

## 7. TERMS AND DEFINITIONS RELATED TO THE ASFA BIBLIOGRAPHIC DATABASE AND ASFA INPUT PREPARATION

*This List of "terms and definitions" is intended to assist one in understanding the terminology used in the "ASFA system" (in particular, the terms related to the data input of bibliographic references into the ASFA database). The definitions do not necessarily conform to "official" or "standard" definitions used in library/information science.*

### 1. DATABASE (database-record-field-documentary unit)

The ASFA "**database**" is a collection of "**records**" (or bibliographic references) dealing with the aquatic sciences. The database is made available in various formats: 1) in machine readable format (ASFA CD-ROM, magnetic tapes, Internet); and 2) in printed format (ASFA abstracts journals).

**Record and Field** - The "**record**" is the basic unit of storage and retrieval of information in the ASFA Database. The data or information contained in a "record" is organized into separate "**fields**" and sometimes "sub-fields" (e.g. "title field", "author field", "abstract field" etc.). The data or information contained in a single "record" are self-sufficient in describing or identifying a single "**documentary unit**" (e.g. a book, a journal article, a report, etc.).

Each "ASFA **record**" contains (within its fields) the following data:

- a detailed **bibliographic citation** (see item 3 below),
- an **abstract** (see item 6 below), and
- a set of **indexing terms** (i.e. subject categories and descriptors and sometimes identifiers) (see item 5 below).

### 2. INPUT (input-worksheet-bibliographic level-pick-list)

The ASFA Partners prepare ASFA **input** (or records) using the specially designed "**worksheets**" for data entry which are contained in the **www-ISIS-ASFA** software.

We use the word "**input**" as both a "noun" and a "verb". As a noun, it is a synonym for "ASFA records" (as in the phrase: "please send your ASFA "input" to the publisher by ftp or as a zipped e-mail attachment"). As a verb, we use "input" to mean the action of "entering" data into a field (as in the phrase "you should "input" the author's name in the Author field). Note also that the people preparing ASFA "input" (records) are sometimes referred to as ASFA "inputters".

**Worksheet/s** (contained in the www-ISIS-ASFA software) -To create an ASFA record for inclusion in the ASFA database, one must type or "input" the bibliographic data elements (e.g. title, author name/s etc.) into the "fields" making up the "**worksheet**". There are 6 worksheets called AS, AM, AMS, M, MS, C. (the choice of which worksheet to use for data input depends on the type of document being input, i.e. the number of "**bibliographic levels**" required to describe the documents). Each worksheet is composed of 7 pages. The fields to enter the abstracting and indexing data elements are the same in all the worksheets. Some of the fields are linked to "**pick-lists**" (see below) to assist one in data entry.

**Bibliographic level** – This term refers to the level/s at which a primary document is analysed and catalogued. The worksheet used to create new ASFA records is chosen in relation to the number of bibliographic levels that are needed to describe a given documentary unit. In ASFA, we recognize 4 bibliographic levels (Analytic, Monographic, Serial, and Collective). These levels are combined or used individually to create six different ASFA worksheets (AS, AM, AMS, M, MS, C).

**Pick-list** – This is a list of terms which is associated or linked to some of the fields appearing in the worksheets with the purpose of assisting you in data entry. The pick-list (when present) appears when you <click> on the BROWSE button next to the field. Terms in the various lists (e.g. serial titles, subject descriptors, taxonomic descriptors etc.) may be selected from the "pick-list" for automatic entry into the data field by <clicking> on the box next to the term and then <clicking> on the APPEND and/or REPLACE buttons.

### 3. BIBLIOGRAPHIC CITATION

The information contained in the ASFA Record which describes the "physical" or "cataloguing" content of the documentary unit (i.e. the title, the author, the author affiliation, the volume and issue number etc.). This information facilitates the retrieval of the documentary unit when searching and the location of the documentary unit in a library or document repository.

#### 4. INDEXING AND ABSTRACT

The information contained in the ASFA Record which describes the "intellectual" or "conceptual" content of the documentary unit (i.e. the subject of the document). This information facilitates the retrieval of the documentary unit in a library or document repository when searching by subject.

#### 5. INDEXING (indexing-indexing for ASFA-journal allocation-subject categories-descriptors-identifiers-cross references)

**Indexing** - Operation destined to represent the results of the analysis of a document by elements of a documentary or a natural language, usually to facilitate retrieval (*ISO 5127/3 a*) -1981).

