

**GUIDELINES FOR BIBLIOGRAPHIC DESCRIPTION AND DATA ENTRY**

**(using *www-ISIS-ASFA* software, version 1.1)**





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compiled by

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## PREPARATION OF THIS DOCUMENT

This document is a revision of the *Guidelines for Bibliographic Description and Data Entry (using www-ISIS-ASFA software)*, one of the guidelines (in the *ASFIS Reference Series*) prepared in support of the Aquatic Sciences and Fisheries Information System (ASFIS), an international information system for the science, technology and management of marine, brackish and freshwater environments, of which ASFA is the principal output. The *ASFIS Reference Series* comprises the rules, authority lists, formats, codes and procedures on which the system is based.

This revision contains: 1) the changes in the ASFA inputting rules presented and accepted at the 2006 ASFA Board Meeting to speed up data entry; 2) some technical changes related to the new version of the software *www-ISIS-ASFA v.1.1*; and 3) additions of rules that the ASFA Secretariat deemed necessary following acquired familiarity with the software and taking into account problems that some ASFA partners have encountered during data input. Part 2 of these guidelines has been re-compiled so as to include useful procedures recommended for efficient management of the ASFA database. The Frequently Asked Questions (FAQ) related to the software are also included as *Annex 8*. The ASFA inputting rules which have been changed with respect to the previous version and also the new technical procedures are identified in the Contents Table by an asterisk.

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\*Indicates changes in this revision.

## DEFINITIONS OF TERMS USED IN THIS MANUAL

The “definitions” in this section are to assist you in understanding the “ASFA Bibliographic Data Entry” procedures. Please note that they do not in all cases conform to “official” or “standard” definitions as used in library science.

**Database:** The ASFA *database* is a collection of bibliographic references or “records” published both: 1) in machine readable format (Internet, CD-ROM/DVD etc.) and 2) in printed format (ASFA abstracts journals).

**Record:** The *record* is the basic unit of information in the ASFA Database. The data contained in a record is self sufficient in describing or identifying a bibliographic item or entity (e.g. a book, journal article etc.). Each ASFA record contains: a detailed bibliographic citation, an abstract and a set of indexing terms (i.e. subject categories and descriptors and sometimes identifiers).

**Input:** 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 people preparing “input” (records) are sometimes referred to as ASFA “inputters”.

**Field:** The *field* is the basic unit or building block of the record, in which various bibliographic data elements are entered, (e.g. title, author etc.). All the fields and sub-fields contained in the worksheet, when complete with data, make up a record.

**Worksheet:** To create an ASFA record for inclusion in the ASFA database, one must type or “input” the bibliographic data elements into the “fields” making up the *worksheet*. The *worksheet* is contained in the *www-ISIS-ASFA* software. There are 6 worksheets called AS, AM, AMS, M, MS, C and each worksheet is composed of 7 pages.

**Pick-list:** Is a list of terms included as an internal database in the *www-ISIS-ASFA* software. The *pick-list* is linked to some of the fields in the worksheet to assist the inputter in data entry. Terms may be selected from the *pick-list* for automatic entry into the field.

**Documentary unit:** Refers to a document, book, publication.

**Bibliographic level:** Refers to the level(s) at which a primary document is analysed and catalogued. The worksheet 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, Collective), which may be used individually or combined to create the six different ASFA worksheets (AS, AM, AMS, M, MS, C).

**Monitoring List:** Its official title is “Serials monitored for the ASFIS Bibliographic Database”. It is a 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”. The master file is maintained by FAO, which periodically provides partners with an updated version to be incorporated in the *www-ISIS-ASFA* software.

**Micro CDS/ISIS:** Is an advanced non-numerical information storage and retrieval software, developed by UNESCO since 1985, to satisfy the need expressed by many institutions, especially in developing countries, to be able to streamline their information processing activities by using modern (and relatively inexpensive) technologies. The software was originally based on the Mainframe version of CDS/ISIS, started in the late '60s, thus taking advantage of several years of experience acquired in database management software development.

**www-ISIS-ASFA:** Is **not** the same as BIREME WWWISIS Web server software. The *www-ISIS-ASFA* software was developed by ICIE and CC (Poland) with the co-operation and support of FAO (Waicent). It is based on the forms features of the HTML document description language. The interface is implemented as a CGI program and the program is invoked by the HTTP server process. Access to the ISIS databases is achieved by BIREME's software ISIS-DLL, which is an API for ISIS databases in the Windows environment.

**ISO file:** *ISO 2709* is an international standard for data **interchange**. When ASFA records are exported from *www-ISIS-ASFA* (to be sent to the ASFA Publisher) 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” files.

## INTRODUCTION

The **Aquatic Sciences and Fisheries Information System (ASFIS)** is an international co-operative information system for the collection and dissemination of information covering the science, technology and management of marine, brackish and freshwater environments.

The **Aquatic Sciences and Fisheries Abstracts (ASFA)** Bibliographic Database is the principal information product of the ASFIS system. It contains more than 1,000,000 bibliographic references (or records) to the world's aquatic science literature accessioned since 1971. ASFA is produced as a co-operative effort by the United Nations Co-sponsoring Partners, the National and International Partners, and the Publishing Partner. The objective is to disseminate bibliographic information to the world community. All ASFA Partners are represented on the ASFA Advisory Board, for which FAO provides the Secretariat.

**Input** to the ASFA Database (i.e. the bibliographic references) is prepared by the network of **ASFA Partners** who are together responsible for the monitoring of more than 5000 serial publications as well as books, reports, conference proceedings, and grey literature. The collective input is sent to the Publisher of ASFA (CSA) where it is **processed by computer** and merged to create a **master file** (the ASFA Bibliographic Database). From the master file, the **ASFA Information Products** are produced. They are made available to the public on subscription and are distributed to the ASFA Partners in the form of printed abstracts journals (e.g. **ASFA-1, ASFA-2, ASFA-3**), and in machine readable format (e.g. **CD-ROM/DVD**) for use as a source of data in local, national, regional or global **information services**. The database is also available via Internet.

The **Bibliographic Reference** describing each document in the ASFA database contains: a detailed bibliographic citation, an abstract(s), and a set of indexing terms. During the preparation of the bibliographic reference, it is the **responsibility** of the ASFA Partners: to identify the data elements making up the bibliographic citation, to write/edit the abstract, and to choose the indexing terms.

**To assist** the ASFA Partners in the preparation of input (that is to ensure the consistency necessary for the computer processing and the uniformity within the resulting ASFA information products) standardized cataloguing, abstracting and indexing procedures have been prepared and published under the title of the *ASFIS Reference Series*.

**Data Entry** is carried out using the *www-ISIS-ASFA* software.

These Guidelines are composed of two parts: **Part 1** describes the identification of the bibliographic data elements of a document and includes instructions on the input of bibliographic data using *www-ISIS-ASFA Data Entry*, and **Part 2** describes various utilities of the software which are related to bibliographic data entry and management of the software. The utilities use the DOS based CDS/ISIS software which is linked to the *www-ISIS-ASFA* software.

Seven annexes provide further information regarding transliteration, language codes, abbreviations, typesetting codes for special characters, an example of a complete worksheet and the ASFA definition table.

These Guidelines for Bibliographic Description and Data Entry (using *www-ISIS-ASFA* software) have been published under the title of *ASFIS Reference Series No. 3, Revision 4 (ASFIS-3, Rev.4)*.



## PART 1: BIBLIOGRAPHIC DESCRIPTION AND DATA ENTRY

### Preliminary Information

The bibliographic description of documents relevant to the subject scope of ASFA is entered on specifically designed worksheets using the *www-ISIS-ASFA* software. The user interface for this application version (v.1.1) has been designed to work with *Internet Explorer* (version 5.x or 6.x), with *Netscape Navigator*, (minimum versions required are 4.0x or 4.5x, preferable version is 7.x) or with *Mozilla Firefox*.

### To start the *www-ISIS-ASFA* software system

#### Client-Server Environment

Within this environment the application is physically installed on the server and the users, who are the clients, have access to it by starting the web browser *Internet Explorer* or *Netscape Navigator* and typing, in the Location bar, the **URL address** of the server where the system has been installed. For further information regarding the URL address, refer to the Installation Manual.

#### Stand-alone Environment

Within this environment the application is physically installed on the user's personal computer. After the installation process has been successfully completed, to start up the system double click on the **WWWIsis Asfa** folder-icon (reproduced below), which is automatically created on the desktop during the installation process.



Among the options available, double click on the **ASFA - Data Entry** shortcut to prepare new records or search for existing ones. You will be presented with the *www-ISIS-ASFA* Data Entry **Login** screen where the *Username* and *Password* should be provided (see *Fig. 1* below).

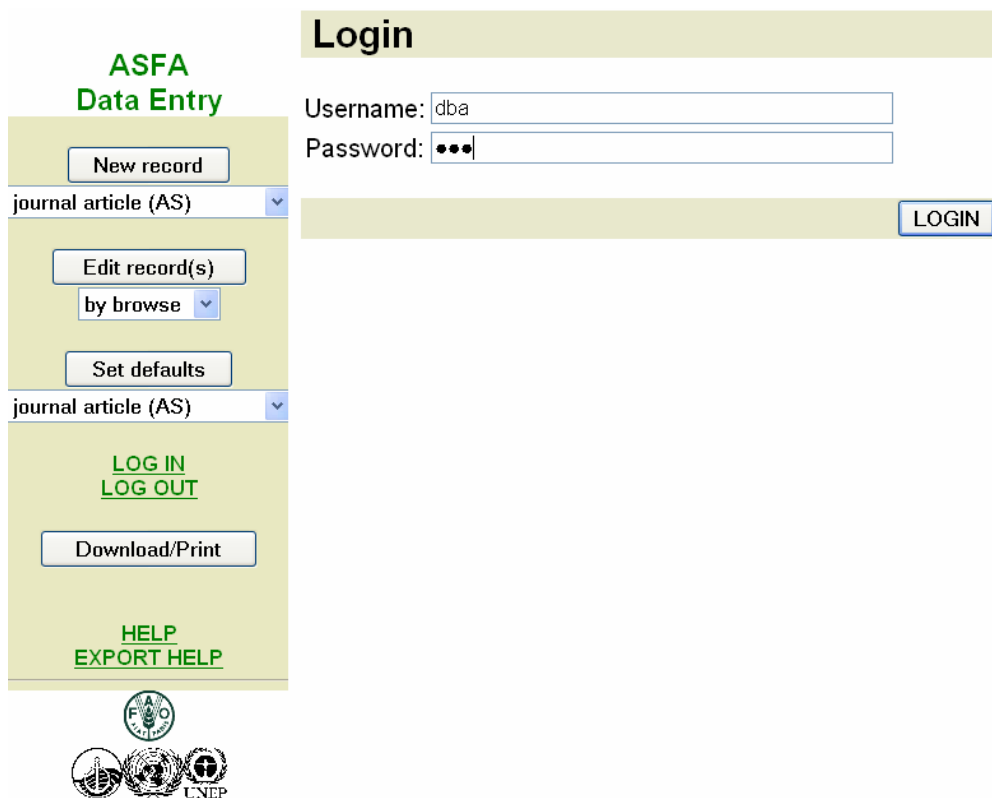


Fig. 1 - www-ISIS-ASFA Login Screen

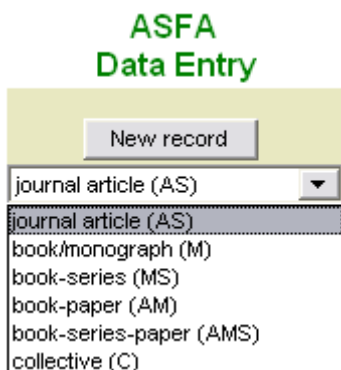
Click on the LOGIN box to get to the Data Entry Main Menu.

## ASFA Data Entry

### NEW RECORD

(first button on the left of the screen – Fig. 1)

To input a **New Record**, select the appropriate data entry worksheet from the drop down menu. There are six data entry worksheets to choose from:



- |                      |     |
|----------------------|-----|
| 1. journal article   | AS  |
| 2. book/monograph    | M   |
| 3. book-series       | MS  |
| 4. book-paper        | AM  |
| 5. book-series-paper | AMS |
| 6. collective        | C   |



## Selection of the worksheet (correct bibliographic level)

The selection of the appropriate worksheet is **essential** for correct data entry, because each worksheet contains **only** the fields which belong to the bibliographic level(s) selected. Therefore do not begin data entry until you have understood this section.

In order to select the appropriate worksheet, you must recognize the kind of document you are inputting (e.g. journal article, book, book-series etc.) and you must recognize the bibliographic level(s) required to provide a complete bibliographic description of the document.

The following description of the six data entry worksheets illustrates the relationship between: the kind of document, the bibliographic level(s) present in the document and the choice of the required worksheet.

- **Journal article (AS) worksheet**

SELECT this data entry worksheet if the document you are inputting is an “article in a journal”. This worksheet contains the necessary fields to enter bibliographic data at **two** bibliographic levels: “**Analytic**” and “**Serial**”. The “**Analytic level fields**” allow you to input the bibliographic data describing the “article”, and the “**Serial level fields**” allow you to input the bibliographic data describing the “journal” in which the article appears.

- **Book/monograph (M) worksheet**

SELECT this data entry worksheet if the document you are inputting is a “book or monograph”. This worksheet contains the necessary fields to enter bibliographic data at **one** bibliographic level: **Monographic**. The “**Monographic level fields**” allow you to input the bibliographic data describing the “book or monograph”.

- **Book-series (MS) worksheet**

SELECT this data entry worksheet if the document you are inputting is a “book or monograph published in a series”. This worksheet contains the necessary fields to enter bibliographic data at **two** bibliographic levels: “**Monographic**” and “**Series**”. The “**Monographic level fields**” allow you to input the bibliographic data describing the “book or monograph” and the “**Series level fields**” allow you to input the bibliographic data describing the “series” in which the book or monograph is published.

- **Book-paper (AM) worksheet**

SELECT this data entry worksheet if the document you are inputting is a “chapter or section contained in a book/monograph or is a paper contained in a volume of a conference proceedings”. This worksheet contains the necessary fields to enter bibliographic data at **two** bibliographic levels: “**Analytic**” and “**Monographic**”. The “**Analytic level fields**” allow you to input the bibliographic data describing the “chapter, section or paper” and the “**Monographic level fields**” allow you to input the bibliographic data describing the “book”.

- **Book-series-paper (AMS) worksheet**

SELECT this data entry worksheet if the document you are inputting is a “chapter or section contained in a book/monograph” or is a “paper contained in a volume of a conference proceedings” published in a series. This worksheet contains the necessary fields to enter bibliographic data at **three** bibliographic levels: “**Analytic**”, “**Monographic**” and “**Series**”. The “Analytic level fields” allow you to input the bibliographic data describing the “chapter, section or paper”, the “Monographic level fields” allow you to input the bibliographic data describing the “book” and the “Series level fields” allow you to input the bibliographic data describing the “series” in which the book is published.

- **Collective (C) worksheet**

SELECT this data entry worksheet if the document you are inputting is a “**Collection**” or belongs to a “Collection”. This worksheet allows you to input the bibliographic data describing a document which is composed of at least two (but usually more) works, which may be published simultaneously or separately over a period of time, but which consist of a definite number. **Note:** The essential difference between a “series” and a “collection” is that, when a series starts publishing issues, it is not known if or when it will cease publishing, whereas a collection always has a predetermined number of issues.

A collection may be a multi-volume encyclopaedia, all the works of one author, which are republished in one or more volumes on the same date or separately over a period of time, or sets (collections) of drawings, maps, reports etc.

A “collection” document may be catalogued as follows:

- Collective level only (**C**): used to describe a document which is a collection of individually entitled drawings or maps, or an unbound collection of meeting papers
- Monograph in a collection (**MC**)\*: used to describe a book, report, or a map in a collection
- Analytic in a book in a collection (**AMC**)\*: used to describe a chapter, section or map in a book within a collection.

\* **Note** that the two worksheets **MC** (used to describe a book, report, or a map in a collection) and **AMC** (used to describe a chapter, section or map in a book within a collection) are not available in the present version of the software, www-ISIS-ASFA version 1.1. Therefore, should you come across a very rare type of documentary unit which needs to be catalogued as a Monograph in a collection (**MC**) or an Analytic in a book within a collection (**AMC**), select the worksheets **MS** or **AMS** as appropriate, until the new version of the software will incorporate the additional worksheets.

## FIELDS INCLUDED IN THE WORKSHEETS

The number of fields occurring in a worksheet depends on the choice of the worksheets.

Below is a description of all the fields that occur in an **AMS** worksheet, together with the instructions on how to enter the bibliographic data in each field. The **AMS** worksheet was chosen for this example because it contains all the possible fields which may occur in a worksheet. Each of the six worksheets included in this software is composed of seven pages (screens); you can switch back and forth between screens by clicking on the *Next Page/Previous Page* buttons.

The first screen of an **AMS** worksheet is reproduced below.

**ASFA Data Entry**

**Book-series-paper (AMS)** Page 1 of 7

1 2 3 4 5 6 7 NEXT PAGE SUBMIT BOTTOM

**TRN (11)** [input field] BROWSE

**Bibliographic level (4)** [input field]

**Date of update (23)** [input field]

**Record entered by (92)** [input field]

**Data entry status (91)**  (T) Temporary  (C) Completed

**English title (120)** [input field] BROWSE

**Translated by inputter (121)**

**Non-English title(s) (124)** [input field] BROWSE REPEAT

**Type of document (3)**  (B) Book/Monograph/Annual report  (P) Patent  
 (C) Standard  (R) Report  
 (D) Drawing/Photograph  
 (G) Atlas/Map/Cartographic

**Physical medium (6)**  (P) Printed matter  (F) Films  (O) Other  
 (C) CD-ROM  (I) Internet  
 (D) Diskette  (T) Tape

**Literary style (5)**  (K) Conference  (U) Dissertation/Thesis  
 (L) Dictionary/Directory/Encyclopaedia  (W) Law/Legislation/Treaties  
 (N) Numerical graph/table  (Y) Summary  
 (O) Review  (Z) Bibliography  
 (Q) Course document/Training material

1 2 3 4 5 6 7 NEXT PAGE SUBMIT TOP

Fig. 2 – First screen of an AMS Worksheet

### **TRN (TEMPORARY RECORD NUMBER) field**

(Fig. 2) (This is a **mandatory** field. Never leave it blank!)

For each new record that you prepare, type a unique sequential TRN number in this field (e.g. 1, 2, 3, ...). **Note**, you no longer need to type your “input centre code” (e.g. FA, MX, BF etc.) or the “year of input” (e.g. 02 ) as part of the TRN number, because this information will be included during the export function.

The **TRN** number provides a means for locating (retrieving) a record from your local database (i.e. using the “Browse” option of the “Edit record(s)” function, you can retrieve records by searching for “TRN” numbers). **IMPORTANT** - if you leave the field blank you will NOT be able to SUBMIT (i.e. save) the record.

In addition to the TRN, there are two other numbers used in this software:

- **MFN (Master File Number)**
- **FRN (Final Record Number)**

### **MFN (MASTER FILE NUMBER)**

Each time you create and save a new record, the software automatically assigns to that record, a **unique sequential** six-digit number called the “**Master File Number**” or (MFN). The MFN number is necessary for the internal working of all ISIS based software. Because it is automatically assigned, the inputter does not have to worry about the allocation of this number during data input. However, during the Export or Import of a range of records, the inputter **must** consider the MFN number as explained in **Part 2** of this manual, Section: **Allocation of FRNs and dispatch of records to CSA**.

**Note:** When using the *www-ISIS-ASFA* software, the MFNs must be quoted in their complete form, i.e. including the zeroes, as shown in the record (e.g. 000001, 000020, 000120 etc.)

### **FRN (FINAL RECORD NUMBER)**

The **FRN** number is used to assign the final sequential numbering to the records which will be exported to the Publisher of ASFA (CSA). The FRN is the **only** number which will be included in the exported record. The FRN consists of two parts: Input Centre Code with a two digit Year of Input (e.g. ^aFA07) and a five-digit identifying number (e.g. ^b00001). (FA stands for FAO and 07 stands for the year 2007). The procedure to assign the FRN number is explained in **Part 2** of this manual, Section: **Allocation of FRNs and dispatch of records to CSA**, paragraph: *How to use the “Assign FRN and Export” software utility*.

### **BIBLIOGRAPHIC LEVEL field**

(Fig. 2) (Not to be completed by the inputter)

This field is **automatically** completed for you by the software (i.e. you cannot enter data directly into this field by typing).

The field contains the initials of the worksheet (i.e. bibliographic level/s) which you chose to create the New Record (e.g. AS, M, MS, AM, AMS, C).

Note that this field is a “**hidden**” field, which means that you cannot see its contents (the bibliographic level/s) while you are in the worksheet creating the record. However, you can see the contents of the field after you have saved the record, and when using the “Edit record(s)” by browse or by search options.

### **DATE OF UPDATE field**

(Fig. 2) (Not to be completed by the inputter)

This field is **automatically** completed for you by the software (i.e. you cannot enter data directly into this field by typing).

The field contains the “date” when the record was created or the “date” when an existing record was amended.

Note that this field is a “**hidden**” field, which means that you cannot see its contents while you are in the worksheet creating the record. However, you can see the contents of the field after you have saved the record and when using the “Edit record(s)” by browse or by search options.

### **RECORD ENTERED BY field**

(Fig. 2) (Not to be completed by the inputter)

The software will **automatically** complete this field with the username which you logged in with (see note on how to enter or change your username in the password file in *www-ISIS-ASFA* Installation Manual, version 1).

Note that this field is a “**hidden**” field, which means that you cannot see its contents while you are in the worksheet creating the record. However, you can see the contents of the field after you have saved the record and when using the “Edit record(s)” by browse or by search options.

## **DATA ENTRY STATUS field**

*(Fig. 2)*

- **(T) Temporary**
- **(C) Completed**

This field gives you the possibility of marking records as either “Temporary” (i.e. an incomplete record to which you must return at a later date to add other bibliographic elements) or “Completed” (i.e. a record that you have completed and needs no further work).

Note that the “default” value is set at “**Completed**”; therefore if you wish to save a record which has not been completed, you must click on “Temporary” or the incomplete record cannot be saved.

## ENGLISH TITLE field

(Fig. 2) (This is a **mandatory** field. Never leave it blank!)

1. Enter the **English title** (and eventual subtitle), as it appears on the title page of the document regardless of how it has been capitalized, and DO NOT put a full stop at the end of the title. However, should the ASFA centres wish to maintain consistency, as regards capitalization, with their local database requirements, the former ASFA rule (i.e. *Capitalize only the initial letter of the first word of the title and the initial letter of all the proper names*) may still be applied. Note: There is no capitalization rule to follow in the English title field. This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry.
2. *Italics*: Indicate Latin Genus and species names appearing in the English title (and also in the non-English title, in the English abstract and X-ref. phrase) in *italics* using the following standard HTML codes: `<i>...</i>`.

e.g. `<i>Clupea harengus</i>`

**Note:** It is not necessary to type the Latin Genus and species names in *italics* in any field for DBO (Data Base Only)\* records, because they will not appear in the ASFA printed journals, but only on the ProQuest CSA database. Similarly, it is not necessary to type *italics* codes for Latin Genus and species names in non-English abstracts since they only appear on the ProQuest CSA database.

Do not use *italics* for Latin expressions such as “ad hoc”, “in vitro” “in situ” etc. and for the names of fishing/research vessels or the abbreviations “sp” or “spp” (for species) which may sometimes follow the Latin Genus name. Note: This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry.

3. *Subscript* and *superscript*: Indicate words in the English title (and also in the non-English title, in the English abstract and X-ref. phrase) in *subscript* and *superscript* using the following standard HTML codes: *subscript* = `<sub>...</sub>`, *superscript* = `<sup>...</sup>`

e.g. `H<sub>2</sub>O` `120m<sup>2</sup>`

4. It is not necessary to convert Roman numbers quoted in the English title to Arabic numbers, unless they are part of a proper name such as chemical names (e.g. *Chromium VI* = *Cr(VI)*). However, should the ASFA centres wish to maintain consistency with their local database requirements, the former rule (i.e. Convert Roman numbers to Arabic numbers) may still be applied. . Note: This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry.

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\* When preparing records for documents dated more than five years before the current year, you should enter (DBO) which stands for “Data Base Only” at the end of the abstract. This acronym will make the record appear ONLY on the ASFA Data Base and NOT on the printed ASFA journal.

5. If the document does NOT contain an English title, you must create it by translating the non-English title into English.
6. When you translate the non-English title, remember to indicate it by clicking on the “Translated by inputter” check box.
7. If the document contains one or more **non-English** title(s), type these titles in the Non-English title field (see instructions under this field).

The English title can also be entered using the pick-list (if present):

- CLICK on the BROWSE button to display the pick-list of English titles
- TYPE the first few words of the English title in the “Start from” box and CLICK on the BROWSE button to get to the position of the title in the pick-list
- CLICK on the bullet next to the title required
- CLICK on the REPLACE button. The selected title will automatically be entered in the field.

#### **TRANSLATED BY INPUTTER field**

(Fig. 2)

CLICK this button **only** when the English title of a non- English document is translated by the inputter because not included in the document.



## NON-ENGLISH TITLE(s) field

(Fig. 2)

Complete this field only when the document being described contains one or more non-English titles.

1. Enter the non-English title(s), and eventual subtitle as it appears on the title page of the document.
2. Capitalize the initial letter of the words in the non-English title in accordance with the conventions of that language.
3. *Italics*: Indicate Latin Genus and species names appearing in the non-English title (and also in the English title, in the English abstract and X-ref. phrase) in *italics* using the following standard HTML codes: `<i>...</i>`.

e.g. `<i>Clupea harengus</i>`

**Note:** It is not necessary to type the Latin Genus and species names in *italics* in any field for DBO (Data Base Only) records, because they will not appear in the ASFA printed journals, but only on the ProQuest CSA database. Similarly, it is not necessary to type *italics* codes for Latin Genus and species names in non-English abstracts since they only appear on the ProQuest CSA database.

Do not use *italics* for Latin expressions such as “ad hoc”, “in vitro” “in situ” etc. and for the names of fishing/research vessels or the abbreviations “sp” or “spp” (for species), which may sometimes follow the Latin Genus name. Note: This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry.

