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ABSTRACT
        This Glossary contains an alphabetic list of some 291
terms used in the ERIC Processing Manual (EPM) or in connection with
the generation of the ERIC database and the work of the ERIC
Clearinghouses and other ERIC contractors. Each term is defined as it
is used in the ERIC context. Appended to the Glossary is a list of
203 commonly-appearing acronyms, together with what they stand for.
(WTB)

ERIC®

Processing Manual

Rules and Guidelines for the Acquisition, Selection,
and Technical Processing of Documents and Journal
Articles by the Various Components of the ERIC Network

Glossary of Terms
(with Acronym List)

June 1992

Educational Resources Information Center (ERIC)
U.S. Department of Education

Glossary of Terms

-A-

ABSTRACT

A brief (usually 200 words or less) narrative description of the subject content contained in a larger body of information (e.g., a document). Abstracts are tersely written representations of the document, avoiding non-information-bearing words, wasteful constructions, and added interpretation or criticism. There are several basic types used in the ERIC system: informative, indicative, and informative/indicative. (See also Annotation.)

ABSTRACT (INDICATIVE)

A summary of the nature of or kind of information contained in a larger body of information (e.g., a document). A description of or guide to the content and format of the document, written from the viewpoint of an informed, but impartial and objective reader. It reports broadly what is discussed or included in the document, in what manner the information is presented, and, if necessary, to whom the document is addressed. An indicative abstract tells you what you will find if you go to the document, but does not necessarily repeat any of the information content.

ABSTRACT (INFORMATIVE)

A summary of the important results or significant facts contained in a larger body of information (e.g., a document). A condensed version of the essential ideas of a document, containing a statement (from the viewpoint of the author) of the thesis, development or proof, and conclusions. An informative abstract attempts to state what the document actually says, to actually convey substantive information, and to some extent substitute for the entire document itself, rather than to simply indicate what one can find in the document if one goes to it.

ABSTRACT (INFORMATIVE/INDICATIVE)

An abstract containing a mix of approaches, including informative information (direct transmission of author's ideas) and indicative information (abstractor's description of what the reader will find in the document). This type of abstract must be carefully constructed so as not to confuse the reader as to the viewpoint being expressed (i.e., author's or abstractor's).

ACCESS ERIC

A support contractor component of the ERIC system dedicated especially to outreach, marketing, publicity, and public relations. ACCESS ERIC began in May 1989, with award of a contract to Aspen Systems Corporation.

ACCESSION

An item selected for a collection or database and put through the processing steps to be incorporated in that collection or database.

ACCESSION NUMBER

A number (or number with alpha prefix) assigned sequentially to incoming items (e.g., documents) to uniquely identify them. Clearinghouses assign a Clearinghouse Accession Number (e.g., TM 000 123) for temporary in-process control. Upon publication in RIE or CIJE, each document is assigned a permanent systemwide accession number (e.g., ED 123 456 or EJ 123 456).

ACQUISITIONS

With reference to a *function*: the critical first step in building a library collection or database. This activity includes acquiring books, documents, and other such material by a library or information center, through purchase, gift, or exchange. Acquisitions provides the raw material for the following functions: selection, processing (cataloging, indexing, abstracting), announcement, retrieval, and dissemination. All ERIC components play a role in acquisitions efforts.

With reference to *materials*: the books, documents, journals, and other such material acquired by a library or information center, through purchase, gift, or exchange.

ACQUISITIONS ARRANGEMENT

An agreement with a document-producing organization for the automatic receipt of all (or a relevant portion) of their document output. The receiving organization is, in effect, placed on the distribution or mailing list of the producing organization and therefore need not make individual requests for every document of interest. (See also *ERIC Acquisitions Arrangements*.)

ACQUISITIONS DATA REPORT (ADR)

An online file and a monthly reference publication (produced by the ERIC Facility on the basis of regular input received from the Clearinghouses), containing the titles of all documents acquired by the Clearinghouses, over a given period of time, for possible announcement in RIE. Used for duplicate checking of in-process materials.

ACRONYM

A word formed from the initial letters of a name, e.g., *ERIC* (Educational Resources Information Center).

ADD DATE

On a computerized record, the date the record was added to the file; usually expressed as a Julian date.

ADJUNCT CLEARINGHOUSE

An organization having a special interest in a topic within a regular ERIC Clearinghouse's scope and willing to affiliate itself with that Clearinghouse, at no cost to ERIC, for the purpose of improving bibliographic control over the literature in the special interest area.

ADR (See *ACQUISITIONS DATA REPORT* (ADR))

ADVISORY BOARD

A group of specialists, in areas pertinent to the scope of a given Clearinghouse, selected by that Clearinghouse as resource persons to advise them on various matters, e.g., desirable Clearinghouse products.

AGE LEVELERS (See LEVELING DESCRIPTORS)

ALPHABETICAL DISPLAY (IDENTIFIERS)

The primary arrangement of the *Identifier Authority List* (IAL). All approved Identifiers are listed word-by-word, along with category codes, postings counts, Scope Notes (definitions) where appropriate, and references from nonpreferred terminology. (A second IAL arrangement is the Category Display.)

ALPHABETICAL DISPLAY (THESAURUS)

The primary arrangement or format of the *Thesaurus of ERIC Descriptors* (secondary arrangements are the Rotated Display, the Hierarchical Display, and the Descriptor Group Display). All valid Descriptors (Main Terms), invalid Descriptors (*dead* terms), and USE references appear in this display interfiled alphabetically word-by-word, together with definitions, cross-reference structures, and postings. It is the only display containing the complete record of every *Thesaurus* term.

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ANALYTIC
A part of a larger document that is being treated and processed as if it were a separate document; the part is *analyzed out* of the parent document.

ANNOTATION
A brief (no more than 50 words) notation of subject content. In the ERIC system annotations are written for journal articles (CIJE accessions) whose titles are not sufficient to adequately convey their content. (See also Abstract.)

ASCII
An acronym for American Standard Code for Information Interchange. A code for representing characters as binary numbers; used on most microcomputers.

AUTHORITY LIST
A controlled list of approved forms. A *Thesaurus* is an authority list of vocabulary terms. A *source directory* is an authority list of organizational/corporate/institutional names. In information systems, data being entered into a given field must frequently be in a form contained in an authority list before it will be permitted into the database.

AVAILABILITY
Documents announced in RIE must be available either through EDRS (Level 1 or 2) or through an outside source whose name and address can be cited in the Availability Field (Level 3). Some documents may be available both from EDRS and from some outside source. (See also Levels (1, 2, and 3).)

-B-

BATCH PROCESSING
A procedure in which a number of transactions to be processed are accumulated and processed together. Usually they are sorted into order and matched sequentially against affected files. Batches are usually queued to be run and delivered at some future date.

BEST COPY AVAILABLE
A statement stamped on a document selected for inclusion in the ERIC system but containing physical defects (e.g., missing pages, type below 6-point, illegible pages). After all remedies to correct the defects have been exhausted, the document cover is stamped "BEST COPY AVAILABLE" and usually entered at Level 2 (microfiche only).

BIBLIOGRAPHIES
Lists of materials relating to a particular subject, author, or period. Bibliographies may cite books, films, and multimedia materials and may or may not contain annotations or abstracts.

BIT
A contraction of the term *binary digit*. (See also Byte.)

BLANKET RELEASE
A Reproduction Release (permission to reproduce) granted for all or for a class of publications produced by a document source. Obviates the time-consuming need to seek individual releases for each title received from that source.

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GLOSSARY OF TERMS

BOOLEAN ALGEBRA

A system for symbolizing logical statements by operators, usually AND, OR, and NOT, from which relationships among statements can then be derived mechanically. Boolean Algebra is an algebra of classes and is considered a branch of symbolic logic. The notation permits the expression of conditional statements and statements of fact in symbolic form, and by means of prescribed operations allows arrival at valid conclusions. It is much in use in information retrieval to express the conditions of a computer search. It is named after the mathematician George Boole (1815-1864).

BRIEF MATERIALS

Those documents of five or fewer pages, with the text containing 1,500 words or less. Short documents can create problems relating to user expectations and their entry into RIE should be kept to a minimum.

BROADER TERM (BT)

A *Thesaurus* cross-reference used to indicate hierarchical relationships among Descriptors. Broader terms are Descriptors representing conceptual classes that totally contain concepts represented by other Descriptors. For example, **MATHEMATICS** is considered to be a BT of **ALGEBRA**. Each BT is an indexable concept and the mandatory reciprocal of a *Narrower Term*. The BT/NT relationship is the same as that between a genus and its member species.

BYTE

Loosely, a specified number of binary digits. Generally used to refer to the amount of memory space needed to store one character, normally 8 bits. A computer with 8-bit bytes can distinguish $2^8=256$ different characters. The amounts of computer memory and storage are usually given in *kilobytes* (1,024 bytes) or *megabytes* (1,048,576 bytes). Two code systems used by computers to represent characters as binary numbers are ASCII and EBCDIC (see those entries).

C

CAMERA-READY COPY

Artwork, typed or composed text, etc., that is ready to be photographed for reproduction without further alteration.

CATALOGING (DESCRIPTIVE)

The description of a documentary entity from a physical and bibliographic point of view, as distinguished from subject cataloging. Standard library-type cataloging picks up such data elements as author, title, publisher, number of pages, etc., and displays them on a 3 X 5 card or equivalent medium for patrons and users.

CATALOGING (SUBJECT) (See **INDEXING**)

CATEGORY DISPLAY

One of two arrangements or formats of the *Identifier Authority List* (IAL) (the other being the *Alphabetical Display*). The display groups each Identifier into one of 20 broad categories, e.g., *Personal Names*. The specific arrangement is by category followed by alphabetic arrays of Identifiers assigned to each.

CATHODE RAY TUBE (CRT)

A vacuum tube capable of generating an image on a surface by the effect of a stream of electrons upon a layer of phosphor. The television receiver and the computer monitor are examples.

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CD-ROM

Acronym for Compact Disk Read-Only Memory, a computer-storage medium. CD-ROMs are aluminum disks with plastic coatings about 4½ inches wide in which pits representing binary code are etched in the surface. A laser player can be used to retrieve the stored data. The user can "read only," i.e., data on the disk cannot be added to or altered. CD-ROM disks have the capacity of roughly 600 megabytes (10-50 times as much data as can be stored on a typical hard disk, or a thousand times as much as can be stored on a typical 5¼-inch floppy disk).

SilverPlatter was the first commercial vendor, in 1986, to offer the ERIC database on CD-ROM. DIALOG followed with their ERIC CD-ROM product the following year.

CENTRAL ERIC

The organizational unit within the U.S. Department of Education, Office of Educational Research and Improvement (OERI), responsible for the ERIC network, its budgeting, funding, planning, program development, monitoring, policy setting, etc. All ERIC components (e.g., ERIC Facility, EDRS, Clearinghouses, ACCESS ERIC, CIJE Publisher, etc.) report to Central ERIC.

