

**7**

REFERENCE SOURCES

7.1 INTRODUCTION

In Lessons 5 and 6 you have studied about information sources and their categories based on information content and form. You have learnt that information sources can be broadly categorized as primary, secondary and tertiary sources based on their contents. Secondary sources can be further grouped as index type, survey type, translations, and reference sources. You have studied in detail the first three groups of secondary sources. In this lesson, you will study different types and importance of reference sources.



7.2 OBJECTIVES

After studying this Lesson, you will be able to:-

- define Reference Sources;
- explain the need for Reference Sources;
- differentiate Reference Sources from other Information Sources;
- enumerate various categories of Reference Sources;
- define Dictionary, Thesaurus, Encyclopaedia, Yearbook, Almanac, Directory and Biographical information sources;
- describe Geographical Information Sources (Maps, Charts, Globes, Atlases, and Guidebooks);
- identify the electronic version of various reference sources available online



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7.3 REFERENCE SOURCES/BOOKS

A reference source provides answers to brief facts, statistical information, background information, or directs you to additional information source. The reference sources are standard works that are used to locate specific type of information. Although the term ‘reference book’ is frequently used, reference sources may be books, serials, on-line databases, or internet. Reference books are referred to or consulted only, and are not meant for continuous reading. For example, you normally use a dictionary to find the meaning of a word, you do not read it page-by-page as you do with a text book or a story book. Reference sources include dictionaries, encyclopaedias, handbooks, yearbooks, almanacs, directories, biographical and geographical sources. You must be familiar with dictionaries and encyclopaedias, as you might have used either one or both of them for your class assignments or at home.

Librarians usually provide reference services on the basis of reference books in their collection. These are mainly used for providing ‘Ready Reference’ service to the library users. In most libraries, these books are not issued and are located in a separate reference collection. This practice makes reference sources readily available and easily accessible. Most of the reference books are specifically designed to provide required information quickly and in the most convenient form. Various reference sources covered in this lesson are:-

- Dictionaries
- Encyclopaedias
- Handbooks
- Yearbooks
- Almanacs
- Biographical sources, and
- Geographical Sources

Let’s start with a dictionary.

7.4 DICTIONARY

The word dictionary comes from the Medieval Latin word *dictionary* (meaning collection of words or phrases), which in turn came from the Latin term *dictio* meaning “word”. The ancient Greeks and Romans were the first to produce dictionaries. But most Greek and Latin dictionaries were either lists of rare and difficult words or specialized list of words.

A modern dictionary is a book containing words of a language arranged



alphabetically with their meanings. Most dictionaries tell us much more than meaning of the words. Many list pronunciations, grammatical labels, illustrative quotations, synonyms, antonyms, usage notes and other information. Some dictionaries include etymology i.e., origin of words and history of words also. Example of dictionary is The Chambers Dictionary.

The other reference book which deals with words is a Thesaurus. In this reference book words that have the same or similar meaning (synonyms and sometimes antonyms) are grouped together. In contrast to a dictionary, which helps to find meaning and pronunciation of the words, a thesaurus helps to find the most appropriate word to express an idea and also other related words.

Example of Thesaurus: *The Merriam-Webster's Thesaurus*

7.4.1 Types of Dictionaries

Dictionaries give meanings of many kinds of words. Dictionaries include ordinary words of everyday life, technical words, words used in scholarly writing, idioms, words and phrases from other languages, new words emerging from scientific and technical discoveries, important proper names and geographical names etc. In fact no dictionary can record all the words of a language, as no language is static and new words are coined everyday in speech or writing or due to the ongoing research in various disciplines.

Based on the number of words, scope and coverage of other items of information, the dictionaries can be categorized into following groups:-

- General Language Dictionaries;
- Subject Dictionaries;
- Special Purpose Dictionaries; and
- Bilingual and Multilingual Dictionaries

(a) General Language Dictionaries

General language dictionaries cover all the words of a language and give meanings, definition, and explanation of the words in the same language. The language may be English, French, Hindi, German or Russian. For example, an English language dictionary will include English words and give their meanings in English language. These dictionaries are also called monolingual dictionaries.

General Language Dictionary can be further sub - divided according to size and target user group.

According to size, general language dictionary may be



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- i) Comprehensive/Unabridged,
 - ii) Abridged/college/desk, or
 - iii) Pocket dictionary.
- i) **Comprehensive/Unabridged dictionary** covers all the words of a language, past as well as words currently in use. For example *Merriam-Webster's Third New International Dictionary of the English Language* is in 3 volumes and has over 450,000 entries. **The Online version** of this dictionary is *Merriam-Webster Unabridged-Online Dictionary*.
 - ii) **Abridged/College/Desk dictionary** covers most common and currently used words, and has less number of words than an unabridged dictionary. For example *Merriam-Webster's Collegiate Dictionary*, 11th Edition, published in 2003, has 165,000 entries.
 - iii) **A Pocket dictionary** is small enough to be carried in a pocket for quick reference. The dictionary covers 40,000 to 60,000 words that are currently in use. For example, *Merriam-Webster's Pocket Dictionary* has 40,000 entries.