4. *Subscript* and *superscript*: Indicate words in the non-English title (and also in the English title, in the English abstract and X-ref. phrase) in *subscript* and *superscript* using the following standard HTML codes: *subscript* = `<sub>...</sub>`, *superscript* = `<sup>...</sup>`

e.g. `H<sub>2</sub>O` `120m<sup>2</sup>`

5. It is not necessary to convert Roman numbers quoted in the non-English title to Arabic numbers, unless they are part of a proper name such as chemical names (e.g. *Chromium VI* = *Cr(VI)*). However, should the ASFA centres wish to maintain consistency with their local database requirements, the former rule (i.e. Convert Roman numbers to Arabic numbers) may still be applied. Note: This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry.
6. Separate two or more non-English titles by a full-stop, dash and space and DO NOT end the last title with a full-stop. However, should only a full stop, or only a dash be used, this would be accepted by CSA. Note: This decision was made at the 2006 ASFA Board

Meeting so as to speed up data entry. In the case of more than one non-English title, type them in the order given in the document.

7. Transliterate non-Roman alphabets in accordance with the ISO Transliteration Standards which are available for various languages. For the “Transliteration of the Modern Russian and Ukrainian Alphabets” See Annex 1(B) . This revised table, based on the previous ISO 9:1986, includes six Ukraine missing characters suggested by Dr Romanov and approved at the 2006 ASFA Board Meeting.

The non-English title can also be entered using the pick-list (if present):

- CLICK on the BROWSE button to display the pick-list of non-English titles
- TYPE the first few words of the non-English title in the “Start from” box and CLICK on the BROWSE button to get to the position of the title in the pick-list
- CLICK on the bullet next to the title required
- CLICK on the REPLACE button. The selected title will automatically be entered in the field.

### ***Translation of Documents***

If a document is a “*Translation*” into English, enter the English title in the “English title field” and enter the title of the original document together with its date of publication and publisher, if available, in the ‘Notes field’.

For example, a “*Translation*” of a French document into English should be cited as follows:

**Notes field:** Translated from French into English. Original French title: Bases biologiques et écologiques de l’aquaculture. Published by: Lavoisier Tec. et doc, Paris 1991.

The author of the original document should be entered in the “Author’s name subfield”. To enter the name of the *Translator*, if available, Click on the REPEAT button next to the “Author’s name subfield” to display another group of subfields. Enter the *Translator*’s name in the “Author’s name subfield” and CLICK on the radio button “**Transl.**” to indicate the “**Role**”.

Do not Click on the check box “Translated by inputter” which should ONLY be clicked when the English title of a non-English document is translated by the ASFA centre.

The date of the “*Translation*” should be entered in the “Date of publication field” whereas the date of the original document, if available, should be entered in the “Notes field”.

**TYPE OF DOCUMENT field**

(Fig. 2) (This is a **mandatory** field. Never leave it blank!)

Indicate the “type of document” by selecting **only one** of the 7 code-letters listed below. The 7 code-letters are used as follows:

- J** for any articles appearing in a journal/periodical.
- B** for all kinds of monographic material such as: books, theses, annual reports, conference proceedings; for chapters or sections within a monograph that are analysed individually, and for separately entitled volumes of a monographic series, annuals or multi-volume monographs.
- R** for unpublished scientific and technical reports, generally describing the results of research and development projects. It does not include annual reports.
- G** for maps or atlases, meteorological and hydrographical charts, and similar cartographic material. It may also be selected in the case of an analytic entry for an individual map included in a larger work.
- P** for any type of patent, including inventors' certificates.
- C** for documents which refer to International Standard(s) or any type of standardization or specification of parameters.
- D** for a document which is a drawing or a photograph, but does not include maps or atlases.

**PHYSICAL MEDIUM field**

(Fig. 2) (This is a **mandatory** field. Never leave it blank! )

Indicate the “physical medium” or “support” on which the document is published by selecting **one or more** of the 7 code-letters listed below. The 7 code-letters are used as follows:

- P** for documents printed on paper;  
(and/or any of the following codes for electronic media such as:)
- C** for CDROM.
- D** for diskette.
- F** for films/slides/microfiches.
- I** for documents available on Internet/World Wide Web. The full home page address should be included in the “Online availability/URL address”.
- T** for magnetic tape.
- O** for any other type of physical medium not classifiable by the above codes.

**Note:** When more than one code is selected from the Physical Medium field, a note should be entered in the “Notes field” indicating which resource is being catalogued (e.g. online version).

## LITERARY STYLE field

(Fig. 2)

Complete this field only when the kind of information included in the document can be described by the “Literary styles” listed below (Note, the “literary style” information is independent of, or in addition to, the information already entered in the “Type of document” field).

Indicate the “Literary style” by selecting **one or more** of the 9 code-letters listed below (up to a maximum of 3 codes may be selected). The 9 code-letters are used as follows:

**K** for conference/meeting papers. This is a **mandatory** data element, if applicable. When this code is selected, the corresponding conference fields (Conference name, location and date) must also be completed.

**L** for dictionaries, encyclopaedias, directories and glossaries issued independently or within larger documents. This code should also be selected for records which include a glossary not chosen for input as a separate record, in which case a note must be entered in the **Notes field** to indicate the scope of the glossary:

*e.g. Incl. En-Fr and Fr-En glossary: 600 terms.  
Incl. list of scientific names: 450 terms.*

**N** for records which contain a considerable amount of numerical data in tables and graphs. If the nature of the data is not apparent from the title of the record, a note must be entered in the **Notes field** to indicate the nature of the data:

For example: For a document entitled *The fisheries of the North Sea* which contains numerous tables with catch, effort and landings statistics, an entry in the **Notes field** should read:

*Incl. Data on catch, effort and landings.*

**O** for documents which review the literature concerning a particular topic (e.g. a large number of publications dealing with the same subject or state-of-the art reports on a particular topic). Normally these types of documents contain a long list of references (i.e. an extensive bibliography). This code should **NOT** be selected for review papers giving a general overview of a particular subject.

**Q** for training manuals and other didactic material written primarily for training purposes, including guides, handbooks, etc.

**U** for theses/dissertations. This is a **mandatory** data element if applicable. When this code is selected, the type of degree must be included in the corresponding **Degree type of thesis field** and the name and location of the Institution awarding the degree must be included in the **Corporate Author field**.

**W** for any legislative material, i.e. the actual text of laws, statutes and regulations. **NOT** to be selected for documents treating law or legislation as subject matter.

- Y** for documents that are not the full text but an abstract, summary or any type of condensation. This is a **mandatory** data element if applicable. When this code is selected, a note must always be entered in the **Notes field** indicating **Summary only**.
- Z** for a bibliography or a document containing a substantial bibliography. When this code is selected, a note must be entered in the **Notes field**.

For a bibliography that can be identified clearly as such from its title, the note should state only the number of references, e.g. **300 refs.**, whereas if it is not clear from the title that the record contains a substantial bibliography, the note should read: **Includes a bibliography: 120 refs.**

**N.B.** The three literary style codes “**K**”, “**U**” and “**Y**” are **mandatory** if they are relevant to the document.

The second screen of an **AMS** worksheet is reproduced below.

Fig. 3 – Second screen of an AMS Worksheet

## PERSONAL AUTHOR field

(Fig. 3)

This is a **mandatory** field for all documents that have a personal author. However it can be left blank when the document has no personal author but has a Corporate Author, which should be entered in the Corporate Author field. If the document has neither a “personal” nor a “Corporate Author” enter the word **Anon.** in the **Author's name** subfield.

This field is composed of 3 sub-fields:

- **^a Author's name**
- **^b Role** (if stated in document, mandatory)
- **^c Refer for correspondence** (if stated in document, mandatory)

The three sub-fields are repeatable as a group, because the document may have more than one author and related information. There is no limit to the number of authors that can be entered in this field. To enter additional authors' names, first finish entering data, if relevant, in the remaining two sub-fields (^b Role and ^c Refer for correspondence) and then click on the REPEAT button to repeat the three sub-fields as a group.

**^a AUTHOR'S NAME** sub-field

Type only one author's name at a time in this sub-field observing the following general guidelines:

- a. First type the surname (or last name) in full, followed by the first and middle names which can be entered either in full, as provided in the document, or just the initials. If the option to type just the initials of the first and middle names is adopted, they **must** be followed by a full stop. Note: This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry.
- b. If the option to type the initials of the first and middle names is adopted, type the surname (or last name) and separate it from the initials of the first name by a comma and a space

*e.g. Smith, J.C.*

- c. An initial may consist of more than one character if the author's first name is usually abbreviated in that way or if the initials are transliterated:

*e.g. Roosevelt, Th.  
Sviridov, Ya.V.*

- d. When only the surname of the author is cited in the document, enter the phrase [no initials given] in square brackets after the surname.

The author's name can also be entered using the pick-list (if included). Note: Since this is an accruable pick-list, the author's name will only be present if it has been previously entered in other records:

- CLICK on the BROWSE button to display the pick-list of the Authors' names
- TYPE the first few letters of the Author's name in the "Start from" box and CLICK on the BROWSE button to get to the position of the name in the pick-list
- CLICK on the bullet next to the name required
- CLICK on the REPLACE button. The selected name will automatically be entered in the field.



### Specific guidelines for correct citation of some non-English personal names according to the country's usage

1. Enter most compound surnames in the same sequence as they appear on the document (see point 7 for examples of exceptions to the rules).
2. Transpose suffixes to the end of the name. There is no need for a comma or space. Note: This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry. Commonly occurring suffixes are: *Jr., Sr., II, III, ifg., id., ml.*
3. Academic, nobility, and other titles as well as *Mr., Mrs.,* etc. and their equivalents in other languages are usually ignored, unless they form an integral part with the name or are otherwise indispensable for unambiguous identification of the author.
4. If a document has an editor, a compiler or a translator rather than an author, click on the appropriate radio button on the **Role sub-field** under Personal Author's field.
5. For surnames with separately written prefixes, the format depends on the language of origin of the name. Typical prefixes are “*van, van der, vander, von, le, lo, la, da, de, del, de la, della, des, do, du*”. Full details of the usage of the language of origin can be found in the Anglo-American Cataloguing Rules (AACR), chapter “Headings for persons”. AACR should also be consulted for any other case not covered by these guidelines. In addition, the Names of Persons: National Usages for Entry in Catalogues, published by IFLA, may be consulted; this publication cites numerous examples of authoritative methods for citing names as done in a wide selection of national bibliographies.
6. Some examples are given here of various exceptions to the above rules which may be frequently encountered:

- i. Spanish compound surnames should be entered under the first of the two surnames given:

*e.g. Angel Martinez Espinosa* enter as *Martinez Espinosa, A.*

Sometimes they may appear with an initial instead of the second (matronymic) part of the name, in which case they should be entered as they appear in the document but the initial(s) representing the matronymic should be followed by a comma instead of a full stop:

*e.g. Morales A, A.*  
*Lopez M del C, A.*

- ii. Portuguese names (Portugal, Brazil) should be entered under the last element of the name (father's name). A name containing a prefix should be entered under the name following the prefix:

*e.g. Antonio Pires de Castro* enter as *Castro, A.P. de*

Words like “*Filho, Junior, Neto, Netto, Sobrinho*” which follow Portuguese surnames should be treated as part of the surname. An F following the surname stands for “*Filho*”, i.e., “son” and should be spelled out after the surname:

*e.g. Paulino Ricardo do Rosario Gomes Filho* enter as *Gomes Filho, P.R.R.*

- iii. Chinese names should be entered in full as they appear in the document, inserting a comma after the surname, and a space after the comma. The surname is usually monosyllabic; the given name is one or two syllables and should be entered as it appears on the document:

*e.g. Wu, Chi-Lung*  
*Chen, Peixun*  
*Li, Ying*

**Note:** In journals from China the surname is given first, whereas in journals from Taiwan, Chinese names are given in the “Western” order, i.e. surname last.

- iv. Icelandic, Japanese and Thai names should be entered in full in the same order as they appear on the source document, with no comma after the first name:

*e.g. Gunnar Stefansson*  
*Moritaka Hayashi*  
*Tipparat Pongthanapanich*

- v. Malay names should be entered as any other name, i.e. last in full and all previous ones abbreviated, except when they include “*bin*”, “*binte*”, “*binti*” (son of), in which case all the names should be entered as they appear:

<i>e.g. Abu Khair Mohammad Mohsin</i>	enter as	<i>Mohsin, A.K.M.</i>
<i>Mohd. Ibrahim Hj. Mohamed</i>	enter as	<i>Mohamed, M.I.H.</i>
<i>Zawawi bin Mohamad</i>	enter as	<i>Zawawi bin Mohamad</i>

- vi. Dutch names are entered under the part following the prefix unless the prefix is *ver*. In that case, enter under the prefix:

*e.g. Driessche, A. van*  
*Ver Boven, D.*

**^b ROLE** sub-field

Complete this sub-field only when there is an Editor, Compiler or Translator in the document. In this case, the role should be identified by clicking on the appropriate radio button.

**^c REFER FOR CORRESPONDENCE** sub-field

Complete this sub-field only when it is specifically mentioned in the document that the correspondence should be addressed to an author, who is not the first listed author. To indicate the author to whom correspondence should be addressed, click on the box “Refer for correspondence”. If by mistake you mark one of the options, e.g. ed., you can unmark it by clicking on the radio button CLEAR (This option means that no role is assigned to the author).

## **AUTHOR'S ADDRESS field**

(Fig. 3)

Complete this field when there is a “personal author address” indicated in the document. **Only** one address can be entered, observing the following general guidelines:

1. Type in this field, the author's affiliation (i.e. address) for all journal articles, chapters in a book and conference papers.
2. It is not necessary to enter the author's affiliation for monographs that contain publisher information.
3. Remember the affiliation should always be that of the **first** author unless it is specifically mentioned in the document that the correspondence should be addressed to another of the authors, in which case the corresponding author should be identified by clicking on the box “Refer for correspondence”.
4. Always enter the present affiliation of the author when more than one address is given.
5. The address should be entered in full, as usually quoted in the document. The city should be entered in the original language and the country in English. Should the address be quoted in the abbreviated form, enter as given, adding only the country name, if missing.
6. The country name should be entered in full except for the United Kingdom and the United States of America for which the following abbreviations are used respectively, UK, USA, without periods or spaces.
7. If organizations are better known by their acronyms rather than their full names, then you may enter the acronym instead of the full name, such as “FAO” for “Food and Agriculture Organization of the United Nations” or “IBM” for “International Business Machines Corporation”.
8. If no address is given, leave the field blank.

The “**Author's address**” field is composed of 4 sub-fields:

- **^a Institute**
- **^b Street + City**
- **^c Country**
- **^e E-mail**

**^a INSTITUTE** sub-field

Type the name of the Institute or Organization as indicated in the document, without considering the smallest/highest element of the Institute or Organization (as it was indicated in the former ASFA rule). Note: This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry.

**^b STREET + CITY** sub-field

Type the address of the Institute or Organization: enter the address in “postal style”:

*e.g. P.O. Box 34, Al-Khod 123, Muscat*

**^c COUNTRY** sub-field

Type the country name.

*e.g. Oman*

**^e E-MAIL** sub-field

Type the e-mail address of the author, if available:

*e.g. richard.smith@fao.org*

## **CORPORATE AUTHOR field**

(Fig. 3)

Complete this field only when the document being described contains a “Corporate Author”. The “Corporate Author” is the name of the organization(s) that is responsible intellectually, technically, editorially or contractually for the content of the documentary unit. In the case where one institution produces a report on contract for another institution, it is the latter that is designated as Corporate Author.

A Corporate Author may be an organization or group of persons identified by a particular name and acting as an entity. It may be an association, business firm, international organization, government, research centre, laboratory, university, etc.

A Corporate Author may be the university awarding an academic degree to the personal author of a thesis or dissertation (in which case “U” has been selected in the **Literary Style field** and the type of degree has been entered in the **Degree type of thesis field** or, in the case of legislative text (laws, statutes, regulations, etc.) it may be the administrative or political body which issued the document, for example country, state, municipality, etc.

The entry of a Corporate Author provides an additional means of identifying a document through a corporate author index/database, which is particularly useful if there is no personal author given in the document.

A Corporate Author should not be confused with the “Publisher”. If a Corporate Author is also the publisher of the document, it should be entered **ONLY** as Corporate Author in the **Corporate author field**, **UNLESS** an abridged form or an acronym is used, in which case the full name should be entered in the **Corporate author field** and the acronym in the **Imprint field**.

*e.g. Corporate author field: Centro de Investigaciones Pesqueras, La Habana (Cuba)*  
*Imprint field: ^aLa Habana (Cuba)^bCIP*

The location (city) in a Corporate Author’s name in a language other than English should be entered in its original language, as it appears in the document, whereas the name of the country must be cited in English. Note: This decision was made at the 2006 ASFA Board Meeting.

The bibliographic element “Corporate Author” is applicable to the description of “A” and/or “M” bibliographic levels.

When the Corporate Author is identical at both bibliographic levels (i.e. analytic and monographic), enter the Corporate Author **ONLY** at the analytical level (the lowest). **N.B.** This principle applies to all potentially duplicable data.

The Corporate Author is composed of:

- **Major body**
- **Location**
- **Minor body** (if given)

There are two ways to enter a Corporate Author's name:

- a. Use the pick-list
- b. Type it directly into the field when not present in the pick-list

a. To enter a “Corporate Author” name using the **pick-list**:

- CLICK on the BROWSE button to display the pick-list of Corporate Authors from which the name can be selected
- TYPE the first few letters of the Corporate Author's name in the “Start from” box, and CLICK on the BROWSE button to get to the position of the name in the pick-list
- CLICK on the bullet next to the name required
- CLICK on the REPLACE button. The selected name will automatically be entered in the field

**Note:** This field is repeatable, therefore to enter an additional Corporate Author's name CLICK on the REPEAT button to display another Corporate Author field and repeat instructions given above.

b. If, after having browsed the pick-list as in above, the Corporate Author's name is **not** included, click CANCEL to go back to the worksheet, then type the new name directly into the field observing the following general instructions:

1. Enter the Corporate Author's name using the following scheme:

**Major body, Location and Minor body** (if given)

*e.g. Ministerio de la Industria Pesquera, La Habana (Cuba). Centro de Investigaciones Pesqueras*

2. The name of places (e.g. town, city, county) should not be included if the same name is part of the Corporate Major body name:

*e.g. London Univ.,(UK). Department of Marine Biology*

3. However, the name of the country must always be entered even if the name is already included as part of the corporate Major body name:

*e.g. Asociación Química Argentina, Buenos Aires (Argentina)*

4. Enter the “Corporate Author” names in the same language as they appear in the document; if the name shown is a translation, then enter the name of the organization in its original language, if it can be identified.

5. Capitalize the initial letter of the first word and also the initial letter of each significant word in the name of the Corporate Author.
6. Enter the names of intergovernmental organizations in English, unless the organization is generally known by a non-English name.
7. Transliterate names in non-Roman alphabets in accordance with recommendations in Annex 1 of this manual.
8. Well known institutions or bodies with a complex organizational structure may be entered under the acronym of the parent body in order to permit a third level in the corporate name:

*e.g. FAO Fisheries and Aquaculture Department, Rome (Italy). Fisheries and Aquaculture Information and Statistics Service*

9. There is no need to abbreviate generic words in the Corporate Names as it was indicated in the former ASFA rule, they can be typed in full as cited in the document. However, when the Corporate Author is already included in the pick-list in an abbreviated form, it can be selected and entered in the appropriate field as it is, without changing the abbreviated words. Note: This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry.



The third screen of an **AMS** worksheet is reproduced below.

Fig. 4 – Third screen of an AMS Worksheet

### DEGREE TYPE OF THESIS field

(Fig. 4)

Complete this field **only** when the document being described is a **Thesis**.

1. Type in this field the kind of academic work (e.g. **Thesis, Dissertation** etc.).
2. Type the title of the academic degree, which should be enclosed in parentheses, using the standard degree abbreviations (**Ph.D./Dr./M.A./M.Sc./B.A./B.Sc.**):

*e.g. Thesis (M.Sc.) or Thesis (Ph.D.)*

3. If the title or name of the academic degree is not included in the abbreviated forms listed above, enter it in full as quoted in the document:

*e.g. Thesis (Veterinaire)*

4. Information regarding the availability of the document should be entered in the “Notes field”.

**Note:** when this field has been completed, the code **U** should also be selected in the **Literary Style field** and the name of the academic institution awarding the degree must be entered in the **Corporate Author field**:

*Examples:*

Literary Style:	<b>U</b>
Corporate Author:	Cairo University (Egypt). Faculty of Veterinary Science
Degree type of thesis:	Thesis (M.V.Sc.)

Literary Style:	<b>U</b>
Corporate Author:	Landbouwhogeschool, Wageningen (Netherlands)
Degree type of thesis:	Thesis (Dr. in de Landbouwetenschappen)

## CONFERENCE fields

The conference fields (a total of 3) must be completed for all documents describing a Conference for which “K” has been selected in the **Literary style field**

The word “conference” applies to a formal meeting - conference, symposium, workshop, seminar, consultation, etc.

The 3 Conference fields are the following:

- **Conference name**
- **Conference location**
- **Conference date**

## CONFERENCE NAME field

(Fig. 4)

The conference will have a title and perhaps a subtitle. The documents which fall within this field may be conference proceedings in a bound volume or single articles presented at a conference, appearing in a journal or in a collection.

Observe the following guidelines for entering the conference title:

1. Enter the full title of the conference in its official and most complete form (including subtitles).
2. Enter the Conference name as cited in the document regardless of how it has been capitalized, and DO NOT put a full stop at the end of the conference title. However, should the ASFA centres wish to maintain consistency, as regards capitalization, with their local database requirements, the former ASFA rule (i.e. *Capitalize the initial letter of the first and of all the significant words in the conference title*) may still be applied. Note: There is no capitalization rule to follow in the Conference name field. This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry.
3. Use the English title of the meeting when it is given on the document being catalogued, especially for international conferences, unless the conference is generally known by a non-English title and a translated title would be misleading. If the official English title of the conference has been obtained from a source other than the document being catalogued, enclose the title in square brackets.
4. When entering the title of the meeting in its original non-English form, non-Roman alphabets (e.g. Cyrillic) must be transliterated in accordance with the rules given in the guidelines provided in Annex 1B of this manual.
5. Always translate into English the title of a conference in an ideogrammatic language (e.g. Chinese, Japanese, Korean) and enclose it in square brackets.

6. Enter the conference number as it appears in the document, e.g. **Second conference** does not have to be changed to **2. Conference** as indicated in the former ASFA rule. Note: This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry.
  
7. If a single document covers 2 conferences, or the same conference was held in two different places and on different dates, the first conference name should be entered in this field (and the corresponding location and date in their respective fields), whereas the second conference name with its corresponding location and date should be entered in the **Notes field**.
  
8. Do not enter the phrases “Proceedings of” or “Presented at”. There is no need to abbreviate generic words such as Meeting, Reunion, Conference, Colloquium, etc. as indicated in the former ASFA rule. Note: This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry.

The conference name can also be entered using the pick-list (if present):

- **CLICK** on the **BROWSE** button to display the pick-list of Conference names
- **TYPE** the first few letters of the Conference title in the “Start from” box
- **CLICK** on the **BROWSE** button to get to the position of the name in the pick-list
- **CLICK** on the bullet next to the name required
- **CLICK** on the **REPLACE** button. The selected name will automatically be entered in the field.

## **CONFERENCE LOCATION field**

(Fig. 4)

Complete this field only when the Conference name has already been entered in its appropriate field.

1. Enter the name of the location or place where the conference was held. The location statement must include the name of the city or town followed by the name of the country in parentheses:

*e.g. London (UK)*

2. Enter the location in its original language, except for the name of the country, which must be cited in English:

*e.g. Moskva (Russia)*

3. If no location is given in the source document, supply one if it can be easily identified or include at least the name of the country; otherwise enter the following notation in the field: **[np]**.

4. In the case of the United States separate the location elements (e.g., city and state) by a comma and space.

*e.g. San Francisco, CA (USA)*

## CONFERENCE DATE field

(Fig. 4)

Complete this field only when the Conference name has already been entered in its appropriate field.

1. Enter the complete date on which the conference was held. It is no longer necessary to abbreviate the name of the month to the first three letters as indicated in the previous guidelines (e.g. 20 Oct 2006). Note: This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry. However, this new rule can only be implemented with the next version of the software, www-ISIS-ASFA v.2, as in the current version 1.1 there is a limitation of field length.
2. If a range of days is given, enter the first and the last day of the conference and separate them by a dash:  
  
*e.g. 14-25 March 2005*  
*28 September-5 October 2006*
3. Do not put any punctuation marks at the end of the conference date. If no date is provided in the source document, enter [nd].

Following is an example on how the conference information should be entered in the three conference fields:

*e.g. Proceedings of the third Annual Conference of the European Association of Fisheries Economics, Dublin, Ireland, 10-12 April 1991*

*Conference name: Third Annual Conference of the European Association of Fisheries Economics*

or

*3. Annual Conference of the European Association of Fisheries Economics (if the former rule is deemed necessary by the ASFA centre)*

*Conference location: Dublin (Ireland)*

*Conference date: 10-12 April 1991*

## LANGUAGE(s) fields

The language(s) fields are the following:

- **Language of text**
- **Language of abstract(s) in document**

### LANGUAGE OF TEXT field

(Fig. 4)

The language of text is the language in which the **main** body of the document is written. If the document does not have a main body (that is the whole document is comprised of just a summary or abstract) leave this field blank, and proceed to the “Language of abstract(s) in document” field to record the relevant language code of the summary/abstract.

To enter the appropriate language code there are two possibilities:

1. Use the pick-list
2. Type the language code directly into the field

#### 1. Use the pick list

- CLICK on the BROWSE button to display the pick-list of languages and their codes
- CLICK in the box next to the language code required and then CLICK on the APPEND button.
- If the required language is not displayed in the first page, TYPE the first few letters of the language in the “Start from” box. CLICK on the BROWSE button to get to the position of the language required in the pick-list. CLICK in the box next to the language code required and then CLICK on the APPEND button.
- The language code will automatically be entered in the field. If you click on the REPLACE button, it will remove all the previously entered language codes and will replace them with the new language(s) code selected.
- If more than one language code applies to the text, select them in any order on the pick-list and then CLICK on the APPEND button to enter all of the selected language codes in the “Language of text” field. Note: The language codes can be selected from the pick-list without observing the alphabetical order. This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry.

**Note:** Should the language of the text not be included in the pick-list, ENTER it in full in the “Notes field”

*e.g. Text in Dhivehi.*

#### 2. TYPE the language code directly into the field

Type the language code(s) directly into the field **only** if you already know the code(s), separating them by a semicolon and a space.