CHANGE DATE

On a computerized record, the date the record was last added to or changed; usually expressed as a Julian date.

CIJE PUBLISHER

Commercial printing organization responsible for publishing *Current Index to Journals in Education* (CIJE), the *Thesaurus of ERIC Descriptors*, and annual cumulations of *Resources in Education* (RIE). Oryx Press (Phoenix, Arizona) has been the CIJE publisher since 1979. The previous CIJE publisher was Macmillan Information (New York, New York). (See also *Current Index to Journals in Education* (CIJE).)

CITATION INDEX

A form of index to the literature that lists for a given article all subsequent articles referring to it.

CLEARINGHOUSE

A contractor within the ERIC network that takes responsibility for the acquisition and processing of materials in one of the major areas of the field of education, e.g., *Higher Education, Languages, Tests*, etc. ERIC Clearinghouses have traditionally been located within non-profit institutions such as universities; the exact number (now at 16) varies with the shifting needs of the educational community. An ERIC Clearinghouse has responsibility within the network for acquiring the significant educational literature within its particular scope; selecting the highest quality and most relevant material; processing (i.e., cataloging, indexing, abstracting) the selected items for input to the database; providing reference and retrieval services; developing information analysis products; conducting workshops and making presentations; and generating other types of communication links within the educational community. (See also **Adjunct Clearinghouse**.)

CLEARINGHOUSE ACCESSION LOG SHEET

A log sheet enclosed with every shipment of documents sent from an ERIC Clearinghouse to the ERIC Facility. The log sheet lists the documents contained in the shipment, identifying their Level status, and whether they are Clearinghouse-generated publications (for highlighting).

CLEARINGHOUSE ACCESSION NUMBER

Each Clearinghouse in the ERIC system is identified by a two-letter alpha prefix (see **Clearinghouse Prefix**). This prefix, together with a six-digit sequentially assigned number forms a preliminary Clearinghouse accession number. Temporarily, up to the time they are announced in RIE or CIJE, all documents (and associated paperwork) are identified and referred to by such numbers. Upon publication in RIE or CIJE, each document is assigned a permanent systemwide accession number (e.g., ED 123 456 or EJ 123 456).

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CLEARINGHOUSE PREFIX
A two-letter code assigned to each ERIC Clearinghouse for easy identification. The codes are used as prefixes for the temporary Clearinghouse accession numbers. The following codes are currently in use: CE, CG, CS, EA, EC, FL, HE, IR, JC, PS, RC , SE, SO, SP, TM, and UD. The following codes have been used in the past: AC, AL, EF, EM, LI, RE, TE, VT.

CLEARINGHOUSE PUBLICATIONS
Clearinghouse-produced publications, including monographs, research reviews, digests summarizing given topics, state-of-the-art papers, guides to a field or to the literature of a field, etc.

CLEARINGHOUSE SCOPE OF INTEREST GUIDE
A reference tool that describes and defines the specific subject areas of responsibility of each ERIC Clearinghouse.

CODEN
A 5-character identification code for periodical titles. Developed by the American Society for Testing and Materials (ASTM), and currently maintained by Chemical Abstracts Service. The coden for the *Journal of the American Society for Information Science* is AISJB6. (See also **International Standard Serial Number (ISSN)**.)

COLLATE
The process of merging two or more similarly sequenced files of data.

COLLATION
A statement of the extent of a document in pages or volumes, size, and important illustrative matter.

COMPACT DISKS (See **OPTICAL MEDIA**)

COMPLIMENTARY MICROFICHE
Microfiche copies of contributed documents, returned to authors/sources as a "thank-you" and as an inducement for future contributions.

CONCEPTS (ACTION)
Index terms that identify the action or activity used in an educational application. *Examples are*: instruction, testing, and experiments.

CONCEPTS (CURRICULUM)
Index terms that refer to the educational subject being administered, taught, or measured. *Examples are*: arithmetic, history, learning disabilities, reading, spatial ability, etc.

CONCEPTS (DOCUMENT FORM/TYPE)
Index terms used to describe the "document-type" characteristics of items in the database, as well as their subject. *Examples are*: instructional materials, hearings, case studies, position papers, questionnaires. Document-type Descriptors are supplementary to codes cataloged in the **Publication Type (PUBTYPE)** (q.v.) field.

CONCEPTS (LEVELERS) (See **LEVELING DESCRIPTORS**)

CONCEPTS (MATERIALS)
Index terms that identify the materials or methodology used in an educational application. *Examples are*: language laboratories, objective tests, and filmstrips.

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CONCEPTS (POPULATION)

Index terms that categorize and identify the group or individual studied by a document or intended as the users of the document. Most important to ERIC users are terms identifying the population's educational (grade/academic) level and age level (see Leveling Descriptors). However, other categories that may be applicable are occupation, race or nationality, religion, intelligence or ability level, physical or emotional characteristics, socioeconomic characteristics, and sex.

CONTRACT/GRANT NUMBER INDEX

A listing of all the contract and grant numbers appearing in the Contract Number and Grant Number fields of documents announced in RIE, together with the accession numbers of the reports to which they apply. Not currently a scheduled product.

CONTRACT NUMBER

The alphanumeric or numeric identifier assigned by a sponsoring agency to identify a given contract. Unlike grants, which are often less specifically defined, contracts usually carefully specify tasks or deliverable items, and the contracting agency monitors the effort and follows up to see that contractual obligations are met. (See also Grant Number.)

COORDINATE INDEXING

The assignment to a document (or other entity to be indexed) of unitized index terms that are meant to be put together (i.e., coordinated) at the time of retrieval in order to form the more complex concepts involved in the user's inquiry. So called because the searcher must coordinate the index terms when the search is conducted in order to arrive at the desired result.

COPYRIGHT

Literally, the right to copy, given by law in each country to the author or creator of the thing copyrighted. The laws vary in their details, but the objective is to stimulate invention, literary creativity, and publishing via the concept of *intellectual property* which can be bought and sold. In the United States, the new Copyright Law (as of January 1978) no longer requires formal registration at the Copyright Office of the thing protected.

COPYRIGHT REVISION LAW (PL 94-553)

A law passed in 1977, that revised the old (1909) copyright law, provided new definitions of concepts, such as Fair Use, and established new regulations and procedures for copyright. The net effect of the law on ERIC is that effective January 1, 1978, ERIC is required to assume that all private sector documents, whether carrying a copyright notice or not, are copyrighted, unless such documents were published without a copyright notice prior to January 1, 1978. For this reason, unless ERIC already has blanket reproduction permission from the source organization, a signed formal reproduction release form must be obtained for every title selected for the ERIC system. The existence of an *ad hoc* letter of transmittal giving ERIC permission to reproduce the report is not sufficient.

CORE JOURNAL

A journal that concentrates its articles and features in one subject area, e.g., Physics, Education, Photography, etc., as contrasted to the occasional inclusion of material of interest to that area. A core journal in education would be the *Journal of Experimental Education*; a non-core journal in education would be *Scientific American*.

CORPORATE MATERIALS

Corporate Materials refers to classroom materials produced by industry (e.g., Kodak, McDonald's, Kellogg, General Motors, J.C. Penney, etc.), trade associations, and public utilities. Corporate materials are generally inexpensive or even free. Environment, energy, and nutrition are common topics. Most materials treat the company's area of business, e.g., Kellogg publishes materials which are food-related, etc. Care must be taken in the selection of corporate materials to avoid those that exist primarily for advertising or public relations purposes.

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COSATI

An acronym for the Committee on Scientific and Technical Information. Now defunct. While in existence, it developed several information processing standards.

COST EFFECTIVENESS

A measure of performance used for the evaluation of systems. It is usually expressed as a ratio of some measure of cost to some measure of performance. The higher the performance and the lower the cost, the better the cost effectiveness of the system.

CRT (See CATHODE RAY TUBE (CRT))

CURRENT INDEX TO JOURNALS IN EDUCATION (CIJE)

A paperbound monthly (12 issues per year) index journal that announces journal articles from over 700 education and education-related journals. CIJE is made up of a main entry section, consisting of cataloging and indexing information and (optionally) 50-word annotations; an index section, consisting of separate subject and author indexes; and a journal contents section arranged by journal name and showing the articles accessioned from each journal issue. Semiannual cumulations are available. Each issue announces approximately 1,500 items and is available on subscription from the CIJE Publisher.

CIJE entries constitute one of two major subfiles of the ERIC database, the other being **Resources in Education** (RIE). CIJE entries have EJ accession numbers, while RIE citations have ED numbers.

CURRENT PROJECT INFORMATION (CPI)

A U.S. Office of Education (USOE) publication (now defunct) listing and indexing ongoing projects supported by USOE contracts and grants. Projects were assigned EP accession numbers and were handled very much as documents even though many of the data elements and indexes were necessarily different. For several years, EP records were announced and indexed in a special section of *Resources in Education* (RIE). Later, the equivalent NIE publication was entitled *Educational Research in Progress*.

-D-
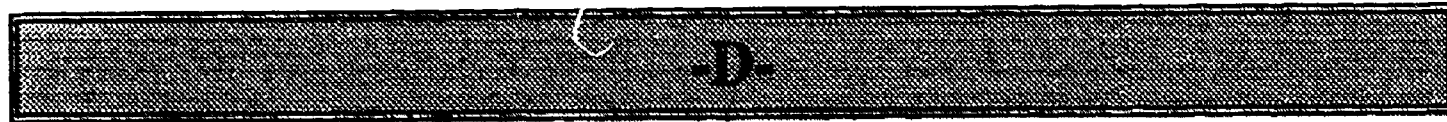
DATA ELEMENT

A specific, well-defined piece of information forming part of a larger record (such as a bibliographic description) and having a unique functional relationship with the content of the document to which the record refers. *Examples are*: title, author name, report number, etc. Usually synonymous with field (q.v.).

DATA ENTRY

The conversion/reduction of data from eye-readable form to machine-readable form. All ERIC bibliographic data must go through a data entry process to permit subsequent editing and computer processing. ERIC has used punched paper tape and optical character recognition (OCR) techniques in the past and is currently using online data transmission.

DATABASE

A file of data, usually in machine-readable form.

DESCRIPTIVE CATALOGING (See CATALOGING (DESCRIPTIVE))

DESCRIPTOR AND IDENTIFIER USAGE REPORT

An alphabetic array of every index term, together with a complete list of all accession numbers that have been indexed by the term, and including a count of how many accessions are listed. Provided currently on microfiche by EDRS for the *ED/RIE* subfile only.

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DESCRIPTOR GROUP DISPLAY

One of four arrangements or formats of the *Thesaurus of ERIC Descriptors* (the others being the Alphabetical Display, the Rotated Display, and the Hierarchical Display). This display arranges each of the Descriptors in the *Thesaurus* into one (and only one) of 41 broad categories, e.g., *Equipment*. The display shows each of these categories together with alphabetic arrays of the terms that have been assigned to each. (See also Group Codes.)