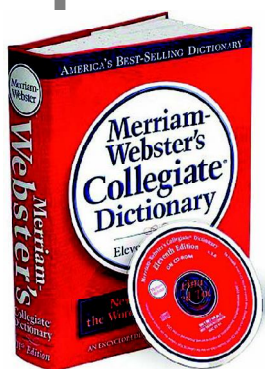


Fig. 7.1

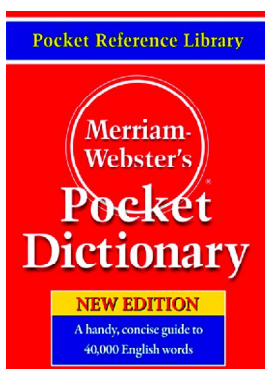


Fig. 7.2

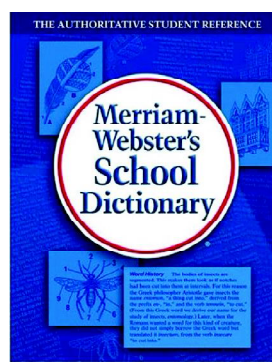


Fig. 7.3

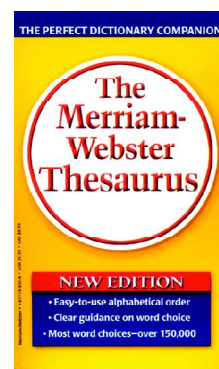


Fig. 7.4

Figures of different types of dictionaries.

Depending on the target user's age, and language proficiency, a general language dictionary may cater to

- i) School children (ranging from kindergarten to high school),
- ii) College students, and
- iii) Adults.

Children's dictionaries cover words related to the course curriculum. The meanings and definitions are written in simple language which children can comprehend. Children dictionaries also include more illustrations to make children understand the concept.



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Merriam-Webster's School Dictionary includes more than 100,000 words, nearly 1,000 illustrations and about 1500 usage examples.

Most of the reputed publishers of unabridged standard general language dictionaries bring out abridged, desk, college, and children edition of their dictionaries. Publishers of these dictionaries continuously update their editions. With each new printing they add or delete a given number of words. This is particularly true for desk dictionaries which are used by young people and must reflect current usage and new words introduced into the language via radio, television, music, technology etc.

(b) Subject Dictionaries

Subject dictionaries concentrate on the definition of the terms in a given subject. Subject dictionaries are becoming increasingly common, due to increase in study and research in different subject areas ranging from arts, humanities, social sciences to science and technology. For example *McGraw-Hill Dictionary of Scientific and Technical Terms*, 6th Edition, is a comprehensive dictionary of scientific and technical terms covering over 115,000 terms and 125,000 definitions in 104 areas of science and technology.

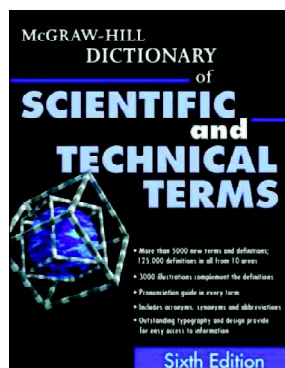


Fig. 7.5

Subjects Dictionary

(c) Special Dictionaries

The special dictionaries deal with special types or special aspect of the words. Special type or class of words include obsolete words, acronyms, abbreviations etc. Special aspect of the word includes linguistic aspect of the words (such as pronunciation, synonym and antonyms, etc.), or literary aspect of the words (such as quotations, idioms, proverbs, etc.). Though most of these aspects of the words are covered by general language dictionaries as well, special dictionaries cover these aspects much more comprehensively. Special dictionaries supplement general language dictionaries. Examples of special dictionaries are as follows:-

MODULE - 2

INFORMATION SOURCES



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Reference Sources

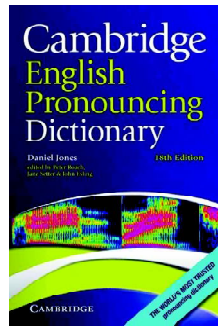


Fig. 7.6

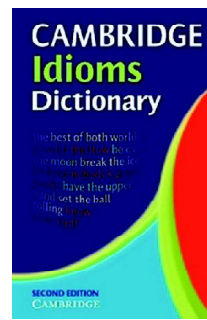


Fig. 7.7

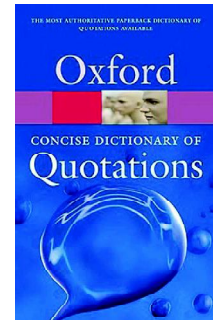


Fig. 7.8

Cambridge English Pronouncing Dictionary. The dictionary provides spoken British and American pronunciation for every word. Cambridge dictionary is also available for mobile phones.

Cambridge Idioms Dictionary. The dictionary explains the meaning and use of over 7000 idioms in British, American and Australian English.

The Oxford Dictionary of Quotations. The dictionary lists short quotations that are frequently used in English language and culture.

(d) Bilingual and Multilingual Dictionaries

The bilingual dictionaries give meaning of a word from one language to another language. For example, an English-Hindi dictionary, will list words in English and give equivalent words in Hindi. This type of dictionary is called a bilingual dictionary. A multilingual dictionary gives the meaning of a word in more than two languages. These dictionaries are also called translating dictionaries. These dictionaries normally do not define the words, but translate the words from one language to another language. Many of them are limited in scope to certain subject fields such as astronomy, biology, electronics, etc.

Oxford University Press brings out a number of bilingual and multilingual dictionaries.



Fig. 7.9 :
Bilingual Dictionary



Fig. 7.10
Multilingual Dictionaries

Examples of bilingual and multilingual dictionaries:-

Concise Oxford Spanish Dictionary, 4th edition published in 2009, is a comprehensive English-Spanish and Spanish-English dictionary with 175,000 words and phrases and over 200,000 translations. The dictionary has an online edition as well. (<http://www.oup.com/>)

Multilingual Biomedical Technical Dictionary: (in English, Spanish, Portuguese, French, German, Swedish and Dutch). The dictionary covers over 40,000 entries with about 40,000 synonyms and details each, in seven languages.