**Indexing for ASFA** means: to **analyse** the document and to identify the subject contents (concepts), and then to describe the subject content using **standardized ASFA indexing terms** (i.e. "**Subject Categories**" from *ASFIS Subject Categories and Scope Descriptions (ASFIS-2)* and **descriptors** from: *ASFIS Thesaurus (ASFIS-6)*, *ASFIS Geographic Authority List (ASFIS-7)*, *FAO Standard Common Names and Scientific Names of Commercial Species*). Indexing for ASFA also requires allocation of a record to one or more of the printed ASFA journals (referred to as "**Journal allocation**" below) and sometimes the assigning of "identifiers" which are non-controlled terms. Finally, the indexing terms must be input in machine readable format using the **www-ISIS-ASFA software**.

**Analysis** - the operation of investigating the "whole" with the aim of finding out its essential parts and their relationships to each other. Indexing is based on the analysis of the content of a document.

**Journal Allocation** - the process of assigning a code (journal allocation code) to a record being prepared as input to ASFA. The journal allocation code determines in which of the 3 printed ASFA abstracts journals (ASFA-1, ASFA-2, ASFA-3) the record will be published. A record may be allocated to appear in more than one of the ASFA journals. The journal allocation codes are (Q1, Q2, and Q5). Journal allocation codes are entered in the "Journal allocation" field of the www-ISIS-ASFA data entry worksheet.

**Subject Categories** - In the ASFA Subject Categorization scheme, the sphere of "Aquatic Sciences" (as defined by ASFA) is subdivided by subjects into 253 subject categories (and corresponding codes) . The subject categories are used: 1) to define the overall subject scope of ASFA, 2) to assign records to appear in one or more of the ASFA abstracts journals, 3) to arrange records in the body of the ASFA journals, and 4) to assist in the retrieval of records from the ASFA database. The indexer assigns subject categories (the corresponding codes) to each record being prepared as input to ASFA. The ASFA subject categories are listed, together with a detailed scope note for each category, in *ASFIS Subject Categories and Scope Descriptions (ASFIS-2)*. The ASFA subject categories are also included as a pick-list in the www-ISIS-ASFA software. Subject category codes are entered in the "Subject category" field of the www-ISIS-ASFA data entry worksheet.

**Descriptors** - are the terms which have been accepted by the system for describing a concept and are therefore used in indexing and for retrieval. Sometimes they are called "permitted" or "authorized" Terms.

**Subject Descriptors** - are terms **permitted** for use in indexing a document for ASFA (they are contained in the *ASFIS Aquatic Sciences and Fisheries Thesaurus (ASFIS-6)*). These terms may also be used in the retrieval of records from the computerized ASFA database and printed ASFA journals. The ASFA thesaurus currently contains more than 6,500 (permitted) descriptors and 3,500 (unauthorized or forbidden) terms. The terms contained in the ASFIS Thesaurus are also included as a pick-list in the www-ISIS-ASFA software. Subject descriptors are entered in the "Subject descriptors" field of the www-ISIS-ASFA data entry worksheet.

**Taxonomic descriptors** - are the scientific (Latin) names of individual organisms (i.e. species) and/or the higher taxonomic groups to which they belong (e.g. Phylum, Order, Family etc.). The scientific names used in a document by the author can generally be retained as indexing terms and entered into the system directly as Taxonomic Descriptors. However, common, local or vernacular names, used in the text of a document, must be converted into their corresponding Latin form before being used as index terms (consult the document being indexed and the *FAO Standard Common Names and Scientific Names of Commercial Species*). The terms contained in *FAO Standard Common Names and Scientific Names of Commercial Species* are also included as a pick-list in the www-ISIS-ASFA software. Taxonomic descriptors are entered in the "Taxonomic descriptors" field of the www-ISIS-ASFA data entry worksheet.

**Geographic descriptors** - are those geographic terms, selected from the *ASFIS Geographic Authority List (ASFIS-7)*, which describe an area or feature important to the paper being indexed. Not all the geographic locations in the world are listed in (*ASFIS-7*) therefore the indexer may construct the necessary terms using the structure or base terms found in (*ASFIS-7*). The terms contained in (*ASFIS-7*) are also included as a pick-list in the www-ISIS-ASFA Data Entry software. Geographic descriptors are entered in the "Geographic descriptors" field of the www-ISIS-ASFA data entry worksheet.