DESCRIPTOR JUSTIFICATION FORM (DJF)

The original *Thesaurus* input form. Discontinued in 1980 and replaced by the Vocabulary Development Form (q.v.).

DESCRIPTORS

Meaningful conceptual terms or short phrases that can be selected from a defined and controlled vocabulary for the purpose of describing/characterizing/indexing the subject content of a document, text, or other data. (See also Main Term and entries under "Concepts...".)

DESCRIPTORS (DEAD/INVALID)

Terms that once were valid Descriptors, but that have been deliberately removed from the usable terms in the *Thesaurus*. Unlike *transferred* Descriptors, postings for invalid Descriptors remain in the ERIC files. *Dead term* status puts a *hold* on former Descriptors, preventing their further use in indexing and allowing them to be set aside for examination and possible reindexing at a later date.

DESCRIPTORS (TRANSFERRED)

Former indexable or main terms that have been downgraded to the status of Used For (UF) terms. Former Descriptors displayed as UFs are no longer carried in the ERIC files; their postings have been transferred to the preferred USE terms(s). This excludes transfers after December 1980 (when the last reload of the ERIC database by the major vendors occurred); all *transferred* Descriptors that are still searchable are listed in the published editions of the *Thesaurus* (see Table of Contents and find "Transferred Descriptors").

DIGESTS (See ERIC DIGESTS)

DIRECT ACCESS

The process of obtaining data from the memory or storage of a computer by going directly to its location, usually as specified by an address, without reading any other data. Contrasted with sequential or linear access.

DISCLAIMER LABEL (See POLICY DISCLAIMER LABEL)

DISSERTATION ABSTRACTS

An abstract journal (produced by University Microfilms International) that announces the majority of domestic doctoral dissertations.

DOCUMENT

A generic term referring to any printed form in which a written or graphic work may be produced. Encompasses reports, speeches, journal articles, dissertations, brochures, pamphlets, proceedings, books, and many other bibliographic forms.

DOCUMENT PREPARATION

Clearinghouse preparation of a document for filming by EDRS, e.g., retyping of illegible pages, relabeling a colored graph so as to make it independent of color, filling in window covers, etc.

DOCUMENT TRANSFER FORM

The form that records the transfer of a document from one Clearinghouse to another (usually because the subject matter is more appropriate for the receiving Clearinghouse).

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DOCUMENTS IN PROCESS (DIP) SYSTEM

A microcomputer system in use by the ERIC Facility Acquisitions Department that records basic information about every document passing through the Facility's hands on the way to the Clearinghouses.

DUPLICATE CHECKING

The process of determining whether a document in hand has previously entered the ERIC system. If the answer is *Yes*, there are three possibilities: the document has already been announced; it is "in process," but not yet announced; or it has been rejected (discarded or retained exclusively for local files). Potential duplicates can be identified by computer checks, but the final determination must usually be made by a human editor.

-E-

EBCDIC

An acronym for Extended Binary Coded Decimal Interchange Code. The principal code used by IBM mainframes and minicomputers.

ED NUMBER

ED is an acronym for ERIC Document. ED accession numbers identify documents announced in *Resources in Education* (RIE). They are assigned automatically to documents by the ERIC computer system as one of the last steps in computer processing. This action is delayed so that all duplicates, rejects. and other removals can be accomplished before final accessioning takes place, thus eliminating numeric gaps. Documents are ordered by the public from EDRS by using the ED number.

EDITING (RIE and EDO)

Used to refer to the review by the ERIC Facility of the RIE and EDO document processing functions performed by the ERIC Clearinghouses (cataloging, abstracting, indexing). Ensures completeness, accuracy, and conformity to the conventions of the *ERIC Processing Manual* of data originally exhibiting an inevitable variability by virtue of being submitted from 16 remote sites.

EDITING (CIJE)

Function performed by the CIJE Publisher.

EDO (See **ERIC DIGESTS ONLINE (EDO) FILE**)

EDRS

An acronym for ERIC Document Reproduction Service. EDRS is the document supply and distribution component of the ERIC network and is responsible for the microfiching of all documents, the handling of standing orders (subscriptions) for microfiche, and the handling of on-demand orders for both microfiche and paper copy. EDRS receives documents (Level 1 and 2) and data for this purpose from the ERIC Facility. The current contractor is Cincinnati Bell Information Systems (CBIS) Federal. Previous contractors were Computer Microfilm International Corporation, Bell & Howell, National Cash Register, and Leasco Information Products.

EDUCATIONAL LEVELERS (See **LEVELING DESCRIPTORS**)

EJ NUMBER

EJ is an acronym for ERIC Journal. EJ accession numbers identify journal articles announced in *Current Index to Journals in Education* (CIJE). EJ numbers are useful (but not essential) for ordering reprints from article reprint sources such as University Microfilms International (UMI)

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ERIC

An acronym standing for Educational Resources Information Center. A decentralized network of organizations whose primary goal is bibliographic control over the domestic literature of education. Components are: (1) Central ERIC (the Government sponsor and monitor); (2) ERIC Clearinghouses (16 nonprofit contractors); (3) Support Contractors, (a) ERIC Facility—editing, computer processing, (b) ERIC Document Reproduction Service—microfilming, document reproduction; (c) CIJE Publisher—commercial publishing, and (d) ACCESS ERIC—outreach.

ERIC ABSTRACTOR/INDEXER WORKBOOK

An instructional guide for new ERIC abstractors and indexers. It supplements the *ERIC Processing Manual* by providing a set of exercises illustrating and reinforcing the basic principles of ERIC abstracting and indexing.

ERIC ACQUISITIONS ARRANGEMENTS (EAA)

A systemwide list of all Clearinghouse and Facility acquisitions arrangements. Entries cite the name of the organization, date of contact, level of reproduction release, authorization, authorizing person, and any additional explanatory notes. The list includes all organizations whose materials are regularly and routinely acquired by ERIC and its use helps to prevent duplicate acquisitions efforts and to facilitate the exchange of release forms. (See also Acquisitions Arrangement.)

ERIC ADMINISTRATIVE BULLETIN **(EAB)**

A bimonthly "house organ" of the ERIC system, containing news from all components, directions from Central ERIC, vendor announcements, and other related ERIC news and information. Prepared by the ERIC Facility on the basis of contributions from all components.

ERIC CHARACTER SET

The alphabetic characters (upper and lower case), numeric characters, and special characters permissible in the ERIC database.

ERIC CLEARINGHOUSE (See CLEARINGHOUSE)

ERIC CLEARINGHOUSE SCOPE OF INTEREST GUIDE

A guide that provides a complete description of each Clearinghouse's area of coverage and lists (mini-thesauri) of those Descriptors most frequently used by each Clearinghouse.

ERIC CONFERENCE CALENDAR

Originally, a list of all the conferences in which Clearinghouses planned to participate during the upcoming calendar year, including those from which papers would be solicited. The purpose of the list was to coordinate conference participation and conference-related acquisitions efforts. Expanded by ACCESS ERIC in 1990 to include all education-related conferences.

ERIC DIGESTS

Short reports (1000-1500 words, on one or two pages) on topics of prime current interest in education; designed to provide an overview of information on a given topic, plus references to items providing more detailed information; targeted specifically for practitioners with limited time for information gathering and research.

ERIC DIGESTS ONLINE (EDO) FILE

A database containing ERIC bibliographic records for selected ERIC digests, to which have been appended the full-text of the digests themselves.

ERIC DOCUMENT REPRODUCIBILITY GUIDELINES

A publication (produced by the ERIC Facility) intended to be used as a guide to determine the acceptability of documents for microfilming in terms of their paper color, ink color, paper type, type size, photographs, under-oversized pages, and other strictly physical factors.

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GLOSSARY OF TERMS

ERIC DOCUMENT REPRODUCTION SERVICE (See EDRS)

ERIC FACILITY (See ERIC PROCESSING AND REFERENCE FACILITY)

ERIC INDEXING HANDBOOK
A guide compiled in 1989 by the ERIC Technical Steering Committee containing summaries of in-house, scope-specific indexing practices (ERIC Clearinghouse-by-ERIC Clearinghouse), as well as a general list of important indexing reminders. Now incorporated as an appendix of *ERIC Processing Manual* Section VII "Indexing."

ERIC INTERNATIONAL (See INTERNATIONAL ERIC)

ERIC NETWORK DIRECTORY
This publication provides complete mailing addresses, telephone numbers, and staff names and titles for all ERIC network components.

ERIC PARTNERS
Organizations enlisted by the ERIC Clearinghouses to aid in the process of disseminating ERIC information and to help provide documents and user feedback for the benefit of the ERIC system. In return, ERIC Partners receive timely information and reduced rates on certain products.

ERIC PROCESSING AND REFERENCE FACILITY
A centralized information processing facility serving all components of the ERIC network under the policy direction of Central ERIC. It accepts data from the ERIC Clearinghouses, edits and keys the data, and builds, maintains, and produces various products from the database. A wide variety of supporting functions are also performed, e.g., acquisitions, lexicography, data conversion, reference, tape distribution, forms control, scheduling, etc.

ERIC SYSTEM DOCUMENTATION
The written documentation that describes the software (computer programs) that create the ERIC database, its authority lists, and the products created from it.

ERIC TECHNICAL MEETINGS
Meetings held once or twice a year in which selected technical personnel of the ERIC Clearinghouses (abstractors, indexers, user services coordinators) meet to discuss current issues and resolve technical problems.

ERIC TECHNICAL STEERING COMMITTEE
Group of 6-10 ERIC technical staff persons responsible for overseeing ERIC technical operations, including ERIC technical meetings, and recommending related policy matters to Central ERIC. Members meet 3-4 times a year. The membership includes a Clearinghouse chair, 3-4 additional staff from different Clearinghouses, technical representatives of the Support Contractors, and a Central ERIC monitor.

ERICTAPES
The commercial "brand" name used for the ERIC database in machine-readable form.

ERICTOOLS
The commercial "brand" name used for the ERIC internal reference publications (e.g., *Source Directory, RIE Title Index*) when sold to outside users.

EVALUATION
In the ERIC environment, Selection (the process of selecting items for RIE) is distinguished from Evaluation (the process of determining how well an item achieves its stated objectives). ERIC selects documents for its database, but does not attempt to evaluate the accuracy, rigor, experimental design, validity of conclusions, etc., of the items selected. Evaluation is left to the community of educational practitioners and other users.

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EXCHANGES

The trading of one organization's publications for those of another; a variation of automatic distribution. ERIC sometimes offers a complimentary subscription to RIE in exchange for the publications of a given prolific organization. Generally a *quid pro quo* must be demonstrated to justify the arrangement.

EXHAUSTIVITY

A measure of the extent to which all the distinct subjects discussed in a particular document are recognized in the indexing operation and translated into the language of the system. Also, a measure of the extent to which a search is a comprehensive and complete state, retrieving the given topic from all angles.