Shabdkosh- English-Hindi Dictionary (<http://www.shabdkosh.com>) the website provides English to Hindi as well as Hindi to English translation.

Many sites offer free translation facility on the Web. Listed below are some of these sites:-

<http://www.freetranslation.com/>

<http://www.babylon.com/>



INTEXT QUESTIONS 7.1

1. What are reference sources?
2. What is a general language dictionary? Describe its categories with examples.
3. Enumerate criteria that differentiate a special dictionary from a general dictionary.

7.5 ENCYCLOPAEDIA

It is a book or set of books giving information on all branches of knowledge or on certain wide fields with articles arranged alphabetically. An encyclopaedia contains information about people, places, events, and things. It may deal with all areas of knowledge or it may be limited to just one subject area. A general encyclopaedia includes information on topics in every field of knowledge. Specialized encyclopedias provide more detailed and technical information on specific area of knowledge such as arts, science and technology or social sciences. Specialized encyclopaedia is also known as subject encyclopaedia.

A well planned general encyclopaedia presents facts about humanity, human beliefs, ideas, and achievements; about the world people live in; and about the universe to which they belong. It presents these facts using language that is easy to understand.

An encyclopaedia is concerned with who, what, where, when, how, and why of things. General encycloaedia enriches general knowledge, provides information on known topics, and provides bibliography at the end of articles which helps to find more information on that topic. For example, an article on 'computer' tells what a computer is, who developed it, as well as when and where. It also describes how a computer works and why it is important for people.

Different articles in an encyclopaedia vary in length ranging from a paragraph to over hundred pages depending upon the topic covered; target audience and



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type of encyclopaedia (whether single volume or multivolume encyclopaedia). Articles in standard encyclopaedia are written by subject specialists and then edited by the encyclopaedia staff editors to conform to policies of the publishing house in terms of content, style and punctuation. Editorial staff ensures that each article in the encyclopaedia has, more or less, a similar writing style, and uses headings and sub-headings in a uniform standard pattern. Pictures and diagrams are included wherever necessary to clarify the concepts and enhance learning process. Most encyclopaedias are arranged alphabetically from A to Z. Some are topically arranged, such as one volume may be devoted to 'Animals', another to 'Plants', 'Earth' and 'Universe', or some other subjects.

7.5.1 Types of Encyclopaedias

Encyclopaedias can be broadly divided into two types:-

- General Encyclopaedia; and
 - Subject Encyclopaedia
- i) **General Encyclopaedia:** Covers all fields of knowledge. For example *Encyclopaedia Britannica*.
 - ii) **Subject Encyclopaedia:** Covers either single subject such as *Encyclopaedia of Physics* or group of subjects such as *Encyclopaedia of Science and Technology*.
- (a) **General encyclopaedia** can be further categorized on the basis of
- i) Size (single volume-set or multi-volume-set), and
 - ii) Target users (for adults, students or children).

Most of the publishers of general encyclopaedias bring out different sets of encyclopaedias for adults, students and children of various age groups. Articles in Children's encyclopaedias are written in simple language and with illustrations to make the topic clear and understandable.

Examples of encyclopaedias :-

Encyclopedia Britannica is a general English language encyclopaedia, published by Encyclopedia Britannica Inc. The set contains 73,645 articles. The articles are aimed at educated adults and are written by about 100 full time editors and more than 4000 expert contributors. It is regarded as most authoritative and scholarly encyclopaedia. **The 2010 Edition** of the encyclopaedia in print consists of the following 32 volumes:-

- 12- Volume Micropedia with short articles (generally fewer than 750 words) for ready reference;



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- 17-Volume Macropedia with long articles (ranging from two to 300 pages) for in-depth study of a topic.
- One-Volume Propedia giving outline of knowledge covered; and a
- 2-Volume Index.

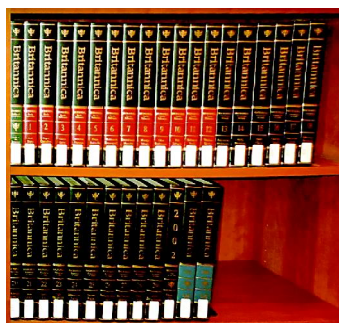


Fig. 7.11

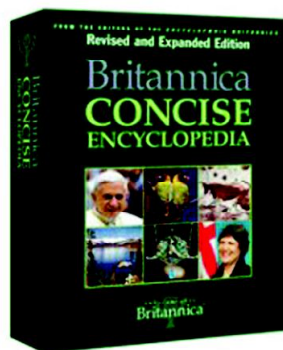


Fig. 7.12



Fig. 7.13

Encyclopedia Britannica

Single Volume Britannica Concise Encyclopedia has 28,000 short articles condensing the larger 32-Volume Britannica.

Britannica Student Encyclopedia: The 16-volume Britannica Student Encyclopaedia has more than 2,300 articles with 3,300 photos, illustrations, charts and tables to make it appealing and useful to students. The encyclopaedia has 1,000 maps and flags of various countries of the world

Recent advances in information technology and rise of electronic encyclopaedias such as Microsoft Encarta and Wikipedia has reduced the demand for printed encyclopedia. The publisher of the Encyclopaedia Britannica has developed electronic versions of the encyclopaedia on CD-ROM, DVD and World Wide Web.