## LANGUAGE OF ABSTRACT(S) IN DOCUMENT field

(Fig. 4)

The language in which the “abstract” is written is indicated in this field.

To enter the appropriate language code there are two possibilities:

1. Use the pick-list
2. Type the language code directly into the field

### 1. Use the pick-list

- CLICK on the BROWSE button to display the pick-list of languages and their codes
- CLICK in the box next to the language code required and then CLICK on the APPEND button.
- If the required language is not displayed in the first page, TYPE the first few letters of the language in the “Start from” box. CLICK on the BROWSE button to get to the position of the language required in the pick-list. CLICK in the box next to the language code required and then CLICK on the APPEND button.
- The language code will automatically be entered in the field. If you click on the REPLACE button, it will remove all the previously entered language codes and will replace them with the new language(s) code selected.
- If more than one language code applies to the summaries, select them in any order on the pick-list and then CLICK on the APPEND button to enter all of the selected language codes in the “Language of abstract(s) in document” field. Note: The language codes can be selected from the pick-list without observing the alphabetical order. This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry.

**Note:** Should the language of the abstract not be included in the pick-list, Enter it in full in the “Notes field”

*e.g. Abstract in Dhivei.*

### 2. TYPE the language code directly into the field

Type the language code(s) directly into the field **only** if you already know the code(s), separating them by a semicolon and a space.



## **DOCUMENT/REPORT/PATENT NUMBER field**

(Fig. 4)

Complete this field only when the “identifying number” of a report, document or patent is specified in the document.

A “report number” is composed of an alphabetic part and a sequential numerical part. It may also include descriptive words such as *Bulletin*, *Circular*, *Field document*, *Report*, etc.:

*e.g. FI-TCP/MOZ-4451-field-document*

For a better identification of the document, it is preferable, when possible, to precede the Report number by the acronym of the Organization/Institute issuing the Report (in this case the acronym should be followed by a space):

*e.g. FAO FI-TCP/MOZ-4451-field-document*

Enter the Document number as it appears on the source document. There is no need to replace all punctuation marks and spaces with a hyphen as indicated in the former ASFA rule. Note: This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry.

More than one document number may be entered; separate multiple identifying numbers by a semicolon and a space.

Occasionally, an analytic record may have an identifying number. This could be the case, for example, of papers presented at a conference, each of which having an individual identifying number.

Do not confuse report numbers with job numbers, sales numbers or contract numbers which might appear on a document. However, if a contract number is included and no report number is available, enter the contract number in the Notes field:

*e.g. Contract no. CDS-1982-00542-H.*

In the case of a patent number, observe the following general instructions:

- The document may include both a national patent number and an International Patent Classification (IPC) code. When present, enter both, but always list the national patent number first, preceded by a country designation and the word “patent”. Precede the IPC code by the abbreviation “Int. Cl.”:

*e.g. Irish patent 28666  
Int. Cl. A01d 87/00*

- In the absence of an IPC code, a domestic code may be entered, preceded by the abbreviation “Nat. C.” and a space. Multiple national codes should also be separated by a semi-colon and a space. National codes follow the national patent numbers.

The fourth screen of an AMS worksheet is reproduced below.

**ASFA  
Data Entry**

New record

book-series-paper (AMS) ▼

Edit record(s)  
by browse ▼


Set defaults

journal article (AS) ▼

LOG IN  
LOG OUT

Download/Print

HELP  
EXPORT HELP



**Book-series-paper (AMS)** Page 4 of 7

PREVIOUS PAGE 1 2 3 4 5 6 7 NEXT PAGE SUBMIT BOTTOM

English monographic title (220)  BROWSE

Translated by inputter (221)

Non-English monographic title (224)  BROWSE REPEAT

ISBN (232)  BROWSE

**PERSONAL AUTHOR (MONOGRAPHIC)**

Role (200^b)  ed.  comp.  transl.  CLEAR

Author's name (200^a)  BROWSE REPEAT

Corporate author - monographic (210)  BROWSE REPEAT

Edition (225)

**IMPRINT**

Place of publ. (540^a)

Publisher (540^b)

Serial title (323)  BROWSE

Serial title - abbreviated (324)  BROWSE

ISSN (332)  BROWSE

Electronic ISSN (334)

Date of publication (543)

**COLLATION**

Volume (550^v)

Issue (550^i)

Pages (550^p)

Online availability/URL address (920)  REPEAT

Digital object identifier (921)  REPEAT

PREVIOUS PAGE 1 2 3 4 5 6 7 NEXT PAGE SUBMIT TOP

Fig. 5 – Fourth screen of an AMS Worksheet

## ENGLISH MONOGRAPHIC TITLE field

(Fig. 5) (This is a **mandatory** field. Never leave it blank!)

1. Enter the **English monographic title** (and eventual subtitle), as it appears on the title page of the document regardless of how it has been capitalized, and DO NOT put a full stop at the end of the title. However, should the ASFA centres wish to maintain consistency, as regards capitalization, with their local database requirements, the former ASFA rule (i.e. *Capitalize only the initial letter of the first word of the title and the initial letter of all the proper names*) may still be applied. Note: There is no capitalization rule to follow in the English monographic title field. This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry.
2. *Italics*: Indicate Latin Genus and species names appearing in the English monographic title (and also in the non-English monographic title, in the English abstract and X-ref. phrase) in *italics* using the following standard HTML codes: `<i>...</i>`.

e.g. `<i>Clupea harengus</i>`

**Note:** It is not necessary to type the Latin Genus and species names in *italics* in any field for DBO (Data Base Only) records, because they will not appear in the ASFA printed journals, but only on the ProQuest CSA database. Similarly, it is not necessary to type *italics* codes for Latin Genus and species names in non-English abstracts since they only appear on the ProQuest CSA database.

Do not use *italics* for Latin expressions such as “ad hoc”, “in vitro” “in situ” etc. and for the names of fishing/research vessels or the abbreviations “sp” or “spp” (for species) which may sometimes follow the Latin Genus name. Note: This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry.

3. *Subscript* and *superscript*: Indicate words in the English monographic title (and also in the non-English monographic title, in the English abstract and X-ref. phrase) in *subscript* and *superscript* using the following standard HTML codes: *subscript* = `<sub>...</sub>`, *superscript* = `<sup>...</sup>`  
  
e.g. `H<sub>2</sub>O`    `120m<sup>2</sup>`
4. If the document does NOT contain an English monographic title, you must create it by translating the non-English monographic title into English.
5. When you translate the non-English monographic title, remember to indicate it by clicking on the “Translated by inputter” checkbox.
6. It is not necessary to convert Roman numbers quoted in the English monographic title to Arabic numbers, unless they are part of a proper name such as chemical names (e.g. *Chromium VI* = *Cr(VI)*). However, should the ASFA centres wish to maintain consistency with their local database requirements, the former rule (i.e. Convert Roman numbers to

Arabic numbers) may still be applied. Note: This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry.

7. If the document also contains one or more **non-English** monographic title(s), type these titles in the Non-English monographic title field (see instructions for that field).

The English monographic title can also be entered using the pick-list (if present):

- CLICK on the BROWSE button to display the pick-list of English monographic titles
- TYPE the first few words of the English monographic title in the “Start from” box and CLICK on the BROWSE button to get to the position of the title in the pick-list
- CLICK on the bullet next to the title required and then CLICK on the REPLACE button.

Note that when the English monographic title is selected from the pick-list, other monographic information, such as non English monographic title, ISBN, Imprint, Date of publication and Series information (if available), will also be entered in their respective fields automatically.

#### **TRANSLATED BY INPUTTER field**

CLICK this button only when the English title of a non- English document is translated by the inputter because not included in the document.

## NON-ENGLISH MONOGRAPHIC TITLE field

(Fig. 5)

1. Type the non-English monographic title(s), as it appears on the title page of the document.
2. Capitalize the initial letter of the words in the non-English monographic title in accordance with the conventions of that language.
3. Separate two or more non-English monographic titles by a full-stop, dash and space and DO NOT end the last title with a full-stop. However, should only a full stop, or only a dash be used, this would be accepted by CSA. Note: This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry. In the case of more than one non-English monographic title, type them in the order given in the document.
4. Transliterate non-Roman alphabets in accordance with the ISO Transliteration Standards which are available for various languages. For the “Transliteration of the Modern Russian and Ukrainian Alphabets” See Annex 1(B) . This revised table, based on the previous ISO 9:1986, includes six Ukraine missing characters suggested by Dr Romanov and approved at the 2006 ASFA Board Meeting.
5. *Italics*: Indicate Latin Genus and species names appearing in the non-English monographic title (and also in the English title, in the English abstract and X-ref. phrase) in *italics* using the following standard HTML codes: `<i>...</i>`.

e.g. `<i>Clupea harengus</i>`

**Note:** It is not necessary to type the Latin Genus and species names in *italics* in any field for DBO (Data Base Only) records, because they will not appear in the ASFA printed journals, but only on the ProQuest CSA database. Similarly, it is not necessary to type *italics* codes for Latin Genus and species names in non-English abstracts since they only appear on the ProQuest CSA database.

Do not use *italics* for Latin expressions such as “ad hoc”, “in vitro” “in situ” etc. and for the names of fishing/research vessels or the abbreviations “sp” or “spp” (for species), which may sometimes follow the Latin Genus name. Note: This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry.

6. *Subscript* and *superscript*: Indicate words in the non-English monographic title (and also in the English title, in the English abstract and X-ref. phrase) in *subscript* and *superscript* using the following standard HTML codes: *subscript* = `<sub>...</sub>`, *superscript* = `<sup>...</sup>`  
  
e.g. `H<sub>2</sub>O` `120m<sup>2</sup>`
7. It is not necessary to convert Roman numbers quoted in the non-English monographic title to Arabic numbers, unless they are part of a proper name such as chemical names (e.g. *Chromium VI* = *Cr(VI)*). However, should the ASFA centres wish to maintain consistency

with their local database requirements, the former rule (i.e. Convert Roman numbers to Arabic numbers) may still be applied. Note: This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry.

The non-English monographic title can also be entered using the pick-list (if present):

- CLICK on the BROWSE button to display the pick-list of non-English monographic titles
- TYPE the first few words of the non-English monographic title in the “Start from” box and CLICK on the BROWSE button to get to the position of the title in the pick-list
- CLICK on the bullet next to the title required
- CLICK on the REPLACE button. The selected non-English monographic title will automatically be entered in the field.

Note that when the non-English monographic title is selected from the pick-list, other monographic information, such as the English monographic title, ISBN, Imprint, Date of publication and Series information (if available), will also be entered in their respective fields automatically.

## ISBN field

(Fig. 5)

Complete this field when the “International Standard Book Number (ISBN)” is specified in the document.

The ISBN takes the form of the acronym ISBN followed by four groups of numbers, which are separated by a hyphen and no spaces:

*e.g.*      **ISBN: 979-8792-01-5**

Observe the following guidelines for entering the ISBN in this field:

1. If the document has two or more ISBNs corresponding to two or more publishers or places of publication, enter the ISBN which corresponds to the publisher and place of publication entered in the Imprint field.
2. If the document has two ISBNs, such as in the case of paperback and hardcover versions of a book, enter the one corresponding to the document for which the record is being prepared.
3. If the document has two or more ISBNs such as in the case of a multi-volume monograph being catalogued as a single record, enter the ISBNs in the same sequence as the volumes and separate them by a semi-colon and a space. However, if a multi-volume monograph has been assigned an “overall ISBN” in addition to the separate ISBN assigned to each volume, give preference to the overall ISBN.

The ISBN is a unique machine-readable identification number, which marks any book unmistakably. This number is defined in ISO Standard 2108. The number has been in use now for 30 years and has revolutionized the international book-trade. 159 countries and territories are officially ISBN members. The ISBN accompanies a publication from its production onwards.

## **PERSONAL AUTHOR (MONOGRAPHIC) field**

(Fig. 5)

This is a **mandatory** field for all documents that have a personal author related to the monograph. It can be left blank when the document has no personal author (monographic) but has a Corporate Author (monographic). If the monographic document has neither a “personal” nor a “Corporate Author” enter the word **Anon.** in the Author’s name sub-field.

This field is composed of 2 sub-fields:

- **^a Author's name (monographic)**
- **^b Role**

The 2 sub-fields are repeatable as a group, because the document may have more than one author and related information.

### **^a AUTHOR'S NAME** sub-field

Type only one author's name at a time in this sub-field observing the following general guidelines:

1. First type the surname (or last name) in full, followed by the first and middle names which can be entered either in full, as provided in the document, or just the initials. If the option to type the initials of the first and middle names is adopted, they **must** be followed by a full stop. Note: This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry.
2. If the option to type the initials of the first and middle names is adopted, type the surname (or last name) and separate it from the initials of the first name by a comma and a space  
*e.g. Smith, J.C.*
3. When only the surname of the author is cited in the document, enter the phrase [no initials given] in square brackets after the surname.

To enter additional authors names, first finish entering data, if appropriate, in the remaining sub-field (^b Role) and then CLICK on the REPEAT button to repeat the two sub-fields as a group.

For more detailed instructions regarding data entry of personal names, refer to: “Personal Author's field (analytic)”, paragraph: **Specific guidelines for correct citation of some non-English personal names according to the country’s usage.**



The author's name can also be entered using the pick-list (if included). Note: Since this is an accruable pick-list, the author's name will only be included if it has been previously entered in other records:

- CLICK on the BROWSE button to display the pick-list of the Authors' names
- TYPE the first few letters of the Author's name in the "Start from" box and CLICK on the BROWSE button to get to the position of the name in the pick-list
- CLICK on the bullet next to the name required
- CLICK on the REPLACE button. The selected name will automatically be entered in the field.

#### **^b ROLE** sub-field

Complete this sub-field **only** when the author of the monograph is an Editor, Compiler or Translator. In this case, the role should be identified by clicking on the appropriate radio button.

## **CORPORATE AUTHOR (MONOGRAPHIC) field**

(Fig. 5)

Complete this field only when the document being described contains a “Corporate Author” related to the monographic level. The “Corporate Author” is the name of the organization(s) that is responsible intellectually, technically or editorially for the content of the document.

The Corporate Author (monographic) is composed of:

- **Major body**
- **Location**
- **Minor body** (if given)

There are two ways to enter a Corporate Author's name:

- a. Use the pick-list
- b. Type it directly into the field when not present in the pick-list

a. To enter a “Corporate Author” name using the **pick-list**:

- **CLICK** on the **BROWSE** button to display the pick-list of Corporate Authors from which the name can be selected
- **TYPE** the first few letters of the Corporate Author's name in the “Start from” box, and **CLICK** on the **BROWSE** button to get to the position of the name required in the pick-list
- **CLICK** on the bullet next to the name required
- **CLICK** on the **REPLACE** button. The selected name will automatically be entered in the field
- If the Corporate Author's name is not included in the pick-list, click **CANCEL** to get back to the worksheet, then type the new name directly into the field

For more specific instructions regarding the data entry of the Corporate Author's names, when not included in the pick-list, refer to the Corporate Author field (analytic).

**Note:** This field is repeatable, therefore to enter an additional Corporate Author's name click on the **REPEAT** button to display another Corporate Author (monographic) field and repeat instructions given above.

**EDITION field**

(Fig. 5)

Complete this field only when the “Edition” is specified in the document.

Enter in this field information regarding the edition of the documentary unit being catalogued:

*e.g. Second revised edition*

*Indian edition*

*Paperback edition*

*New edition*

*Revised edition*

## **IMPRINT field**

(Fig. 5)

Complete this field when the “Imprint” information is contained in the document. The “Imprint” provides information about the Publisher of the document (the place of publication and the name of the publisher).

The field is composed of two sub-fields:

- **^a Place of publication:** *e.g. Rome (Italy) ; Oxford (UK)*
- **^b Publisher:** *e.g. FAO ; Fishing News Books*

### **^a PLACE OF PUBLICATION** sub-field

1. Enter in this sub-field the “place of publication” as it is cited in the source document.
2. Enter the name of the locality (city or town) followed by a space and then the country in parenthesis. The names of countries should be entered in full, except for USA or UK:

*e.g. Rome (Italy) ; London (UK)*

3. When there is also a state or province cited, separate the city name from any state or province name with a comma and space (abbreviations may be used for states, provinces or territories of USA, Canada and Australia (see Annex 4 of this manual):

*e.g. Hobart, Tas. (Australia) ; New York, NY (USA)*

4. Transliterate where necessary, but always cite the English form of the country name.
5. If no place of publication is given on the source document, supply one if it can be easily identified, otherwise enter **[np]**.
6. If more than one place is given for the publisher, enter the location and country of the head office, if easily identifiable; if not, enter the place given typographical prominence, or the one listed first.

**^b PUBLISHER** sub-field

1. Enter in this sub-field the “name of the publisher” as it is cited in the source document:

*e.g. FAO; Fishing News Books*

2. Transliterate it if necessary.
3. Do not put a full stop at the end of the publisher name, unless the last word is an abbreviation, and omit words such as Incorporated, Limited, Sons, Press etc., unless their omission could cause confusion:

*e.g. Cambridge University Press*

4. If more than one Publisher is mentioned in the document, enter the name of the one given typographical prominence or the one listed first in the source document.  
**Note:** the place of publication must correspond to the publisher selected.
5. If no publisher is given, do not substitute it with that of the printer - leave the sub-field empty.
6. If the publisher is the same as the corporate body already entered as the only name in the Corporate Author field, enter an acronym of the name in the Imprint field, if it exists, otherwise leave the field blank. This is to avoid duplication of data in the bibliographic record.

### **SERIAL TITLE field**

(Fig. 5) (This field is **mandatory** when an **AS, AMS, MS** worksheet has been selected)

The Serial\* title can be selected and automatically entered using the Serial titles pick-list.

To enter the required Serial title from the pick-list:

- **CLICK** on the **BROWSE** button to display the list of Serial titles.
- **TYPE** the first few letters of the Serial title in the “Start from” box and **CLICK** on the **BROWSE** button to get to the position of the required Serial title in the pick-list.
- **CLICK** on the bullet next to the title required and then **CLICK** on the **REPLACE** button. The **Serial title in full**, the **Serial title abbreviated** and the two **ISSNs** (printed and electronic, if available) will automatically be entered in their respective fields. These four fields are linked so that when one of them is selected the other three are automatically entered.

**Note:** in the particular case when a document is a “special issue” of a series, you should type the phrase “Spec. Issue” at the end of the series title, preceded by a comma and space. This already existing rule was confirmed by CSA in 2007.

*e.g. Rep. Int. Whaling Comm., Spec. Issue*

### **SERIAL TITLE – ABBREVIATED field**

(Fig. 5)

The abbreviated serial title will automatically be entered in this field when the serial title is selected from the pick-list available in the Serial title field.

**IMPORTANT:** if the series being described is not listed in the pick-list, contact FAO before typing the title into the field manually. FAO will provide you with the standardised abbreviation for the title that you can then use for input purposes and FAO will also register the new title for future incorporation into the pick-list when it is updated.

---

\* Definition of Serial: a “Serial” may be defined as “a publication, in any medium, issued in successive parts, usually having numerical or chronological designations and intended to be continued with no predetermined end” (therefore, this definition excludes works intended to be published in a finite number of parts). Serials include: periodicals/journals, newspapers.

## **ISSN field**

(Fig. 5)

Complete this field when the “International Standard Serial Number (ISSN)”<sup>\*</sup> is present in the document.

The ISSN may be entered in two ways:

- **Automatic entry**
- **Manual entry**

### **Automatic entry**

In most cases, the ISSN number will automatically be entered in this field, during the data entry of the “serial title” in the “Serial title” field. This automatic input only occurs when the serial title selected from the serial title pick-list is linked to an ISSN number.

Since this field is linked to the “Serial title”, the “Serial title abbreviated”, and the electronic ISSN fields, when the ISSN is selected from the pick-list available in this field, the serial title in full, the serial title abbreviated, and the electronic ISSN, if available, will also be entered in their respective fields automatically.

### **Manual entry**

Enter the ISSN manually when:

- a. The ISSN number entered from the serial title pick-list does not correspond to that quoted on the document (in which case the ISSN should be amended as appropriate and the amendment should be notified to FAO in order to have it reflected in the future update of the Serial titles pick-list).
- b. A serial title is not included in the Serial title pick-list.

When manually entering the ISSN number, just enter the two groups of 4 digits separated by the hyphen with no spaces:

*e.g.*     0182-0745

## **ELECTRONIC ISSN field**

(Fig. 5)

Complete this field when the “International Standard Serial Number (ISSN)” is present in a document which is published electronically and is available Online.

---

<sup>\*</sup> Definition of ISSN: the ISSN is the standardized international code which allows the identification of any serial publication independently of its country of publication, of its language or alphabet, of its frequency, medium, etc.

## DATE OF PUBLICATION field

(Fig. 5) (This field is **mandatory**. Never leave it blank!)

The date of publication should be entered in ISO-format, i.e. year + month + day

*e.g. 12 June 2001* enter as *20010612*

To enter the date of publication the following general guidelines should be observed:

1. For journals (**AS** records) only the year is entered in this field

*e.g. 2001*

The month should **only** be entered when no volume or issue number is given in the journal

*e.g. 200104*

2. For patents, reports, and non-conventional documents (**M** records), i.e. those documents not published in the usual way by a commercial publisher, enter **year + month + day** if all three data elements are included in the document:

*e.g. 14 May 1999* enter as *19990514*

3. For monographs (**M** records), annual reports and monographs published in a series (**MS** records), enter **year + month**:

*e.g. January 1999* enter as *199901*

4. If no date is shown on the source document enter [**nd**] enclosed in square brackets. If a date can be deduced from the content of the document, enter such information in the "Notes field". (Requested by CSA).

*e.g. The document was presumably published in 2004.*

5. When a range of dates is given (for example a multi-volume monograph published over a range of years) enter both the beginning and the end date, separated by a hyphen:

*e.g. 1995, 1996 and 1999* enter as *1995-1999*

6. When preparing a record for a translation, enter the date of the translated document and not that of the original document, which should be entered in the **Notes field** (See detailed instructions in section **Translation of documents**).

7. If the "actual date" of issue differs from the "date of publication" given on the document, enter the date of the document in the **Date of publication field** and the date of issue in the **Notes field**:

*e.g. Date on the document: 1998, actually issued 2000*

*Enter 1998 in field "Date of publication"*

*Enter "issued 2000" in field "Notes"*



## **COLLATION field**

(Fig. 5)

This field is composed of three sub-fields:

- **^vVolume**
- **^i Issue**
- **^pPages**

### **^vVolume sub-field**

1. Enter the number of the volume issued in the series. The “Volume” number is typed in the sub-field “alone” without the word “volume” or vol.” or “v.”.

*e.g. volume 17, vol. 17 and v.17* entered as **17**

2. If the document has a range of volumes which are numbered, enter the range

*e.g. 1-3*

3. For an unnumbered range, enter the total number of volumes

*e.g. 3 vols.*

4. Convert ordinal numbers (first, second, third etc.) into cardinal numbers (1, 2, 3, etc.) and Roman numbers to Arabic numbers in the volume and issue sub-fields:

*e.g. Issue 4, 4<sup>th</sup> issue, fourth issue, and IV issue* enter as **4**

### **^i Issue sub-field**

1. Enter the number of the “Issue”. The issue number is typed in the sub-field “alone” without the word “issue”.

2. If there are two or more issue numbers for one record, enter them separated by a dash with no spaces:

*e.g. 1-2*

3. If the document also has a supplement, or is divided into two or more parts, the issue number should be followed by a comma, a space and the appropriate abbreviation:

*e.g. 4, suppl. 1 or 6, pt. 2*

**Examples:**

- i. An article in a serial with volume number 1, issue number 1 and part number 2:

enter as:        *volume sub-field:*    **1**  
                      *issue sub-field:*        **1, pt. 2**

- ii. An article in supplement 1 to issue 4 of volume 2 of a serial:

enter as:        *volume sub-field:*    **2**  
                      *issue sub-field:*        **4, suppl. 1**

4. When no volume or issue number is given in journal article records (**AS**), enter the month of publication ( *e.g. January 1999 enter as 199901*) in the “Date of publication” field.

**^pPages** sub-field

1. Enter in this sub-field information regarding the pagination of the document.
2. For a simple, straightforward page span, enter only the range of pages:  
*e.g. 25-42*
3. In the case of an article which is split up into various page spans, enter the page spans separately, followed by a comma and space:  
*e.g. 5-10, 15, 18-23*
4. For single-page articles, insert “**p.**” and a space before the number:  
*e.g. p. 245*
5. For the total number of pages of a monographic record (**M, MS**) insert “**pp**” after the number:  
*e.g. 300 pp*
6. For groups of pages in a monographic record, add them together and enter the total number as a single entry (e.g. in the document: xvii pp. Introd., 420 pp. Text, 33 pp append., enter as: 470 pp).
7. Enter complicated pagination statements as “**vp**” (e.g. in the document: ix pp, 34 pp, 1 leaf, 230 pp, 5 charts, 2 maps, 4 folded tables: enter as **vp**).
8. If the document is unpaginated, then the pages should be counted and the total number entered.

### **ONLINE AVAILABILITY/URL ADDRESS field**

(Fig. 5)

Complete this field when the document is available on the Internet and the “Universal Resource Locator (URL)” address is present in the document.

A typical URL address is typed in the field as follows:

<http://www.library.ucsb.edu/istl/98-spring/internet.html>

This field is repeatable therefore more than one URL address may be entered by CLICKING on the REPEAT button.

### **DIGITAL OBJECT IDENTIFIER (DOI) field**

(Fig. 5)

Complete this field when a “Digital Object Identifier” (DOI)\* is present in the document.

A “DOI” address is typed in the field as follows: 10.1111/j.1471-8286.2006.01459.x

This field is repeatable therefore more than one DOI address may be entered by CLICKING on the REPEAT button.

---

\* Definition of DOI: a Digital Object Identifier (DOI) is a means of persistently identifying a piece of intellectual property (e.g. document) on a digital network. A DOI can apply to any form of intellectual property in any digital environment. It is different from commonly used pointers to material such as the URL - Universal Resource Locator, the usual means of referring to World Wide Web material - because it identifies an object, not the place where the object is located.

(For more detailed information see [http://www.doi.org/overview/sys\\_overview\\_021601.html](http://www.doi.org/overview/sys_overview_021601.html)).

The fifth screen of an AMS worksheet is reproduced below.

