

INDEXING SHORT FORM
(Volunteer version)

Indexer/Date Your initials and date you completed the form

Reviewer/Date _____

Author _____ Enter full name of author. Use separate lines for more than one author.

Title _____ Enter full title of article.

Journal/Book Title: _____ Enter full title of journal including issue/number, date, and page numbers.

Abstract quote* _____ Enter page numbers and paragraphs of text that provide a good summary of the article's focus, particularly if it cites the Beethoven content.

Category Headings: Type of material (see list in Category section of Thesaurus)

MG Category _____

√ Essays _____

_____ Enter the appropriate term for the category of material. Most journal articles are "Essays." Other common possibilities are Book reviews; Sound recording reviews; Score reviews; Bibliographical essays; Interviews. See the BG (Category) section of the Thesaurus for other possibilities.

Beethoven biographical headings Thesaurus: Free-floaters (FF)

MS√ Heading _____ Found in: _____

_____ Enter any terms related to Beethoven's life, character traits, philosophies, etc. These terms are listed in the Free-floaters (FF) section of the Thesaurus. If you don't find an appropriate terms listed there, devise one yourself and we'll either add it to the Thesaurus or "translate" it into one of the available terms.

_____ If the term can be considered the primary subject of the article, place a √ to the left of the term.

_____ If the term identifies a secondary subject of the article, leave the √ column blank but enter the page numbers where the topic is discussed in the right column (under Found in:).

Name Headings (all names EXCEPT Beethoven)

Thesaurus: FFX for subdivisions to names

MS √* Name (as given in material) _____ Found in: _____

_____ Enter names of other people discussed in the article. For works by other composers, enter the name of the composer followed by the title of the work. These names/titles will not be listed in the Thesaurus but you might be able to find them by searching in the Beethoven Gateway itself.

_____ Mark a √ or page numbers as instructed above.

Topical and Geographic Headings

Thesaurus: DO, MT, SU (Topical) ; LO (Geographic)

MS√ Headings _____ Found in: _____

_____ Enter additional topical and/or geographical subjects. The Thesaurus lists possible headings in the following sections:

_____ Documents (DO): all terms related to original source materials for Beethoven life and works, including diaries, conversation books, music autographs, sketch books, etc. If you don't find the document listed in the Thesaurus, enter the term used in the article.

_____ Music Terms (MT): terms related to the criticism and analysis of musical works. Many of these terms may also be used as subdivisions to Work numbers (see below).

_____ General Subjects (SU): general topical headings outside of the field of music.

_____ Geographic (LO): terms for names of places. This section includes an extensive list of Beethoven's homes and other sites in Vienna.

_____ Mark a √ or page numbers as instructed above.

Works

Thesaurus: WL for main headings

WS for subdivisions

MS√ Opus, WoO, Hess, Anhang nos. _____ Found in: _____

_____ For discussions of individual works, enter the Opus, WoO, or other work number as listed in the Works List (WL) section of the Thesaurus. For each work listed, also include a term that identifies the focus of the discussion (e.g. Opus 55—Harmony for a discussion of the harmonic scheme of the Eroica Symphony). Add the movement number if the discussion is limited to a specific movement (these are also identified in the work entry in the Thesaurus); e.g. Opus 55. Movt. 1—Harmony.

_____ Mark a √ or page numbers as instructed above.

_____ For more general discussions of a particular genre (e.g. Symphonies), enter the appropriate term as identified in the Works List followed by the applicable subdivision (e.g. Symphonies—Criticism—20th century).