



Designation: D 3584 – 83 (Reapproved 1988)

Standard Practice for Indexing Papers and Reports on Soil and Rock for Engineering Purposes¹

This standard is issued under the fixed designation D 3584; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon (ϵ) indicates an editorial change since the last revision or reapproval.

INTRODUCTION

This practice is a tool or aid in indexing papers and reports dealing with soils and rocks as engineering materials. This practice should provide assistance to libraries and technical information centers engaged in handling and processing the written word. This practice can serve as a basis for indexing written material in automated storage and retrieval systems as well as in manual systems. The procedure provides standard terminology for storage and retrieval systems.

This practice is based upon the use of keywords to indicate subject content of written documents. This practice does not provide definitions for terms but should be used as a guide to the proper usage of terms and as a control over acceptable vocabulary. The keyword listing is essentially that used by the Geotechnical Division of the American Society of Civil Engineers and is listed here with the permission of that organization. Some modifications in the keyword listing have been made to provide complete coverage of terms contained in Terminology D 653. A keyword listing is dynamic and is subject to change both by deletion and by insertion of new terms as the need arises. This listing will be periodically reviewed and revised in accordance with these identified needs.

1. Scope

1.1 This practice provides a listing of keywords covering the broad subject areas applicable for papers and reports relating to soil and rock mechanics and engineering. The terms included in the listing include words and combinations of words that have significant value in indexing and retrieving technical information from the literature.

1.2 Terms (descriptors) conveying broad, generic concepts as well as specific concepts are contained in the listing.

2. Referenced Document

2.1 *ASTM Standard:*

D 653 Terminology Relating to Soil, Rock, and Contained Fluids²

3. Explanation of Descriptor Listing

3.1 The listing is an alphabetical arrangement of main terms (descriptors) and appropriate cross-references that lead the user to the proper descriptors. This listing is the indexing tool of this practice. This listing is alphabetical letter-by-letter, disregarding spaces between words.

4. Descriptors and Cross-References

4.1 A descriptor is a single word or several words used to denote broad, generic concepts as well as specific concepts

dealing with soil and rock mechanics and engineering subjects. When more than one word is used, the order is that corresponding to normal English usage. Sometimes a parenthetical qualifying expression is used to clarify the meaning of the descriptor.

4.2 Five types of cross-references are used. These and their abbreviations are as follows:

USE	USE
USED FOR	UF
BROADER TERM	BT
NARROWER TERM	NT
RELATED TERM	RT

4.2.1 *USE Reference*—This cross-reference leads the reader from an unapproved term to an approved descriptor. For example:

SOIL PRESSURES

USE EARTH PRESSURES (EARTH PRESSURES is the acceptable term)

4.2.2 *USED FOR Reference*—This cross-reference is the inverse of the USE reference and accompanies the descriptor to which the USE reference refers. For example:

EARTH PRESSURES

UF SOIL PRESSURES (EARTH PRESSURES is the acceptable term)

4.2.3 *BROADER TERM Reference*—This cross-reference for a given descriptor indicates other descriptors in the listing which represent more inclusive concepts, of which the given descriptor is always a member. For example:

¹ This practice is under the jurisdiction of ASTM Committee D-18 on Soil and Rock and is the direct responsibility of Subcommittee D18.95 on Information Retrieval and Data Automation.

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² *Annual Book of ASTM Standards*, Vol 04.08.