Encyclopaedia Britannica Online contains the text of 32-volume Encyclopaedia Britannica plus additional articles and images not available in the print set. It has more than 120,000 articles. The site offers natural language searching and A-Z browsing facility. It is continually updated to provide most current information. It has daily features, updates and links to news reports from The New York Times and the BBC. Subscriptions are available on yearly, monthly or weekly basis. Special subscription plans are offered to schools, colleges and libraries. (<http://www.britannica.com/>)

(b) Subject Encyclopedias

Subject encyclopedia provides detailed information on specific area of knowledge



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such as arts and humanities, science and technology, social sciences, etc. There are thousands of subject encyclopedias ranging from broad subject area to a very narrow subject field. There are multi-volume as well as single volume subject encyclopaedias. Some subject encyclopaedias are meant for subject specialists and some are for students and general readers interested in that subject.

Examples of subject encyclopaedia:-

McGraw Hill Encyclopaedia of Science and Technology, 10th Edition, is an English language 20-volume encyclopaedia specifically focused on scientific and technical subjects. The encyclopaedia covers life sciences, physical sciences as well as topics on engineering and technology.

McGraw Hill's website 'Access Science' — provides online access to this encyclopaedia.

McGraw Hill Concise Encyclopaedia of Science and Technology is a one-volume set based on the full set. The latest edition is the 6th edition published in 2009. (<http://www.mhprofessional.com>)

Encyclopedia of Library and Information Science edited by Allen Kent and published by Marcel Dekker, is a 35-volume set (33-volume main encyclopaedia and 2-volume index) providing librarians, information/computer scientists, and students of library and information science convenient access to tools and techniques of both library and information science. The articles are written by over 1300 subject experts. The publisher regularly brings out supplements (each supplement contains A-Z coverage) which highlight new trends, describe the latest advances and give information about people making crucial contributions to this rapidly growing field. So far 36 supplement volumes have been published (Volume- 36 to Volume- 72).



INTEXT QUESTIONS 7.2

1. Define general encyclopaedia. What purpose does a general encyclopedia serve?
2. How will you categorize a general encyclopaedia?
3. Differentiate between a general and subject encyclopaedia.

7.6 YEARBOOK

Yearbook, as the name indicates, is a book of information that is updated and published annually, i.e., every year. The basic purpose of a yearbook is to record events and developments of the previous year in a country or in the world. Based on their scope and type of information covered yearbooks can be categorized as:-

- International Yearbook
- National Yearbook
- Subject Yearbook

7.6.1 International Yearbook provides reliable and handy statistical information about each country of the world. For example *The Statesman's Yearbook 2012* published by Macmillan, provides political, economic and social account of every country (193 countries) of the world together with facts and analysis. The Yearbook is in two parts.

Part-I deals with International organizations and Part-II deals with countries of the world in alphabetical order. (<http://www.us.mcmillan.com>)

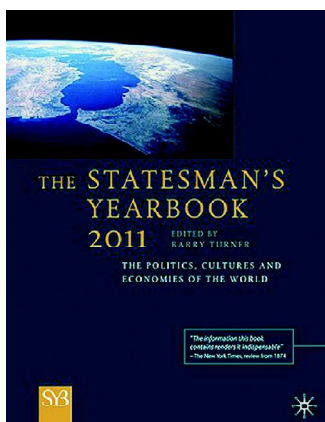


Fig. 7.14

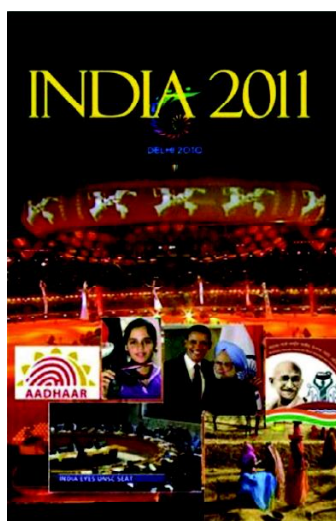


Fig. 7.15

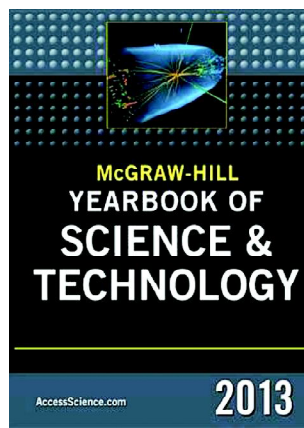


Fig. 7.16

Figures of Year Books

7.6.2 National Yearbook provides up to date political, economic and social account of an individual country. National yearbooks are mostly compiled by the respective government of that country and are considered reliable and authoritative. For example, *India 2012: A Reference Annual*, 56th edition, is a national yearbook published by Publication Division, Ministry of Information and Broadcasting, Government of India. The yearbook provides information on various subjects related to India like economy, rural and urban development, industry and infrastructure, arts and culture, S & T, health, defence, mass communication, etc. (<http://www.publicationsdivision.nic.in>)



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7.6.3 Subject Yearbook: Yearbook devoted to specific subject or group of subjects is a subject yearbook. McGraw-Hill Year Book of Science & Technology-2013 is a subject yearbook.

7.7 ALMANAC

An Almanac is a reference book usually published once a year and contains many kinds of information. Almanacs originally provided a calendar of the months with eclipses, the movement of planets and the rising and setting of sun, moon and stars.

Present day almanacs include a comprehensive presentation of statistical and descriptive data covering the entire world. Major topics covered are geography, government, demographic data, agriculture, economics and business, health and medicine, S&T, transport, sports, awards and prizes. Contents also include articles focusing on events of previous year as well as summary of recent events. Now the almanacs are more like yearbooks. Both depend on government sources for statistical data. The only difference is that almanacs present astronomical data, which is absent in the yearbooks.

Examples of almanacs:-

World Almanac and Book of Facts 2012 published annually in U.S.A. by Barnes & Noble. *Whitaker's Almanack 2012* published annually in U.K. by A&C Black Publishers.