-F-

FACILITY (See ERIC PROCESSING AND REFERENCE FACILITY)

FALSE DROP

An irrelevant retrieval or "hit" based on an unintended coordination of index terms; synonymous with "noise."

FIELD (See DATA ELEMENT)

FIELD READER

A consultant hired by the Department of Education to read and evaluate proposals and make recommendations as to whether they should be funded.

FREE TEXT

The natural narrative language used by authors, which should also be used by abstractors when creating abstracts or annotations. The free or uncontrolled language of fields like the abstract or title may be contrasted to the controlled indexing vocabulary of Descriptors and Identifiers. Modern computer retrieval systems permit retrieval from either fields controlled by authority lists (such as thesauri) or from free-text fields. Since the appearance of a word in free text may or may not have a significant relation to subject content, searching based on free text tends to retrieve a certain amount of low relevance material. (Compare Full Text.)

FUGITIVE LITERATURE

Unpublished, limited distribution material that is produced in limited quantities. Examples would be research reports, speeches, presentations, etc. Fugitive material has a tendency to disperse rapidly and to be unavailable within a relatively short time after it is generated. It varies widely in quality. If quality fugitive literature is to be made available for the benefit of potential users (other than the small group of initial recipients), it must be captured and controlled by one of the database systems such as ERIC.

FULL TEXT

The entire document, journal article, book, or other publication, as distinct from its compressed representation in a bibliographic record or abstract. (See also Free Text).

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GLOSSARY OF TERMS

-G-

GENERIC STRUCTURING

The organizing of Descriptors into "hierarchical families." A hierarchical family is made up of a class or category of concepts and each of its members. The relationship between class and members is the same as that between a thing and its types, or, in zoological terms, a genus and its constituent species. The class or genus corresponds to a "Broader Term" and the members or species correspond to the "Narrower Terms" under the Broad Term.

GOVERNMENT PRINTING OFFICE (GPO)

The agency responsible for printing most Federal Government publications. Relates to ERIC primarily by virtue of being the printer and subscription agent for RIE.

GPO DOCUMENTS

Documents printed by GPO do not require a copyright or reproduction release. They are assumed to have been generated with Federal Government funding under terms that either place them in the public domain or else reserve a free right of reproduction for U.S. Government purposes.

GRANT NUMBER

An alphanumeric tag representing the instrument through which financial support was given the work or activity reported in a document. Unlike the "contract," which is usually specifically defined, the scope of work of a grant is more general and usually does not have lists of specific tasks and deliverables. (See also Contract Number.)

"GRAY" LITERATURE (See FUGITIVE LITERATURE)

GROUP CODES

These 3-digit codes refer to the placement of each *Thesaurus* Descriptor in one of 41 (52 prior to the 1977-1980 Vocabulary Improvement Project) Descriptor Groups. These groups are broad subject categories that provide an overview of the *Thesaurus* vocabulary. They are used for general browsing and searching.

-H-

HARD COPY (See PAPER COPY)

HIERARCHICAL DISPLAY

One of four arrangements or formats of the *Thesaurus of ERIC Descriptors* (the others being the Alphabetical Display, the Rotated Display, and the Descriptor Group Display). This display presents sets of generic trees showing, for every *Thesaurus* Descriptor, the trail of narrower terms below it and broader terms above it, each carried to the farthest extreme.

HIT

A record (in a database) that is retrieved in the course of a search.

HOLOGRAPHS

Handwritten documents.

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- I -

IAL (See *IDENTIFIER AUTHORITY LIST* (IAL))

IDENTIFIERS
Semicontrolled retrieval terms intended to add a depth to indexing that is not always possible with Descriptors alone. An Identifier is usually the name of a specific entity e.g., project, person, place, organization, test, group, item of equipment, piece of legislation. An Identifier may also be a new concept, under consideration for Descriptor status and awaiting approval for admission to a formally controlled vocabulary or thesaurus.

IDENTIFIER AUTHORITY LIST (IAL)
A list of approved ERIC Identifiers (alphabetical and by category).

INDEX TERMS (See "CONCEPTS..." entries, and also DESCRIPTORS and IDENTIFIERS)

INDEXING
The process of assigning words or terms to documents in order to describe their subject content for purposes of subsequent retrieval. (See also Coordinate Indexing.)

INDICATIVE ABSTRACT (See ABSTRACT (INDICATIVE))

INFORMATION ANALYSIS PRODUCTS (IAPs) (See CLEARINGHOUSE PUBLICATIONS)

INFORMATIVE ABSTRACT (See ABSTRACT (INFORMATIVE))

INFORMATIVE/INDICATIVE ABSTRACT (See ABSTRACT (INFORMATIVE/INDICATIVE))

INTERCHANGE
A newsletter, containing news of interest to ERIC users of all types. Published 1972-1988 by the ERIC Facility, and 1990 to present by ACCESS ERIC. Once quarterly, it is currently issued twice a year.

INTERNATIONAL ERIC
Informally, InterEd. A long-term initiative for international cooperation among the major English-language education-related databases. It involves representatives from the Australian Education Index (AEI), the British Education Index (BEI), the Canadian Education Index (CEI), and ERIC. The New Zealand Council for Educational Research (NZCER), at an earlier stage of development, participates informally. Members presently interact in one another's ongoing vocabulary development work (the ERIC *Thesaurus* has served as a model for the vocabularies of the other files). A long-term goal is to provide a searchable AEI/BEI/CEI/ERIC "superfile," consisting of independent but closely associated databases.

InterED (See INTERNATIONAL ERIC)

INTERNET
A large "network of networks," consisting of many regional networks (e.g., SuraNet, PrepNet, etc.) interconnected via the TCP/IP communications protocol. TCP/IP is an acronym for Transport Control Protocol/Interface Program. (See also National Research and Education Network (NREN).)

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INTERNATIONAL STANDARD BOOK NUMBER (ISBN)

A unique identifying number assigned by publishers to each distinct book, monograph, or other nonserial item that they sell. The format of the number is determined by international (ISO-2108) and national (Z39.21) standards. Each publisher obtains a publisher-specific number from their respective national ISBN Agency (R.R. Bowker in the U.S.). A typical ISBN number is ISBN-0-394-57327-7, with 0 being the group (of countries) identifier, 394 the publisher identifier, 57327 the title identifier, and 7 the check digit. The English-speaking countries use the group identifiers 0 and 1.

INTERNATIONAL STANDARD SERIAL NUMBER (ISSN)

A unique identifying number assigned by the International Serials Data System (ISDS) to each distinct serial publication. In the United States, the National Serials Data Program (NSDP) at the Library of Congress represents the ISDS. The format is based on international (ISO-3297) and national (Z39.9) standards. Publishers wishing to have an ISSN either submit an application form or send a current issue of their publication to NSDP. A typical ISSN consists of eight digits in arabic numerals 0-9, except for the last or check digit which can be an "X". The numbers appear as two groups of four digits, e.g., "ISSN-1234-5679."

-J-
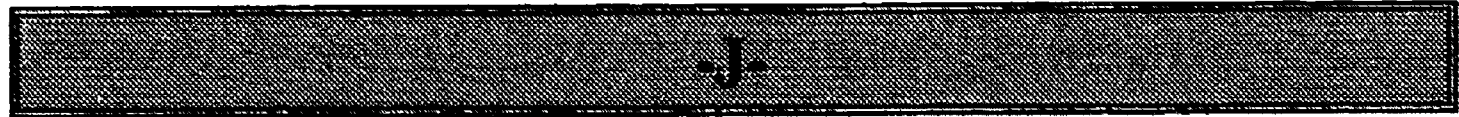
JOURNAL ARTICLES

Generic term referring to independent writings appearing in journals and other serial publications, e.g., newsletters.

JOURNAL CONTENTS INDEX

An index in *Current Index to Journals in Education* (CIJE) that lists alphabetically each journal issue, and the articles within it, covered by that issue of CIJE.

JOURNALS (EDUCATION)

Journals concerned exclusively with one or more aspects of the field of education. They require regular monitoring by the ERIC Clearinghouses and usually comprehensive coverage in CIJE.

JOURNALS (EDUCATION-RELATED)

Journals that regularly and frequently contain articles bearing on education, but whose main focus is elsewhere. They require regular monitoring by the ERIC Clearinghouses and usually selective coverage in CIJE.

JOURNALS (NON-EDUCATION)

Journals that occasionally, but infrequently, contain an education-related article. They are not covered regularly in CIJE and education-related articles found in them are handled as "oneshot articles" (q.v.).

-K-

K-12

Kindergarten through the 12th grade.

KEYWORD

(1) an index term, representing the subject matter of a given document, e.g., "calculus";
(2) a tag identifying a data field and preceding the contents of that field, e.g., "TITLE_".

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- L -

LANDSCAPE PAGES

Pages of text with the information recorded parallel to the long dimension rather than parallel to the short dimension. Contrasted to a "right-reading" standard page. Landscape pages, when microfiched in the right-reading position, extend across two normal microfiche frame areas.

LEGIBILITY

The quality of the printing in a particular document. Poor quality, which will not reproduce plainly, is often referred to as "marginal legibility." Documents that are predominantly of poor legibility should not be selected for the ERIC system. Documents with only a few poor quality pages may be processed at Level 2, i.e., microfiche only, with the title page marked "BEST AVAILABLE COPY." The purpose of restricting such documents to Level 2 is to avoid having EDRS customers paying paper copy reproduction prices for poor quality or unreadable pages.

LEVELING DESCRIPTORS

Select groups of *Thesaurus* Descriptors especially designated for database partitioning purposes. ERIC has two groups of leveling Descriptors, the *mandatory educational levelers* and the *age levelers*. There are 14 mandatory educational levelers (PRESCHOOL EDUCATION, ELEMENTARY SECONDARY EDUCATION, and HIGHER EDUCATION among them). One or more educational-level Descriptors must be indexed to every ERIC citation, unless such action is deemed totally inappropriate. There are 15 age levelers (e.g., INFANTS, CHILDREN, ADOLESCENTS, ADULTS, OLDER ADULTS), explicitly defined to years of age, and used as optional indexing points on citations concerned strictly with age-level groups or populations. Educational-level Descriptors, as mandatory terms, always have precedence over the age-level Descriptors.

LEVELS (1, 2, AND 3)

Documents are announced in RIE at one of three possible levels:

Level 1: Documents are available in both microfiche and paper copy from EDRS.

Level 2: Documents are available only in microfiche from EDRS.

Level 3: Documents are not available from EDRS, but an alternate source of availability is cited in the RIE announcement.

LEXICOGRAPHY

The principles and practices of dictionary making. In information systems, frequently used to refer to the principles and practices of thesaurus making and indexing vocabulary development and maintenance.