The screenshot shows the fifth screen of an AMS worksheet. The page is titled "Book-series-paper (AMS)" and "Page 5 of 7". On the left side, there is a sidebar with the following elements: "ASFA Data Entry" logo, "New record" button, a dropdown menu currently showing "book-series-paper (AMS)", "Edit record(s) by browse" button, "Set defaults" button, a dropdown menu currently showing "journal article (AS)", "LOG IN" and "LOG OUT" links, "Download/Print" button, "HELP" and "EXPORT HELP" links, and several logos including UNEP. The main content area contains: "PREVIOUS PAGE" button, a row of numbered buttons (1-7), "NEXT PAGE" button, "SUBMIT" button, and "BOTTOM" button. Below this is a "Notes (610)" field with a "REPEAT" button. Underneath is the "Environmental regime (2)" section with radio buttons for "(B) Brackish", "(F) Freshwater", and "(M) Marine". This is followed by two large text input areas: "English abstract (700)" and "Non-English abstract (701)", each with a "REPEAT" button to its right. At the bottom of the page, there are "PREVIOUS PAGE", "NEXT PAGE", "SUBMIT", and "TOP" buttons.

Fig. 6 – Fifth screen of an AMS Worksheet

## NOTES field

(Fig. 6)

1. Complete this field when the document contains relevant information which may be of importance to the user. The note is free and it must be written in English.
2. In certain cases, “notes” are mandatory depending on the type of information already entered in other fields, as described in points 3 to 5.
3. If the code “Y” has been selected in the Literary style field, to indicate that the document is not a full text but only an abstract or summary, enter a note such as: *Summary only*.

4. If the code “**Z**” has been selected in the Literary style field to indicate that a substantial bibliography is contained in the document, a note must be entered specifying the number of references:

*e.g. Includes a bibliography: 160 refs.*

5. If a document is entirely a bibliography, and if this is evident from the title, the note should simply specify the number of references:

*e.g. 700 refs.*

6. In other cases, it may be useful to add a note indicating the presence of information which can not be entered in the “Type of document field”, where only one code may be selected. For instance, if the code “**D**” for drawings, or “**G**” for maps/atlasses, have been selected in the “Type of document field” to indicate that the document being described consists exclusively or mainly of one or more drawings, maps or atlases, a note may be entered giving the number of drawings, etc., or the scale of the maps included in the document:

*e.g. 160 engineering drawings, or 70 maps*

7. If a monographic document, for which “**B**” has been selected in the “Type of document field”, includes three useful maps, a note may be entered to indicate the presence of this kind of material:

*e.g. Includes 3 maps: scale 1:8,500,500*

8. If a document has been published separately elsewhere and details are provided, a note should be entered giving the appropriate alternative publication information:

*e.g. Also published in: Aquaculture, v. 30(1-4)pp. 20-30(1983).*

9. When the translation of a document provides data regarding the original document, such as the title, the year and the publisher, a note should be entered in this field giving the necessary information.

*e.g. Translated from French to English. Original French title: “La truite, biologie et ecologie”, Published by INRA, Paris (France), 1991.*

10. **Special issue:** If an entire issue of a serial which is being described at “**AS**” levels is devoted to a particular topic and has its own title, a note should be entered giving the title of the special issue.

11. When preparing records for **grey literature**, information regarding the availability of the document should be entered in this field.

**Note:** This field is repeatable, therefore more than one Note may be entered by CLICKING on the REPEAT button. Each note must always end with a full stop.

## **ENVIRONMENTAL REGIME field**

(Fig. 6)

This field should be completed to indicate the type of aquatic environment which is being described by the document.

One or more of the three environmental regime(s) **B** – brackishwater, **F** - freshwater or **M** - marine may be selected by clicking in the appropriate box.

This field should be completed **whenever possible**, even if the information regarding the type of aquatic environment being described in the document is of minor importance to the major concept of the record.

**Note regarding the Abstract(s) and Indexing fields:** guidelines concerning the abstract(s) fields (Fig. 6), the Subject, Taxonomic and Geographic descriptors fields and the Primary and Secondary classification codes fields (Fig. 7), are published separately. However, “Help notes” may be found by clicking on the appropriate field name.

The sixth screen of an AMS worksheet is reproduced below.

**ASFA  
Data Entry**


book-series-paper (AMS) ▾

by browse ▾

journal article (AS) ▾

[LOG IN](#)  
[LOG OUT](#)

[HELP](#)  
[EXPORT HELP](#)



**Book-series-paper (AMS)** Page 6 of 7

1 2 3 4 5 6 7

[Subject descriptors \(960\)](#)

[Taxonomic descriptors \(970\)](#)

[Geographic descriptors \(980\)](#)

[Identifiers \(990\)](#)

**Primary classification codes**

Journal allocation (998^a)  (Q1) ASFA-1: Biological Sciences and Living Resources  
 (Q2) ASFA-2: Ocean Technology and Policy and Non-living Resources  
 (Q5) ASFA-3: Aquatic Pollution and Environmental Quality  
 CLEAR

Subject category (998^b)

**Secondary (X-ref) classification codes**

X-ref Journal allocation (999^a)  (Q1) ASFA-1: Biological Sciences and Living Resources  
 (Q2) ASFA-2: Ocean Technology and Policy and Non-living Resources  
 (Q5) ASFA-3: Aquatic Pollution and Environmental Quality  
 CLEAR

X-ref Subject category (999^b)

X-ref phrase (999^c)

1 2 3 4 5 6 7

Fig. 7 – Sixth screen of an AMS Worksheet

The seventh screen of an **AMS** worksheet is reproduced below.

The screenshot shows the seventh screen of an AMS worksheet. The page title is "Book-series-paper (AMS)" and it is "Page 7 of 7". The left sidebar contains "ASFA Data Entry" with buttons for "New record", "Edit record(s) by browse", "Set defaults", "LOG IN", "LOG OUT", "Download/Print", and "HELP EXPORT HELP". The main area is titled "LOCAL FIELDS" and contains four input fields: "Indexing terms (801)", "Call number or availability statement (803)", "Collection (805)", and "Ownership (807)". A larger "Notes (809)" field is at the bottom. Navigation buttons for "PREVIOUS PAGE", page numbers 1-7, "SUBMIT", and "BOTTOM" are at the top, while "PREVIOUS PAGE", page numbers 1-7, "SUBMIT", and "TOP" are at the bottom.

Fig. 8 – Seventh screen of an AMS Worksheet

## LOCAL fields

(Fig. 8)

The local fields may be used to enter local information regarding library location and other data for library use. Note that these terms will **NOT** be included in the record when it is exported to the Publisher (CSA).

**Indexing terms** field: This local field may be used to enter local or common names which will be recorded as indexing terms **ONLY** for internal use of the Centre.

**Call number or availability statement** field: This field may be used to give the shelf or other details of the physical location of the publication, eg. 639.21 Ab ; 1581 Ab etc. depending upon the subject classification scheme used.

**Collection** field: This field may be used to identify the location of a publication in a particular collection of the Library e.g. Project documents, Geographical collection, Series collection etc. which do not have a subject classified shelf number (i.e. call number).

**Ownership** field: This field may be used to identify different owners of the documents in a Library collection. For example, where several organizations share a joint library, they may wish to be able to identify their part of the collection eg. LARReC ; MRC ; NARI.

**Notes** field: This local notes field can be used for any additional Library information.



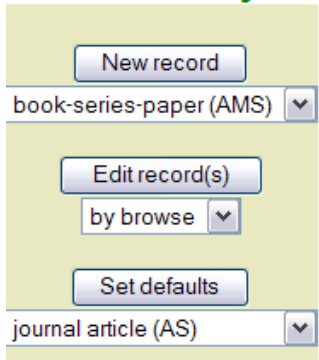
## SAVE/EDIT/DELETE RECORDS

### Save a New Record

After having entered all the relevant bibliographic data in the appropriate fields of the worksheet, CLICK on the SUBMIT button to save the record. If the worksheet needs to be completed at a later date, SELECT **T** (temporary) in the “Data entry status field” otherwise the record cannot be saved.

When submitting (saving) a record, if mandatory data in some fields are missing or incorrectly entered and **T** has not been selected (i.e. C has been left as default in the “Data Entry Status field”), the system cannot save the record and an **Error message**, specifying the fields which have not been completed, is displayed on the screen. (see *Fig. 9* below).

### ASFA Data Entry



#### Data Entry Results - Add/Modify Record

**Errors:**

- Physical medium (6) missing (page 1)
- Serial title (324) missing (page 4)
- Subject descriptors (960) missing (page 6)
- Primary classification codes (998) missing (page 6)

*Fig. 9 – Example of some errors identified by the system when trying to save the record*

CLICK on the BACK button on your browser’s Navigation Toolbar to return to the worksheet. If the fields missing the information are intentionally left empty, because they will be completed at a later date, SELECT **T** (for temporary) in the “Data entry status field” and CLICK on the SUBMIT button to save the record. If instead the missing information in the fields is due to an oversight, enter the appropriate information in the missing fields and then CLICK on the SUBMIT button to save the record.

### Difference between an “Error” message and a “Warning” message

After having saved a record, the system automatically runs the “Validation Routine”, which checks the validity of the data. If the record is missing some mandatory data in any of the fields, the system will present an “**Error**” message and the record cannot be saved unless you return to the worksheet and enter the missing mandatory data in the appropriate field.

If instead after having saved a record a “**Warning**” message is displayed on the screen, you can still save the record because this message only refers to some possible inconsistencies in the methodology/procedure and not to missing or incorrect mandatory information. Therefore, you should check the validity of the message and make any appropriate modification if necessary. If instead no amendments/modifications are required, you can ignore the warning message and save the record by clicking on the phrase “*Click here to add/modify record anyway*”

### **Edit a Newly Saved Record**

After successfully submitting (saving) a record you will be presented with the **Verification Format** (see *Fig. 10*) of the saved record. You should check for correct information. Should the record need to have some data changed, you can **CLICK** on the **UPDATE** button, make the necessary modifications and then **CLICK** again on the **SUBMIT** button to include the modifications.

### **Change the Bibliographic level of a record saved with an incorrect bibliographic level**

If after having completed and saved the record it is noticed that this record has been catalogued with an incorrect worksheet (and therefore you need to change the bibliographic level), the following procedure should be carried out:

- **CLICK** on the “**Update bibl. Level**” button next to the record which needs to be modified, to display the record in a worksheet containing **ALL** the bibliographic level fields
- **SELECT** the correct worksheet in the “**Bibliographic Level**” field
- **MODIFY** the data in the worksheet according to the correct bibliographic level selected, either by removing data from the fields which belong to the incorrect bibliographic level or by adding data to the fields which belong to the correct bibliographic level
- **CLICK** on the **SUBMIT** button to save the modifications.

Should you need to edit or change the bibliographic level of a record saved a long time before, you should identify the record (i.e. call it up) by clicking on the “Edit record(s) by browse” button, **TYPE** the TRN number of the record to be edited in the “Start from” box and **CLICK** on the **BROWSE** button. The record will be presented on the screen in the Browse Mode. You can then continue as explained above.

### **Copy an Existing Record**

The **Copy** button may be used to copy a record that has already been completed. This function may be used to re-utilize an already existing record which needs only minor modifications. For example, an Annual Report of an Institute or Statistical bulletins which are updated periodically, where only information regarding the year covered by the data and the year of publication need to be changed.

### Delete an existing record

Should you need to delete a previously saved record, identify the record (i.e. call it up) by clicking on the “Edit record(s) by browse” button, TYPE the TRN number of the record to be deleted in the “Start from” box, CLICK on the BROWSE button. The record will be presented on the screen in the Browse Mode (see Fig. 11). Click on the option “Delete”. A window showing the following message “*Are you sure you want to delete the record?*” will appear on the screen. Click OK and the phrase “*Record has been removed*” will be presented on the screen.

Should you not know the TRN of the record to be deleted, carry out “Search by title” to identify the record as explained further on in Section “Edit Record(s)”.

### Undelete a deleted record

If a record has erroneously been deleted and you wish to “undelete” it, you can only do so by using the ISIS icon included in the folder www-ISIS-ASFA. The procedure is as follows:

- Double click on the www-ISIS-ASFA folder icon
- Double click on the icon ISIS and you will be presented with the CDS/ISIS Main Menu
- Select <E> Data Entry Services
- Select <O> ODIN data entry interface
- At the prompt: “Data base: ASFA” press <Enter>
- At the prompt “MFN”: Type the MFN number of the deleted record that you wish to recreate and press <Enter>
- At the prompt “Worksheet” press >Enter>
- You will be presented with the following message: “Record deleted. Enter one of the following action codes: “*R – Undelete N - Recreate <CR> Leave deleted*”
- Type <R> - Undelete. The record will be displayed on the screen
- Press the “Esc” key and a menu will be displayed on the screen
- Select the option “<3> Save and Exit” by typing the number <3>
- Press the “Esc” key twice and then <X>
- Generate the Full Inverted File as follows:
- Select < I > **Inverted file services** from the **CDS/ISIS Main Menu**

- Select < **F** > **Full inverted file generation**
- The phrase **Inverted file exists and will be cleared, OK (Y/N)?** will be presented on the screen
- Select < **Y** > and you will see the phrase **MFN limits?**
- Press < **Enter** >. After a number of system messages the following text will appear: **Full inverted file generation completed**
- Press < **Enter** > and then type <**X**> to return to the CDS/ISIS Main Menu
- Type <**X**> to exit from CDS/ISIS
- The undeleted record may be browsed using [www-ISIS-ASFA](http://www-ISIS-ASFA).

The “Verification/View format” of a saved record is reproduced below.

		<a href="#">Selection list</a>	<a href="#">Update</a>	<a href="#">Update bibl. level</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
<b>ASFA Data Entry</b>						
<input type="button" value="New record"/>						
journal article (AS) ▼						
<input type="button" value="Edit record(s)"/>						
by browse ▼						
<input type="button" value="Set defaults"/>						
journal article (AS) ▼						
<a href="#">LOG IN</a> <a href="#">LOG OUT</a>						
<input type="button" value="Download/Print"/>						
<a href="#">HELP</a> <a href="#">EXPORT HELP</a>						
						
<b>TRN:</b>	4475					
<b>MFN:</b>	004475					
<b>Date of update:</b>	20061117					
<b>Data entry status:</b>	C					
<b>Record entered by:</b>	dba					
<b>English title:</b>	Overcoming factors of unsustainability and overexploitation in fisheries: selected papers on issues and approaches. International Workshop on the Implementation of International Fisheries Instruments and Factors of Unsustainability and Overexploitation in Fisheries. Siem Reap, Cambodia, 13-16 September 2004					
<b>Type of document:</b>	B					
<b>Bibl.level:</b>	MS					
<b>Lit.style:</b>	K					
<b>Physical medium:</b>	P; I					
<b>Author:</b>	Swan, J. (comp.); Greboval, D. (comp.)					
<b>Corp.author:</b>	FAO/Japan Government Cooperative Programme					
<b>Conference name:</b>	International Workshop on the Implementation of International Fisheries Instruments and Factors of Unsustainability and Overexploitation in Fisheries					
<b>Conference loc.:</b>	Siem Reap (Cambodia)					
<b>Conference date:</b>	13-16 Sep 2004					
<b>Lang.of text:</b>	En					
<b>Lang.of abstract in doc.:</b>	En					
<b>Doc./Report/Patent number:</b>	FAO FIPP/R.782(En); GCP/INT/788/JPN					
<b>ISBN:</b>	92-5-105449-5					
<b>Place of publ.:</b>	Rome (Italy)					
<b>Publisher:</b>	FAO					
<b>Serial title:</b>	FAO fisheries report					
<b>Abbreviated Serial title:</b>	FAO Fish. Rep.					
<b>ISSN:</b>	0429-9337					
<b>Collation - issue:</b>	782					
<b>Collation - pages:</b>	352 pp					
<b>Date of publ.:</b>	2005					
<b>Online avail./URL address:</b>	<a href="http://www.fao.org/fi/eims_search/advanced_s_result.asp?no_in_serie=782">http://www.fao.org/fi/eims_search/advanced_s_result.asp?no_in_serie=782</a>					
<b>Environmental regime:</b>	M					
<b>English abstract:</b>	An international workshop was organized in order to identify factors of unsustainability and overexploitation in fisheries and review major issues in the implementation of international fisheries instruments. The workshop referred closely to the results of two previous workshops held in Bangkok in 2002 (The International Workshop on Factors Contributing to Unsustainability and Overexploitation in Fisheries) and in Mauritius in 2003 (The International Workshop on Implementation of International Fisheries Instruments and Factors of Unsustainability and Overexploitation in Fisheries). The Workshop focused on: the way main factors are addressed in international fisheries instruments; the difficulties and obstacles for States and regional fishery bodies to implement existing fisheries instruments; the way these difficulties and obstacles can be overcome; the lessons learned from the implementation of fisheries instruments in relation to overexploitation and unsustainability in fisheries; and the identification of possible gaps. The Workshop was based on a review of eighteen discussion papers that took into account the outcomes of the previous two workshops and addressed the following themes: (1) Governance and fisheries management: causes or solutions for unsustainability; (2) Access and fishing rights; (3) Fishery management and sustainability dimensions; and (4) Small scale issues and developing country perspective. This document contains the report of the Workshop and discussion papers submitted by the participants. The report includes a summary of each paper and a synthesis of views expressed during the discussion, followed by the overall conclusions and recommendations of the workshop. Abstracts of the discussion papers are cited individually in ASFA.					
<b>Subject descr.:</b>	conferences; overexploitation; marine fisheries; fishery management					
<b>Identifiers:</b>	sustainable fisheries;					
<b>Primary journal allocation:</b>	Q1					
<b>Primary subject category:</b>	1565					
<b>X-ref journal allocation:</b>	Q1					
<b>X-ref subject category:</b>	1106					
<b>X-ref phrase:</b>	unsustainability and overexploitation in fisheries, workshop					
		<a href="#">Selection list</a>	<a href="#">Update</a>	<a href="#">Update bibl. level</a>	<a href="#">Copy</a>	<a href="#">Delete</a>

Fig. 10 – Verification/View Format

## EDIT RECORD(S)

(second button down on the left of the screen)

To EDIT existing record(s), first you must select a method to locate the record(s) requiring editing. There are two methods to locate existing records:

1. by **browse**
2. by **search**

### 1. By browse method to locate records that require editing

The *Edit record(s) by browse* screen is reproduced below.

**ASFA**

**ASFA Data Entry**

Instructions:

- To move to a specific position in the list enter the appropriate root of the term in the box.
- Click on the underlined text to view the record.

Start from: 4422 TRN BROWSE NEXT PAGE BOTTOM

	View	Update	Update bibl. level	Copy	Delete
<input type="checkbox"/> 4422 (MFN=004422) FRN= <u>aFA06</u> *b00852 <u>Diseases in Asian aquaculture 5: proceedings of the fifth Symposium on Diseases in Asian Aquaculture, 24-28 November 2002, Queensland, Australia</u> (En) Walker, P.J., Lester, R.G., Bondad-Reantaso, M.G., ^p633 pp; 5. Symposium on Diseases in Asian Aquaculture, Queensland (Australia), 24-28 Nov 2002; Fish Health Section, Asian Fisheries Society, Quezon City (Philippines), 200501					
<input type="checkbox"/> 4423 (MFN=004423) FRN= <u>aFA06</u> *b00853 <u>Biosecurity: a new word for an old concept</u> (En) Beers, P., Findlay, V., Perera, R.; In: Diseases in Asian aquaculture 5: proceedings of the fifth Symposium on Diseases in Asian Aquaculture, 24-28 November 2002, Queensland, Australia, ^p3-13; 5. Symposium on Diseases in Asian Aquaculture, Queensland (Australia), 24-28 Nov 2002; Fish Health Section, Asian Fisheries Society, Quezon City (Philippines), 200501					
<input type="checkbox"/> 4424 (MFN=004424) FRN= <u>aFA06</u> *b00854 <u>A national survey to verify freedom from white spot syndrome virus and yellow head virus in Australian crustaceans</u> (En) East, I.J., Black, P.F., Findlay, V.L., Bernoth, E.-M.; In: Diseases in Asian aquaculture 5: proceedings of the fifth Symposium on Diseases in Asian Aquaculture, 24-28 November 2002, Queensland, Australia, ^p15-26; 5. Symposium on Diseases in Asian Aquaculture, Queensland (Australia), 24-28 Nov 2002; Fish Health Section, Asian Fisheries Society, Quezon City (Philippines), 200501					

Fig. 11 – Edit record(s) by browse screen

There are four options, which can be selected from the drop down menu, to browse all the records in the database listed according to the selected option:

1. **By TRN** (the default option)
2. **By MFN**
3. **By FRN**
4. **By title**

**a. By TRN**

- CLICK on the EDIT RECORD(S) by browse button to display the records. By default, the records are listed by TRN
- TYPE the TRN of the record to be displayed in the “Start from” box
- CLICK on the BROWSE button to display the record in a short format.

**b. By MFN (6 digit numbers)**

- CLICK on the EDIT RECORD(S) by browse button to display the records. By default, the records are listed by TRN
- SELECT option “MFN” in the drop down menu next to the “Start from” box
- TYPE the MFN of the record to be displayed in the “Start from” box. **Note:** When using the *www-ISIS-ASFA* software, the MFNs must be quoted in their complete form, i.e. including the zeroes, as shown in the record (e.g. 000001, 000020, etc.)
- CLICK on the BROWSE button to display the record in a short format.

**c. By FRN**

- CLICK on the EDIT RECORD(S) by browse button to display the records. By default, the records are listed by TRN
- SELECT option “FRN” in the drop down menu next to the “Start from” box
- TYPE the FRN of the record to be displayed in the “Start from” box. **Note:** The FRN must be quoted in its complete form as shown in the record (e.g. ^aFA07^b00032)
- CLICK on the BROWSE button to display the record in a short format.

**d. By Title**

- CLICK on the EDIT RECORD(S) by browse button to display the records. By default, the records are listed by TRN
- SELECT option “Title” in the drop down menu next to the “Start from” box
- TYPE the first few words of the title of the record to be displayed in the “Start from” box and then CLICK on the BROWSE button to display the record in a short format.

**Note:** You can browse the records by title using the method “Edit records by browse” **only** if you know the precise first words of the title. If you remember just some words of the title then you should use the “Edit record(s) by Search” method available in the drop down menu under “Edit record(s)” button.

TO EDIT THE RECORDS - once you have located the record(s) which require Editing, there are 2 types of Editing:

- a. **Data in the record**
- b. **Bibliographic Level**

### **Editing Data in the Record**

- CLICK on the UPDATE button next to the record to display the worksheet
- CARRY OUT the necessary modifications and then
- CLICK on the SUBMIT button to save the modifications.

### **Editing Bibliographic Level**

- CLICK on the “Update bibl. level” button to display the record in a worksheet containing ALL the bibliographic level fields
- SELECT the correct worksheet in the “Bibliographic level” field
- MODIFY the data in the worksheet according to the correct bibliographic level selected, either by removing data from the fields which belong to the incorrect bibliographic level (e.g. in the case of changing an AS record to an MS record, the English title in the Analytic Level field should be removed and entered in the Monographic Title field); or by entering data in the fields which belong to the correct bibliographic level (e.g. in the case of changing an M record to an MS record, the Serial title and related information should be entered in the appropriate fields.
- CLICK on the SUBMIT button to save the modifications.



### **Browse and edit a range of records**

This option may be used when there is a need to edit and eventually carry out some corrections in a range of records without calling up each record individually.

The procedure is as follows:

- **CLICK** on the **EDIT RECORD(s) by browse** button to display the records. By default, the records are listed by **TRN**
- **TYPE** the first **TRN** (of the range of records to be edited) in the “**Start from**” box or **TYPE** the first **MFN** (of the range of records to be edited) if you wish to search the records by **MFNs** (after having selected **MFN** from the drop down menu)
- **CLICK** on the **BROWSE** button to display the records sequentially starting from the first number you have entered
- **CLICK** on the **UPDATE** button of the first record to display the worksheet and carry out the necessary modifications
- **CLICK** on the **SUBMIT** button to save the modifications
- **CLICK** on the **SELECTION LIST** button to return to the displayed records and then **CLICK** on the **UPDATE** button of the next record to be edited.

## 2. By search method to locate records that require editing

The *Edit record(s) by search* screen is displayed below.

Fig. 12 – *Edit record(s) by search* screen

This method allows you to locate a record(s) using a number of different searchable fields (Author, Corporate author, Conference, Serial title, Descriptors, Language, etc.). This option is particularly useful when the complete title and the TRN are unknown.

- CLICK on the drop down menu under the “Edit record(s) button”
- SELECT option “by search” and then CLICK on the “Edit record(s) button”. A screen containing 8 different searchable fields is displayed.

You can search in just one of the 8 different fields or you can combine two or more fields by selecting the appropriate inter-field operator (AND/OR/NOT) which appears above each field.

You can also enter (or combine) more than one search term (Keyword) within the same field, by selecting the appropriate operator in the (AND/OR) combo-box, which immediately follows each field.

**To search in any of the fields:**

There are two methods to search in the fields:

1. By typing directly the search term in the appropriate searchable field and then **CLICKING** on the **SEARCH** button
2. By using the **LIST** button next to the field

To use the option **LIST**, the following procedure should be carried out:

- **CLICK** on the **LIST** button next to the field (the list of Keywords which appears, represents the index for that field)
- **TYPE** the Keyword(s), or the first few letters of the word that you are looking for, in the square box
- **CLICK** on the **GO TO** button to go automatically to the position in the List which is closest to the desired Keyword(s)
- **SELECT** the desired Keyword(s) by **CLICKING** on the box next to the Keyword(s)
- **CLICK** on the **SELECT** button to enter all of the selected Keywords into the appropriate field(s) to be searched. **REMEMBER:**
  - to select “**AND**” in the combo-box to search for a record containing all of the Keywords entered in the field
  - to select “**OR**” in the combo-box to search for a record containing any of the Keywords entered in the field
- **SELECT** the Format in which you wish the retrieved record(s) to be displayed (i.e. full or short) in the “**Format**” box at the top of the screen
- **CLICK** on **SEARCH** and the record(s) will be displayed on the screen in the format selected
- **CLICK** on **UPDATE** to carry out the necessary modifications
- **CLICK** on **SUBMIT** to save the modifications.

## Additional instructions to facilitate searching

### 1. Searching for compound keywords

When searching for a keyword or descriptor which may be part of a compound term (e.g. **marine** fisheries) it is necessary to type the dollar sign (\$) after the word (e.g. marine\$).

The dollar sign is also used for truncation of words that may have the same root (e.g. **fishery**, **fisheries**, **fishing**). To search for records which contain any of the above terms, type the term **fish** followed by the dollar sign (\$) (i.e. **fish**\$).