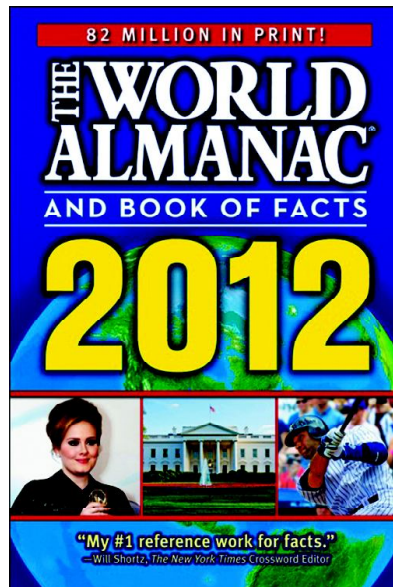


Fig. 7.17

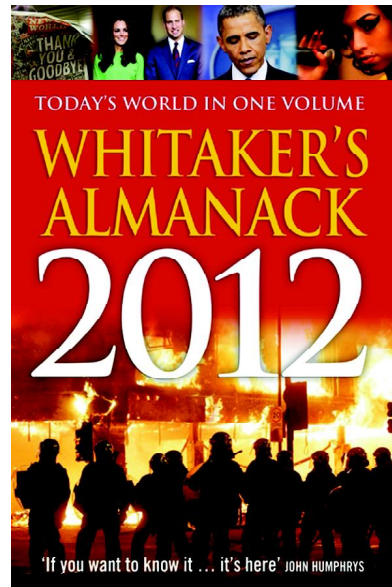


Fig. 7.18

Figures of Almanacs



INTEXT QUESTIONS 7.3

1. Define yearbook and list its types.
2. What is an almanac? State the difference between an almanac and an yearbook.



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7.8 HANDBOOK

The word handbook is derived from the German word 'Handbuch' meaning a small book giving useful facts. The literal meaning of the term 'handbook' is a book which is 'handy' to use as it contains useful facts and convenient to carry. Handbook by definition is a concise reference book providing specific information or instruction about a topic or a subject. A **Subject handbook** basically provides brief factual information on a subject. Designed to be easily consulted and provide quick answers, handbooks are widely used by practitioners and specialists working in an industry or a laboratory.

CRC Press brings out a large number of handbooks for practitioners. Some of the examples are:-

Handbook of Chemistry and Physics; Handbook of Lipid Bilayers.

(<http://www.crcpress.com>)

7.9 MANUAL

The Term 'manual' is derived from the Latin term 'manuals' meaning a guide book. A manual basically provides step-by-step instructions on how to do a particular job or operate a particular machine. When you buy any home appliances, such as a television, an air conditioner, an oven or even a mobile phone, you are provided with a manual which gives proper instructions on how to use that appliance. For example, a cookbook is a manual.

7.10 DIRECTORY

A directory is a list of names and addresses of people and organizations. Directories are also very important reference tools in the library to answer different type of enquiries from the users. Directories can be broadly categorized as

- General Directories and
- Special Directories.



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7.10.1 General Directories

A telephone directory comes under the category of **general directories**. You must be familiar with telephone directory. Every city in a country has a telephone directory providing information about telephone numbers and addresses of the subscribers. These directories are usually compiled by post and telegraph departments.

7.10.2 Special Directories

Directories of organizations are called special directories and can be broadly grouped into following three types:-

- Directories of academic and research institutions;
- Professionals Directories; and
- Trade and business directories.

Directories of academic institutions list institutions of higher education and learning such as universities and colleges. Under each academic institution, information regarding, the type of courses and facilities offered, eligibility criteria, names of the senior staff members, etc. are provided. These directories may be international or national in coverage. For instance *‘The Europa World of Learning 2012’*, 63rd edition, is an international directory. The directory is available in print and online form.

(<http://www.routledge.com/>)

Universities Handbook, 32nd Edition, 2012 in two volumes, published by Association of Indian Universities (AIU), is a national directory listing 341 university level institutions in India. (<http://www.aiuweb.org/>)

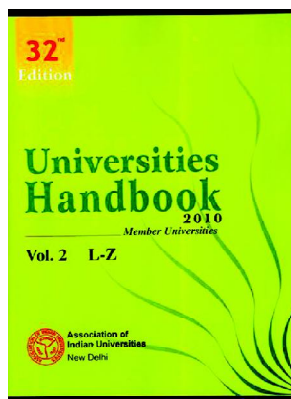


Fig. 7.19

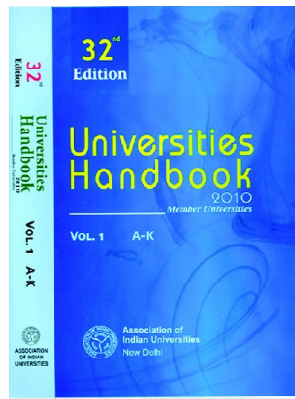


Fig. 7.20

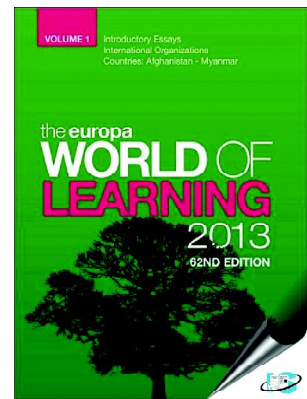


Fig. 7.21

Figures of Universities Handbooks



The directory provides information on type of courses offered, duration of the course, eligibility criteria, last date for admission, library and research facilities, scholarship and fellowships, names of professors and senior staff members. The directory is published every alternate year.