LINE IMAGE DATA SET (LIDS)

The preliminary computerized file, of bibliographic data, which serves as a "scratchpad" for editors and proofreaders working on *Resources in Education* (RIE). Data in LIDS may be corrected on a line basis (rather than a field basis). When the editors are satisfied with the correctness of the data in LIDS, it is "released" to the ERIC Master File, assigned final accession numbers, and subsequently processed by computer into an issue of RIE.

LINK

An additional symbol (e.g., "c") attached to an index term (or to a document number being posted to an index term) that ties together related terms and separates terms that are not related. The purpose of a link is to avoid incorrect coordination (false drops) at retrieval by demanding that only linked terms be coordinated to produce "hits." Links are not employed in the ERIC indexing system.

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LINOTRON

A high-speed CRT-type photocomposition device operating off magnetic tape input; manufactured by the Mergenthaler Linotype Company. Formerly in use at a few very high volume installations, e.g., U.S. Government Printing Office (GPO).

LOGICAL OPERATORS (See BOOLEAN ALGEBRA)

-M-

MACHINE-READABLE DATA FILE (MRDF)

A body of data not in printed form, but rather in magnetic, optical, or other form that can be easily read by a computer. ERIC announces education-related data files (PUBTYPE 102) as long as they are available from third parties.

MACMILLAN INFORMATION

The contractor which produced *Current Index to Journals in Education* from 1969 through February 1979.

MAGNETIC TAPE

A long strip (typically 1 inch wide by 2400 feet long) of magnetizable plastic tape used for storing data. Usually data are stored and retrieved using sequential scan access.

MAIN TERM

Main terms are the preferred, postable terms in a thesaurus; they are used to index and search (i.e., describe and retrieve), in a consistent manner, the subject content of materials entered in an information system. The concepts "main term" and "Descriptor" are equivalent when used in the sense of controlled thesaurus vocabularies.

MAJOR TERM

A Descriptor or Identifier representing one of the major concepts contained in a bibliographic citation. Major terms appear in the published subject indexes; all other indexing terms are, by definition, "Minor." In order to restrict the size of the published indexes of RIE and CIJE, no more than five (5) major Descriptors and two (2) major Identifiers or six (6) major Descriptors and one (1) major Identifier, may be assigned to any citation. A Descriptor or Identifier is Major or Minor only in the context of the particular citations where it is being used (i.e., it is not inherently major or minor).

MASTERS ABSTRACTS

A publication produced by University Microfilms International (UMI) that announces domestic Masters theses (and research papers from fifth-year programs).

MATHEMATICAL MODEL

A description of something in symbolic form in such a way that it can be formally manipulated and results derived without direct reference to the thing being modeled. Any scientific theory expressed as a set of equations is a mathematical model, for example.

MICROFICHE

A 4" x 6" (105mm x 148mm) flat sheet of film, containing reduced images of document pages. ERIC prepares microfiche for all Level 1 and 2 documents announced in RIE, using the COSATI/NMA standard (24X reduction; 98 frames in a 7x14 grid). Microfiche may be made of silver, diazo, or vesicular film. A microfiche reader or reader-printer is required to read the page images. Only the data on the header strip of the microfiche (containing accession number, title, author, etc.) are eye-legible.

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MICROFICHE INVENTORY AND QUALITY CONTROL CHECK

The process of inspecting an archival set of microfiche frame-by-frame to detect filming and legibility errors. Formerly performed monthly by the ERIC Facility.

MINOR TERM

A Descriptor or Identifier assigned to a citation and appearing in the printed Resume and in the machine record, but not in the published subject indexes.

MNEMONIC

Used to refer to any device or technique intended to assist the memory of a person.

MONOGRAPH

A book, treatise, pamphlet, or other document on a single specific subject. Usually scholarly and comprehensive in nature and focused on a limited area which it covers in depth.

-N-

NARROWER TERM (NT)

A *Thesaurus* cross-reference used to indicate hierarchical relationships among Descriptors. Narrower terms represent concepts totally included within a broader conceptual class (represented by another Descriptor, a BT). For example, ALGEBRA is considered an NT of MATHEMATICS. Because they are Descriptors, Nts are indexable and searchable. The indexable NT achieves ERIC's goal of "subject-specific" indexing. Its mandatory reciprocal is the BT or "Broader Term." The BT/NT relationship is the same as that between a genus and its member species.

NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP)

A large, formal effort, funded by the Federal Government, to determine the progress made in the United States in the teaching of various skills and disciplines (e.g., Reading, Mathematics, Citizenship), as measured by student abilities at different points in time. Currently headquartered at the Educational Testing Service (ETS). Considered by most to be the definitive source of information on whether American students are improving or getting worse in their comprehension of a subject.

NATIONAL DIFFUSION NETWORK (NDN)

An OERI-supported project to assist schools in improving their educational practices through the adoption of existing exemplary education programs.

NATIONAL INSTITUTE OF EDUCATION (NIE)

Created by Congress in 1972 and given responsibility for the conduct of federally-funded educational research. Modeled on the National Institutes of Health (NIH). Replaced by the Office of Educational Research and Improvement (OERI) in November 1985.

NATIONAL RESEARCH AND EDUCATION NETWORK (NREN)

Federal project authorized by the High Performance Computing Act of 1991 designed to expand and enhance the existing U.S. "Internet" and to create a national electronic "information superhighway" to link the country's researchers, educators, and students. (See Internet.)

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GLOSSARY OF TERMS

NATIONAL TECHNICAL INFORMATION SERVICE (NTIS)
A major technical report processing center located within the Department of Commerce. Concentrates on the physical sciences. Publishes *Government Reports Announcements & Index* (GRA&I). Mandated by law to function like a business, realizing its own revenues and seeking to be self-supporting.

NATIONAL TECHNICAL MEETINGS (See ERIC TECHNICAL MEETINGS)

NATURAL LANGUAGE (See FREE TEXT)

NOISE (See FALSE DROP)

-O-

OERI (See OFFICE OF EDUCATIONAL RESEARCH AND IMPROVEMENT (OERI))

OFFICE OF EDUCATION (OE)
Formerly the major education agency of the Federal Government. Merged into the Department of Education in May 1980.

OFFICE OF EDUCATIONAL RESEARCH AND IMPROVEMENT (OERI)
An Office of the U.S. Department of Education (ED) and sponsoring agency for the Educational Resources Information Center (ERIC). Succeeded the National Institute of Education (NIE) in November 1985.

"ONESHOT" JOURNAL ARTICLES
An education-related article found in a journal not normally covered by CIJE. "Oneshots" meet ERIC's selection criteria, but are contrasted with articles from regularly covered journals. Journals providing oneshot articles do not appear in the *Source Journal Index* (q.v.).

ONLINE
An "online" function is performed with the user in direct contact with the computer, interacting in real time. Contrasted to "offline," where the user submits the job into a queue to be run (and delivered) at some future date.

ONLINE VENDORS
Organizations that maintain databases and related software on their computer systems and sell online retrieval time to clients at multiple remote locations. The online vendors presently providing access to ERIC are DIALOG and BRS Information Technologies.

OPTICAL CHARACTER RECOGNITION (OCR)
The reading of typed or handwritten characters by machine and the transfer of this information to magnetic tape, disk, or other form of storage. Reliable reading devices (scanners) usually require that the characters be written in a standardized typeface, e.g., OCR-A.

OPTICAL MEDIA
Very high volume, non-magnetic storage media that employ laser-generated holes, spots, or areas of differential reflectivity to encode data/information. Examples: laser disks, CD-ROM, etc. (See also CD-ROM.)

ORYX PRESS
A commercial printer located in Phoenix, Arizona. Has been the CIJE and ERIC *Thesaurus* publisher since 1979. (See also CIJE Publisher.)

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OVERHEAD (ACCOUNTING)

Those real costs that cannot easily be attributed directly to specific elements of work and that must, therefore, be allocated equally across all tasks. Example: rent, lights, heat, etc. Overhead, General and Administrative (G&A) Costs, and Fringe Benefit Costs are sometimes grouped under the heading of "indirect costs."

OVERSIZE

Any page with dimensions exceeding the "standard" 8½" x 11".

-P-
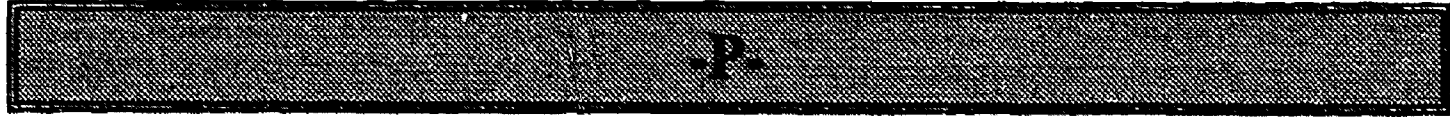
PAGINATION

In the ERIC environment, refers to the number stamping of each page (or part of a page) that will become a separate frame on the final microfiche. Performed according to filming constraints and not according to conventional library practice. The ERIC pagination number represents the number of microfiche frames required to record the comment. Used together with the level information to programmatically generate an EDRS price code.

PAPER COPY (PC)

A paper reproduction in standard 8½" x 11" format of an original document. All Level 1 documents announced in RIE are available from EDRS in paper copy. (Formerly referred to as "Hard Copy.")

PARTNERS (See ERIC PARTNERS)

POLICY DISCLAIMER LABEL

A standard label that must appear on every document announced in ERIC (i.e., Levels 1 and 2), which states that the opinions expressed in the document are not necessarily those of the U.S. Department of Education. Its purpose is to make it clear that ERIC collects documents from a variety of sources and that those documents do not necessarily reflect official Department of Education policy or position.

POST-COORDINATED TERM

A concept that is "put together" at retrieval time (i.e., post or after the indexing process) through the coordination of two or more separate terms. For example, the concept "Italian Speakers," which does not exist in the *Thesaurus* as a term per se, can be sought via the post-coordination of the two separate existing terms ITALIAN and NATIVE SPEAKERS.

POST-PUBLICATION CHANGE

A change made to the ERIC database *after* the production of the monthly abstract journals, microfiche, and database tapes going to vendors and other subscribers. (Section X of the EPM covers procedures for such changes.)

POSTING

To record. A document accession number can be "posted" (i.e., recorded) on a list of similar numbers that have all been indexed by the same term. Accession numbers are, therefore, sometimes referred to as "postings."

PRE-COORDINATED TERM

An entry in a thesaurus or vocabulary that is made up of more than one word and that represents a complex concept consisting of two or more unit concepts. For example, the unit concepts "Teachers" and "Attitudes" can be pre-coordinated into the complex concept "Teacher Attitudes." Pre-coordination refers to the fact that the terms or concepts are already put together in the vocabulary, "pre-" the indexing or searching process. Pre-coordination is often justified on the basis of the prevalence of the complex concept in the given system.