The same procedure also applies to searching for Author's names when all the initials of the author are unknown. For example, to search for the name Park, S.N. in the Author field

- TYPE the surname followed by the dollar sign (\$) (i.e. Park\$)
- SELECT the Format in which you wish the record to be displayed (i.e. full or short) in the "Format" box
- CLICK on SEARCH. The system will retrieve (display) all the records in the database which contain (Park) as an author name, regardless of the different initials which may follow the name.

### 2. To narrow down the search so as to have ONLY the record(s) containing the desired author

- CLICK on the LIST button next to the Author field
- TYPE the name in the Author's box (e.g. Park)
- CLICK on the GO TO button to go to the position of the name in the list
- SELECT the desired name by CLICKING on the box next to the name
- CLICK on the SELECT button to enter the selected name in the Author field
- SELECT the Format in which you wish the record(s) to be displayed (i.e. full or short) in the "Format" box
- CLICK on SEARCH - The record(s) will be displayed on the screen in the format selected

**Note:** Search results (more than one record) can be sorted by Title/Author/Most recent/TRN/MFN, by clicking in the drop down menu of the "Sort box" at the top of the screen.

More detailed instructions on how to use the ASFA SEARCH option may be found on the Search Interface icon contained in the www-ISIS-ASFA software by clicking on the "HELP" button.

## Search and Download/Print retrieved records using www-ISIS-ASFA

The screenshot displays the ASFA Data Entry interface. On the left, there is a sidebar with the following elements: a 'New record' button, a dropdown menu set to 'journal article (AS)', an 'Edit record(s)' button with a 'by search' dropdown, a 'Set defaults' button, another dropdown menu set to 'journal article (AS)', 'LOG IN' and 'LOG OUT' links, a 'Download/Print' button, and 'HELP' and 'EXPORT HELP' links. At the bottom of the sidebar are several logos, including the ASFA logo and the UNEP logo. The main area is titled 'Download results' and contains two sections: 'Select scope of download' with radio buttons for 'All records from query' (selected) and 'Selected records', and 'Select download type' with radio buttons for 'TEXT' (selected), 'XML', and 'CONTR'. A 'Download' button is located at the bottom right of the main area.

To search record(s) and download/print them, the following procedure should be observed:

- SELECT option “by search” in the drop down menu of the “Edit record(s)” button
- CLICK on the “Edit record(s)” button
- SELECT one of the options available in the drop down menu of the “Sort” box to display the retrieved records in the order of the field selected (e.g. title, author, etc.)
- SEARCH in one of the 8 different fields or combined fields as explained in section: “By search method to locate records that require editing”
- CLICK on the “Search” button and you will be presented with the records retrieved
- CLICK on the “Download” button to download all the records displayed\*
- SELECT the format in which you wish to download the records (e.g. TEXT, XML, CONTR) and click on DOWNLOAD. The records will be displayed on the screen in the format selected. You may be asked to open or save the file (depending on which version of the Browser you are using). Click on “Open” to display the records

\* Should you wish to download **only some** of the records displayed, mark them by CLICKING on the checkbox on the left hand side of the record(s) and CLICK on the “Download” button. Then CLICK on the radio button “Selected records” and follow the instructions given in the last three points above.

- Should you wish to save the downloaded records, **CLICK** on the option “File” in the Browser (Explorer/Netscape) toolbar and select the “Save as” option
- **TYPE** any name for the file, making sure that the extension corresponds to the format selected (i.e. **.html** for the format CONTR and **.txt** for the format Txt) and **SAVE** it.

Should you wish to print the downloaded records, **CLICK** on the option “File” in the Browser (Explorer/Netscape) toolbar and then **CLICK PRINT**.

**Note:** It is possible to print the ASFA records in other useful formats using DOS ISIS. (See Section “*Printing records in formats not available using www-ISIS-ASFA*”) in Part 2 of these guidelines.

## SET DEFAULTS

(third button down on the left of the screen)

This option may be used when there is a need to have the same data in some fields repeated for a number of records. For example, in the preparation of analytic records of a conference proceedings published within a monographic series, the data elements relevant to the monograph (such as monographic title, editor, date of publication, publisher, ISBN, conference name, location and date) and the data elements relevant to the Serial level (such as Serial title, volume, issue and ISSN, if available) need to be entered in each of the relevant analytic records. This repetitive and time-consuming work may be overcome by using the **Set defaults** option.

The procedure for the **Set defaults** option is as follows:

- **SELECT** in the drop down menu of the **Set defaults** button the worksheet with the bibliographic level required: we take as an example the document “Conference proceedings published within a series” cited above, therefore we select an **AMS** worksheet
- **CLICK** on the **Set defaults button**. An empty worksheet **AMS** will be displayed on the screen
- **ENTER** in the selected **AMS** worksheet **ONLY** the bibliographic data that need to be repeated in each analytic record. For example, in the case cited above, the selected **AMS** worksheet will contain the following bibliographic data:
  - **B** in the Type of document field
  - **P** in the Physical medium field (if the document is published on paper)
  - **K** in the Literary style field
  - Conference name, Conference location, Conference date
  - English monographic title
  - ISBN
  - Author/editor (monographic)
  - Corporate author (monographic)
  - Imprint/publisher
  - Serial title and ISSN (if available)
  - Date of publication
  - Volume/issue number
- **CLICK** on the **SUBMIT** button. The message “**Defaults has been saved**” will appear on the screen
- **SELECT** the worksheet **AMS** from the drop down menu of the “New record” button
- **CLICK** on the “New record” button and an **AMS** worksheet containing all the data elements mentioned above is displayed on the screen

- COMPLETE the record by entering the bibliographic data related to the analytic level (English title, author(s), address, pages), the TRN number and abstract and indexing fields (as described in the appropriate manuals)
- CLICK on the SUBMIT button to save the record
- For each of the records to be prepared CLICK on the “New record” button and another AMS worksheet containing all the data elements to be repeated is displayed on the screen
- COMPLETE the record and then CLICK on the SUBMIT button to save the record
- To CLEAR the **Set defaults** option (i.e. once you no longer need the worksheet containing the data to be repeated) CLICK on the **Set defaults** button

**Note:** When you log out of the system the **Set defaults** is not memorised, therefore, if the work has not been completed, you will have to create a new **Set defaults**.

An alternative procedure which allows you to repeat the same data in some fields for a number of records is explained in the next page.



## REPETITION OF DATA IN CONSECUTIVE RECORDS

During bibliographic data entry, for certain types of publications, you may sometimes find it necessary to repeat the same data in some fields for a number of records. For example, in the preparation of analytic records of a conference proceedings published within a monographic series, the data elements relevant to the monograph (such as monographic title, editor, date of publication, publisher, ISBN, conference name, place and date) and data elements relevant to the Serial level (such as Serial title, volume, issue and ISSN, if available) need to be entered in each of the relevant analytic records. An alternative procedure to the **Set defaults** option, which avoids the re-typing of the same information in each record by the creation of a template, is described below:

1. Firstly a record (i.e. the template) should be prepared, (we take as an example the document “Conference proceedings published within a series”, cited above) using an **AMS** worksheet, containing **ONLY** the bibliographic data that need to be repeated in each analytic record, i.e. the data relevant to the monographic and serial levels. In addition, the following data should be entered: the TRN number, the **T** (temporary) in the “Data entry status” field and any word in the English title field of the analytic level (which will later be replaced by the correct English title). If these three fields are left empty the record cannot be saved. Then click on the **SUBMIT** button to save the record. This is the template which is to be copied
2. **CLICK** on the “Edit record(s) by browse” button to display the records. By default, the records are listed by TRN
3. **TYPE** the TRN of the record described in point 1 (i.e. the template containing only the bibliographic data that need to be repeated) in the “Start from” box
4. **CLICK** on the **BROWSE** button to display the record
5. **CLICK** on the **COPY** button next to the record (i.e. the template) that you wish to copy
6. The worksheet containing only the data cited in point 1 above is displayed on the screen
7. The record may now be completed by entering the bibliographic data related to the analytic level (e.g. English title, author(s), address, etc.), by changing the TRN number, by replacing the word entered in the English title field with the appropriate English title, by changing the **T** into **C** in the “Data entry status” field and also by completing the abstract and indexing fields. Then Click on the **SUBMIT** button to save the record
8. Repeat instructions in points 2 to 7 for each of the records to be prepared
9. After preparing the last of the records, **REMEMBER** to **DELETE** the record (i.e. the template) used to copy the same data in all the records, as this record is incomplete and therefore of no use.
10. To **DELETE** the incomplete record, repeat instructions in points 2 to 4, and then Click on the option **DELETE**.

## DOWNLOAD/PRINT

(fourth button down on the left of the screen)

The screenshot shows the ASFA Data Entry interface. On the left, there is a vertical menu with buttons: 'New record', 'Edit record(s) by search', 'Set defaults', and 'Download/Print'. Below these are 'LOG IN' and 'LOG OUT' links. The 'Download/Print' button is highlighted. On the right, the 'Download/print records' section is visible. It includes a 'Select database' dropdown set to 'ASFA', a 'Select mfn range' input field, and a 'Select file type' dropdown with radio buttons for 'TEXT', 'XML', and 'CONTR'. A 'DOWNLOAD' button is located at the bottom right of this section.

### To Print ASFA records using www-ISIS-ASFA:

For printing the ASFA records the CONTR format is recommended, especially for checking records before sending them to the Publisher CSA, since it is the most complete format.

The procedure is as follows:

- CLICK on the “Download/Print” button on the left of the screen
- TYPE the range of records to be printed in the “Select MFN range” boxes
- SELECT the CONTR as the printing format
- CLICK on the “Download” button. The records will be displayed on the screen in the CONTR format. You may be asked to open or save the file (depending on which version of the Browser you are using). Click on “Open” to display the records
- CLICK on the option “File” in the Browser (Explorer/ Netscape) tool bar and then CLICK Print.

### To download ASFA records using www-ISIS-ASFA:

The downloading of ASFA records using www-ISIS-ASFA should **only** be carried out for internal use and **NOT** for sending records to the Publisher CSA. Instructions for exporting ASFA records and despatching them to CSA are available by clicking on the “Export Help” link on the left of the screen or in Part 2 of these guidelines, Section “Allocation of FRNs and dispatch of records to CSA”.


The procedure for internal downloading of the records is similar to that explained above, but requires selecting one of the download types (e.g. TEXT, XML, CONTR).

## PART 2: **www-ISIS-ASFA SOFTWARE UTILITIES RELATED TO ASFA BIBLIOGRAPHIC DATA ENTRY AND MANAGEMENT OF THE SOFTWARE**

**Part 2** of these guidelines contain utilities necessary for the preparation of ASFA records (i.e. allocation of FRNs, Exporting/Importing, GMOD and Printing) and also some useful procedures recommended for an efficient management of the ASFA Database. These utilities are accessed from the DOS based *CDS/ISIS* software, which is linked to the *www-ISIS-ASFA* software. **Note** that, for the client server environment, **only** the system manager has access to the above mentioned utilities, whereas for the stand-alone environment each ASFA inputter has his/her own access.

The procedure to access the *CDS/ISIS* software is as follows: Double **CLICK** on the *www-ISIS-ASFA* folder icon located on your desktop.



Then double **CLICK** on the *ISIS* icon  and you will be presented with the *CDS/ISIS* Main Menu.

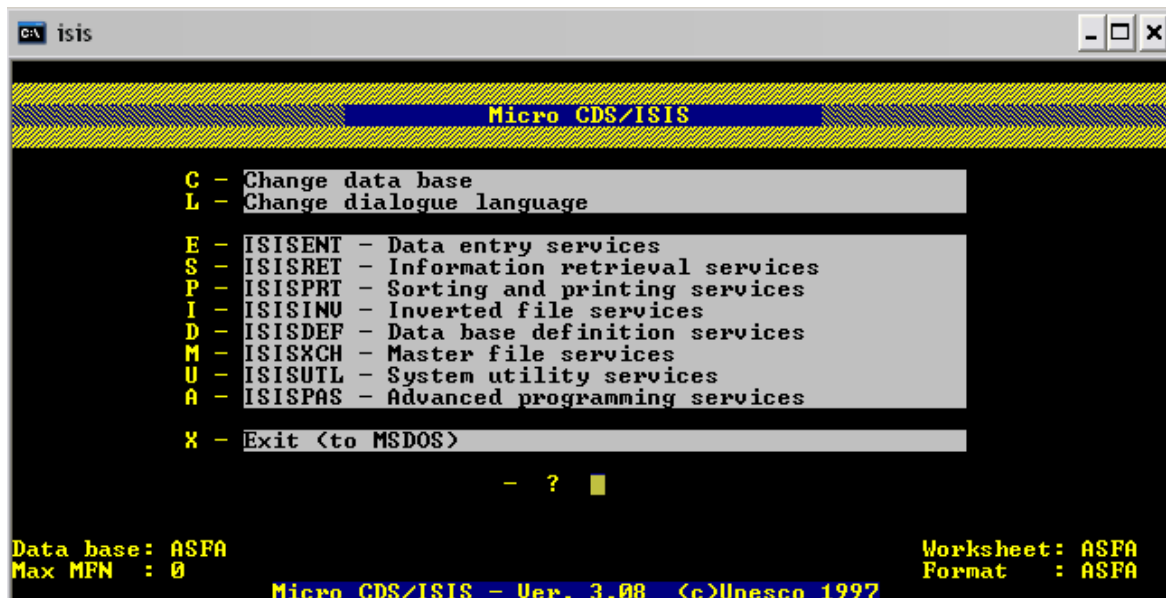


Fig. 13 – *CDS/ISIS* Main Menu

## ALLOCATION OF FRNs AND DISPATCH OF RECORDS TO CSA

In order to export and dispatch a batch of ASFA records to the publisher (CSA)\*, it is necessary to assign a correct sequential numbering to the records for the following reasons:

- the software disrupts the sequential numbering of records whenever a record is deleted during input preparation
- the TRN assigned to the records during their preparation may not correspond to the final FRN that we wish to assign to them when exporting. For example, in the case of a new year's input, the TRN of the first record will be sequential to the number of the last record of the previous year's input, whereas the FRN of the same record must have the new year starting from number one. Note that the FRN is the only number included in the exported record.

Before assigning the correct sequential FRN numbering to the records that you wish to send to CSA, you must first 1) identify their MFNs and, 2) verify that all the records are complete (i.e. **C** is selected in the "Data entry status" field).

### 1. Identification of MFNs

It is important to know the MFNs (Master file Numbers) of the records that you wish to send to CSA, because the utility programme (contained in the software) which assigns the FRN, **only** recognizes the **MFNs** as an identifying number of the record. Therefore, once the range of TRNs to be exported has been defined, the corresponding **MFNs must be identified**.

To identify the MFNs, click on the "Edit Record(s) by browse" button; type the first TRN of the range of records to be exported and then click on the "Browse" button. The records will be displayed showing both TRNs and MFNs.

### 2. Verification that records are complete

All records sent to CSA must be **complete**, therefore it is important to verify that all the records to be exported have **C** (Completed) in the "Data Entry Status" field and **NOT T** (Temporary). If necessary, complete all the records within the range you are exporting. This is important, because the "**Assign FRN and Export**" utility will NOT export a range of records containing one or more records marked as **T** (Temporary) and during the Export procedure an "error" message will appear on the screen.

To identify any <**T**> records in the range to be exported, the following procedure should be carried out:

- a) Click on the "Edit Record(s) by search" button. A screen containing a number of searchable fields is displayed

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\* The Publisher (CSA) specifically requests the ASFA Input Centres to send small, more frequent batches of records rather than one or two large batches in one year (e.g. approximately 30-150). This ensures timeliness and also facilitates the detection, correction and mitigation of any possible errors.

- b) Select **T** (Temporary) in the “Record status” field
- c) Type the range of MFNs that you wish to export to CSA in the field “Range of MFNs” and then click on the SEARCH button
- d) All the <T> (Temporary) records within the range of MFNs that you searched will be displayed on the screen in the Browse Mode. Click on the “UPDATE” button next to the record to display the worksheet, carry out the necessary modifications to complete it, change the status of the record from <T> to <C> and then save the record again.

How to use the “Assign FRN and Export” software utility:

1. Double Click on the www-ISIS-ASFA folder icon
2. Double Click on the Assign FRN and Export icon
3. Type the range of the MFN numbers to export in the two boxes <MFN range>
4. Click <Next>. **Note:** If an error message appears on the screen informing you that one or more temporary records are contained in the range, you cannot continue with the Export of this range of records. Therefore, you must return to the www-ISIS-ASFA Data Entry module, identify the temporary records and complete them as explained in points “a to d” above.
5. Type your two letter **Input centre code** (for example Poland=PL, Mexico=MX) and the last two digits of the year (2007=07)
6. Type the **starting FRN** and click <Next>. **Note:** If you type an FRN number that you have already assigned during a previous export, the system will issue an “Error” message informing you that the FRN was already assigned to another record. In this case, change the FRN number to one that has never been assigned.
7. Type the location, i.e. Drive, followed by the name of the ISO 2709 file to be exported and sent to CSA. **Note:** If you do not specify the Drive, by default the system will save the file in C:\Xitami\webpages\DB\asfa\Asfa-Pgm
8. Click <Next> and then <Finish> to complete the procedure.

Once the export procedure is completed, you may send your Exported records to the ASFA Publisher (CSA) either 1) by sending the file via e-mail as a **zipped** attachment or 2) by transferring the ISO file via FTP.

**Important note for ASFA partners working with collaborating centres:**

The FRN (final record number) assigned to the records sent to CSA must be unique and sequential for the **records**, and **not** the individual input/collaborating centres preparing them. It is recommended that only **one** of the ASFA Input Centres, most probably the National ASFA Partner, coordinates this sequential numbering. This work may be organized in either of the following ways:

1. The National ASFA Partner receives all the ASFA records prepared by the various collaborating centres, it assigns the FRNs to the records and then sends them to CSA on behalf of the collaborating centres or
2. The National ASFA Partner maintains only a register of the FRNs and, when a collaborating centre wishes to send records to CSA, it asks the National ASFA Partner which FRNs should be assigned.

## INVERTED FILE

The **Full Inverted File**\* MUST be carried out after importing ASFA records into the *www-ISIS-ASFA* software, otherwise the imported records cannot be found when using *www-ISIS-ASFA* to browse or search the records.

The procedure for generating the full **Inverted file** is described below:

- Double Click on the *www-ISIS-ASFA* folder icon that is on your desktop
- Double Click on the icon **ISIS** and you will be presented with the **CDS/ISIS Main Menu**
- Select < **I** > **Inverted file services** from the **CDS/ISIS Main Menu**
- Select < **F** > **Full inverted file generation**
- The phrase **Inverted file exists and will be cleared, OK (Y/N)?** will be presented on the screen. Type < **Y** >
- The phrase **MFN limits?** will appear: Press < **Enter** >
- After a number of system messages the following text will appear: **Full inverted file generation completed**
- Press < **Enter** > and then Type < **X** > to return to the **CDS/ISIS Main Menu**.
- Type < **X** > to exit from DOS

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\* The **Inverted file** is a group of files contained in the *www-ISIS-ASFA* software system, which contains: 1) all the *terms* that can be used as an access point during a search of that database (single words, or groups of words indexed with a pre-fix, e.g. au=, ti=, etc.), and 2) for each *term*, a list of references that point to the records contained in the Master File, from which the term was extracted. The “Inverted File” (in all ISIS based Database Management Software) enables you to search and browse for records in your database. It is therefore a very important file, **but it does not update itself automatically when you import records into your database** (although it does update itself automatically, in the *www-ISIS-ASFA* software during data entry, when you create new records and when you modify existing records).

## EXPORTING ASFA RECORDS ON TO DISKETTES OR OTHER DRIVES

The records prepared using the *www-ISIS-ASFA* data entry interface may be downloaded, i.e. exported, on to a diskette or any other drive (e.g. USB pen drive or CD-ROM) as an ISO file.

**IMPORTANT:** the ONLY numbers recognized by ISIS are the **MFNs**, therefore, once the range of TRNs to be exported has been defined, the corresponding **MFNs must be identified**. To identify the MFNs: click on the “Edit Record(s) by browse” button, type the first TRN of the range of records to be exported and then click on the “Browse” button. The records will be displayed showing both TRNs and MFNs.

The procedure explaining the export and import of records takes, as an example, a diskette designated as Drive <A>.

The procedure for exporting the ASFA records is as follows:

1. Double Click on the **www-ISIS-ASFA** folder icon
2. Double Click on the icon ISIS and you will be presented with the CDS/ISIS Main Menu
3. Select <M> Master File Services
4. Select <E> Export CDS/ISIS file from the Master File Services Menu. The Data **Interchange Services - Export parameters** table now appears on the screen
5. The **Database name** < ASFA > will appear as default. Press < **Enter** >
6. The output ISO file name < **CSA.ISO** > will appear as default. Assign any name to the file, such as the Input Centre Code, followed by the extension ISO, e.g. *FA.ISO*. **Note: the name of the file must not exceed 10 characters including the full stop and the extension ISO** (e.g. **xxxxxx.ISO**)
7. Press <**Enter**> until the cursor arrives at the < **MFN limits** > field. Then type the range of records to be exported, e.g. *1/80*
8. Press <**Enter**> until the cursor arrives at the < **Reformatting FST** > field. Note that this field is CSA by default. Remove CSA and leave the field blank
9. Press <**Enter**> until the prompt < **Backup drive and/or directory?** > appears. Type <A:> and press <**Enter**>
10. At the prompt < **Press CR when ready or C to cancel** > press <**Enter**>
11. Once the procedure is completed, a prompt indicating the number of records exported will appear on the screen. These records have been downloaded in the drive indicated, in a file called <*FA.ISO*>
12. Press < **Enter** > to return to the **Master File Services Menu**, select <**X**> or press <**Esc**> to return to the **CDS/ISIS Main Menu** and then select <**X**> to exit.

## IMPORTING ASFA RECORDS ON TO THE SAME OR DIFFERENT COMPUTER

Records which have been downloaded on to a diskette or any other drive (e.g. USB pen drive or CD-ROM) as an ISO file may be imported on to another computer.

The procedure is as follows:

1. Double Click on the **www-ISIS-ASFA** folder icon
2. Double Click on the icon **ISIS** and you will be presented with the **CDS/ISIS Main Menu**
3. Select < **M** > **Master File Services**
4. Select < **I** > **Import External file** from the **Master File Services Menu**. The **Data Interchange Services - Import Parameters** table now appears on the screen
5. The **Database name** < **ASFA** > will appear as default. Press < **Enter** >
6. In the < **Input ISO file name** > field type the name of the ISO file containing the records to be imported (e.g. *FA.ISO*)
7. Press < **Enter** > until the prompt < **Backup drive and/or directory?**> appears. Then type < **A:** > and press < **Enter** >
8. At the prompt < **X - no more diskettes** > < **CR - to continue after mounting new diskette** >, press < **Enter** >
9. Once the importing procedure is completed, the same prompt appears on the screen, < **X - no more diskettes** > < **CR - to continue after mounting new diskette** >. Select < **X - no more diskettes**>. **N.B.** Do NOT press < **Enter** >, otherwise the ISO file will be imported again.
10. A prompt will appear indicating < **The next MFN to be assigned** >. Press < **Enter**> to return to the **Master File Services Menu**, select < **X** > or press < **Esc** > to return to the **CDS/ISIS Main Menu** and then select < **X** > to exit.

**IMPORTANT:** Each time an ISO file is imported, the **Full Inverted File MUST** be carried out otherwise the imported records cannot be found when using *www-ISIS-ASFA* to browse or search the records.

The procedure for generating the full **Inverted file** is as follows

- Double Click on the *www-ISIS-ASFA* folder icon that is on your desktop
- Double Click on the icon **ISIS** and you will be presented with the **CDS/ISIS Main Menu**
- Select < **I** > **Inverted file services** from the **CDS/ISIS Main Menu**



- Select < **F** > **Full inverted file generation**
- The phrase **Inverted file exists and will be cleared, OK (Y/N)?** will be presented on the screen. Type < **Y** >
- The phrase **MFN limits?** will appear: Press < **Enter** >
- After a number of system messages the following text will appear: **Full inverted file generation completed**
- Press < **Enter** > and then Type <**X**> to return to the CDS/ISIS Main Menu
- Type <**X**> to exit from DOS.

## **EXPORTING/IMPORTING RECORDS MAINTAINING THE SAME MFNs (EXCH/99 TAGGING)**

During the process of exporting, when the records are downloaded into an ISO file, they do not maintain their original MFNs. Consequently, when these records are imported on to another stand alone computer (or back to the same computer) they will be allocated different MFNs, which may cause some difficulties in identifying any particular record.

To avoid this problem, a “tagging” system may be used during the exporting procedure, which enables each downloaded record to maintain its original MFN. In this way, when the records are then imported on to another stand alone computer (or back to the same computer) they will not be allocated different MFNs, but will have their original MFNs. In the case where the records are imported back to the same computer, they will simply overwrite the same MFNs.

**The procedure for tagging records during exporting is as follows:**

1. Double Click on the **www-ISIS-ASFA** folder icon
2. Double Click on the icon **ISIS** and you will be presented with the **CDS/ISIS Main Menu**
3. Select < **M** > **Master File Services**
4. Select < **E** > **Export CDS/ISIS file** from the **Master File Services Menu**. The **Data Interchange Services - Export parameters** table now appears on the screen
5. The **Database name** < **ASFA** > will appear as default. Press < **Enter** >
6. The output ISO file name < **CSA.ISO** > will appear as default. Assign any name to the file, (remember not to exceed 10 characters) such as the Input Centre Code, followed by the extension ISO, *e.g. FA.ISO*
7. Press < **Enter** > until the cursor arrives at the < **MFN limits** > field. Then type the range of records to be exported, *e.g. 1/80*
8. Press < **Enter** > until the cursor arrives at the < **Reformatting FST** > field. Remove **CSA** and type **EXCH**
9. Press < **Enter** > until the prompt < **Backup drive and/or directory?** > appears. Type < **A:** > and Press < **Enter** >
10. At the prompt < **Press CR when ready or C to cancel** > press < **Enter** >. Once the procedure is completed, a prompt indicating the number of records exported will appear on the screen. The 80 records (as in point 7 above) have been downloaded in the drive indicated, in a file called < **FA.ISO** >

11. Press < **Enter** > to return to the **Master File Services Menu** and then select **X**, or press < **Esc** >, to return to the **CDS/ISIS Main Menu**.