Professionals Directories: There are thousands of societies and associations in the world, in almost every significant field of knowledge. Members of these associations are scholars in their respective area of specialization. These associations also compile directories listing details of their members.

Example: The University of Adelaide Professional Directory

Trade and Business Directories provide information about trade, business and industries. For example : *Kothari Industrial Directory of India*, 40th edition, 1996, published by Kothari Enterprises.



INTEXT QUESTIONS 7.4

1. Differentiate between handbook and manual.
2. What purpose do directories serve? List different types of directories.

7.11 GEOGRAPHICAL INFORMATION SOURCES

Geographical information sources include maps, atlases, globes, gazetteers and guide books. These sources provide information about places, people, rivers, mountains, forests, lakes etc. To meet information needs of the users, libraries maintain geographical information sources in their reference collection. Though other reference sources like dictionaries, encyclopaedias, yearbooks and almanacs also include information about places, people, etc., but they cover only selected and prominent places. This special collection of geographical information sources covers these topics more comprehensively and is specifically designed to locate the required information quickly. This collection comprises the following three types of sources:-

- Maps, Atlases and Globes;
- Gazetteers; and
- Guide Books

7.11.1 Maps, Atlases and Globes: Map is a pictorial presentation of the earth's surface or part of it, showing countries, cities, rivers, lakes and mountains. A Map can also be a drawing of the sky showing the position of stars and the planets.



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Types of maps: There are many types of maps. The most familiar types are:-

- General Reference Maps and
- Thematic Maps

General Reference Maps

General reference maps identify and locate a variety of geographic features. Such maps may include land features, boundaries of water, political boundaries, cities and towns, and many other elements.

Political Maps: Maps that depict boundaries of countries, states, continents and other political units are called political maps.

Physical Maps: Maps that depict the location of physical features of the earth's surface such as mountains, rivers and lakes are called physical maps or terrain maps.

Road Maps, Street Maps and Charts: Some maps are designed to help people to find their way from one place to another. These are maps for travel on land, on water or in the air. Maps showing different categories of roads, such as motorways, four-lane, or six-lane roads are called *road maps*. They also show the cities, towns, parks and other places connected by those roads. *Street maps* are similar to road maps, but a street map shows a much smaller area in much more detail. A map used to navigate a ship or an aeroplane is called a *chart*.

People use general reference maps to locate specific places and to observe their location in relation to other places.

Thematic Maps

Thematic maps show the distribution of a particular feature such as, population, rainfall or natural resources like coal, petroleum, metals and minerals on the earth. Many thematic maps express quantities by means of symbols or colour.

Atlas: A book containing a collection of maps is called an atlas. A big atlas contains the map of every county.

Globe is a map that has been pasted or printed on a hollow sphere. Only a globe can give correct picture of the earth as a whole, as the surface of the globe is rounded like the earth's surface. A globe represents all parts of the earth's surface correctly. The proportions and positions of the earth's land features and oceans in relation to each other are seen on a globe exactly as they are on the earth.



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National Maps and Atlases

The reliability of maps and atlases depend upon the expertise of editorial staff and the cartographers. Most of the countries have their own cartographic survey agencies. In India, we have **Survey of India, Dehradun**. It is a National Principal Mapping Agency. This organization is responsible for mapping and production of geophysical maps and aeronautical charts,

National Atlas and Thematic Organization of India (NATMO), Kolkata is involved in the preparation of National Atlas of India, Thematic maps and Digital maps.

National Atlas of India in Hindi popularly known as '*Bharat: Rashtrya Atlas*', first published in 1957 by NATMO, had 26 multi-colour maps portraying physical and socio-cultural structure of the country. The revised edition of '*Bharat: Rashtrya Atlas*', aims to have 300-multi-colour maps and will be issued in 8 volumes. It will cover all aspects of the land, people and economy of the country. (<http://www.natmo.gov.in/>).

International Maps and Atlases

The Times Comprehensive Atlas of the World. 13th edition published in 2011, is the most comprehensive atlas of the world with an index of over 200,000 place names. The Atlas begins with contributions from experts in many geographical fields, providing detailed information on key issues facing the world today such as climate change, environmental threats, global communications, biodiversity and energy resources, with supporting maps, photographs and graphics to illustrate the physical world today and man's interaction with it.

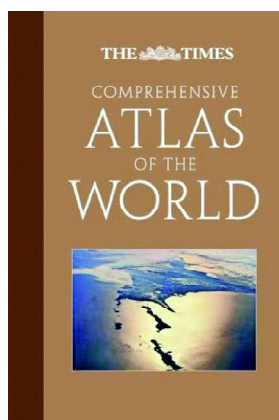


Fig. 7.22 Comprehensive Atlas of the World

The publisher has published a wide range of Atlases. Some of the titles are as follows:-

- *The Times Concise Atlas of the World;*

**Notes**

- *The Times Atlas of the World Desktop Edition;*
- *The Times Atlas of the World Mini Edition*

(<http://www.timesatlas.com/>)

7.11.2 Gazetteers

A gazetteer is a dictionary of geographical names. It lists names of places, seas, mountains and other geographical entities of particular area along with its history, economic development, geography and the people. As a reference source, a gazetteer provides historical, social, cultural, political, industrial, demographic and administrative details of a country, state or a district.

Based on their coverage, gazetteers can be categorized into

- International Gazetteer,
- National Gazetteer; and
- Local Gazetteer.

International Gazetteer

Merriam Webster's' Geographical Dictionary, 3rd edition is an international gazetteer with 54,000 entries, plus 250 detailed maps.