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GLOSSARY OF TERMS

PRICE CODE

A code assigned to an RIE accession that can be translated into its Microfiche or Paper Copy price if purchased from the ERIC Document Reproduction Service (EDRS), e.g., "MF01/PC01." An up-to-date translation table appears in every issue of RIE. By omitting actual prices in its database, ERIC avoids the need to update the entire backfile every time there is a price change.

PRINTOUT

A printed record produced by a computer. The paper on which the printing is done may be of virtually any size up to and including the 11" x 15" standard size computer paper.

PRIORITY DOCUMENT

A document designated by Central ERIC, the ERIC Facility, or a Clearinghouse as requiring expedited processing (i.e., entry into the next available issue of RIE) because of its significance to education and, sometimes, high visibility in the media (usually an OERI or Department of Education publication). Documents so designated by Central ERIC are mandatory input (the Facility Acquisitions Department coordinates all Central ERIC PRIORITY documents). Usually all questions of copyright, clearance, or reproducibility are resolved before transmittal to the Clearinghouses, in order to expedite processing. PRIORITY processing typically has a 5-10 day turnaround, although, on occasion, a shorter time may be required.

PROGRAM AREA CODE

A data element that attempted to code (two-character number code) documents by the legislation under which they were funded. Made inactive in 1982 due to the general lack of such information on documents.

PROJECT NUMBER

An identifying number assigned by an organization to a project. Not to be confused with a "Report Number" (which is assigned to a specific document, of which there may be several generated on a given project), or a Contract or Grant Number (which is an identification of the legal contractual instrument between two organizations). A valid ERIC data element for the period 1966-1981. Made inactive in 1982 due to infrequent usage in the literature.

PUBLIC DOMAIN

Unprotected by copyright or patent; belonging to the community at large; subject to appropriation by anyone.

PUBLICATION DATE

The calendar date that a written work is promulgated to its public. Usually considered to coincide with the date printed on the work and the date the work was printed, though in actuality there may be some variance between these.

PUBLICATION TYPE (PUBTYPE)

A data element intended to characterize the form of the document (e.g., journal article, dissertation, speech, etc.), as contrasted to its subject matter. Thirty-eight (38) types are distinguished in the present ERIC scheme.

-R-

READER-PRINTER

A device to read microfiche or microfilm that has the additional capability of producing standard paper copies of individual page frames.

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READY REFERENCE

A series of one- or two-page quick reference sheets developed by the ERIC Facility, covering basic ERIC information and statistics. Through 1991, 16 have been developed. Many are revised annually. Examples: ERIC Fact Sheet; Sample Resume (with call-outs); Accession Ranges (by year), etc.

RECALL

The number of documents/accessions retrieved in a search that are relevant to the original question, divided by the total relevant documents/accessions in the database/file searched. A ratio used as a measure of the extent to which the search detected all possible good "hits."

REFILMING

A document that was faulty when originally filmed, or that was filmed incorrectly, may need to be refilmed and redistributed. Refilmings caused by EDRS error are EDRS's responsibility. Refilmings caused by Clearinghouse or Facility error are done at extra cost and must be individually approved by Central ERIC.

RELATED TERM (RT)

A *Thesaurus* cross-reference used to indicate any close conceptual relationship among Descriptors *other than* the direct class/subclass relationship described by Broader Terms and Narrower Terms. Related terms may be close in meaning, may have the same Broader Term, may be related in usage or application, may have a part-whole relationship, and so on. An RT reciprocal is another RT.

RELEVANCE

The number of documents/accessions retrieved in a search that are relevant to the original question, divided by the total documents/accessions retrieved. A ratio used as a measure of the extent to which the output of a search is on target and contains solely good "hits." Synonymous with "precision."

In selection, the extent to which the document deals with issues that are current, "alive," and of contemporary interest to the educational community.

REMOVE LIST

A report listing all documents submitted by Clearinghouses for RIE announcement, but removed prior to publication. Reasons for removal may be: duplicate, author request, legibility problems, incomplete, lack of reproduction release, not within selection criteria, etc.

REPLY CARDS

Pre-printed 3 X 5 cards for acknowledging ERIC database contributions. They are provided in quantity to regular contributors, who attach them to documents sent to the Facility or the Clearinghouses. The cards are returned to the contributors with information as to the disposition of the documents, including ED numbers for those added to the database. The cards are used to acknowledge irregular contributors, as well.

REPORT NUMBER INDEX

An alphanumeric listing of all report numbers appearing in the Report Number field of documents announced in RIE. Not currently a scheduled product.

REPRODUCIBILITY (See **LEGIBILITY** and *ERIC DOCUMENT REPRODUCIBILITY GUIDELINES*)

REPRODUCTION RELEASE

A waiver or statement from a document author, source, or copyright holder giving permission to ERIC to reproduce the document. If both paper copy and microfiche reproductions may be made, the release is described as Level 1; if only microfiche may be made, the release is called Level 2. Reproduction releases are kept on file at the individual Clearinghouses that obtain them. (See also **Blanket Release**.)

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RESOURCES IN EDUCATION (RIE)

A paperbound monthly (12 issues per year) abstract journal that announces documents dealing with all aspects of education, e.g., research reports, program descriptions, instructional materials, etc. Approximately 13,000 documents are announced annually. RIE consists of a resume section of document abstracts and index sections consisting of separate Subject, Author, Institution, and Publication Type indexes. Paperbound semiannual indexes are printed by GPO, which functions as the printer and subscription agent for RIE. An annual hardbound cumulation of both resumes and indexes is available from the CIJE publisher.

RIE entries constitute one of two major subfiles of the ERIC database, the other being Current Index to Journals in Education (CIJE). RIE entries have <u>ED</u> accession numbers, while CIJE citations have <u>EJ</u> numbers.

RESUME

A compressed document description including cataloging, indexing, and abstracting data; a surrogate for the document itself. The term resume is used for this concept within the ERIC system; other systems describe their basic record variously as an abstract, digest, precis, brief description, announcement, record, etc.

RIE (See *RESOURCES IN EDUCATION*)

RIE TITLE INDEX (See *TITLE INDEX*)

ROLE

An additional symbol (e.g., "9") attached to an index term (or to a document number being posted to an index term) to designate the functional sense in which it was used in a particular document. Roles are not employed in the ERIC Indexing Systems.

ROTATED DISPLAY

One of four arrangements of formats of the *Thesaurus of ERIC Descriptors* (the others being the Alphabetical Display, the Hierarchical Display, and the Descriptor Group Display). This display provides a permuted alphabetical index of <u>all words</u> that form *Thesaurus* terms, whether Descriptors or USE references. Each separate word is considered as a filing unit, and a term appears in as many locations in this display as it contains separate words.

-S-

SCATTERING

Refers to the "scattering" of indexing information caused by the use of variant word forms for the same concept. For example, use of both the terms "Performance Contracts" and "Performance Contracting" would scatter information better brought together under one preferred term.

SCOPE OF INTEREST

ERIC's scope of interest is "education," in the broadest sense. Under that umbrella, each ERIC Clearinghouse has a more specialized scope of interest, e.g., Teacher Education, Languages and Linguistics, etc. The scope of interest of each ERIC Clearinghouse is delimited in the ERIC Clearinghouse Scope of Interest Guide (Appendix A to the EPM). The combination of the ERIC Clearinghouse scope of interest statements may be the best available definition of the overall field of "education."

SCOPE NOTE (SN)

A brief note explaining the intended usage of a Descriptor or Identifier. Used to restrict usage or to clarify concepts that may have alternative meanings. Not intended as formal definitions, Scope Notes indicate how terms are (or should be) used in indexing. Scope Notes appear in the main Alphabetical Displays of both the *Thesaurus* and the *Identifier Authority List*.

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SCOPE OVERLAP LABEL
A label affixed by the ERIC Facility to the cover of a document when the document overlaps the areas of interest of two or more Clearinghouses. Copies of the cover are then sent to the alternative Clearinghouse(s) to alert them to the fact that a document of interest to them has been assigned to another Clearinghouse.

SCREENING (See **SELECTION (OF DOCUMENTS)**)

SEARCH
A systematic attempt to identify documents with some well-defined characteristics. Applies to both manual and computer retrieval efforts.

SEARCH STRATEGY
The logic of a particular inquiry; the demands that a search makes on its potential output. A search strategy is usually exemplified by a series of index terms arranged in groups and interconnected by logical operators, e.g., ((HEALTH CARE COSTS) AND ((PREGNANCY) OR (PREGNANT STUDENTS))). A record in a data set must meet the specifications of a search strategy in order to be an output of the search. Search strategies may be "tight" and geared for retrieval of a small number of highly relevant items, or they may be "loose" and geared for comprehensive output of anything that even touches on the subject.

SELECTION (OF DOCUMENTS)
The process by which documents and journal articles are selected for addition to the ERIC database and announcement in the monthly ERIC abstract journals. Selection is done on the basis of type of document, legibility, size, quality, redundancy, and other factors. The complete set of criteria used for selection are provided in the *ERIC Processing Manual*. (See also **Evaluation**.)

SELECTIVE DISSEMINATION OF INFORMATION (SDI)
Alerting organizations or individuals to the existence of documents that deal with their areas of special interest. Usually based on a database or group of databases that are searched regularly, conforming to their update schedule. The search for any one client/user is based on a "profile" of that user.

SET
Any group of things having some characteristic in common, e.g., the set of documents issued by the National Bureau of Standards.

SINGLE FRAME RESUME (SFR)
A record of data (cataloging, indexing, abstracting) collected for a document, as it appears in RIE. Printed on one page (i.e., frame). Usually a computer printout. The ERIC Facility provides EDRS with SFRs for each document to be filmed; these appear on the microfiche on the Page 1 frame preceding the cover or title page.

SITE VISIT
A visit to Clearinghouses by Central ERIC personnel. At least one official site visit is made annually in connection with performance review and evaluation.

SIX-POINT TYPE
The smallest size type acceptable to ERIC for microfilming purposes. [Example: This is six-point type.]

SKELETONIZED RECORD
A record that has been found to be a duplicate of another record and that is therefore reduced in content solely to accession number, title, and cross-reference to its replacement (in order to prevent retrievals).

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SOURCE CODE

A code representing an institution (e.g., a corporate source, a sponsoring agency). The ERIC Source Code is an 8-character alphanumeric code (3 alpha, 5 numeric). Information systems frequently make use of source codes because of the length of organizational names and the opportunities they provide to make small errors in spacing, punctuation, spelling, etc. [Example: BBB12345]

SOURCE DIRECTORY

An authority list of organizational/corporate/institutional names, citing the preferred form of each name. ERIC follows the COSATI (q.v.) guidelines for establishing organizational names. Issued in a "Complete Edition," as well as a "Truncated Edition" covering names established/used during the preceding 5 years.