**The procedure for importing records which have been tagged is as follows:**

1. Double Click on the **www-ISIS-ASFA** folder icon
2. Double Click on the icon **ISIS** and you will be presented with the **CDS/ISIS Main Menu**
3. Select < **M** > **Master File Services** from the **CDS/ISIS Main Menu**
4. Select < **I** > **Import External file** from the **Master File Services Menu**. The **Data Interchange Services - Import Parameters** table now appears on the screen
5. The **Database name** < **ASFA** > will appear as default. Press < **Enter** >
6. In the < **Input ISO file name** > field type the name of the ISO file containing the records to be imported (*e.g. FA.ISO*)
7. Press < **Enter** > until the cursor arrives at the < **Input Tag containing MFN** > field. Type < **99** >
8. Press < **Enter** > until the prompt < **Backup drive and/or directory?** > appears. Type < **A:** > and then press < **Enter** >
9. At the prompt < **X - no more diskettes** > < **CR - to continue after mounting new diskette** >, press < **Enter** >
10. Once the importing procedure is completed, the same prompt appears on the screen, < **X - no more diskettes** > < **CR - to continue after mounting new diskette** >. Select < **X - no more diskettes** >. **N.B.** Do NOT press < **Enter** > otherwise the ISO file will be imported again.
11. A prompt will appear indicating < **The next MFN to be assigned** >. Press < **Enter** > to return to the **Master File Services Menu**, select < **X** > or press < **Esc** > to return to the **CDS/ISIS Main Menu**
12. Generate the **Inverted File/Full Inverted file** as explained in section “Inverted File”

**REMEMBER:** Each time an ISO file is imported, the **Full Inverted File** **MUST** be carried out otherwise the imported records cannot be found when using **www-ISIS-ASFA** to browse or search the records.

## **CORRECTION OF A RECURRENT MISTAKE IN CONSECUTIVE RECORDS**

If, while checking or proofreading completed ASFA records, a recurrent mistake is noted in a group of consecutive records, a small utility programme exists within the CDS/ISIS software which enables the correction of that mistake in all the records involved, without having to call up each one individually to correct the mistake.

The programme, called **GMOD**, is extremely useful when the same correction is necessary in a large number of records.

The procedure for running the **GMOD** programme is as follows:

1. Double Click on the **www-ISIS-ASFA** folder icon
2. Double Click on the icon **ISIS** and you will be presented with the **CDS/ISIS Main Menu**
3. Select **< A > Advanced programming services from the CDS/ISIS Main Menu**
4. Select **< R > Run programme**
5. Type the name of the programme **< GMOD >** and press **< Enter >**
6. At the prompt **< Field Tag >** type the Tag Number of the field containing the mistake and press **< Enter >** (e.g. if the mistake is in the English Monographic Title field, then type 220).  
**Note:** In the worksheets each field name is followed by its respective Tag Number. For a complete list of Field Tags numbers see Annex 7: *ASFA Field Definition Table*
7. At the prompt **< Change >** type the existing information which is to be modified and press **< Enter >**. Note that it is not necessary to type the entire phrase or sentence containing the mistake. If information is to be added, it is sufficient to type only the word after which the information should follow, or just the mistake itself if a simple spelling mistake needs correction
8. At the prompt **< By >** type the correct information which is to replace the existing incorrect information and press **< Enter >**
9. At the prompt **< Limit to search result (y/n)? >** type **<n>** and press **<Enter>**
10. At the prompt **< From MFN: >** type the MFN number of the first record in the range that needs to be modified and press **< Enter >**
11. At the prompt **< To MFN: >** type the MFN number of the last record in the range that needs to be modified and press **< Enter >**

After the programme has run, you will be presented with a table, showing the number of fields read and processed and also the number of changes made.

If the numbers in the table do NOT correspond, i.e. the number of fields read and processed are not the same as the number of changes made, check for mistakes and repeat the procedure.

If all the numbers in the table correspond, the programme has successfully made the corrections to all of the records and at the prompt < **Stop or continue s/c?** > type <s> and press <Enter>. Then type <Q> to exit the programme.

The correction has now been amended in each of the records within the range. One of the records may be recalled to check that the correction has been made in the appropriate field.

**Note:** It is not possible to correct words that have diacritical marks (accented characters).

## **PRINTING RECORDS IN FORMATS NOT AVAILABLE USING *www-ISIS-ASFA***

In addition to the formats TXT, XML and CONTR which are available using *www-ISIS-ASFA* it is possible to print the ASFA records using CDS/ISIS in the following formats:

- a. @ASFA – This format will display only the completed fields of the record
- b. @IND – This format will display the MFN, TRN, FRN, bibliographic level, date of update, data entry status, environmental regime, title, source, abstract and indexing fields (Subject, Taxonomic and Geographic descriptors, Identifiers, Primary and Secondary classification codes) of the record
- c. @MFNFRN – This format will display the MFN and FRN of the records.

**IMPORTANT:** the ONLY numbers recognized by ISIS are the **MFNs**, therefore, once the range of TRNs to be printed has been defined, the corresponding **MFNs must be identified**. To identify the MFNs click on the “Edit Record(s) by browse” button; Type the first TRN of the range of records to be printed and then click on the “Browse” button. The records will be displayed showing both TRNs and MFNs. The procedure to print the records using CDS/ISIS is as follows:

1. Double Click on the **www-ISIS-ASFA** folder icon
2. Double Click on the icon **ISIS** and you will be presented with the **CDS/ISIS Main Menu**
3. Select < **P** > **Sorting and Printing Services** from the **CDS/ISIS Main Menu**
4. Select < **P** > **System print worksheet**
5. A worksheet is now displayed on the screen, which requires definition of the printing parameters. The < **Data Base Name** > parameter is **ASFA** by default, so press <**Enter**>
6. At the < **MFN limits** > field type the MFNs of the records to be printed, e.g. 1/30
7. Press <**Enter**> until the cursor arrives at the <**Print format**> field. Type the name of the display format in which the records are to be printed, e.g. @ASFA
8. Press < **Enter** > until the cursor arrives at the < **Print file name** > field. Type the name of the printer device to directly print the records. Should your computer not be linked to a printer, you may type a name for the file (e.g. 1-30.txt)\*
9. Press < **Enter** > twice. The prompt < **Print run completed** > will be presented on the screen once the records have been printed
10. Press < **Esc** > to return to the **CDS/ISIS Main Menu** and then select < **X** > to exit

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\* If you have saved the records to a text file by default it is stored in the following subdirectory:  
C:\Xitami\webpages\DB\Asfa\isis\work

## **USEFUL PROCEDURES RECOMMENDED FOR EFFICIENT MANAGEMENT OF THE ASFA DATABASE**

### **BACK-UP OF THE RECORDS CONTAINED IN YOUR DATABASE**

It is recommended to make a back-up of your ASFA work at least once a week. Computers can break down, files can become corrupted and the inputter can mistakenly delete some ASFA records. The solution is to make regular back-ups.

The procedure to “back-up your work” is carried out from ISIS utilities contained within the *www-ISIS-ASFA* software, i.e. you access the procedure through the Micro CDS-ISIS main menu as follows:

1. Double Click on the **www-ISIS-ASFA** folder icon on your desk-top
2. Double Click on the icon **ISIS** and you will be presented with the **CDS/ISIS Main Menu**
3. Select < **M** > **Master File Services**
4. Select < **B** > **Master file back-up**
5. The phrase “*Backup drive and/or directory?*” will appear on the screen. If you press <Enter> the back-up of your ASFA work will automatically be stored as the file **ASFA.BKP** in the directory **C:\Xitami\webpages\DB\Asfa\Isis**. If instead you wish to have your back-up file in another drive or directory then you have to specify which (e.g. D:).
6. Press <ESC> and then <X> to exit

It may happen that after pressing “<B> Master file backup” you will be presented with the phrase “*You cannot back-up while inverted file is pending*”. In this case, you have to return to the Main Menu perform the “Update inverted file” and then the ‘Back-up’ as follows:

1. Select < **I** > **Inverted files services** from the CDS/ISIS Main Menu
2. Select < **U** > **Update Inverted File**
3. The phrase “*Inverted file update completed*” will appear on the screen. Press < **Enter** > and then < **X** > to return to the Main Menu
4. Select < **M** > **Master file services**
5. Select < **B** > **Master file backup** and then continue as in points 5 to 6.

## HOW TO RESTORE A BACK-UP OF YOUR ASFA WORK

The procedure to restore a back-up is as follows:

1. Double Click on the **www-ISIS-ASFA** folder icon on your desk-top
2. Double Click on the icon **ISIS** and you will be presented with the **CDS/ISIS Main Menu**
3. Select **< M > Master File Services**
4. Select **< R > Master File Restore**
5. The phrase *Master file exists and will be cleared, OK (Y/N)?* will appear on the screen. Type **<Y>**
6. The phrase *Backup drive and/or directory?"* will appear on the screen. If when you made a back-up you pressed **<Enter>** without specifying the directory and therefore the file **ASFA.BKP** was automatically stored in the directory **C:\Xitami\webpages\DB\Asfa\Isis**, you just press **<Enter>**. If instead you specified a directory then you have to type which (e.g. D:\)
7. Generate the **Inverted File/Full Inverted file** as explained in section "**Inverted File**"
8. Press **<ESC>** and then **<X>** to exit



## **REORGANIZE MASTER FILE AND FULL INVERTED FILE GENERATION**

Following these two procedures regularly will keep the *www-ISIS-ASFA* software running efficiently. Note, they are standard procedures for all ISIS based software and it is recommended that you carry out the “**Reorganize Master file**” and “**Full Inverted File generation**” procedures from time-to-time (e.g. once or twice a month). You can carry out these procedures using the ISIS utilities contained within the *www-ISIS-ASFA* software.

The procedure to **Reorganize the Master file** is described below:

1. Double Click on the *www-ISIS-ASFA* folder icon that is on your desktop
2. Double Click on the icon **ISIS** and you will be presented with the **CDS/ISIS Main Menu**
3. Select < **I** > **Inverted file services** from the **CDS/ISIS Main Menu**
4. Select < **F** > **Full inverted file generation**
5. The phrase **Inverted file exists and will be cleared, OK (Y/N)?** will be presented on the screen. Type < **Y** >
6. The phrase **MFN limits?** will appear: Press < **Enter** >
7. After a number of system messages the following text will appear: **Full inverted file generation completed**
8. Press < **Enter** > and then Type < **X** > to return to the CDS/ISIS Main Menu
9. Select < **M** > Master file services
10. Select < **C** > Reorganize Master file. The phrase “*Backup drive and/or directory?*” will appear
11. Press < Enter >. When the process is finished Press < Enter > again and then < **X** > to return to the Main Menu
12. Select < **I** > **Inverted file services**
13. Select < **F** > **Full inverted file generation** and then continue as in point 5 to 8.

## **CLEANING THE “WORK” DATABASE CONTAINED IN THE *www-ISIS-ASFA* SOFTWARE**

The “WORK” database is a necessary component of the *www-ISIS-ASFA* software system and its function is to store session details while you are working with the software. The folder “WORK” is located in the directory: *C:\Xitami\webpages\DB\Asfa\Work*.

The cleaning of the “Work” database is necessary from time-to-time (once every two/three months) because the files comprising it can get too big and the *www-ISIS-ASFA* software will “block”, i.e. stop responding to your commands while you are preparing/amending ASFA records. When this happens, the following error messages might appear on your screen: *“This server is currently overloaded – please try again later”* and/or *“error code: 102 database access denied (probably exclusive write lock)”*.

Note that each time you log-out the *www-ISIS-ASFA* software, the data in the “WORK” database become obsolete, i.e. no longer of any use to the program or to you, therefore, there is **NO danger of deleting your ASFA records** when you carry out the “cleaning” process.

The “cleaning” process involves replacing **8** of the 12 files which are contained in the WORK folder at *C:\Xitami\webpages\DB\Asfa\Work* with the **8** “clean” (i.e. empty) files contained in the zipped file “Work zip” included in the same WORK folder.

The “cleaning” process is as follows:

1. Click on the **WORK** folder located in: *C:\Xitami\webpages\DB\Asfa\Work* (the 12 files making up WORK database will appear – plus the **Work. Zip** file which contains the 8 “clean” files that you will need to **extract** within the folder (WORK))
2. Open the Work.zip file by <double clicking> on it. The WinZIP utility will display the 8 files that need to be extracted
3. Click on <**Extract**> and in the screen that appears, in the “**Extract to**” box, specify the destination of the **Work** folder which is *C:\Xitami\webpages\DB\Asfa\Work*
4. Click on **Extract**. Since the 8 files that you are extracting to this location have the same name as the 8 existing files which you want to replace, you will be presented with a Windows system message saying: *“Confirm file Overwrite”. “This folder already contains the file” Would you like to replace the existing file...”*
5. Click on the option **Yes to all** and the 8 “Clean” files from the Work.zip will replace the 8 similarly named files at *C:\Xitami\webpages\DB\Asfa\Work*

## UNLOCK ASFA DATABASE

Whilst editing records or attempting to save a newly created one the system may block (does not respond to your commands) and the following Error codes may appear on the screen: “101: Data base access denied (data entry lock)” ; “602: Record locked [IsisRecReadLock]”

You have to unlock the Database and then Reorganize the Master File by carrying out the procedure described below:

1. Double Click on the *www-ISIS-ASFA* folder icon that is on your desktop
2. Double click on the icon **ISIS** contained in the folder *www-ISIS-ASFA*
3. From the Main CDS/ISIS menu Select < **D** > (Data base definition services)
4. Select < **R** > (Unlock data base): a prompt will appear < Data Base Name>; Type “**asfa**” and press **Enter**
5. Press < **D** > Data base locks
6. Press < **X** > twice to return to the Main Menu
7. From the main menu Select < **I** > (Inverted file services)
8. A prompt will appear <Data Base Name>; Type “**asfa**” and press **Enter**
9. Select < **U** > (Update inverted file) as inverted file update can be pending. When the phrase “*Inverted file update completed*” appears on the screen, press **Enter** and then **X** to return to the Main Menu
10. Select < **M** > (Master file services)
11. Select < **C** > (Reorganize Master file)
12. The phrase “Backup drive and/or directory?” will appear. Press <**Enter**>. When the process is finished Press < **Enter** > again and then < **X** > to return to the Main Menu
13. Select < **I** > (Inverted file services) and < **F** > (Full inverted file generation)
14. You will be presented with the phrase “Inverted File exists and will be cleared, OK (Y/N)?”:  
Type < **Y** >
15. The phrase “MFN limits?” will appear: **Press Enter**
16. The phrase “*Full inverted file generation completed*” will appear: **Press Enter** and then <**X**> to return to the Main Menu
17. Press < **X** > to exit from DOS.

## RE-INITIALIZE DATA BASE

This option **MUST** be used with **extreme caution** because when selected it removes all your work (ASFA records) contained in your database (i.e. the database remains empty and you cannot recreate the records). Therefore, before using this option, it is highly recommended to make a back-up of your work just in case you may need these records at a later stage.

The procedure to re-initialize the database is as follows:

1. Double Click on the ***www-ISIS-ASFA*** folder icon that is on your desktop
2. Double click on the icon **ISIS** contained in the folder **www-ISIS-ASFA**
3. From the Main CDS/ISIS menu Select < **D** > (Data base definition services)
4. Select < **I** > Re-initialize data base
5. You will be presented with the phrase “*Master file exists and will be cleared, OK (Y/N)?*” Type < **Y** >. A second phrase will appear: “*Inverted File exists and will be cleared, OK (Y/N)?*” Type < **Y** >
6. You will be presented with the phrase **Max MFN 0** (i.e. no records on the database)
7. Type < **X** > to return to the main menu and then < **X** > to exit from DOS.

## ANNEX 1: Guidelines for Transliteration

The following tables give the transliteration schemes used in ASFA records:

### A. Transcription of accented letters in languages based on Latin alphabets and special letters. \*

Accented letters should be replaced by unaccented letters (e.g. é = e; ç = c; ä = a).

Special letters	Occurring in following languages	ASFA Input form
Æ, æ	Danish, French, Icelandic, Norwegian	Ae, ae
ð	Faroese, Icelandic	d
Œ, œ	French	Oe, oe
ß	German	ss
þ Þ	Icelandic	Th, th

\* Table A updated August 2008

**B. Transliteration of the Modern Russian Alphabet (based on ISO 9: 1986) approved at the 2006 ASFA Board Meeting.**

**Transliteration of the Modern Russian and Ukrainian Alphabets  
(based on ISO 9: 1986), including 6 characters (lines 5, 7, 10, 12, 30, and 32)  
suggested by the Ukrainian Input Centre**

Number	Russian			Ukrainian		
	Characters		Transliteration	Characters		Transliteration
1.	а	А	a	а	А	a
2.	б	Б	b	б	Б	b
3.	в	В	v	в	В	v
4.	г	Г	g	г	Г	g
5.				г	Ґ	gh
6.	д	Д	d	д	Д	d
7.	е (ё)	Е (Ё)	e	є	Є	e
8.	ж	Ж	zh	ж	Ж	zh
9.	з	З	z	з	З	z
10.	и	И	i	і	І	i
11.	й	Й	j	й	Й	j
12.				ї	Ї	ji
13.	к	К	k	к	К	k
14.	л	Л	l	л	Л	l
15.	м	М	m	м	М	m
16.	н	Н	n	н	Н	n
17.	о	О	o	о	О	o
18.	п	П	p	п	П	p
19.	р	Р	r	р	Р	r
20.	с	С	s	с	С	s
21.	т	Т	t	т	Т	t
22.	у	У	u	у	У	u
23.	ф	Ф	f	ф	Ф	f
24.	х	Х	kh	х	Х	kh
25.	ц	Ц	ts	ц	Ц	ts
26.	ч	Ч	ch	ч	Ч	ch
27.	ш	Ш	sh	ш	Ш	sh
28.	щ	Щ	shch	щ	Щ	shch
29.	ъ	Ъ	“	-	-	-
30.	ы	Ы	y	и	И	y
31.	ь	Ь	’	ь	Ь	’
32.	э	Э	eh	е	Е	eh
33.	ю	Ю	yu	ю	Ю	yu
34.	я	Я	ya	я	Я	ya

## **ANNEX 2: Language Codes**

The following language codes are used in ASFA bibliographic description to indicate the language in which the document is published\* .

<b>Language</b>	<b>Language code</b>
Afrikaans	AF
Albanian	SQ
Arabic	AR
Armenian	HY
Azerbaijani	AZ
Belorussian	BE
Bulgarian	BG
Catalan	CA
Chinese	CH
Croatian	CR
Czech	CS
Danish	DA
Dutch	NL
English	EN
Esperanto	EP
Estonian	EE
Faroese	FO
Farsi (Iranian)	FA

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\* Listed in alphabetical order by language.

Should the language of the text/abstract not be included in this table, Enter it in full in the “Notes field” (e.g. Text in Swahili).

Fijian	FJ
Finnish	FI
French	FR
Gaelic	GA
Galician	GL
German	DE
Greek	GR
Hebrew	HE
Hindi	HI
Hungarian	HU
Icelandic	IS
Indonesian	IN
Italian	IT
Japanese	JA
Korean	KO
Lao	LO
Latin	LA
Latvian	LV
Lithuanian	LI
Macedonian	MA
Malay	ML
Norwegian	NO
Polish	PL
Portuguese	PT



Romanian	RO
Russian	RU
Serbian	SR
Serbo-Croatian	SH
Slovak	SK
Slovenian	SN
Spanish	ES
Swedish	SV
Tagalog (Philippine)	TG
Thai	TH
Turkish	TR
Ukrainian	UK
Vietnamese	VI
Welsh	WE

### **ANNEX 3: Guidelines for abbreviating words in ASFA Bibliographic Description**

Whenever feasible use ISO standards or recommendations. A useful source which may be consulted for abbreviated words as well as for other library and information science standards is:

**ISO Standards Handbook 1: *Documentation and Information. Third edition.***  
Geneva, International Organization for Standardization, 1988, 1021 p. ISBN 92-67-10144-7.  
Available in English and French.

The following standards may be used for abbreviations:

**ISO 832-1994(E): *Information and documentation -- Bibliographic description and references -- Rules for the abbreviation of bibliographic terms. Second edition.*** Geneva, International Organization for Standardization, 1994. Available in English and French.

*List of serial title word abbreviations* (in accordance with ISO 4), (ISSN 0259-000X), Paris, ISDS International Centre, 20 rue Bachaumont, F-75002 Paris (France), 1991. The list is available on two different media: paper and online.

The *List of serial title word abbreviations* contains lists of words or word stems and their standardized abbreviations to be used for the abbreviation of the serial titles.

#### **Abbreviation of words in serial titles**

All serial titles appear in both full and abbreviated title form in ASFA records. A pick-list of serial titles monitored for ASFA is available in the “Serial title field” by clicking on the BROWSE button. The Serial titles are listed in full and abbreviated format, including their respective ISSN when available. The Master file of the “Serials monitored for the ASFIS Bibliographic Database” is maintained by FAO, which periodically provides partners with an update of this list to be incorporated in the *www-ISIS-ASFA* software. The latest updated version of this list is also available as a text file on the ASFA home page: <http://www.fao.org/fi/asfa/asfa.asp>, by clicking on the **ASFA FTP** site link and then on **master.txt**.

Please note that, in the case of a new serial title which is expected to be monitored on a regular basis, contact FAO before typing the title into the field manually. FAO will provide you with the standardised abbreviation for the title that you can then use for input purposes and will also register the new title for future incorporation into the pick-list when it is updated.

This does not apply when monitoring the occasional article appearing in a publication which rarely contains material falling within the scope of ASFA. In this case, use the *List of serial title word abbreviations* cited above, to abbreviate the serial title of such publications.

## **ANNEX 4: Abbreviations of State Names for Australia, Canada and USA**

### **Australian state abbreviations:**

Australian Capital Territory	A.C.T.
New South Wales	N.S.W.
Northern Territory	N.T.
Queensland	Qld.
South Australia	S.A.
Tasmania	Tas.
Western Australia	W.A.
Victoria	Vic.

### **Canadian state abbreviations:**

Newfoundland	NF
Nova Scotia	NS
Prince Edward Island	PE
New Brunswick	NB
Quebec	PQ
Ontario	ON
Manitoba	MB
Saskatchewan	SK
Alberta	AB
British Columbia	BC
Yukon Territory	YT
Northwest Territories	NT

**USA state abbreviations:**

Alabama	AL	Missouri	MO
Alaska	AK	Montana	MT
Arizona	AZ	Nebraska	NE
Arkansas	AR	Nevada	NV
California	CA	New Hampshire	NH
Canal Zone	CZ	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY

**ANNEX 5: ASFA Typesetting Codes for Special/Forbidden Characters**

These codes are used to represent special characters (e.g. Greek letters, mathematical signs, etc.) in the following six fields of the *www-ISIS-ASFA* Data Entry Interface: Title, Original Title, Abstract, non-English Abstract(s), Identifiers and Cross-reference Phrase.

$\alpha = \sim a$	$\mu = \sim k$	$\Psi = \sim q$	$\infty = \sim 8$	$\copyright = \sim o$
$\beta = \sim b$	$\nu = \sim R$	$\omega = \sim w$	$\{ = \sim 9$	$\wedge = \sim \$$
$\gamma = \sim g$	$\xi = \sim y$	$\Omega = \sim W$	$\} = \sim 0$	$\vee = \sim \backslash$
$\Gamma = \sim G$	$\Xi = \sim Y$	$\pm = \sim c$	$\equiv = \sim =$	$\Delta = \sim n$
$\delta = \sim d$	$\circ = \sim O$	$\nabla = \sim v$	$\infty = \sim !$	$\parallel = \sim "$
$\Delta = \sim D$	$\pi = \sim p$	$\div = \sim X$	$^{\circ} = \sim '$	$\cap = \sim /$
$\varepsilon = \sim e$	$\Pi = \sim P$	$\oplus = \sim z$	$\neq = \sim C$	$\geq = \sim .$
$E = \sim I$	$\rho = \sim r$	$\otimes = \sim Z$	$\subset = \sim m$	$\leq = \sim ,$
$\zeta = \sim Q$	$\sigma = \sim s$	$\rightarrow = \sim 1$	$\supset = \sim M$	$\gtrsim = \sim >$
$\eta = \sim E$	$\Sigma = \sim S$	$\leftarrow = \sim  $	$\perp = \sim N$	$\lesssim = \sim <$
$\theta = \sim f$	$\tau = \sim t$	$\uparrow = \sim 2$	$\partial = \sim V$	$\cong = \sim ?$
$\vartheta = \sim T$	$\upsilon = \sim u$	$\downarrow = \sim @$	$\int = \sim 7$	$\approx = \sim -$
$\Theta = \sim F$	$\Upsilon = \sim U$	$\leftrightarrow = \sim 3$	$\oint = \sim \&$	$\surd = \sim :$
$\iota = \sim i$	$\varphi = \sim h$	$\pounds = \sim 4$	$\angle = \sim *$	$\cdot = \sim ;$ (don't use for decimal point)
$\kappa = \sim K$	$\Phi = \sim H$	$\frac{1}{4} = \sim 5$	$" = \sim A$	
$\lambda = \sim l$	$\chi = \sim j$	$\frac{1}{2} = \sim \%$	$\square = \sim B$	
$\Lambda = \sim L$	$X = \sim x$	$\sim = \sim 6$	$\text{\textcircled{R}} = \sim +$	

**Note:** 1) for the symbol “%” a special character is not available, therefore the abbreviation “ppt” should be used. 2) for the symbol < use the HTML coding &lt; and for > use &gt;

## ANNEX 6: EXAMPLE OF ASFA BIBLIOGRAPHIC DESCRIPTIONS ON AN AMS WORKSHEET

The AMS worksheet has been taken as an example since it contains all the fields. It comprises seven pages, which are displayed below as they appear on the screen.