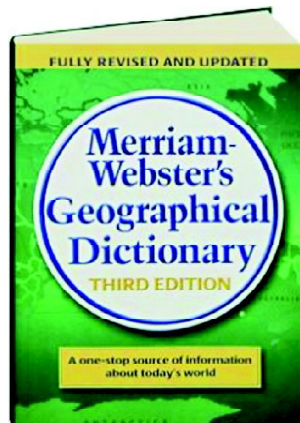


Fig. 7.23 Geographical Dictionary

National Gazetteer

Gazetteer of India -The Indian Union, New Delhi: Publication Division, 1965-78 is in 4 volumes.

Volume I: Country and People.

Volume II: History and Culture.

Volume III: Economic Structure and Activities.

Volume IV: Administration and Public Affairs.

District Gazetteer

Singh, Raghbir & Ranga, Jeet Ram, ed. *Haryana District Gazetteer*. Chandigarh: Haryana Gazetteer Organisation, 1986

7.11.3 Guide Books

Guide Books are basically travel guides or tourist guides meant for people who want to visit various places in their own country or any other part of the world. The main purpose of a guide book is to counsel the travellers when to visit a particular place, how to reach, where to stay, what to see, and what to buy. The travel guides include information on historical sites, museums, parks, and other places worth visiting in that city or a country. Other aspects covered are information on the routes and travel facilities, best time to visit the place, the types of hotels, restaurants and shopping complexes, etc. Maps, illustrations and distances are also provided to enhance the usefulness of the guide book. In addition, information regarding visa, money exchange, weather, etc. is also given for the benefit of the visitors. Usually a guidebook covers a region, a country or a city.

Tourism Departments of the Governments in most of the countries bring out tourists guides to promote tourism in the country.

In India, most of the States (28) and Union Territories (7) have State Tourism Departments which provide information and bring out tourists guides. Ministry of Tourism, India and most of the State Tourism Departments have also launched their websites for the benefit of the visitors. These sites provide up-to-date information to the users. Some of these websites are as follows:-

<http://www.incredibleindia.org/>

<http://www.delhitourism.nic.in/>

Many printed guidebooks are also available. Fodor's guidebooks for a large number of countries of the world and a few major cities are famous. (<http://www.fodors.com/>).

7.12 BIOGRAPHICAL INFORMATION SOURCES

A biography by definition is an account of a person's life, usually written by someone else and is intended to be published. Biographical sources are





Notes

publications listing biographical details of famous people. Such sources cover biographies of world leaders, people holding key positions in international organizations, people with outstanding performance in sports, music, dance, acting and other professional fields like science & technology, medicine etc. A biographical source may contain a biography of an individual or biographies of a group of people (called collective biographies). A book containing collective biographies is also called '**Biographical Dictionary**', for example '*The Dictionary of International Biography*'.

The type of information covered in such sources also varies from a brief factual sketch to a detailed essay for each entry. Some biographical sources cover famous people from all walks of life. Such sources are called '**general biographical sources**'. In some sources, the coverage of people is restricted to a single discipline or some other special criteria. Such biographical sources are called **subject/special biographical sources**. Again a biographical source may be **international or national** in scope depending upon the coverage of persons. Some biographical sources deal with living persons only, e.g. '**Who's Who**'. While some contain persons who are no longer living, e.g. '**Who was Who**.' Some sources include life sketches of both living and dead persons e.g. *Webster's Biographical Dictionary* ..

Some examples of biographical sources:-

General Biographical Sources- International

Who's Who in the World 2013, 30th Edition. Known as Maquis' Who's Who is an American publication providing biographies of the world's most noteworthy people. Information provided in each entry contain personal data and career history, education, achievements and membership of any society. The publication is also available online.

(<http://www.marquiswhoswho.com/>)

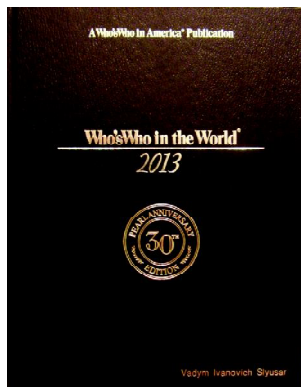


Fig. 7.24



Fig. 7.25

Figures of who's who



General Biographical Sources - National

India Who's Who, 31st Edition. 2010-2011, published by INFA Publications, contains 5000 concise biographies of prominent Indians from all walks of life including politics, civil service, education, arts, entertainment and sports. Entries are arranged profession wise.



INTEXT QUESTIONS 7.5

1. Differentiate between physical, political and thematic maps.
2. Fill in the blanks with suitable words:-
 - a) A map that is used to navigate a ship or an airplane is called a _____.
 - b) A map pasted or printed on a hollow sphere is called a _____.
 - c) A book containing a collection of maps is called _____.
 - d) A _____ is a dictionary of geographical names.
 - e) Guide books are basically designed for the _____.
 - f) A dictionary containing collective biographies is called _____.



WHAT YOU HAVE LEARNT

- A reference source provides answers to factual asked questions, statistical information, background information, or directs one to an additional information source. The reference sources are standard works that one can use to locate specific type of information.
- Reference sources comprise dictionaries, encyclopaedias, yearbooks, almanacs, handbooks, manuals, directories, geographical and biographical information sources.
- Dictionaries define the words and encyclopaedias provide background information about the words.
- General unabridged dictionaries cover all the words of a language. Abridged, collegiate, desk and pocket dictionaries cover words of a language currently in use. Words in children's dictionaries are usually confined to the course curriculum.
- Subject dictionaries provide definition of the words in a given subject area.