SOURCE JOURNAL INDEX

A list of the journals covered by *Current Index to Journals in Education* (CIJE). Each journal is identified as to publisher name and address, frequency, price, reprint availability, ERIC Clearinghouse responsible for it, whether it is covered comprehensively or selectively, and, whenever possible, the ISSN number. Arranged separately by journal title and by responsible Clearinghouse. ERIC Clearinghouses nominate additions to the list. The CIJE publisher maintains the list and prints it in each issue of CIJE.

SPECIAL CHARACTER

Any of the non-alphabetic, non-numeric characters used in a particular type font or printing device. Examples of special characters would be $? ! # * . ERIC makes use of a total of 46 special characters.

SPONSORING AGENCY

The organization that sponsored (and paid for) the work reported in a given document. To be distinguished from the organization actually doing the work.

STANDING ORDER CUSTOMERS (SOCs)

Subscribers to the ERIC microfiche collection. Subscriptions are on an annual basis and cost around $2,200 for some 12,600 titles (17,500 individual fiche cards), shipped to subscribers in monthly increments corresponding to the monthly issues of *Resources in Education* (RIE).

STANDING ORDERS

Subscriptions for all the publications (or relevant classes of publications) produced by a given source. EDRS sells standing orders to the ERIC microfiche.

STATE-OF-THE-ART PAPER/REVIEW

A synthesis and integration of the level of knowledge and expertise achieved by a particular scientific or technical activity, e.g., "the state-of-the-art in computer assisted-instruction." Summaries of this type are periodically necessary in many fields. A compete review of the literature on a subject is often an important part of the state-of-the-art study.

STEERING COMMITTEE (See ERIC TECHNICAL STEERING COMMITTEE)

SUBJECT CATALOGING (See INDEXING)

SUBJECT HEADING

In traditional library practice, a member of a controlled vocabulary of alphabetical index terms. Subject Headings tend toward pre-coordination and may be made more specific by "dashed" subdivisions, e.g., Japan—History.

SUBROUTINE

A program designed to perform a well-defined, usually limited task and capable of being used as part of other programs when that task is required.

SYSTEMS ANALYSIS

The process of determining the objectives of a system and of defining the components, operations, and procedures by which it either achieves those objectives or could achieve them more efficiently. It thus involves four steps: (1) definition of objectives; (2) analysis of processes; (3) design of alternatives; (4) evaluation.

•T•

TARGET AUDIENCE

The audience that the author/creator of a document is aiming for. Must be explicitly stated in the document in order to be cataloged; must not be a matter of subjective speculation. ERIC defines eleven target audiences, e.g., teachers, parents, counselors, etc.

TECHNICAL MEETINGS (See ERIC TECHNICAL MEETINGS)

TECHNICAL STEERING COMMITTEE (See ERIC TECHNICAL STEERING COMMITTEE)

TERMINAL

A device for communication with a computer. Terminals physically close to the computer may be connected via direct cable. Terminals physically remote from the computer are connected via communications facilities. Personal computers are often used as terminals on larger computers.

THESAURUS

A collection of words or terms. In the fields of library/information science, the thesaurus is used to classify, index, store, and retrieve information in a data bank. Thesaurus terms serve as labels; they are keywords or elements that are descriptive of the text or data being indexed. Thesaurus terms may be listed alphabetically, or they may be structured into hierarchies, specialized fields, or other sub-areas. A list of thesaurus terms accompanied by reference citations becomes an index.

THESAURUS OF ERIC DESCRIPTORS

A publication containing the basic vocabulary used by the ERIC system for the indexing of documents and journal articles. It contains approximately 10,000 vocabulary terms, of which 5,500 are main-entry Descriptors and 4,500 are non-indexable USE references and "dead" terms. Scope Notes (definitions) or parenthetical qualifiers are provided for all non-obvious terms. Hierarchical and associative relationships among terms are indicated by the standard "Narrower Term," "Broader Term," "Related Term" notations. The *Thesaurus* is maintained and updated by the ERIC Facility, largely on the basis of inputs from the ERIC Clearinghouses. It is published as an internal "working copy" by the ERIC Facility (usually annually) and commercially by the CIJE publisher (usually triennially).

TIMESHARING

The use of a device, especially a computer, for two or more tasks during the same time interval, by allocating small divisions of the total time to each task in turn.

TITLE INDEX

An alphabetical listing of the titles of all documents announced in RIE and its predecessor publications, together with the publication date, pagination, and ED numbers of each. Used for duplicate checking and reference work.

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TRANSFER AND DELETE

The process by which index terms or organizational names in the ERIC database are deleted and their usage replaced by (transferred to) the preferred term or terms. Example: all indexing of "Coherent Light" deleted and replaced by "Lasers." Also, the ERIC software that accomplishes this process.

TRANSFERS (DOCUMENTS)

Documents transferred from one Clearinghouse to another for reasons of scope.

TRUNCATION

Literally, foreshortening. Used with respect to data elements that exceed the permissible lengths and that must be made shorter in order to fit. Also used with respect to computer searching during which a word or other series of characters is cut off so that the different forms of the same thing are retrieved. Example: Searching for the truncated term LIBRAR# would retrieve LIBRARY, LIBRARIES, LIBRARIAN, LIBRARIANSHIP, etc.

-U-

UNIT COST

The cost of accomplishing or producing one unit of a predefined product, a reference response, a completed resume, a search, etc. A unit cost may be calculated in various ways, e.g., with management allocation or without, with occupancy (rent) or without, etc. When reporting unit costs, it is crucial to describe the assumptions and ground rules underlying the calculation, i.e., what categories of cost have been included in the final number?

UNITERMS

Single-word index terms. The Uniterm indexing approach of the early 1950s permitted the indexer to use only index terms containing single words. The theory behind Uniterm indexing assumes that during retrieval Uniterms can be combined (post-coordination) to reconstruct the original complex concepts found in the document. Uniterms are the opposite of pre-coordinated terms (q.v.).

UMI (University Microfilms International)

UMI is an information industry company with many products. It is most well known for publishing *Dissertation Abstracts* (DA). The majority of domestic doctoral dissertations are collected by UMI and announced in DA. UMI is also the largest journal article reprint service. Approximately 75% of the journal articles announced in *Current Index to Journals in Education* (CIJE) can be obtained from UMI. UMI pays royalties to the journal publishers for every article duplicated for sale.

USE REFERENCE

The USE reference indicates an equivalent relationship between terms in the *Thesaurus* (or the *Identifier Authority List*). It is used to refer an indexer or searcher from a unusable (nonindexable) term to the preferred indexable term or terms. Its mandatory reciprocal cross-reference is the UF term. For example, the *Thesaurus* entry "MANPOWER, USE LABOR FORCE" necessitates the reciprocal UF MANPOWER under the entry LABOR FORCE.

USED FOR (UF) TERM

A "Used For" term indicates an equivalent relationship between terms in the *Thesaurus* (or the *Identifier Authority List*). The UF reference is a synonym or variant form of a Descriptor (or Identifier) and is not used in indexing or searching. Its mandatory reciprocal is the USE reference. For example, the *Thesaurus* shows FOLKLORE to be a UF under the entry for FOLK CULTURE; therefore, FOLK CULTURE is to be "used for" FOLKLORE.

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USERS

Any persons who use the ERIC database, microfiche, publications, or component organizations to obtain assistance (e.g., searches, references, document copies, answers, microfiche, etc.) with their needs. ERIC users span the educational community and related public, and are made up of: teachers, administrators, researchers, librarians, counselors, school board members, policy/decisionmakers, students, parents, journalists, businesspeople, community groups, etc.

-V-
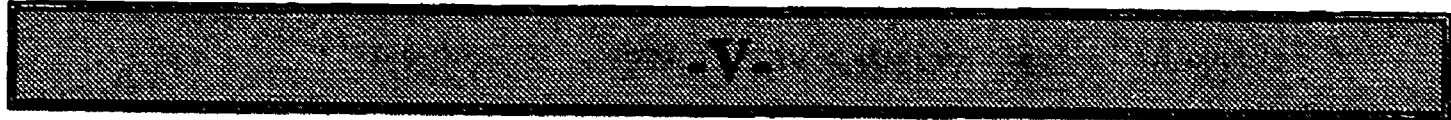
VENN DIAGRAM

A graphic method employing circles or ellipses to represent logical relations between or among classes by the inclusion, exclusion, or intersection of these figures.

VIDEOCOMP

A high speed electronic typesetting device that takes data on formatted magnetic tapes and produces camera-ready pages on film or paper masters. The tape must carry the specifications as to type font, type size, leading, column width, running heads, justification, etc.

VOCABULARY DEVELOPMENT FORM (VDF)

The form provided for the submission of all *Thesaurus* changes, whether additions of new Descriptors, modifications of existing Descriptor displays, or Descriptor deletions (purges). Both pre-printed and computer-generated versions are used. All justification information is recorded on the form, including both authorities cited and personal contacts. Space is provided for indicating any RIE and CIJE postings changes that are necessary to keep the *Thesaurus* and postings files synchronous. The form was introduced in 1980 as part of the Vocabulary Development Program.

VOCABULARY DEVELOPMENT PROGRAM

Initiated in December 1980, this program represents an ongoing procedure for coordinating and implementing changes to the ERIC *Thesaurus*. All *Thesaurus* recommendations are reviewed by representatives from every Clearinghouse and several user organizations (see Vocabulary Review Group) before final dispositions are made.

VOCABULARY IMPROVEMENT PROJECT (VIP)

A comprehensive project conducted from 1977 to 1980 to strengthen and update the ERIC *Thesaurus* vocabulary. It culminated with updates of the RIE and CIJE master files to reflect all vocabulary changes, and the publication of a "completely revised" *Thesaurus* (8th edition). The project introduced an effective system of "total network involvement" in *Thesaurus* development (including participation by external users), ultimately evolving to the present-day Vocabulary Development Program.

VOCABULARY MAINTENANCE

The ERIC Facility Lexicographic staff, with the assistance of the network-wide Vocabulary Review Group, reviews all additions to the ERIC vocabulary (Descriptors and Identifiers), approving or denying each term. Scope Notes (definitions) and cross-reference structure are refined, if necessary. Additionally, suggestions for changes of existing terminology are reviewed for feasibility, advisability, impact, and compliance with the *ERIC Processing Manual*. ERIC encourages direct participation by all network components, including external users, in its vocabulary maintenance activities.

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VOCABULARY REViEW GROUP

A 29-member committee responsible to Central ERIC for the development and maintenance of the ERIC vocabulary. Its responsibilities are to review additions and changes to the ERIC *Thesaurus*, to evaluate vocabulary-related policy matters, and to recommend long-range alternatives for vocabulary development. Membership includes Central ERIC, the ERIC Facility, the ERIC Clearinghouses, ACCESS ERIC, the CIJE/*Thesaurus* Contractor, International ERIC, and several users from libraries and search centers. Originally established in 1973 with 36 members, the present group was organized in 1980 as an integral part of the Vocabulary Development Program.