**Identifiers** - are terms not appearing in the ASFIS Thesaurus. It is sometimes necessary to supplement the "permitted" or "controlled" subject descriptors (i.e. terms appearing in the Thesaurus) with "uncontrolled" terms (i.e. terms not appearing in the ASFIS Thesaurus). The "Identifiers" are not used as lead terms (or entry points) in the ASFA printed indexes and are only used sparingly. Identifiers are entered in the "Identifiers" field of the *www-ISIS-ASFA* data entry worksheet.

**Cross-references** - if a document falls within the scope description of two (or more) of either the ASFA-1, ASFA-2, or ASFA-3 subject categories, it may be assigned additional (cross-reference) subject categories. Cross-reference subject categories are entered in the "Secondary (X-ref) classifications codes" field of the *www-ISIS-ASFA* data entry worksheet.

## 6. ABSTRACT (abstract-abstracting-analysis)

**Abstract** - the term abstract signifies an abbreviated, accurate representation of the contents of a document, without added interpretation or criticism and without distinction as to who wrote the abstract (from ISO 214-1976 E).

**Abstracting** - consists of analyzing or assessing the original document and then selecting significant information and presenting it in condensed form, with precision and brevity. The **Abstractor** is an individual who skilfully writes or edits abstracts.

**Analysis** - the operation of investigating the "whole" with the aim of finding out its essential parts and their relationships to each other. Abstracting is based on the analysis of the content of a document.

## 7. ASFA MONITORING LIST

The official title is "Serials Monitored for the ASFIS Bibliographic Database". It is the Master file containing all the "Serials" publications monitored for the ASFA Bibliographic Database by the ASFA Partners and is available as a pick-list in the "Serial title field" of the data entry software *www-ISIS-ASFA*. The master file is maintained by FAO, which periodically provides the ASFA Partners with an updated version to be incorporated in the *www-ISIS-ASFA* software.

## 8. ISIS (Mini-Micro CDS/ISIS / ISIS / CDS-ISIS / MINISIS / ASFISIS / www-ISIS / www-ISIS-ASFA / Input / ISO file)

**Mini-Micro CDS/ISIS** software is a database management program for the storage and retrieval of textual information. It is a member of the ISIS family (Integrated Set of Information Systems). **ISIS** was developed by the International Labour Office in 1964 to run on a mainframe computer (IBM 360). In the late seventies, it was re-written to become **CDS/ISIS**. By 1978, the International Development Research Centre (IDRC) had designed **MINISIS**, an ISIS version that can operate on mini-computers (HP 3000). By 1986, UNESCO had issued an ISIS version for use on micro-computers (IBM PC or compatible). All ISIS versions are designed to store and retrieve variable length textual information. All ISIS members are functionally compatible. The Micro CDS/ISIS software is maintained by UNESCO, Division of Software Development and Applications, 7 Place de Fontenoy, 75700, Paris, France.

- **ASFISIS** is a DOS application based on **Mini-Micro CDS/ISIS** developed by Dr. Egbert DeSmet for the preparation of ASFA input. It was first released to ASFA Partners in January 1995. The current version (release-3) was issued in September 1998.
- The **www-ISIS-ASFA** software application was developed by ICIE with strong support from FIDI, FAO. It is based on the the **www-ISIS software** (not the same as the BIREME WWWISIS software) which was developed by ICIE and CC (Poland) with the cooperation and support of FAO (Waicent). It is implemented as a *CGI* program. Access to the ISIS databases is achieved by BIREME's software ISIS-DLL, which is an API for ISIS databases in the Windows environment.
  - The **www-ISIS-ASFA** software was released to ASFA Partners in October 2002. ASFA Partners may use this software of the DOS based ASFISIS to prepare ASFA input.
  - **Input of ASFA data using the www-ISIS-ASFA or ASFISIS software** - the data elements making up the bibliographic description (cataloguing information, abstract and indexing) of documents being prepared as input to the **ASFA** database are entered on specifically designed **worksheets** for machine-readable input using the **www-ISIS-ASFA** or **ASFISIS software**.

**ISO file:** *ISO 2709* is an international standard for data **interchange**. When ASFA records are exported from *www-ISIS-ASFA* or ASFISIS (to be sent to the ASFA Publisher for inclusion in the master ASFA database file) they are exported as a file in *ISO 2709* format. The file name always contains the extension **\*.ISO**. Thus we will sometimes refer to the files containing ASFA records as "ISO" file.

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