Notes

- Special dictionaries deal with linguistic or literary aspect of the words or with special types of words.
- Bilingual and multilingual dictionaries are translating dictionaries.
- Encyclopaedias are of two types viz. general encyclopaedia and subject encyclopaedias. An encyclopaedia may be in a single volume or a multivolume set. An encyclopaedia may be specially put together for adults, college students, school children, or kids.
- Yearbooks and almanacs trace previous years' events and developments in a country or all the countries of the world. Both, yearbooks and almanacs depend on government sources for statistical data. The basic difference is that almanacs present astronomical data which is absent in the yearbooks.
- Handbooks contain practical information on a subject and are used by engineers and practitioners in their day-to-day work.
- A manual is a book of instruction providing step-by-step instructions on how to do a particular job or operate a particular machine.
- A directory is a book listing names and addresses of people and organizations.
- Geographical information sources comprise maps, atlases and globes, gazetteers and guide books.
- General reference maps identify and locate geographic features of the earth's surface like mountains, lakes, forests, rivers etc. Thematic maps show the distribution of particular feature such as population, rainfall, or natural resources like coal, minerals, petroleum, metals etc. on the earth's surface.
- A gazetteer lists names of places, seas, mountains, rivers and other geographical entities of a particular area along with its history, economic development, geography and the people.
- Guide books are designed for the travellers to provide handy and practical information for a particular place such as when to visit, how to reach, where to stay, and what to see etc.
- Biographical information sources are publications providing biographical details of famous people.



TERMINAL QUESTIONS

1. Differentiate between dictionary and thesaurus. Describe different types of dictionaries.

2. Briefly describe geographical information sources.
3. Describe different types of encyclopaedias.



ANSWERS TO INTEXT QUESTIONS

7.1

1. Reference sources provide answers to brief facts, statistical information, background information, or direct the searcher to additional information sources. The reference sources are standard works that one can use to locate specific type of information.
2. General language dictionaries cover all the words of a language and give meanings, definition, and explanation of the words in the same language. General Language Dictionary can be further divided according to size and target user group. According to size, general language dictionary may be comprehensive/unabridged, abridged/college/desk, or pocket dictionary. According to target user group general dictionary may be for school children, students and adults.
3. The special dictionaries deal with special types or special aspect of the words. Special type or class of words include obsolete words, acronyms, abbreviations etc. Special aspect of the word includes pronunciation, synonym and antonyms, quotations, idioms, proverbs, etc. Though most of these aspects of the words are covered by general language dictionaries as well, but special dictionaries cover these aspects much more comprehensively. Special dictionaries supplement general language dictionaries.

7.2

1. A general encyclopaedia is a book or set of books giving information on topics in every field of knowledge with articles arranged alphabetically. General encyclopaedia enriches general knowledge, provides information on different topics and provides bibliography at the end of articles which helps to find more information on that topic.
2. General encyclopaedias can be categorized according to size, such as multivolume or single volume set or target user group, such as encyclopaedia for adults, students and children.
3. A general encyclopaedia includes information on topics in every field of knowledge, while a subject encyclopedia provides detailed and technical



Notes

**Notes**

information on specific area of knowledge such as arts, science and technology or social sciences.

7.3

1. A yearbook, published and updated annually, records events and developments that took place in the previous year in the world or in a particular country. Based on their scope and type of information covered, yearbooks can be categorized as international, national and subject yearbooks.
2. Yearbooks and almanacs trace previous years' events and developments in a country or all the countries of the world. Both yearbooks and almanacs depend on government sources for statistical data. The basic difference is that almanacs present astronomical data which is absent in the yearbooks.

7.4

1. Handbook gives brief factual and practical information on a subject such as, formulae, definition, diagrams, tables etc. Handbooks are used by engineers and practitioners for factual information in their day-to-day work. On the other hand, a manual is a book of instruction providing step-by-step instructions on how to do a particular job or operate a particular machine. Both are ready reference sources consisting of 'facts to know' and 'instructions to do' type of material.
2. Directory is a book listing names and addresses of people and organizations. There are general directories and special directories. A Telephone directory is a general directory listing names, addresses and telephone numbers of people residing in a city, town or a locality. These directories help to contact people. Special directories include directories of academic and research institutions, professional directories, and trade and business directories. Directories of academic and research institutions help to identify experts in different disciplines and the type of courses offered by these institutions. Professional directories help to identify experts. Trade and business directories help to locate type of industries, their products and services.

7.5

1. Physical maps depict the location and physical features of the earth's surface such as mountains, rivers and lakes. Political maps depict the boundaries of continents, countries and states. Thematic maps show distribution of particular feature on the earth, such as population, rainfall, natural resources etc.
2. a) chart; b) globe; c) atlas; d) gazetteer; e) travellers; f) biographical dictionary



Notes

GLOSSARY

- Antonym** : A word that means opposite of another word.
- Database** : A collection of related records or information stored on a computer and organized to make any part of it easily accessible
- Etymology** : The study dealing with history or origin of the word.
- Synonyms** : A word that means the same or nearly the same as another word in the same language.

SUGGESTED ACTIVITIES

1. Go to a library and pick up a dictionary. Write down its title, name of the publisher, date of publication. Read the instructions given in the beginning on how to use the dictionary. See how words are arranged in the dictionary. Find out the meaning of the word 'Communication'.
2. Pick up an encyclopedia in the library. Write down its title. If it is multivolume encyclopedia, write how many volumes are there. Write down how words are arranged in the encyclopedia. Look up for the word '*Communication*' in it. State how the treatment of the word is different in this encyclopedia than that in the dictionary.
3. Visit a public library. See where reference books are kept. Pick up one title each of a dictionary, encyclopaedia, yearbook, almanac, handbook, manual and biographical source. Write down the title, name of the publisher and date of publication of each source.