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جامعة الموصل
كلية الآداب
القسم: المعلومات وتقنيات المعرفة

(Arabic extracts)

Its concept and importance.

An abstract is defined as "a brief and accurate representation of the contents of a document in a style similar to that of the original document, accompanied by a bibliographic description that ensures easy access to this document."

The importance of abstracts as a tool for information retrieval can be summarized through the following points:

1. Helping readers decide whether to refer to the full text of the document is necessary. By reviewing the abstracts, the researcher will determine the importance of the document's topic and its relevance to their own subject.
2. Recalling research findings. Even after reading the article or document, the researcher keeps the abstract to remember the most important research findings and makes it easier to refer to them compared to referring to the full text.
3. Facilitating Article Indexing: Even before computers made indexing easy, abstracts helped librarians and researchers find information very easily. With the vast number of electronic indexes, abstracts with their keywords are even more important. Readers can quickly browse hundreds of abstracts to find the most relevant and useful ones for their research topic. Furthermore, citations from abstracts open up new avenues of research that the reader might not have considered at the beginning of their investigation.
4. Encouraging current awareness: Every researcher has an ethical responsibility to stay informed about the intellectual output in their field of specialization. If a researcher cannot read all the text of a document that they believe should be read, then they should read fewer words, as abstracts help achieve this efficiently.
5. Abstracts and savings in research costs: Conscious current awareness is the most important guarantee to avoid research duplication, and as long as abstracts serve the goals of current awareness and lead to savings in reading time, they inevitably lead to savings in research costs.

6. Abstracts and overcoming linguistic barriers: It has been previously mentioned how linguistic dispersal of intellectual output is. For example, there are about 70 languages used in publishing intellectual output in science and technology, while a scientific researcher cannot use more than two languages on average.

This problem can be mitigated by providing abstracts in one of the major languages.

The distribution of abstracts is a matter of degree. If the researcher is fortunate, they may find the abstract in a language they are proficient in. Otherwise, they may only need two languages: their native language and the language in which the abstracts are published.

Abstracts often serve as substitutes for the original documents in their foreign language, and sometimes they are more reliable than titles and index entries when deciding whether to obtain a translation of the document.

7. Facilitating the preparation of scientific reviews: Abstracts provide particular assistance when preparing bibliographies and scientific reviews. Reviews help overcome the difficulties arising from the vast amount of published intellectual output and the impossibility of covering all documents in all languages. In this case, abstracts emerge as an alternative to original documents and a source of bibliographic data that is easier to obtain and compile than referring to the original.

Types of extracts.

Extracts serve multiple purposes. If the function or purpose of an extract is known beforehand, it can be prepared to effectively serve that purpose. Accordingly, we may encounter the following types of extracts, depending on their intended use.

1/ Media extracts informative:

This type of abstract aims to provide the reader with the quantitative and qualitative information contained in the original documents, and this serves two main objectives: 1- To help determine the degree of relevance of the document to the topic and then select or exclude it.

2. To serve as a substitute for the original document in cases where access to the original documents is unavailable. The numerical data included in these abstracts typically comprises maximum and minimum limits, equations, averages, and confidence levels. An informational abstract has several definitions, including: "An abstract of all elements of the document's content, containing the essential information and results it contains, which helps in selecting what meets the user's needs when referring back to the original document."

Or it is known as "that extract which identifies the material related to the original document, and summarizes the arguments, discussions,

data and results related to the research topic.”

\The Arabic Encyclopedia of Library and Information Terms states that media abstracts “provide a lot of information about the original work and summarize the main information, or the evaluative information, if it contains a comment on the importance of the original material.”

2/ Descriptive abstracts:

They may also be called exploratory or semantic extracts. Indicative abstracts describe the subject matter of a document, providing a brief overview of its contents and not a substitute for the original document. They are typically used for journal articles, books, conference proceedings, and reports. These abstracts usually only include the purpose, scope, and methodology, and do not present results or recommendations. Indicative abstracts should be prepared when there are length constraints. Generally, descriptive abstracts do not exceed 100 words and do not include conclusions or recommendations.

