

GFAR Bibliographic database submission guidelines:

Preface:

GFAR Bibliographic database submission guidelines have been established to ensure quality metadata in the GFAR Document Repository.

It is highly recommended to follow these regulations in order to produce consistency in the form of names of the catalogue access points.

The guidelines have been established following closely bibliographic standards already widely promoted by FAO (i.e. AGRIS AP) and international standards (i.e. ISBD). They will remain alive opened to modifications or enhancements according to the users' requirements.

GFAR Definition of Resource

Publications, as a specific resource type in GFAR, means textual material that is monographic in nature and continuing resources (textual items with a recurring pattern of publication often referred to as 'serials', e.g., periodicals, newspapers, yearbooks, etc.).

These publications are all available electronically.

Title:

AGRIS AP Definition: A name given to the resource.

Follow closely the AGRIS AP rule:

http://www.fao.org/documents/show_cdr.asp?url_file=//docrep/008/ae909e/ae909e05.htm#P643_28587

Enter in the Title field the main title of the resource you are describing, e.g. the title of a monograph, of a chapter of a book or a journal article.

The title should be selected from (listed in preferential order):

- the title page
- the front matter (e.g. the half title page, title page verso) or the colophon (back matter)
- prefaces, forewords, etc. cover or spine
- for journal articles, books, chapters, etc. use the title given at the beginning of the article, chapter, etc.

Copy the title in full, including the sub-title and any other secondary information. Use the exact wordings of the title, but not necessarily its capitalization and punctuation.

Correct obvious typographical errors.

GFAR Recommendations:

Multilingualism:

a) Publication with text multilingual:

Rule: Enter the parallel titles in each language field

Example: GFAR Rport

GFAR Rapport

GFAR Informe

b) Publications available in multiple files each one containing a different language version: Create for each file a separate record and use the Note field for indicating the ID numbers of the related language versions.

Capitalization:

Capitalize only the initial letter of the first word of the title and of proper names (personal, corporate, geographic, etc.) appearing in it.

Capitalize acronyms.

[The field is mandatory]

Abstract:

AGRIS AP Definition: An abstract is a summary of a document designed to give the user a clearer idea about the document's contents. It should be intelligible in itself, without reference to the paper, but it is not intended to substitute for the resource itself.

Follow closely the AGRIS AP rule:

http://www.fao.org/documents/show_cdr.asp?url_file=//docrep/008/ae909e/ae909e05.htm#P1788_62630

Enter in this field the abstract of the resource. An abstract is not mandatory but should be supplied whenever possible. You may either copy abstracts which are available in the resource or you may compose your own.

The abstract field must come with a language attribute which indicates the language or languages in which the abstract is.

Guidelines for Formulating the Abstract:

Whenever possible, an abstract should state the purpose, methodology, results and conclusions presented in the original document. Unfamiliar terms, trade names, acronyms, abbreviations or symbols should be defined when used in an abstract.

Apply the following criteria in preparing abstracts:

- Do not begin the abstract by repeating the title.
- Abstracts are written as one single paragraph without columns, tables, or graphs.
- For practical purposes, the maximum length of a single abstract should generally not exceed 300 characters. An average length of 200 to 250 words is recommended. If longer abstracts are available within the original document they may be edited or compressed.

Authorship:

It is assumed by the editors of the GFAR Bibliographic database that all submitted works are legitimate to their personal authors and corporate authors.

Only those persons and organizations which contributed directly to the intellectual content of the paper should be listed as authors.

Authors should meet all of the following criteria:

- (1) Conceived and planned the work that led to the document.
- (2) Wrote the paper, or reviewed successive versions and took part in the revision process.
- (3) Approved the final version.

Holding positions of administrative leadership, contributing patients, and collecting and assembling data, are not, by themselves, criteria for authorship.

Search always the authors in the database before creating a new entry!
Make sure you are consistent in choosing the form of names to guarantee full accessibility to all entries.

Personal author:

AGRIS AP Definition: Person responsible for creating the intellectual content of the resource. There may be more than one.

GFAR Recommendations:

Enter the author's surname first followed by the first name separated by a comma.

Example: Kohli, Manorama

If more than one author appears on the publication separate them with space semicolon space followed by the second authors, same procedure if many authors appear on the document.

Example:

Ray, Hemen ; Kohli, Manorama

If editors, translators or compilers have collaborated with the author in the release of the publication, enter this information at the end of the name and put the role in parentheses.

Example:

Ray, Hemen (ed.)

Kohli, Manorama (comp.)

