

Dictionary of basic indexing terminology



Wörterbuch der Grundterminologie des Indexierens



Woordenboek van basis indexeringsterminologie



Diccionario de terminología esencial de indización



Dicionário da terminologia básica de indexação



Dictionnaire de terminologie de base de l'indexation



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Overview

- **Goals**
- **Current Team**
- **Current State**
- **Terminological Scenarios**
- **Development**
- **Dictionary Website**
- **Selected Resources**

Goals

- Improving and widen one's foreign language skills
- Raising awareness of indexing concepts
 - Especially indexing techniques
- Calling people's attention to professional indexing
 - Unknown indexers worldwide
 - LIS community
 - People from the publishing industry
 - Linguist community

Current Team

18 contributors (17 indexers, one translator) from nine countries.

Languages

English	7
German	2
Dutch	2
Spanish	5
Portuguese	1
French	5
Italian	1

Countries

Australia	1
Canada	6
Germany	2
Italy	1
Netherlands	1
Spain	1
Switzerland	1
UK	3
USA	2

Current State

- Languages: 6
- Concepts: 127
- Groups of concepts: 10
- Variant limit per concept: 3
- Variant terms: 170
- Terms in total: 932

Current State – concept groups

- | | |
|----------------------------------|-------------------------------------|
| 1 Types of indexes | 6 Sorting & alphabetization |
| 2 Process, persons, tools | 7 Findability & indexability |
| 3 Entries & headings | 8 Types of terms |
| 4 Locators | 9 Layout & typography |
| 5 Cross-references | 10 Search |

Current State – example term

English	index card
German	Registerkarte(n) [f] / Karteikarte(n) [f]
Dutch	index kaart(en)
Spanish	tarjeta de índice [f] / ficha [f]
Portuguese	ficha de índice [f] / ficha catalográfica [f]
French	fiche d'index [f]

Terminological Scenarios (1)

Synonyms: two (or more) terms → one concept

German

Index
Register

→ index

Dutch

index
register

English

book index
back-of-the-book
index

→ No equivalent in
Romance languages

Terminological Scenarios (2)

Homonyms: one term → two (or more) concepts

German	Eintrag	→	entry
			heading

English	keyword	→	Schlagwort
			Stichwort

Terminological Scenarios (3)

Homographs: same spelling, different pronunciation

German / Dutch Register / register

English / French index / index

Homophones: same pronunciation, different spelling

German / Dutch Vorwort / voorwoord

Terminological Scenarios (4)

Polysemes: homonyms with common root

Spanish	índice	→	index table of contents
Portuguese	índice	→	index table of contents
French	index	→	index table of contents

Terminological Scenarios (5)

Makeshift terms: Maybe better solutions available?

English	en dash in front of subheading	→	Unterführungsstrich / Spiegelstrich
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Candidate terms: Couldn't be translated in all six languages

Development

- Maintaining
 - Checking concepts & terms
 - Filling in gaps of missing variants
- Expanding
 - Languages (e.g. Italian, Chinese, Japanese)
 - Concepts & terms
 - Transliteration
 - Definitions & sources (e.g. Tl39(4), IAZ2)
 - Pronunciation (e.g. stress, audio)
 - Meta keywords

Dictionary Website

dictionary.theindexer.org

Website objectives:

1. Provide online access to the dictionary, including useful features such as searching
2. Ensure updates are quick and easy to make
3. Help interested people discover the dictionary through search engines, such as Google.

1. Website Features

- WordPress website with software: WP Data Tables
- Searching
- Sorting
- Hide/show columns—*useful for mobile!*
- Print, export to file, copy

2. Making Updates

- Source is a CSV (comma separated values) file
 - Many ways to edit/add content—e.g., Microsoft Excel
- To upload the edited table to the website
 1. Log in (requires a username and password)
 2. Navigate to the WP Data Tables section
 3. Open the table record
 4. Upload the new version of the CSV file
 5. Select **Save Changes**

That's all!

3. Attract Web Traffic

- Google Search Results:
 - Due to technical issues which are being investigated, the Google Search Engine crawler has not yet found the website
- How you can help bring visitors to the website:
 - Links from your social media
 - Link from your society's website

Selected Resources

- Asociación Española de Normalización (UNE) (2014) *UNE-ISO 999: Información y documentación. Directrices sobre el contenido, la organización y presentación de índices*. Table of contents at <https://tienda.aenor.com/norma-une-iso-999-2014-n0053404>
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- Torres Ripa, J. (ed.) (2013) *Manual de estilo Chicago-Deusto*. Capítulo 16: Índices. Bilbao: Universidad de Deusto
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