3/ Scouting Media Summaries:

It has several definitions, including: "Abstracts that present the potentially significant information contained in the document in a concise form. They are a clear condensation of the main ideas and results in the original document, thus saving the researcher from having to refer to the original document. The maximum length of an abstract is 500 words. This type of abstract works to extract documents in languages unfamiliar to users, as well as articles published in journals that are difficult to obtain, research reports with limited circulation, and documents that are difficult to access." Or, it is "that parts of the abstract are written in an informative manner, while the less important parts of the document are treated in a descriptive and explanatory manner. Although many abstracts are either informative or explanatory, the two types are usually combined together. Indexing and abstracting services often indicate that abstracts will be informative, descriptive, or a combination of both, according to the nature of the material or document being extracted." Generally speaking, this category of abstracts can be considered informative and revealing of the results.

Or descriptive with regard to research methods or methodology, conducting experiments and other marginal topics in the document.\

4/ Critical abstracts:

This type of abstract is considered to be not limited to describing the intellectual content of the document, but rather to present an evaluation of the scientific work and the methods used in its presentation and display. This type of abstract saves the reader time

by highlighting documents of particular importance and true value. An example of this is what is published in a journal. *Applied Mechanics Review*, published by the American Engineering Society, and *Mathematical Reviews*, published by the American Mathematical Society, are examples of such journals. It's worth noting that most widely circulated abstract journals and publications do not encourage critical approaches. This is due to several reasons, perhaps the most important being that each abstract writer and each critic has their own perspective, and this perspective is not necessarily more important than that of the original author. Therefore, critical abstracts should be prepared in the narrowest possible scope to meet the needs of a specific group of researchers in large industrial companies that provide important services in advanced industries. A well-prepared critical abstract not only describes the content of the document but also evaluates the work. A critical abstract typically indicates the depth of the work, comments on the effectiveness of the experimental method, addresses the required background for the intended audience, and assesses the document's contribution to the advancement of knowledge. However, critical abstracts are rare because their preparation requires not only first-rate abstracting skills but also subject-matter knowledge that extends beyond simply understanding the subject. Such abstracts are uncommon and, when found, are extremely expensive.

Those responsible for the extraction.

Extracts are usually prepared by one of the following elements:

1/ Author of the document: The author of the document himself writes an abstract of it because he is more knowledgeable than others about the nature of the subject or subjects that the document deals with.

2/ Specialists: This involves a specialist in a particular subject preparing abstracts of documents within their area of expertise. Many institutions often resort to such individuals to prepare critical abstracts of documents because of their ability to judge the document on behalf of the intended reader.

3/ Professional extractors: They are a special category of notaries in documentation and information centers who have experience in the field of extraction and are appointed solely for this purpose. This method has a special advantage, as the qualified notary

His perspective is more comprehensive than that of a subject specialist regarding the needs of the library and its users.

4/ Authority: Each body prepares its own extracts or entrusts the process to a specialized body in this field.

Examples of this.

1) Abstracts of Iraqi University Theses. Baghdad: Scientific Documentation Center, 1987. (1)

It is a journal that publishes abstracts of Iraqi university theses completed by Iraqi students inside and outside the country. The journal is arranged thematically according to the Library of Congress classification system used in the center's library. The entries are arranged alphabetically by author under one subject, including the complete bibliographic data, which are (thesis title, author's name, granting university, college name, year, number of pages, and any other additional data, then the abstract). The journal contains three indexes: the first: an index of keywords and titles, the second: an index of authors, and the third: an index of universities.

2) Abstracts of research completed at the Scientific Research Council. Baghdad: Scientific Documentation Center, 1987. (2)

The printed materials are arranged thematically according to the Library of Congress classification system used in the center's library. Entries are arranged alphabetically by author under each subject, including complete bibliographic data (title of the research, publisher, year, page numbers, and other additional information), followed by an abstract. The collection contains four indexes: a keyword index, a title index, an author index, and an index of scientific research centers.

3) Abstracts of dissertations in Islamic economics. Saudi Arabia: Umm Al-Qura University.

Divided into two sections, the first for Master's theses, and the second for Doctoral dissertations, the information it contains

It includes (Title, Academic Degree, Researcher's Name, Supervisor's Name, Date of Discussion, Number of Pages, Research Plan, Contents of the Thesis, and Key Findings). An electronic version is available on the website: uqu.edu.sa

4) Abstracts of Master's and Doctoral theses. Sudan: International University of Africa.

This includes key abstracts from Master's and Doctoral theses from various faculties of the African University, such as the Faculty of Sharia and Islamic Studies, the Faculty of Arts, and the Center for African Research and Studies, etc. It provides information about each abstract, including (author's name, title, supervisor's name, academic degree, year, number of pages, descriptors, and then the abstract itself). An electronic version is available on the website: www.iua.edu.sd