seen on admining. some of these compd. 50 mg/kg body wt., IP for 6 days. In another set of cxpt., little anti-tubour activity was seen in the compd. N<sub>1</sub>-( 5-uracil)- N<sub>5</sub>-p-chlorophenyl-diguanidine, when it was adminid. 15 mg/kg body wt., IV daily for 6 days, 24 hr. after transplantation with Schwartz leukemia solid variety on strain A inbred male mice. Compared to control, in 30% cases the survival time increased slightly and the nodule decreased though not significantly.

#### ***Indicative-Informative Abstract***

RAO K S, NEELIMA SATYAM (Civil Engng Dep, Indian Inst Technol Delhi, New Delhi – 110 016): Liquefaction studies for seismic microzonation of Delhi Region

After the devastating 2001 Bhuj earthquake, the national capital region of Delhi has attracted major attention with several scientific studies in recent times. This region, being in zone-IV, has experienced many earthquakes in the past and recent times. It also faces the danger of severe seismic threat from the central Himalayan seismic gap. Seismic microzonation, which is a subdivision of an area into micro zones depending upon site-specific seismic response, is an effective mitigation effects such as land sliding, lateral spreading, or large ground settlement. The phenomenon of liquefaction of soil had been observed for many years, but was brought to the

attention of engineers after the Niigata (1964) and Alaska (1964) earthquakes. Since Delhi falls in the area with high seismic probability, there is need for the assessment of liquefaction potential. An extensive geotechnical borehole database has been prepared after compiling more than 1200 boreholes at various locations of Delhi, along with geological and seismological details. In this article, with the collected borehole data an attempt is made to assess in details the liquefaction potential of soils using SPT-based methods and also to present a liquefaction hazard map.

## **A-2 SOCIAL SCIENCES**

### **A-2.1 *Indicative Abstract***

Lancaster, F.W. (1998). Chapter 7: Abstracts: Types and Functions. In his *Indexing and Abstracting in Theory and Practice* (94-106). Champaign, IL: University of Illinois. Distinctions are made between indicative and informative abstracts, with discussion on characteristics and purpose of each. The type and format to be used for various audiences, situations, and types of works is examined, with examples provided. The purpose of the abstract is discussed, with focus on its function in facilitating selection, substituting for actual reading, and its role in computer-based retrieval. Discussion of abstracts developed mainly for computer-based retrieval, such as the mini-abstract and telegraphic concludes the chapter. (CCH)

### **A-2.2 *Informative Abstract***

Meadows, J., Yates-Mercer, P., & McVey, D. (1997). The training of library and information staff in the handling of online electronic journals. *Journal of Information Science*, 23:2. 163-167.

With the proliferation of online journals, the accessibility and ability to assess online journal publications by information professionals is called into question. Students at three universities were studied as they participated in assessing and accessing content of electronic publications in order to determine whether the training of information professionals in the handling of electronic journals is necessary. Students created the journal InfoTrain by inputting abstracts from Master's dissertations and reports on third year undergraduate projects. Student comments on the abstracts consisted of three main complaints; grammar and style, layout and structure, and the inclusion of unnecessary detail or irrelevant material. Students were then asked to assess the readability of the abstract and its ability to convey the contents of the dissertation, as well as compare the browsing and searching capabilities of InfoTrain with two other electronic journals. Data from the study shows the ability to assess electronic articles is on par with its print counterpart, and that accessibility increases with a simpler user interface. Some training of library and information professionals will be necessary to assist customers in navigating efficiently through online journals. (CCH)