Book-series-paper (AMS)		Page 1 of 7	
		1	2
		3	4
		5	6
		7	NEXT PAGE
		SUBMIT	BOTTOM
TRN (11)	4476	BROWSE	
Bibliographic level (4)	AMS		
Date of update (23)	20061117		
Record entered by (92)	dba		
Data entry status (91)	<input type="radio"/> (T) Temporary <input checked="" type="radio"/> (C) Completed		
English title (120)	Allocation and conservation of ocean fishery resources connecting rights and responsibilities	BROWSE	
Translated by inputer (121)	<input type="checkbox"/>		
Non-English title(s) (124)		BROWSE	REPEAT
Type of document (3)	<input checked="" type="radio"/> (B) Book/Monograph/Annual report <input type="radio"/> (P) Patent <input type="radio"/> (C) Standard <input type="radio"/> (R) Report <input type="radio"/> (D) Drawing/Photograph <input type="radio"/> (G) Atlas/Map/Cartographic		
Physical medium (6)	<input checked="" type="checkbox"/> (P) Printed matter <input type="checkbox"/> (F) Films <input type="checkbox"/> (O) Other <input type="checkbox"/> (C) CD-ROM <input checked="" type="checkbox"/> (I) Internet <input type="checkbox"/> (D) Diskette <input type="checkbox"/> (T) Tape		
Literary style (5)	<input checked="" type="checkbox"/> (K) Conference <input type="checkbox"/> (U) Dissertation/Thesis <input type="checkbox"/> (L) Dictionary/Directory/Encyclopaedia <input type="checkbox"/> (W) Law/Legislation/Treaties <input type="checkbox"/> (N) Numerical graph/table <input type="checkbox"/> (Y) Summary <input type="checkbox"/> (O) Review <input checked="" type="checkbox"/> (Z) Bibliography <input type="checkbox"/> (Q) Course document/Training material		
		1	2
		3	4
		5	6
		7	NEXT PAGE
		SUBMIT	TOP

**Book-series-paper (AMS)** Page 2 of 7

PERSONAL AUTHOR

Role (100^b)  ed.  comp.  transl.  CLEAR

Refer for correspondence (100^c)

Author's name (100^a)

Role (100^b)  ed.  comp.  transl.  CLEAR

Refer for correspondence (100^c)

Author's name (100^a)

AUTHOR'S ADDRESS

Institute (509^a)

Street+city (509^b)

Country (509^c)

Email (509^e)

[Corporate author \(110\)](#)

**Book-series-paper (AMS)** Page 3 of 7

[Degree type of thesis \(511\)](#)

[Conference name \(521\)](#)

[Conference location \(522\)](#)

[Conference date \(523\)](#)

LANGUAGE(S)

[Language of text \(600\)](#)

[Language of abstract\(s\) in document \(601\)](#)

[Document/Report/Patent number \(530\)](#)

PREVIOUS PAGE 1 2 3 4 5 6 7 NEXT PAGE SUBMIT BOTTOM

[English monographic title \(220\)](#)  BROWSE

[Translated by inputter \(221\)](#)

[Non-English monographic title \(224\)](#)  BROWSE REPEAT

[ISBN \(232\)](#)  BROWSE

**PERSONAL AUTHOR (MONOGRAPHIC)**

Role (200^b)  ed.  comp.  transl.  CLEAR

Author's name (200^a)  BROWSE

Role (200^b)  ed.  comp.  transl.  CLEAR

Author's name (200^a)  BROWSE REPEAT

[Corporate author - monographic \(210\)](#)  BROWSE REPEAT

[Edition \(225\)](#)

**IMPRINT**

Place of publ. (540^a)

Publisher (540^b)

[Serial title \(323\)](#)  BROWSE

[Serial title - abbreviated \(324\)](#)  BROWSE

[ISSN \(332\)](#)  BROWSE

[Electronic ISSN \(334\)](#)

[Date of publication \(543\)](#)

**COLLATION**

Volume (550^v)

Issue (550^i)

Pages (550^p)

[Online availability/URL address \(920\)](#)  REPEAT

[Digital object identifier \(921\)](#)  REPEAT

PREVIOUS PAGE 1 2 3 4 5 6 7 NEXT PAGE SUBMIT TOP



**Book-series-paper (AMS)**

Page 5 of 7

PREVIOUS PAGE 1 2 3 4 5 6 7 NEXT PAGE SUBMIT BOTTOM

[Notes \(610\)](#) Contains 62 bibliographic references.

[Notes \(610\)](#) Paper originally presented at the 4th World Fisheries Congress, Vancouver, Canada, May 2004. REPEAT

[Environmental regime \(2\)](#)  (B) Brackish  (F) Freshwater  (M) Marine

[English abstract \(700\)](#) It is generally agreed that overcapacity, overfishing, habitat destruction and wastes relate closely to the 'tragedy of the commons', i.e. to the fact that access to the resources is relatively cheap (if not free) and easy (if not open). The implication is that the establishment of a system of clear use rights will eliminate the incentive to 'race for fish' and increase the user's sense of responsibility, leading to conservation. This paradigm has significant conceptual and operational implications. The concepts of conservation and allocation are well defined, and the factors of success and failure are generally well known. The performance of allocation in terms of conservation depends on: the control variable (allocated factor); the rights attributes; the selection of private versus communal property; the initial allocation; the effectiveness of the rights' administration; the value of the fishing

[Non-English abstract \(701\)](#) REPEAT

PREVIOUS PAGE 1 2 3 4 5 6 7 NEXT PAGE SUBMIT TOP

Book-series-paper (AMS)

Page 6 of 7

PREVIOUS PAGE 1 2 3 4 5 6 7 NEXT PAGE SUBMIT BOTTOM

[Subject descriptors \(960\)](#)

[Taxonomic descriptors \(970\)](#)

[Geographic descriptors \(980\)](#)

[Identifiers \(990\)](#)

**Primary classification codes**

Journal allocation (998^a)  (Q1) ASFA-1: Biological Sciences and Living Resources  
 (Q2) ASFA-2: Ocean Technology and Policy and Non-living Resources  
 (Q5) ASFA-3: Aquatic Pollution and Environmental Quality  
 CLEAR

Subject category (998^b)

**Secondary (X-ref) classification codes**

X-ref Journal allocation (999^a)  (Q1) ASFA-1: Biological Sciences and Living Resources  
 (Q2) ASFA-2: Ocean Technology and Policy and Non-living Resources  
 (Q5) ASFA-3: Aquatic Pollution and Environmental Quality  
 CLEAR

X-ref Subject category (999^b)

X-ref phrase (999^c)

PREVIOUS PAGE 1 2 3 4 5 6 7 NEXT PAGE SUBMIT TOP

Book-series-  
paper (AMS)

Page 7 of 7

PREVIOUS PAGE 1 2 3 4 5 6 7 SUBMIT BOTTOM

LOCAL FIELDS

<a href="#">Indexing terms (801)</a>	<input type="text"/>
<a href="#">Call number or availability statement (803)</a>	<input type="text"/>
<a href="#">Collection (805)</a>	<input type="text"/>
<a href="#">Ownership (807)</a>	<input type="text"/>
<a href="#">Notes (809)</a>	<input type="text"/>

PREVIOUS PAGE 1 2 3 4 5 6 7 SUBMIT TOP

## ANNEX 7: ASFA FIELD DEFINITION TABLE

www-ISIS-ASFA field name	Sub-fields	Tag	Field length	Data type 0 – Alphanumeric not validated by CDS/ISIS 1 – Alphabetic 2 – Numeric 3 - Pattern	Field type 1 = repeatable 0 = non repeatable
FRN		1	9	0	0
Environmental regime		2	3	1	1
Type of document		3	1	1	0
Physical medium		6	3	1	0
Bibliographic level		4	3	1	0
Literary style		5	3	1	1
TRN		11	9	0	0
Date of update		23	8	0	0
Data entry status		91	1	0	0
Record entered by		92	8	0	0
Analytic level authors	abc	100	35	0	1
Corporate author		110	230	0	1
English title		120	600	0	0
Translated by inputter		121	1	0	0
Non-English title		124	400	0	0
Personal author (monographic)	ab	200	35	0	1
Corporate author monographic		210	230	0	1
English monographic title		220	600	0	0
Translated by inputter		221	1	0	0
Non-English monographic title		224	400	0	0
Edition		225	100	0	0
ISBN		232	60	0	1
Serial title		323	500	0	0
Serial title - abbreviated		324	100	0	0
ISSN		332	10	3	0
Electronic ISSN		334	10	0	0
Collective level authors	ab	400	35	0	1
Collective corporate author		410	230	0	1
English collection title		420	600	0	0
Translated by inputter		421	1	0	0
Non-English collection title		424	400	0	0
Edition (collection)		425	100	0	0
Author's address	abce	509	300	0	0
Degree type of thesis		511	80	0	0
Conference name		521	200	0	1
Conference location		522	100	0	1
Conference date		523	25	0	1
Document/Report/Patent number		530	50	0	1
Imprint	ab	540	160	0	0
Date of publication		543	20	0	0
Collation	vip	550	45	0	0
Language of text		600	2	0	1
Language of abstract(s)		601	2	0	1
Notes		610	160	0	1
English abstract		700	4000	0	0
Non-English abstract		701	4000	0	0
Local indexing terms		801	400	0	0
Local call no./availability		803	80	0	0
Local collection		805	80	0	0
Local ownership		807	80	0	0
Local notes		809	400	0	0
Online avail./URL address		920	400	0	1
Digital object identifier		921	400	0	1
Subject descriptors		960	74	0	1
Taxonomic descriptors		970	74	0	1
Geographic descriptors		980	74	0	1
Identifiers		990	74	0	1
Primary classif. codes	ab	998	97	0	1
Secondary(X-ref)classif.codes	abc	999	97	0	1

## **ANNEX 8: Frequently Asked Questions and Recurring Problems about www-ISIS-ASFA software**

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## **Problems regarding the installation, testing, launching of the XITAMI Web Server and www-ISIS-ASFA software components**

### **Q1. After installing the Xitami software, the Xitami icon (the Green X) does not appear in your Tool Bar or is red**

The Green X means that Xitami was installed correctly and is running. There are a number of reasons the Green X may not appear:

**A1:** Port 80 (which is the default port used by Xitami) is already dedicated to another Web Server installed on your computer;

**A2:** When you installed the Xitami software you did not select the option to “Start Xitami automatically” each time you start your computer.

**A1:** During the installation of the Xitami web server it may happen that Port 80 (which is the default port used by Xitami) is already dedicated to another Web Server installed on your PC. If this is the case, Xitami will not open up correctly when typing the URL `http://localhost`. You may or may not receive the following Error message: “**Could not open http Port 80. Port is already used by another server**”. You should then change the Port number assigned to Xitami, by editing the **Xitami.cfg** file (using notepad), located in the Main Xitami directory (C:\Xitami if you have not changed the defaults during the installation process), and assigning a number different than zero to the parameter portbase .

**Remember** that the Port number and the Portbase value **should** be assigned in a way that: **Port no. = 80 + Portbase**. The 2 variables are dependent. Once you decide the value to be assigned to one of the two, the other should be calculated according to the formula above.

For example, if you decide to use Port number 120, then you should type 40 as Portbase value in the Xitami.cfg file. If you decide to assign 10 to the Portbase value, then your Port number will be 90.

**Note:** If you are going to start ASFA on the server computer using the icons *www-ISIS-ASFA Data Entry* and *www-ISIS-ASFA Search*, remember to add the same port number in the icons destination field (i.e. right click on both icons, choose *Properties* and in the URL field insert `http://www.isis.org:120/Asfa/de.html` and `http://www.isis.org:120/Asfa/index.html` respectively).

**A2:** If the Green X does NOT appear in the Tool Bar it may simply mean that you forgot to start the Xitami program. Perhaps, during the installation of the Xitami software, you did not select the option to “Start Xitami automatically” each time you start your computer.

### **To start the Xitami program manually:**

Go to the Windows *Start* menu > *Programs* > *Internet Tools* and click on the *Xitami Web Server – Windows* icon (once Xitami is running, you see the Green X icon in the Tool Bar at the bottom right-hand corner of your computer screen). Note: this has to be done each time you start up the computer.

## **Q2. Après avoir installé le logiciel www-ISIS-ASFA les messages suivants peuvent apparaître à l'écran**

« *On ne peut pas ouvrir http Port 80* » ou « *La page est introuvable* » ou « *La page que vous recherchez est actuellement indisponible* »

**A:** Après avoir effectué l'installation du software www-ISIS-ASFA, et avoir lancé l'application, il peut se vérifier que pendant l'installation du Xitami, le "Port 80" (qui est le port par "default") est utilisé par un autre serveur, donc il faut choisir un autre Port en configurant le fichier `\xitami\cfg`

Quelquefois on reçoit à l'écran le message suivant relatif au Port 80 « **On ne peut pas ouvrir http Port 80** » donc on connaît le problème, mais quelquefois on reçoit simplement le message suivant : « **La page que vous recherchez n'est pas disponible actuellement** » ou « **La page est introuvable** ». Dans ces deux cas aussi il s'agit du même problème, c'est pourquoi il faut changer le numéro du Port.

**Important à savoir:** Le "Port" doit être assigné de la façon suivante **Port no. =80 + Portbase**, les deux variables étant dépendantes l'une de l'autre. Par exemple, si vous décidez d'utiliser **Port 120**, il faut taper **40** comme valeur de la Portbase. (80+40 =120)

La procédure pour changer la "Portbase" est la suivante:

- 1) Ouvrir le répertoire **C:\Xitami.cfg** (si le logiciel a été installé sur le répertoire C). Si vous ne pouvez pas l'ouvrir, vous devez le faire avec le « Notepad ».
- 2) Changer le numéro **0** avec le numéro **40** et **sauver** le fichier.
- 3) Il faut maintenant ajouter le nouveau numéro du Port **120** dans les deux icônes **ASFA Data Entry** et **ASFA Search**. La procédure est la suivante:

- a) Faire double clic sur le dossier www-ISIS-ASFA
- b) Cliquer avec le bouton droit de la souris sur l'icône "ASFA Data Entry"
- c) Cliquer une fois sur "Propriétés/Propriétés" et dans le champ URL insérer le numéro 120. Le URL doit être le suivant: <http://www.isis.org:120/Asfa/de.html>
- d) Cliquer avec le bouton droit de la souris sur l'icône "ASFA Search"
- e) Cliquer une fois sur "Propriétés/Propriétés" et dans le champ URL insérer le numéro 120. Le URL doit être le suivant <http://www.isis.org:120/Asfa/index.html>

- 4) Éteindre l'ordinateur et l'allumer à nouveau.

**Note :** Si le Xitami a été bien installé on devrait avoir un **X** vert en bas à droite de l'écran. Si le Xitami n'as pas été bien installé, le **X** aura la couleur jaune. Il peut aussi se passer qu'au moment de l'installation du Xitami vous n'avez pas sélectionné l'option « Start Xitami automatically (Lancer le Xitami automatiquement) chaque fois qu'on allume l'ordinateur ». Dans ce cas, vous devez lancer le Xitami manuellement.



**Q3. When trying to launch the www-ISIS-ASFA application, either by launching the program from the shortcut icon on the desktop or by typing the URL address into your browser's Location bar, the system does not start.**

**A:** You should run the following checks:

- a. Check that the XITAMI Web Server software was installed correctly and is running, by opening your Internet browser and typing the URL **http://127.0.0.1**
- b. If the XITAMI Welcome Page appears, it means that the XITAMI Webserver is installed correctly, in which case you will see the XITAMI icon (a Green X) appear in the bottom right corner of the screen. If the green icon is missing, it means XITAMI is not properly installed. You should uninstall XITAMI from your computer and install it again
- c. If the XITAMI Web Server software is running and you're still unable to start the ASFA application then, as a first step, you should uninstall the ASFA application from your computer and reinstall it
- d. Should the problem still exist, then check the appropriate parameters in the "HOSTS" file, following the instructions below:

Open the file "HOSTS" (double click on the file or open it using Notepad) located in the directory C:\WINNT\system32\drivers\etc. The last line should read as follows:

**127.0.0.1      Localhost      www-isis-org**

If the line reads:

127.0.0.1      Localhost

i.e. www-isis-org is missing, go to a new line and type:

**127.0.0.1 www-isis-org**

Save the file and then reboot the computer.

**IMPORTANT:** Should you need to edit the file "HOSTS" as described above and the system does not allow the changes to be saved, it is because the file is "READ ONLY" by default. Therefore, right click on the file "HOSTS" (located in C:\WINNT\system32\drivers\etc), then choose *Properties*, and in the *General* tab go to *Attributes* and **uncheck READ ONLY**. Click on Apply and OK. This will allow any eventual future change to be applied to the file.

**Q4. Network Environment - When launching the www-ISIS-ASFA application on a client computer, after typing the URL into your browser's Location bar, you are not able to start the system.**

**(You may or may not receive the following messages: "Server could be down" or "Connecting..." and nothing happens)**

**A:** We assume that the system works properly on the server computer, but when you try to launch the program on a client computer by typing the URL address into your browser's Location bar, you are not able to start the system. You should run the following checks:

- a. Verify the URL, especially the "port" part. Please note that normally the port number is omitted from the URL if its value is 80, otherwise it should be stated (e.g. if you have changed the port base value to 40, then the URL address should be **http://www.isis.org:120/**)
- b. Check if other web resources on the server are available for the client: e.g. try with the URL: **http://server\_url/** or **http://server\_url/admin**. If also these URLs do not work, you should then verify the connectivity between the client and the server computer.
  - ✓ In terms of hardware, check if the client is connected to the LAN
  - ✓ In terms of software, check if the TCP/IP connectivity for the client is installed and working correctly.

**Q5. After installing the www-ISIS-ASFA software, when launching the application you are presented with the following message: "The page cannot be displayed – do you want to work offline?"**

**A:** From Internet Explorer go to *Tools > Internet options > Connections*. Check/mark the first setting: **"Never dial a connection"**.

**Q6. After typing the www-ISIS-ASFA URL into your browser's Location bar, you are presented with the following Error message: "The URL you asked for does not exist on this website"**

**A:** This message means that the Web Server works, but it does not see the location of the HTML files for the ASFA application. Check that the URL address is ending with **"/asfa"**. If the URL is correct, possibly the ASFA folder is not located in the Web Server root (for example: C:\Xitami\Webpages). In this case, uninstall the system (using the standard Windows ADD/Remove programs procedure available from the Control Panel) and install it again providing proper location for the Main HTML directory in the Web Server root (for example: C:\Xitami\Webpages).

**Q7. After typing the *www-ISIS-ASFA* URL into your browser's Location bar, the browser provides the left frame, but the right frame does not appear.**

**A:** This may happen in two cases:

- a. If the cgi directory is not the one you indicated during the installation procedure, the Web Server cannot find the file *isis3w.exe*. In this case, you should check out the proper name of the cgi directory and copy there the file *isis3w.exe*, along with the files *isis3w.exe.cfg* and *Isis32.dll*.
- b. It may also happen that the execution of the cgi programs is not active on your Web Server. In this case you have to open the Web Server control panel and change the setting for cgi (if you use XITAMI this should never happen).

**Q8. How to make *www-ISIS-ASFA* work under IIS (Internet Information Server) rather than XITAMI.**

**A:** The following procedure should be carried out:

1. Install *www-ISIS-ASFA* with the standard installation procedure
2. Define the directory *ASFA* as a virtual WEB directory under IIS
3. Define the cgi-bin directory as the virtual cgi-bin directory, with the right to execute scripts and programs. For more information please refer to the IIS instructions document on the FAQ page: <ftp://ftp.fao.org/FI/asfa/faq/www-ISIS-ASFA/FAQ.pdf>
4. Test the system from the Web Server and/or from the connected clients.

**Q9. *Network Environment* - How to install *www-ISIS-ASFA* in a network computer environment with no DNS defined.**

**A:** There are two possible solutions:

- a. Use the IP address of the server rather than the http address when launching *ASFA* (remember to change also the Cookie Domain specified in the file *isis3w.exe.cfg* in order to show the IP address rather than the http)
- b. Edit the "HOSTS" file (located in *C:\WINNT\system32\drivers\etc*) on all client computers, by adding a line with the http address associated to the server IP address

For more information concerning how to start the *www-ISIS-ASFA* software in a network environment, please refer to the document "Network Computer Environment" for *www-ISIS-ASFA*, Section 5.

**Q10. Error code: - 1023 User not found or Error code: - 1024 Invalid password.**

When starting the application *www-ISIS-ASFA* one of the following error messages is displayed on the screen: “*Error code: - 1023 User not found*” or “*Error code: - 1024 Invalid password*”.

**A:** Check that the Username and Password are correct. If you are using the default Username and Password **dba**, then make sure that it is typed in small letters and NOT in capital letters.

**Q11. How to change width of the left panel of ASFA Data Entry window.**

**A:** The following procedure should be carried out:

1. Go to the ASFA directory and open the file **de.html** with Notepad
2. Increase the size of the frame (e.g. from 184 to 220) in the phrase:

```
<FRAMESET COLS="184,*" border="0" frameborder="0" framespacing="0">  
<NOFRAMES>  
<B>Sorry, wrong browser! – you must use Netscape 4.x or IE 4.x </B>  
</NOFRAMES>.
```

**Q12. Network Environment - If the *www-ISIS-ASFA* software is installed on the server, how can I run the DOS ISIS from a client machine?**

**A:** You can map the shared folder on a client machine (from Windows Explorer you should go to *Tools > Map Network Drive...* and choose one of the letters available, e.g. “X” drive) and then run *isis.exe*. All the parameters (paths) required by *isis.exe* are already defined relatively and do not have to be re-adjusted.

**Q13. How to uninstall the *www-ISIS-ASFA* software.**

**A:** The following procedure should be carried out:

1. Use the icon Add/Remove Programs available from the Control Panel
2. Find the system *WWW-Isis-Asfa*
3. Click on the REMOVE button

Note: some files might have to be manually removed.

**Q14. How to uninstall the XITAMI Web Server software.**

**A:** The following procedure should be carried out:

1. Use the icon Add/Remove Programs available from the Control Panel
2. Find XITAMI
3. Click on the REMOVE button
4. After carrying out this procedure some files remain in the XITAMI folder, therefore go to the directory XITAMI and manually delete the files contained in the folder and the folder itself.

## Error codes and recurring problems during Data Entry

### Q15. Error code: - 1028 user not logged in. Please log in.

After successfully logging into the system, when attempting to create a NEW record or to update an existing one, the following Error message is displayed: “Error code: - 1028 user not logged in. Please log in”

**A:** The following procedures should be carried out:

(note: these instructions are also presented below in **Spanish** and **French** versions)

### English Instructions for Error code: - 1028 user not logged in. Please log in.

1. Open the file **isis3w.exe.cfg** (double click on the file or open it using Notepad), which is located in the **c:\xitami\cgi-bin** directory, and check the value of the parameter “Cookie Domain” (5th line); the value should be “**www.isis.org**” and it should be the same as the domain in the URL for calling the system. Starting from the eighth line you should have the following parameter definitions:

```
HtpFilePath      c:\xitami\webpages\Asfa\htp
IncludeFilePath  c:\xitami\webpages\Asfa\htp\eng
SearchDefinitionFile c:\xitami\webpages\Asfa\database.def
EntryDefinitionFile c:\xitami\webpages\Asfa\entry.def
BrowseDefinitionFile c:\xitami\webpages\Asfa\browse.def
```

2. Verify the URL in the icon “**ASFA Data Entry**”, contained in the folder www-ISIS-ASFA (in your desktop):
  - a. Double click on the folder www-ISIS-ASFA
  - b. Right click on the icon ASFA Data Entry
  - c. Click on Properties. The URL address should read:  
**<http://www.isis.org/Asfa/de.html>**
3. Verify the URL in the icon “**ASFA Search**” contained in the folder www-ISIS-ASFA (in your desktop):
  - a. Double click on the folder www-ISIS-ASFA
  - b. Right click on the icon ASFA Search
  - c. Click on Properties. The URL address should read:  
**<http://www.isis.org/Asfa/index.html>**
4. If Cookie Domain and URL correspond, you should check if your cookie option is **ON (activated)** in your browser. If you use Internet Explorer, open *Tools > Internet options*. Then select *Privacy* and click on the *Advanced* button: The option **Accept** should be activated in both First and Third party.
5. Finally you should make sure that your *Proxy Server* does not filter out the *Cookies* for the ASFA application. In order to check this, if you use Internet Explorer open *Tools > Internet options > Connections > LAN Settings*. Then, under *Proxy Server* check/click the option *Bypass Proxy server for local addresses* and click OK.

**Istrucciones en español con respecto al mensaje Error code: - 1028 user not logged in. Please log in.**

1. Abrir el fichero **isis3w.exe.cfg** (si no se logra abrir con el doble clic, abrirlo con el “Notepad”) que está en el directorio **c:\xitami\cgi-bin** (o en el directorio donde está instalado el sistema). Controlar el valor del parámetro “Cookie Domain” (quinta línea), el valor debería ser “**www.isis.org**” y debería ser lo mismo que el “domain” en el URL para llamar el sistema.

Empezando por la octava (8) línea, debería tener la descripción siguiente:

```
HtpFilePath      c:\xitami\webpages\Asfa\http
IncludeFilePath   c:\xitami\webpages\Asfa\http\eng
SearchDefinitionFile c:\xitami\webpages\Asfa\database.def
EntryDefinitionFile c:\xitami\webpages\Asfa\entry.def
BrowseDefinitionFile c:\xitami\webpages\Asfa\browse.def
```

2. Verificar la dirección URL en el icono “**ASFA Data Entry**” que se encuentra en la carpeta *www-ISIS-ASFA* localizada en la pantalla:
  - a. Hacer doble clic en la carpeta *www-ISIS-ASFA*
  - b. Hacer Clic con el botón derecho del ratón en el icono “**ASFA Data Entry**”
  - c. Hacer Clic sobre *Properties*. La dirección URL debería ser la siguiente:  
**http://www.isis.org/Asfa/de.html**
3. Verificar la dirección URL en el icono “**ASFA Search**” que se encuentra en la carpeta *www-ISIS-ASFA* localizada en la pantalla:
  - a. Hacer doble clic en la carpeta *www-ISIS-ASFA*
  - b. Hacer Clic con el botón derecho del ratón en el icono “**ASFA Search**”
  - c. Hacer Clic sobre *Properties*. La dirección URL debería ser la siguiente:  
**http://www.isis.org/Asfa/index.html**
4. Si el “Cookie Domain” y el URL corresponden, hay que controlar si la opción “Cookie Option” está **activada** en el browser. En el caso de que se use Internet Explorer, abrir *Tools > Internet options*. Después seleccionar *Privacy* y usar el botón *Advanced*: la opción **Accept** tiene que ser activada en ambas First and Third party cookies.
5. Verificar que el *Proxy Server* no va a bloquear los *Cookies* en la aplicación ASFA. A fin de hacer esta verificación, en el caso de que se use Internet Explorer, abrir *Tools > Internet options > Connections > LAN Settings*. Después, en la sección *Proxy Server*, marcar la opción *Bypass Proxy server for local addresses* y hacer Clic en el botón OK.