VOCABULARY STATUS REPORT

A report prepared at least twice a year by ERIC Facility Lexicography, summarizing all recommended *Thesaurus* changes received during the immediately preceding period. The report serves as the mechanism for alerting the Vocabulary Review Group to proposed changes and for soliciting the membership's comments and recommendations. An update of each report, with final dispositions noted, is redistributed to the review group.

VOICE

Used with reference to verb forms that indicate the relation between the subject and the action expressed by the verb. The "active voice" indicates that the subject is performing the action expressed by the verb, e.g., *"John bought a book."* The "passive voice" indicates that the subject is the object or recipient of the action expressed by the verb, e.g., *"A book was bought by John."*

-W/X/Y/Z-

WORD INDEXING

The improper indexing habit or practice of matching an author's words and the index system's words, without considering what the words mean, i.e., indexing without examining terminological cross-references or reading Scope Notes.

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ACRONYMS

AACJC	American Association of Community and Junior Colleges
AACTE	American Association of Colleges for Teacher Education
AAHE	American Association for Higher Education
AASA	American Association of School Administrators
ACE	American Council on Education
ACES	Advisory Council on Education Statistics
ACT	American College Testing Program
ACVE	ERIC Clearinghouse on Adult, Career, and Vocational Education
ADR	Acquisitions Data Report
AEL	Appalachia Educational Laboratory
AERA	American Educational Research Association
AFT	American Federation of Teachers
AIR	American Institutes for Research
	Association for Institutional Research
ALA	American Library Association
ANSI	American National Standards Institute
AR	Prefix for: Adjunct ERIC Clearinghouse for Art Education
ASCD	Association for Supervision and Curriculum Development
ASCII	American Standard Code for Information Interchange
ASIS	American Society for Information Science
ATI	Advanced Technology Inc.
BRS	BRS Information Technologies, Inc. (formerly Bibliographic Retrieval Services Inc.)
BT	Broader Term
CAL	Center for Applied Linguistics
CAPE	Council for American Private Education
CAPS	ERIC Clearinghouse on Counseling and Personnel Services
CBIS	Cincinnati Bell Information Systems Inc.
CCD	Common Core of Data
CCM	Crowell Collier Macmillan
CCSSO	Council of Chief State School Officers
CD-ROM	Compact Disk—Read Only Memory
CE	Prefix for: ERIC Clearinghouse on Adult, Career, and Vocational Education
CEC	Council for Exceptional Children
CEM	ERIC Clearinghouse on Educational Management
CG	Prefix for: ERIC Clearinghouse on Counseling and Personnel Services (formerly "Counseling and Guidance")
CH	Clearinghouse
ChESS	ERIC Clearinghouse for Social Studies/Social Science Education
CIJE	Current Index to Journals in Education
CLL	ERIC Clearinghouse on Languages and Linguistics
CN	Prefix for: Adjunct ERIC Clearinghouse on Consumer Education
Comp.	Compiler
COSATI	Committee on Scientific and Technical Information
CPB	Corporation for Public Broadcasting
CRESS	ERIC Clearinghouse on Rural Education and Small Schools

GLOSSARY OF TERMS

CRS	Congressional Research Service
CRT	Cathode Ray Tube
CS	Prefix for: ERIC Clearinghouse on Reading and Communication Skills
CUE	ERIC Clearinghouse on Urban Education
DHHS	Department of Health and Human Services
DIALOG	DIALOG Information Services, Inc.
DIP	Documents in Process System
DJF	Descriptor Justification Form
EA	Prefix for: ERIC Clearinghouse on Educational Management (formerly "Educational Administration")
EAA	ERIC Acquisitions Arrangements
EAB	ERIC Administrative Bulletin
EBCDIC	Extended Binary Coded Decimal Interchange Code
EC	Prefix for: ERIC Clearinghouse on Handicapped and Gifted Children (formerly "Exceptional Children")
ECS	Education Commission of the States
ED	ERIC Document
	Department of Education
Ed.	Editor
EDO	ERIC Digests Online
EDRS	ERIC Document Reproduction Service
EECE	ERIC Clearinghouse on Elementary and Early Childhood Education
EJ	ERIC Journal
ELC	Education Leaders Consortium
EPM	*ERIC Processing Manual*
ERIC	Educational Resources Information Center
ERIC/ACVE	ERIC Clearinghouse on Adult, Career, and Vocational Education
ERIC/CAPS	ERIC Clearinghouse on Counseling and Personnel Services
ERIC/CEM	ERIC Clearinghouse on Educational Management
ERIC/ChESS	ERIC Clearinghouse for Social Studies/Social Science Education
ERIC/CLL	ERIC Clearinghouse on Languages and Linguistics
ERIC/CRESS	ERIC Clearinghouse on Rural Education and Small Schools
ERIC/CUE	ERIC Clearinghouse on Urban Education
ERIC/EECE	ERIC Clearinghouse on Elementary and Early Childhood Education
ERIC/RCS	ERIC Clearinghouse on Reading and Communication Skills
ETS	Educational Testing Service
EWA	Education Writers Association
FICE	Federal Interagency Committee on Education
FIPSE	Fund for the Improvement of PostSecondary Education
FIRST	Fund for the Improvement and Reform of Schools and Teaching
FL	Prefix for: ERIC Clearinghouse on Languages and Linguistics (formerly "Foreign Languages")
FRSS	Fast Response Survey System
FWL	Far West Laboratory for Educational Research and Development
G&A	General & Administrative [Costs]
GED	General Educational Development
GPO	Government Printing Office
HC	Hard Copy (Replaced by PC = Paper Copy)
HE	Prefix for: ERIC Clearinghouse on Higher Education

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HEGIS	Higher Education General Information Survey
HS&B	High School and Beyond
IAL	Identifier Authority List
IBE	International Bureau of Education
IEA	International Association for Evaluation of Educational Achievement
IEAP	International Assessment of Education Progress
IEL	Institute for Educational Leadership
IPEDS	Integrated Postsecondary Education Data System
IR	Prefix for: ERIC Clearinghouse on Information Resources
IRA	International Reading Association
ISBN	International Standard Book Number
ISSN	International Standard Serial Number
JC	Prefix for: ERIC Clearinghouse for Junior Colleges
JDRP	Joint Dissemination Review Panel
JS	Prefix for: Adjunct ERIC Clearinghouse for United States-Japan Studies
K	Kindergarten
LC	Library of Congress
LE	Prefix for: Adjunct ERIC Clearinghouse on Literacy Education for Limited-English-Proficient Adults
LEA	Local Education Agency
LEAD	Leadership in Educational Administration Development
LIDS	Line Image Data Set
LP	Library Programs
MCREL	Mid-Continent Regional Educational Laboratory
MF	Microfiche
MRDF	Machine-Readable Data File
N	Number of Subjects in a Study (as in N = 12345)
NACUBO	National Association of College and University Business Officers
NACWEP	National Advisory Council on Women's Educational Programs
NAEP	National Assessment of Educational Progress
NAESP	National Association of Elementary School Principals
NAGB	National Assessment Governing Board
NAICU	National Association of Independent Colleges and Universities
NAIS	National Association of Independent Schools
NAS	National Academy of Sciences
NASBE	National Association of State Boards of Education
NASSP	National Association of Secondary School Principals
NATTS	National Association of Trade and Technical Schools
NCATE	National Council for the Accreditation of Teacher Education
NCEA	National Catholic Educational Association
NCEE	National Commission on Excellence in Education
NCERI	National Council on Education Research and Improvement
NCES	National Center for Education Statistics
NCLE	National Clearinghouse on Literacy Education
NCREL	North Central Regional Educational Laboratory
NCRESST	National Center for Research on Evaluation, Standards, and Student Testing

GLOSSARY OF TERMS

NCSS	National Council for the Social Studies
NCTE	National Council of Teachers of English
NCTM	National Council of Teachers of Mathematics
NDN	National Diffusion Network
NEA	National Education Association
NELS:88	National Education Longitudinal Study of 1988
NHES	National Household Education Survey
NIE	National Institute of Education
NIH	National Institutes of Health
NISO	National Information Standards Organization
NLS-72	National Longitudinal Study of 1972
NPSAS	National Postsecondary Student Aid Study
NRC	National Research Council
NREN	National Research and Education Network
NSBA	National School Boards Association
NSF	National Science Foundation
NSOPF	National Survey of Postsecondary Faculty
NT	Narrower Term
NTIS	National Technical Information Service
NWREL	Northwest Regional Educational Laboratory
OBEMLA	Office of Bilingual Education and Minority Languages Affairs
OCR	Office for Civil Rights
	Optical Character Recognition
OE	Office of Education (now defunct)
OERI	Office of Educational Research and Improvement
OH	Overhead [Costs]
OR	Office of Research
OSERS	Office of Special Education and Rehabilitative Services
PC	Paper Copy
PEP	Program Effectiveness Panel
PIP	Programs for the Improvement of Practice
PMIS	Project Management Information System
PS	Prefix for: ERIC Clearinghouse on Elementary and Early Childhood Education (i.e., "Pre-School")
RC	Prefix for: ERIC Clearinghouse on Rural Education and Small Schools (i.e., "Rural Clearinghouse")
RCG	Recent College Graduates Study
RCS	ERIC Clearinghouse on Reading and Communication Skills
RDU	Research and Development Utilization
RIE	*Resources in Education*
RREC	Reading Research and Education Center
RSB	Research for Better Schools
RT	Related Term
SASS	Schools and Staffing Survey
SAT	Scholastic Aptitude Test
SDI	Selective Dissemination of Information
SE	Prefix for: Prefix for ERIC Clearinghouse for Science, Mathematics, and Environmental Education
SEA	State Education Agency
SEDL	Southwest Educational Development Laboratory

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SEIL	Southeastern Educational Improvement Laboratory
SERVE	Southeastern Regional Vision for Education
SeS	Socioeconomic Status
SFR	Single Frame Resume
SHEEO	State Higher Educational Executive Officers
SLA	Special Libraries Association
SMEAC	Science, Mathematics and Environmental Analysis Center (Same as SE)
SN	Scope Note
SO	Prefix for: ERIC Clearinghouse for Social Studies/Social Science Education
SOC	Standing Order Customer [for microfiche]
SP	Prefix for: ERIC Clearinghouse on Teacher Education (i.e., "School Personnel")
STDS	Survey of Teacher Demand and Shortage
TAC	Technical Assistance Center (Chapter 1)
TCP/IP	Transmission Control Protocol/Internet Protocol
TFS	Teacher Followup Survey
TM	Prefix for: ERIC Clearinghouse on Tests, Measurement, and Evaluation
UD	Prefix for: ERIC Clearinghouse on Urban Education (formerly "Urban Disadvantaged")
UF	Used For
UMI	University Microfilms International
Unesco	United Nations Educational, Scientific, and Cultural Organization
VDF	Vocabulary Development Form
VIP	Vocabulary Improvement Project
VRG	Vocabulary Review Group
VSR	Vocabulary Status Report

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