Compound Names:

Write them in full if possible copying the same form as it appears in the publication.

Example:

Lopez Murano del Ortega, Alonso

[The field is mandatory]

Corporate Author:

AGRIS AP Definition: Organization or agency responsible for creating the intellectual content of the resource.

GFAR Recommendations:

Definition: A corporate body is an organization of group of persons that is identified by a particular name and that acts as an entity. It may be an association, business firm, international organization, non-profit organization, government, research centre, laboratory, university, church, etc.

(Based on the definition of a corporate body in the 2nd edition of the Anglo-American Cataloguing Rules)

Search always the Corporate authors in the database before creating a new entry!
Make sure you are consistent in choosing the form of names to guarantee full accessibility to all entries.

Enter the full name of the institution followed by its acronym in parenthesis

Example:

Global Forum on Agricultural Research (GFAR)

Subordinate Bodies:

Definition: A subordinate body is a body that forms an integral part of a larger body.

Enter a subordinate body as a subheading under the name of the parent body.

Example:

Global Forum on Agricultural Research (GFAR). Secretariat
[The field is mandatory]

Conference:

AGRIS AP Definition: Conferences are named meetings of individuals or representatives of various bodies for the purpose of discussing and acting on topics of common interest, or meetings of representatives of a corporate body that constitute its legislative or governing body.

GFAR Recommendations:

Search always the Conference in the database before creating a new entry!
Make sure you are consistent in choosing the form of names to guarantee full accessibility to all entries.

Enter the full name of the conference followed by (number : year : Place, Country) using the here indicated punctuation.

Example:

International Conference on Agricultural Research for Development (10 : 2004 : Rome, Italy)

If the name of the conference is the name of a corporate author use the field Conference field. Enter the corporate author as indicated above in the Conference field followed by a period and the indication of the conference type (for ex. Meeting, workshop, conference etc.) and add between parenthesis (number : year : Place, Country)

Example

Global Forum on Agricultural Research (GFAR). Conference (05 : 2004 : Rome, Italy)

Side events:

Do not repeat date and location in the heading.

Example:

Report on the IFAP Science and Technology Committee Meeting
At the 35 World Farmer's Congress, Gizah 2002 sunday, may 26, 2002.

Entry:

World Farmer's Congress. (35 : 2002 : Gizah, Egypt). Science and Technology Committee Meeting

Publisher:

AGRIS AP Definition: A publisher is the individual, group, or organization named in the document as being responsible for that document's publication, distribution, issuing, or release.

GFAR Recommendations:

Enter the name of the publisher in the form found on the item.

Copy the name of the publisher as given on the resource, but omit such words as "Incorporated, Sons, Limited" etc. Also omit such phrases as "Published by".

Use an acronym or an abridged form of the name of the publisher in this field if the publisher's name is identical with the name entered in Corporate Creators

Example: GFAR

If the publication has more than one publisher enter all of them separated by slash

Example:

FAO/CABI/CIRAD - when 3 co-publishers

Capitalize the initial letter of proper names.

When no publisher is given, enter between parentheses the probable publisher or (npub).

Publication year:

AGRIS AP Definition: Date when the resource was made available to the public.

GFAR Recommendations:

Enter only the year of publication as it is written on the title page of the resource.

If there is no date on the publication, insert the date available in the file properties of the document.

If the properties of the document are not filled in, enter the date based on cataloguer's judgement; place it in the Notes filed or leave the field empty providing explanation it in the Note field.

[The field is mandatory]

Extent:

AGRIS AP Definition: The size or duration of the resource.

GFAR Recommendations:

Write the number on the last numbered page followed by: p.

Example:

40 p.

Numerals, arabic and roman, are given as found in the publication.

Example:

iv, 329 p.

When the number of the last numbered page is not present or the document does not have clear pagination sequence, write the correct number enclosed in square brackets with an explanatory note. If available write the pagination number from Adobe Reader.

Example:
[100] p.

Use this field also to describe the extent of materials that don't have any pages, e.g. an HTML page or Excel sheet.

Series title:

ISBD Definition: A group of separate publications related to one another by the fact that each publication bears, in addition to its own title proper, a collective title applying to the group as a whole, i.e. the title proper of the series.

The separate publications may or may not be numbered.

GFAR Recommendations:

Search always the Series in the database before creating a new entry!
Make sure you are consistent in choosing the form of names to guarantee full accessibility to all entries.

* IMPORTANT* All Documents issued during the GFAR Triennial Conference have the title of the Conference recurring as a collective title. Insert it in the series title field. GFAR Newsletter are catalogued as series.