## **Directives en français concernant le message Error code: - 1028 user not logged in. Please log in.**

1. Ouvrir le fichier **isis3w.exe.cfg** qui se trouve dans le répertoire **C:\xitami\cgi-bin** (si on ne peut pas l'ouvrir, utiliser le "Notepad"). Une fois dans le fichier **isis3w.exe.cfg** contrôler la valeur du paramètre "Cookie domain" dans la cinquième ligne. La valeur devrait être la suivante: **www.isis.org** et devrait être la même que celle utilisée dans la direction URL pour activer le système.

À partir de la huitième ligne on devrait lire la description suivante:

```
HtpFilePath      c:\xitami\webpages\Asfa\http
IncludeFilePath   c:\xitami\webpages\Asfa\http\eng
SearchDefinitionFile c:\xitami\webpages\Asfa\database.def
EntryDefinitionFile c:\xitami\webpages\Asfa\entry.def
BrowseDefinitionFile c:\xitami\webpages\Asfa\browse.def
```

2. Vérifier le URL dans l'icône "**ASFA Data Entry**" contenue dans le dossier "www-ISIS-ASFA" qui se trouve sur l'écran:
  - a. Faire double clic dans le dossier **www-ISIS-ASFA**
  - b. Cliquer avec le bouton droit de la souris sur l'icône "ASFA Data entry".
  - c. Cliquer une fois sur "*Properties/Propriétés*". Dans la fenêtre qui apparaîtra à l'écran on devrait lire la direction URL suivante: **http://www.isis.org/Asfa/de.html**
3. Vérifier le URL dans l'icône "**ASFA Search**" contenue dans le dossier "www-ISIS-ASFA" qui se trouve sur l'écran:
  - a. Faire double clic dans le dossier **www-ISIS-ASFA**
  - b. Cliquer avec le bouton droit de la souris sur l'icône "ASFA Search".
  - c. Cliquer une fois sur "*Properties/Propriétés*". Dans la fenêtre qui apparaîtra à l'écran on devrait lire la direction URL suivante: **http://www.isis.org/Asfa/index.html**
4. Si le "Cookie Domain" et le URL correspondent, il faut contrôler si le "Cookie Option" est activé dans le browser. Si on utilise Internet Explorer, ouvrir *Tools > Internet options*. Après avoir sélectionné *Privacy*, utiliser le bouton *Advanced*: L'option **Accept** doit être activée dans les deux First and Third party cookies.
5. Vérifier que les cookies ne soient pas bloqués dans l'application ASFA. Afin d'effectuer cette vérification, si on utilise Internet Explorer, ouvrir *Tools > Internet options > Connections > LAN Settings* et après, dans le Proxy Server, cliquer sur l'option *Bypass Proxy server for local addresses* et cliquer sur OK.



## Q16. Error code – unknown or illegal – Undefined error

When launching the application and typing the default user name and password “dba dba” the above Error appears on the screen: “

*Error code – unknown or illegal – Undefined error.*

You try to enter again your user name and password but the same Error code is still displayed on the screen and you cannot access your database.

If you click on the “Edit record(s) by Browse” button and then on the update button next to any of the records displayed, you will receive a different Error code:

*Error code: - 1028 user not logged in. Please log in.*

**A:** The problem is with the WORK database. To keep the system from blocking it is recommended that the WORK database be cleaned from time to time.

The best way to clean it is to replace 8 of the 12 files which are contained in the directory

**C:\Xitami\webpages\DB\Asfa\Work** with the 8 files contained in the zipped file Work.Zip, included in the same directory (and attached below for your easy reference). The following procedure is recommended:

Open the Work.zip file, and extract the 8 files contained there into the **WORK** folder (**C:\Xitami\webpages\DB\Asfa\Work**, unless you changed the destination drive during installation).

Note that the WORK database is NOT the database containing your ASFA records; it is a database within the system used for storing session details, therefore you don't have to worry about losing your ASFA records. The file containing your ASFA records is called (**ASFA.mst**) and it is located in another subdirectory (i.e. C:\Xitami\webpages\DB\Asfa\Asfa)

## Q17. Error code: - 602: Record locked [IsisRecReadLock]

Whilst editing records or attempting to save a newly created one, the following Error code appears on the screen: “*Error code: -602: Record locked [IsisRecReadLock]*”.

**A:** To unlock the record you must Reorganize the Database/Master file. The procedure below should be carried out:

1. Double click on the icon ISIS contained in the folder www-ISIS-ASFA
2. From the Main CDS/ISIS menu Select <I> (Inverted file services) and <F> (Full inverted file generation)
3. You will be presented with the phrase “Inverted file exists and will be cleared, OK (Y/N)?”: Type <Y>
4. The phrase “MFN limits?” will appear: Press Enter
5. The phrase “Full inverted file generation completed” will appear: Press Enter and then <X> to return to the Main Menu
6. From the Main CDS/ISIS menu Select <M> (Master file services)

7. Select <C> (Reorganize Master file). The phrase "Backup drive and/or directory?" will appear. Press <Enter>. When the process is finished Press <Enter> again and then <X> to return to the Main Menu
8. Select <I> (Inverted file services) and <F> (Full inverted file generation) and then continues as in points 3 to 5 . Then Type <X> to exit.

**Q18. Error codes - 101: Data base access denied (data entry lock); 602: Record locked [IsisRecReadLock]**

Whilst editing records or attempting to save a newly created one the following Error codes appear on the screen: "101: Data base access denied (data entry lock)"; "602: Record locked [IsisRecReadLock]"

**A:** You have to unlock the Database and then Reorganize the Master File. The procedure below should be carried out:

18. Double click on the icon ISIS contained in the folder www-ISIS-ASFA
19. From the Main CDS/ISIS menu Select <D> (Data base definition services)
20. Select <R> (Unlock data base): a prompt will appear < Data Base Name>; Type "asfa" and press Enter
21. Press <D> Data base locks
22. Press <X> twice to return to the Main Menu
23. From the main menu Select <I> (Inverted file services)
24. A prompt will appear <Data Base Name>; Type "asfa" and press Enter
25. Select <U> (Update inverted file) as inverted file update can be pending. When the phrase "Inverted file update completed" appears on the screen, press Enter and then X to return to the Main Menu
26. Select <M> (Master file services)
27. Select <C> (Reorganize Master file)
28. The phrase "Backup drive and/or directory?" will appear. Press <Enter>. When the process is finished Press <Enter> again and then <X> to return to the Main Menu
29. Select <I> (Inverted file services) and <F> (Full inverted file generation)
30. You will be presented with the phrase "Inverted File exists and will be cleared, OK (Y/N)?: Type <Y>
31. The phrase "MFN limits?" will appear: Press Enter
32. The phrase "Full inverted file generation completed" will appear: Press Enter and then <X> to return to the Main Menu
33. Press <X> to exit from DOS.

**Q19. Error code: - 1030 Data entry: Modify failed, because record has been changed during record modification.**

When modifying/amending an existing record the following Error appears on the screen:

*“Error code: - 1030*

*Data entry: Modify failed, because record has been changed during record modification”.*

**A:** When you modify/amend an existing record by clicking on the “Update” button and then on the “SUBMIT” button to save the modifications, you are presented with the verification format. If, by reading this verification format, you realize that additional error(s) should be corrected you **MUST NOT** use the Internet Explorer **Back** function to return to the worksheet. Instead, you **MUST** use the **Update** option on the verification format to make additional modifications. Should you **erroneously** use the Internet Explorer **Back** function to return to the worksheet to make the additional modifications, when you click again on the “SUBMIT” button to save these modifications you are presented with the above Error message. To get out of this Error message and be able to make the modifications to the record, Click on the **Edit record(s) by browse** button, Click on the **Update** button of the record which needs to be modified, carry out the additional modifications and then save the record again.

**Q20. After saving a record the system blocks (i.e. the screen goes blank).**

**A:** When you submit (i.e. save) a record where you have unknowingly exceeded the total character limit, the software may or may not block you (the screen may go blank) but it does **NOT** notify you that there may be a problem. The field which is most likely to be the cause of exceeding the total record length is the “Abstract field”. Therefore, if the system blocks you, i.e. the screen goes blank, you should go back to the worksheet (by clicking on the back button of the browser) and delete the whole abstract. Then, you should enter a shortened version of the abstract before re-submitting the record. Should the problem still persist, then we suggest deleting the record and creating a new one. It is highly recommended to carefully check the verification/view format when entering long abstract(s), to ensure that the entire abstract(s) text has been saved. This is because the system may permit you to type the text in the field but then, when submitting the record, the system will only save the maximum amount of characters allowed.

It may also happen that the abstract is exceeded by just a few characters in which case you can still save the record. However, should you need to return to this record for carrying out some modifications, the system does **NOT** allow you to save this modified record and it does not inform you where the problem lies. Should you experience this sort of problem, the first thing to be checked is the length of the abstract and eventually reduce it.

### **Q21. Abstract text automatically repeated in the abstract field.**

**A:** It may happen that the abstract entered in the abstract field has become corrupted and part of the text has automatically repeated itself so as to appear two or three times in the same abstract field. The two or more repeated abstract texts are separated by the word <WRAP> in triangular brackets. This problem is due to the fact that in the abstract text the double quotation mark (“...” ) have been typed in proximity with the HTML code for italics, subscript/superscript. The use of this combination of characters creates conflict.

To amend the corrupted abstract, you should call up the record, delete all the double quotes (or replace them with single quotes ‘...’), delete the abstract text which has been repeated and then save the record again. Should the problem still exist, you must call up the record again, delete all the content in the abstract field (i.e. leave the field empty), click on the SUBMIT button to save the record. Carry out the Full Inverted File. Then, call up the record, click on the UPDATE button, insert the correct abstract. Most probably, manually typing would be better rather than scanning or copying/pasting the HTML text, so as to avoid the possibility that some strange characters (or accents) may create a conflict and corrupt the abstract again. Save/Submit the record and check the verification/view format that the abstract is OK. Should the abstract not be repaired, then DELETE the corrupted record and create a new one.

### **Q22. Error code – 1025 Access denied.**

After saving a record the message “*ERROR CODE – 1025*” appears on the screen. When calling up the record and clicking on the option View, the record is displayed on the screen having data in some fields repeated twice. When clicking on the Update or Delete button the following message appears: “*ERROR CODE – 1025 Access denied*”.

**A:** In general, when the system does not allow you to Update or Delete a record, you may try using DOS/ISIS by carrying out the procedure described below. Note that this procedure is very useful for amending some errors which cannot be corrected with *www-ISIS-ASFA*.

1. Open the DOS/ISIS by double clicking on the icon ISIS contained in the folder *www-ISIS-ASFA*
2. Select <E> Data entry services from the CDS/ISIS Main Menu
3. Select <O> ODIN data entry interface from the Data Entry Services Menu
4. At the prompt <Data base ASFA> press <Enter>
5. At the prompt <MFN> type the number of the record which has the problem and needs to be modified and Press <Enter>
6. At the prompt <Worksheet> type <LONG> and Press <Enter>
7. The record is now displayed on the screen in the “Browse mode” therefore, for amending data in a specific field, you have to press <Enter> to be in the “Edit mode”. Carry out the necessary modifications, which could not be done using *www-ISIS-ASFA* (i.e. delete or add data) and then press <Enter> again to confirm the modifications into the field. Once you have completed all the necessary modifications, press <Esc> twice and then <[3]

- Save&Exit> to save the modified record. Press again <Esc> twice and then <X> to return to the main menu
8. From the Main CDS/ISIS menu Select <I> (Inverted file services)
  9. Select <F> (Full inverted file generation)
  10. You will be presented with the phrase "Inverted file exists and will be cleared OK (Y/N)?": Type <Y>
  11. The phrase "MFN limits?" will appear: Press Enter
  12. The phrase "Full inverted file generation completed" will appear: Press Enter and then <X> to return to the Main Menu. Press <X> to exit.
  13. Return to www-ISIS-ASFA application, call up the record using "Edit record by browse" option, to ensure that the amendments have been correctly carried out.

### Q23. Error Code: -1003

One record is corrupted and when trying to amend/delete it the system blocks and you are presented with:

*"Error code: -1003*

*Unable to get error template (HTP) file. Wrong path or files structure. File: [c:\xitami\webpages\asfa\http//error.htp]. Submitted error code was: - 1002".*

**A:** There are two possibilities to solve this problem. The first is to delete the record using DOS/ISIS, carrying out the following procedure:

1. Open the DOS/ISIS by double clicking on the icon ISIS contained in the folder www-ISIS-ASFA
2. Select <E> Data entry services from the CDS/ISIS Main Menu
3. Select <O> ODIN data entry interface from the Data Entry Services Menu
4. At the prompt <Data base ASFA> press <Enter>
5. At the prompt <MFN> type the number of the record which has the problem and needs to be modified and Press <Enter>
6. At the prompt <Worksheet> type <LONG> and Press <Enter>
7. The record is now displayed on the screen in the "Browse mode" therefore, for deleting data in a specific field, you have to press <Enter> to be in the "Edit mode"
8. Delete data by pressing the F6 key and when the field is empty press <Enter> again to confirm the modifications into the field (i.e. empty field). When the record is completely empty, Press the key <Esc> twice and then [5] Delete Record. Press <Esc> twice and then <X> to return to the main menu
9. From the Main CDS/ISIS menu Select <I> (Inverted file services)
10. Select <F> (Full inverted file generation)
11. You will be presented with the phrase "Inverted File exists and will be cleared OK (Y/N)?": Type <Y>
12. The phrase "MFN limits?" will appear: Press Enter
13. The phrase "Full inverted file generation completed" will appear: Press Enter and then <X> to return to the Main Menu
14. Press <X> to exit.

**Note:** The quicker way of deleting a record using DOS (i.e. call up the record and then press “[5] Delete Record”) does NOT work for a corrupted record. It is necessary to first manually delete data in each field and then delete the empty record as explained above.

**The second possible solution to the Error code:-1003 is to export all the records in your database and then re-import them without importing the corrupted record.**

Below details are given of the procedures to follow in the case where, in a database comprised of 100 records, MFN 30 is corrupt. This record MFN 30 cannot be repaired using *www-ISIS-ASFA*. Therefore, the records of the database, except for MFN 30, have to be exported and then re-imported using DOS/ISIS. In this way, the database will then contain 99 valid records.

1. Double Click on the *www-ISIS-ASFA* folder icon
2. Double Click on the icon ISIS
3. Select <M> Master File Services from the CDS/ISIS Main Menu
4. Select <E> Export CDS/ISIS file from the Master file Services menu. The “Data Interchange Services – Export parameters” table now appears on the screen
5. The Database name <ASFA> will appear as default. Press <Enter>
6. The output ISO file name <CSA.ISO> will appear as default. Assign a name to the file. The name must not exceed the 10 characters including the extension **.ISO** (e.g. **Part1.ISO**)
7. Press <Enter> until the cursor arrives at the <MFN limits> field. Type the range of records to be exported, for this example **1/29**
8. Press <Enter> until you get to the field “Reformatting FST” and remove the default CSA from the field (the field must be empty)
9. Press <Enter> four times and you will be presented with the phrase “ Backup drive and/or directory?>. In this example, if you want to export the records onto a floppy disk and assuming that your floppy disk drive has been designated <A>, **Type A:** and press <Enter> (Should you wish to export the records onto another drive then you should type the letter that the drive has been designated e.g. C:)
10. At the prompt <Press CR when ready or C to cancel> press <Enter>
11. Once this procedure is completed, a prompt indicating the number of records exported will appear on the screen.
12. Press <Enter> to return to the Master File Services Menu, select <X> or press <Esc> to return to the CDS/ISIS Main Menu and then select <X> to exit. Records 1 to 29 have been exported as an ISO file named Part1.ISO

Repeat the above procedure but this time giving a different name to the ISO file (for example **Part2.ISO**). In the field <MFN limits> you should type **31/100** (i.e. you skip MFN 30 as it is corrupt). You have now two ISO files: the first ISO file containing 29 records (1-29) named Part1.ISO and the second ISO file containing 70 records (31-100) named Part2.ISO. In this way, the corrupted record MFN 30 has not been exported.

Now you have to import these two ISO files onto your computer, paying SPECIAL ATTENTION to the “Load/Merge/Update” parameters explained in point 6 below. The procedure is as follows:

1. Double Click on the *www-ISIS-ASFA* folder icon
2. Double Click on the icon ISIS
3. Select <M> Master File Services from the CDS/ISIS Main Menu

4. Select <I> Import External file from the Master File Services Menu. The “Data Interchange Services – Import Parameters” table now appears on the screen
5. The database name <ASFA> will appear as default. Press <Enter>
6. In the <Input ISO file name> field type the name of the ISO file containing the 29 records (i.e. **Part1.ISO**) and press <Enter> until you get to the field “Load/Merge/Update”. The letter <U> will appear as default. **Change** the <U> into <L>. Note that the letter <L> stands for **Load**. When the letter <L> is selected the system erases all the records in your database and replaces them with those contained in the ISO file just imported.
7. Press <Enter> until the prompt <Master file exists and will be cleared, OK(Y/N)? Type <Y>
8. The prompt <Backup drive and/or directory?> will appear. Type the letter of the drive where the ISO file Part1.ISO was previously exported (e.g. A:) and press <Enter>
9. At the prompt <X – no more diskettes> <CR – to continue after mounting new diskette>, press <Enter>
10. Once the import procedure is completed the same prompt appears on the screen, <X – no more diskettes> <CR – to continue after mounting new diskette> Press <X – no more diskette>. **N.B. DO NOT** press <Enter> otherwise the ISO file will be imported again.
11. A prompt will appear indicating <The next MFN to be assigned>. Press <Enter> to return to the Master File Services Menu, select <X> or press <Esc> to return to the CDS/ISIS Main Menu and then select <X> to exit.

You now have in your computer ONLY 29 records. To import the second ISO file (**Part2.ISO**) containing records 31 to 100, repeat the IMPORT procedure explained above (points 1 to 11) **but this time in point 6 you have to leave the default letter <U> (Update) in the field <Load/Merge/Update>**. The system will add the records contained in the ISO file (Part2.ISO) to the 29 already existing records in your database, assigning a sequential MFN number (i.e. the first record contained in Part2.ISO will no longer be MFN 31 but it will be MFN 30 and the last MFN will be 99, NOT 100).

**IMPORTANT:** Each time you import records into www-ISIS-ASFA you MUST generate the Inverted File (i.e. from the Main Menu you select <I> Inverted file services and then <F> Full inverted file generation. If this procedure is not carried out the new imported records are not available for retrieval, although they are physically in the system.

**Q24. This server is currently overloaded – please try again later; Error code: - 102 data base access denied (probably write lock).**

While working the system blocks and the following Error messages appear on the screen:  
*“This server is currently overloaded – please try again later  
Error code: - 102 data base access denied (probably write lock)”*.

**A:** The problem is with the WORK database. To keep the system from blocking it is recommended that the WORK database be cleaned from time to time.

The best way to clean it is to replace 8 of the 12 files which are contained in the directory **C:\Xitami\webpages\DB\Asfa\Work** with the 8 files contained in the zipped file Work.Zip, included in the same directory. The following procedure is recommended:

Open the Work.zip file, and extract the 8 files contained there into the **WORK** folder (C:\Xitami\webpages\DB\Asfa\Work, unless you changed the destination drive during installation).

Note that the WORK database is NOT the database containing your ASFA records; it is a database within the system used for storing session details, therefore you don't have to worry about losing your ASFA records. (Note for your information: the file actually containing the ASFA records is called **ASFA.mst** and is located in another sub-directory: C:\Xitami\webpages\DB\Asfa\Asfa).

Please note that it is also advisable to delete the Internet Temporary files on your computer from time to time, since some of these files may interfere with the system.

### **Q25. Error codes 101, 201, 301**

One or more of the following Error messages appear on the screen:  
“Error codes 101, 201, 301”.

**A:** To solve the above error codes, you must Reorganize the Database/Master File. The procedure is as follows:

1. Double click on the icon ISIS contained in the folder www-ISIS-ASFA
2. From the Main CDS/ISIS menu Select <I> (Inverted file services) and <F> (Full inverted file generation)
3. You will be presented with the phrase “Inverted File exists and will be cleared OK (Y/N)?”: Type <Y>
4. The phrase “MFN limits?” will appear: Press Enter
5. The phrase “Full inverted file generation completed” will appear: Press Enter and then <X> to return to the Main Menu
6. From the Main CDS/ISIS menu Select <M> (Master File services)
7. Select <C> (Reorganize master file)
8. The phrase "Backup drive and/or directory" will appear. Press <Enter>. When the process is finished Press <Enter> again and then <X> to return to the Main Menu
9. Select <I> (Inverted file services) and <F> (Full inverted file generation) and then continues as in points 3 to 5. Press <X> to exit.

**NOTE:** For an efficient working system it is recommended that the above ISIS procedures for Master File Reorganization and Full Inverted File Generation are carried out from time to time, depending on the dynamics of the changes to your database.



### **Q26. “No matches found!”**

After having correctly imported some records in the ASFA database and carried out a Search to display them in the Browse Mode, the following message appears on the screen: “*No matches found!*”.

**A:** After having correctly imported some records, it is NECESSARY to update/generate the “**Inverted File**”, as this is not automatically done by the system. If the “Inverted File” is not updated, the new imported records are not available for retrieval, although they are physically present in the system. The procedure to generate the “Inverted File” is as follows:

1. From the Main CDS/ISIS menu Select <I> (Inverted file services)
2. Select <F> (Full inverted file generation)
3. You will be presented with the phrase "Inverted file exists and will be cleared OK (Y/N)?":  
Type <Y>
4. The phrase “MFN limits?” will appear: Press Enter
5. The phrase “Full inverted file generation completed” will appear: Press Enter and then <X> to return to the Main Menu
6. Press <X> to exit.

### **Q27. The system gives an Error message and the record cannot be saved.**

**A:** This problem occurs when in the same field (e.g. English title, Non English title, Abstract etc.) double quotes (“...”) are used in combination with HTML coding such as <i>...</i> to indicate italics, <sup>...</sup> to indicate superscript, and <sub>...</sub> to indicate subscript. This combination creates conflict. The solution to this problem is to replace double quotes (“...”) with single quotes (‘...’).

### **Q28. After having installed *www-ISIS-ASFA*, the ODIN Data Entry interface available in DOS/ISIS does not work.**

**A:** Although DOS/ISIS environment within the *www-ISIS-ASFA* application is not used for data entry, it is sometimes necessary to use it for repairing a corrupted record that was created with *www-ISIS-ASFA*. When using the icon ISIS contained in the *www-ISIS-ASFA* folder and selecting <E> Data Entry services and then <O> ODIN data entry interface, it may happen that the system blocks. The problem is linked to the expanded memory and extended memory settings. Therefore, the memory parameters should be set up following the procedure below. **Note**, however, that this procedure may not work with some operating systems.

1. Right click on the ISIS icon contained in the *www-ISIS-ASFA* folder
2. Select *Properties*
3. Click on *Memory*: the parameters should read as follows:
  - a. Under *Total* select AUTO

- b. Under *Initial Environment* select AUTO
  - c. Under *Expanded (EMS) Memory Total* select 192
  - d. Under *Extended (XMS) Memory Total* select NONE
  - e. Check/Mark the field *Uses HMA*
  - f. Under *MS-DOS Protected Mode (DPMI) Memory Total* select AUTO
4. Click on APPLY and then OK.

**Q29. How to extract a debug log from the system (i.e. so as to alert the software developer to your problem).**

**A:** In the event that you cannot find the solution to your problem in these FAQs or the suggested procedures do not solve the problem, you can extract a “log file” from the system, which can then be sent to the software developer (and FAO) in order to identify the root cause of the error.

The procedure to extract the log file is as follows:

1. Open the file **isis3w.exe.cfg** in the directory **C:\Xitami\cgi-bin**
2. Identify the line containing **DebugLevel 0**
3. Change **DebugLevel 0** to **DebugLevel 20000** and save the file **isis3w.exe.cfg**
4. Return to the application, sign on and after receiving the “Error” exit from the system
5. Return to the file **isis3w.exe.cfg** and change **DebugLevel 20000** back to **DebugLevel 0** and save the file
6. Identify the file **debuglog** and send it to Dr Rybinski (with copy to FAO)
7. For example the **debuglog** could be located in **C:\Xitami\webpages\debuglog.txt**

**Q30. TRN (11): (followed by the TRN number of the record) already exists in the database (page 1).**

When amending an existing record, the system may give the following Error message concerning duplicate TRN number and the modifications cannot be saved: “*TRN (11): (followed by the TRN number of the record) already exists in the database (page 1)*”.

**A:** When the system displays the above message, it is not possible to save the modified existing record. To solve the problem the following procedure is suggested:

1. Click on the “Update” button of the record which needs to be modified
2. Slightly modify the TRN number of the record, for example if the record is TRN 25 you modify it to 25a, carry out the necessary amendments and then save the record.
3. Click on the “Edit records by browse” button and type in the “Start from” box TRN 25 and then Click on the “Browse button”.
4. The records 25 and 25a will be displayed in the Browse Mode
5. Delete record TRN25 and leave record TRN25a which is the record containing the modifications
6. Change the TRN 25a back to 25.

**Q31. How to make a Back-up of your database to ensure that you always have a copy of your ASFA records should any damage occur to your computer**

**A:** This is common advice for all work done on any computer. Computers can break down, files can become corrupted and you, yourself, can mistakenly delete your ASFA records. The solution is to regularly make back-ups (i.e. at least once a week) . The procedure to back-up your work is as follows:

1. Double click on the ISIS icon contained in the www-ISIS-ASFA folder
2. Select <M> Master file services
3. Select <B> Master file backup
4. The phrase “Backup drive and/or directory?” will appear on the screen
5. If you press <Enter> the back-up of your ASFA work will automatically be stored as the file ASFA.BKP in the directory: **C:\Xitami\webpages\DB\Asfa\Isis**. It is advisable to copy this back-up file on to another disk drive such as a floppy disk or CDROM, so that should your hard disk drive (C:) become damaged you always have a copy of your ASFA records
6. Press <ESC> and then <X> to exit

It may happen that after pressing “<B> Master file backup” you will be presented with the phrase “You cannot back-up while inverted file is pending”. In this case, you have to return to the Main Menu, perform the “Update inverted file” and then the “Back-up” as follows:

1. Select <I> Inverted files services from the CDS/ISIS Main Menu
2. Select <U> Update inverted file
3. The phrase “Inverted file update completed” will appear on the screen. Press <Enter> and then <X> to return to the Main Menu
4. Select <M> Master file services
5. Select <B> Master file backup and then continue as in points 4 to 6.