

GUIDELINES FOR BIBLIOGRAPHIC DESCRIPTION AND DATA ENTRY

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



GUIDELINES FOR BIBLIOGRAPHIC DESCRIPTION AND DATA ENTRY

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

compiled by

Luciana Lombardi Gianandrea
Fisheries and Aquaculture Information and Statistics Service
FAO Fisheries and Aquaculture Department

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.

For bibliographic purposes this document should be cited as follows:

Lombardi Gianandrea, L. (comp.)

Guidelines for bibliographic description and data entry (using *www-ISIS-ASFA* software, version 1.1).

ASFIS Reference Series. No. 3, Rev. 4. Rome, FAO. 2007. 135p.

CONTENTS

	Page
DEFINITIONS OF TERMS USED IN THIS MANUAL	ix
INTRODUCTION	1
PART 1: BIBLIOGRAPHIC DESCRIPTION AND DATA ENTRY	3
<i>Preliminary Information</i>	3
<i>To start the www-ISIS-ASFA software system</i>	3
Client-Server Environment.....	3
Stand-alone Environment	3
<i>ASFA Data Entry</i>	4
NEW RECORD	4
Selection of the worksheet (correct bibliographic level)*	5
FIELDS INCLUDED IN THE WORKSHEETS	7
TRN (TEMPORARY RECORD NUMBER) field	8
BIBLIOGRAPHIC LEVEL field	9
DATE OF UPDATE field	9
RECORD ENTERED BY field.....	9
DATA ENTRY STATUS field	10
ENGLISH TITLE field*	11
TRANSLATED BY INPUTTER field.....	12
NON-ENGLISH TITLE(s) field*	13
<i>Translation of Documents</i>	14
TYPE OF DOCUMENT field.....	15
PHYSICAL MEDIUM field	16
LITERARY STYLE field	17
PERSONAL AUTHOR field*	19
AUTHOR'S ADDRESS field*	24
CORPORATE AUTHOR field*	26
DEGREE TYPE OF THESIS field	29
CONFERENCE NAME field*	31
CONFERENCE LOCATION field	33

CONFERENCE DATE field*	34
LANGUAGE OF TEXT field	35
LANGUAGE OF ABSTRACT(S) IN DOCUMENT field.....	36
DOCUMENT/REPORT/PATENT NUMBER field*	37
ENGLISH MONOGRAPHIC TITLE field*	39
NON-ENGLISH MONOGRAPHIC TITLE field*.....	41
ISBN field.....	43
PERSONAL AUTHOR (MONOGRAPHIC) field*	44
CORPORATE AUTHOR (MONOGRAPHIC) field*	46
EDITION field	47
IMPRINT field	48
SERIAL TITLE field.....	50
SERIAL TITLE – ABBREVIATED field	50
ISSN field.....	51
ELECTRONIC ISSN field	51
DATE OF PUBLICATION field*	52
COLLATION field.....	53
ONLINE AVAILABILITY/URL ADDRESS field.....	55
DIGITAL OBJECT IDENTIFIER (DOI) field.....	55
NOTES field.....	56
ENVIRONMENTAL REGIME field.....	58
LOCAL fields.....	60
<i>SAVE/EDIT/DELETE RECORDS</i>	<i>61</i>
Save a New Record	61
Difference between an “Error” message and a “Warning” message*	61
Edit a Newly Saved Record.....	62
Change the Bibliographic level of a record saved with an incorrect bibliographic level	62
Copy an Existing Record.....	62
Delete an existing record.....	63
Undelete a deleted record*	63
<i>EDIT RECORD(S).....</i>	<i>66</i>
1. By browse method to locate records that require editing	66

2. By search method to locate records that require editing.....	70
Additional instructions to facilitate searching.....	72
Search and Download/Print retrieved records using www-ISIS-ASFA*	73
SET DEFAULTS	75
REPETITION OF DATA IN CONSECUTIVE RECORDS	77
DOWNLOAD/PRINT	78
PART 2: www-ISIS-ASFA SOFTWARE UTILITIES RELATED TO ASFA BIBLIOGRAPHIC DATA ENTRY AND MANAGEMENT OF THE SOFTWARE*	79
ALLOCATION OF FRNs AND DISPATCH OF RECORDS TO CSA*	80
Important note for ASFA partners working with collaborating centres*	81
INVERTED FILE*	82
EXPORTING ASFA RECORDS ON TO DISKETTES OR OTHER DRIVES	83
IMPORTING ASFA RECORDS ON TO THE SAME OR DIFFERENT COMPUTER	84
EXPORTING/IMPORTING RECORDS MAINTAINING THE SAME MFNs (EXCH/99 TAGGING)	86
CORRECTION OF A RECURRENT MISTAKE IN CONSECUTIVE RECORDS	88
PRINTING RECORDS IN FORMATS NOT AVAILABLE USING www-ISIS-ASFA*	90
USEFUL PROCEDURES RECOMMENDED FOR EFFICIENT MANAGEMENT OF THE ASFA DATABASE*	91
BACK-UP OF THE RECORDS CONTAINED IN YOUR DATABASE*	91
HOW TO RESTORE A BACK-UP OF YOUR ASFA WORK*	92
REORGANIZE MASTER FILE AND FULL INVERTED FILE GENERATION*	93
CLEANING THE “WORK” DATABASE CONTAINED IN THE www-ISIS-ASFA SOFTWARE*	94
UNLOCK ASFA DATABASE*	95
RE-INITIALIZE DATA BASE*	96
ANNEX 1: Guidelines for Transliteration*	97
A. Transcription of accented letters in languages based on Latin alphabet and special letters* ..	97

B. Transliteration of the Modern Russian Alphabet (based on ISO 9: 1986) approved at the 2006 ASFA Board Meeting*	98
ANNEX 2: Language Codes	99
ANNEX 3: Guidelines for abbreviating words in ASFA Bibliographic Description	102
Abbreviation of words in serial titles	102
ANNEX 4: Abbreviations of State Names for Australia, Canada and USA	103
ANNEX 5: ASFA Typesetting Codes for Special/Forbidden Characters*	105
ANNEX 6: EXAMPLE OF ASFA BIBLIOGRAPHIC DESCRIPTIONS ON AN AMS WORKSHEET*	106
ANNEX 7: ASFA FIELD DEFINITION TABLE*	112
ANNEX 8: Frequently Asked Questions and Recurring Problems about www-ISIS-ASFA software*	113

*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)*.