Example: Linking Research and Rural Innovation to Sustainable Development.

Number in series :

AGRIS AP Definition: The issue, part or number which denotes a particular issue of a journal, as it appears on the cover. In many cases this indicates a part of a journal volume.

GFAR Recommendations:

The numbering of the publication within a series is given in the terms in which it appears in the publication

Example: no. 62

Type:

AGRIS AP Definition: The nature or genre of the content of the resource.

GFAR Recommendations:

Select the type of the publication according to the controlled list available on the data entry interface.

[This field is mandatory]

ISSN and ISBN:

ISSN (International Standard Serial Number)

ISBN (International Standard Book Numbering)

GFAR Recommendations:

Enter the ISBN and ISSN as it appears on the item. Don't insert hyphens.

Language:

AGRIS AP Definition: A language of the intellectual content of the resource.

GFAR Recommendations:

Select the language of the publication according to the controlled list available on the data entry interface.

[This field is mandatory]

URL:**GFAR Recommendations:**

Enter complete URL of an electronic resource available on Internet.

Example: <http://www.egfar.org/home.shtml>

Content:

Dublin Core Guidelines for Subject:

<http://www.dublincore.org/documents/usageguide/elements.shtml#subject>

This field is used to describe the content of the resource using AGROVOC keywords and the GFAR classification.

GFAR Metadata in AGRIS application profile:

The GFAR Document Repository uses the AGRIS application profile, however, GFAR's resources require fewer mandatory elements. The application profile specifies mandatory and non-mandatory fields. To participate to the AGRIS repository all metadata records must contain at least the mandatory fields; if these are missing, the feed will be rejected automatically.

ELEMENT	ELEMENT REFINEMENT
Mandatory elements	
(DC) title	
(DC) date	(DCTERMS) dateIssued
(DC) subject	(AGS) subjectThesaurus
(DC) language	
(AGLS) availability	(AGS) availabilityLocation
	(AGS) availabilityNumber
Non-mandatory elements	
(DC) creator	(AGS) creatorPersonal
	(AGS) creatorCorporate
	(AGS) creatorConference
(DC) publisher	(AGS) publisherName
(DC) description	(AGS) descriptionNotes
	(DCTERMS) abstract
(DC) identifier	<dc:identifier scheme="dcterms:URI">
(DC) type	-
(DC) format	(DCTERMS) extent
(DC) rights	(AGS) TermsOfUse
(AGS) citation	(AGS) citationTitle
	(AGS) citationIdentifier
	(AGS) citationNumber

Example of a complete GFAR XML Record

```
<?xml version="1.0" encoding="ISO-8859-1"?>
<!DOCTYPE ags:resources SYSTEM "http://purl.org/agmes/agrisap/dtd/">
<ags:resources xmlns:ags="http://purl.org/agmes/1.1/" xmlns:dc="http://purl.org/dc/elements/1.1/"
xmlns:agls="http://www.naa.gov.au/recordkeeping/gov_online/agls/1.2" xmlns:dcterms="http://purl.org/dc/terms/">
<ags:resource ags:ARN="XR2006164854">
  <dc:title xml:lang="eng">GFAR Newsletters. </dc:title>
  <dc:creator>
    <ags:creatorPersonal>White, Robert </ags:creatorPersonal>
    <ags:creatorCorporate>Global Forum for Agricultural Development (GFAR). </ags:creatorCorporate>
    <ags:creatorConference>GFAR - 2000 May 21 - 23 Dresden, Germany </ags:creatorConference>
  </dc:creator>
  <dc:publisher>
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  <dc:date>
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  </dc:date>
  <dc:subject>Advocacy</dc:subject>
  <dc:subject>
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    <ags:subjectThesaurus xml:lang="eng" scheme="ags:AGROVOC">AGRICULTURE</ags:subjectThesaurus>
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  <dc:type>GFAR Core Document</dc:type>
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  </dc:format>
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  </dc:rights>
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    <ags:citationNumber>3</ags:citationNumber>
  </ags:citation>
</ags:resource>
```

Bibliographic references:

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IFLA . 2002 . *ISBD (M): International Standard Bibliographic Description for Monographic Publications*. [online]. [Accessed 29 September 2006]. Available from http://www.ifla.org/VII/s13/pubs/isbd_m0602.pdf

Maxwell, M.F.1981. *Handbook for AACR2, Revision: Explaining and Illustrating the Anglo-American Cataloguing Rules*. Chicago: American Library Association. . Chicago: American Library Association. 463 pp.