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.

WWWIsis
Asfa

Asfa - Data
Entry

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).
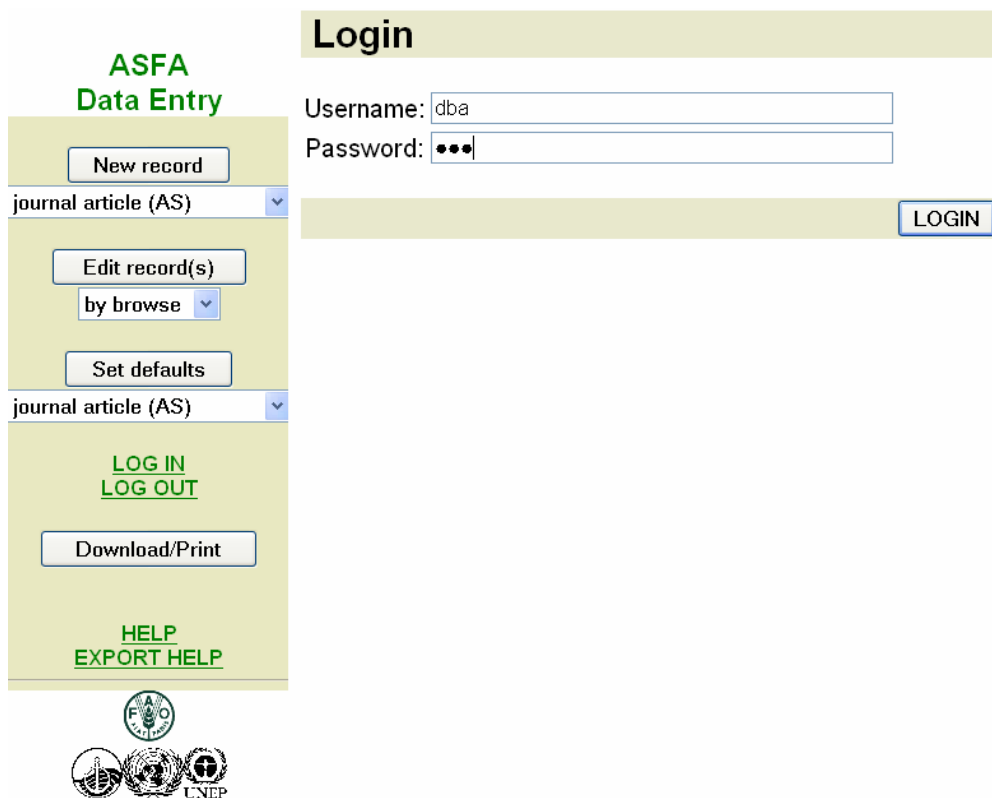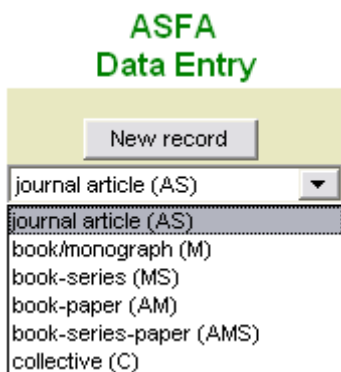
Fig. 1 - www-ISIS-ASFA Login Screen

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 "**A**nalytic level fields" allow you to input the bibliographic data describing the "article", and the "**S**erial 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 "**M**onographic 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 "**M**onographic level fields" allow you to input the bibliographic data describing the "book or monograph" and the "**S**eries 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 "**A**nalytic level fields" allow you to input the bibliographic data describing the "chapter, section or paper" and the "**M**onographic 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 "**A**nalytic level fields" allow you to input the bibliographic data describing the "chapter, section or paper", the "**M**onographic level fields" allow you to input the bibliographic data describing the "book" and the "**S**eries 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.

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** (**M**aster **F**ile **N**umber)

- **FRN** (**F**inal **R**ecord **N**umber)

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 "**M**aster **F**ile **N**umber" 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* = _…, *superscript* = […]

   e.g. H₂O   120m²

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* = _…, *superscript* = […]

   *e.g. H**₂**O   120m**²***

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

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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. <u>Note: This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry.</u> 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:

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

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). <u>Note: This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry.</u>

^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 al 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:	**U**
Corporate Author:	Cairo University (Egypt). Faculty of Veterinary Science
Degree type of thesis:	Thesis (M.V.Sc.)

Literary Style:	**U**
Corporate Author:	Landbouwhogeschool, Wageninger (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 sub-titles).

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). <u>Note: This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry.</u> However, this new rule can only be implemented with the <u>next</u> 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. <u>Note: This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry.</u>

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. A0ld 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.

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* = _…, *superscript* = […]

   e.g. H₂O   120m²

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. <u>Note: This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry.</u>

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 =* _…, *superscript =* […]

   *e.g. **H₂O   120m²***

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. <u>Note: This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry.</u>

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 **ISSN**s (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)"[*] 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.

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[*] 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, 4th 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.

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[*] 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).

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

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/atlases, 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.

Fig. 7 – Sixth screen of an AMS Worksheet

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

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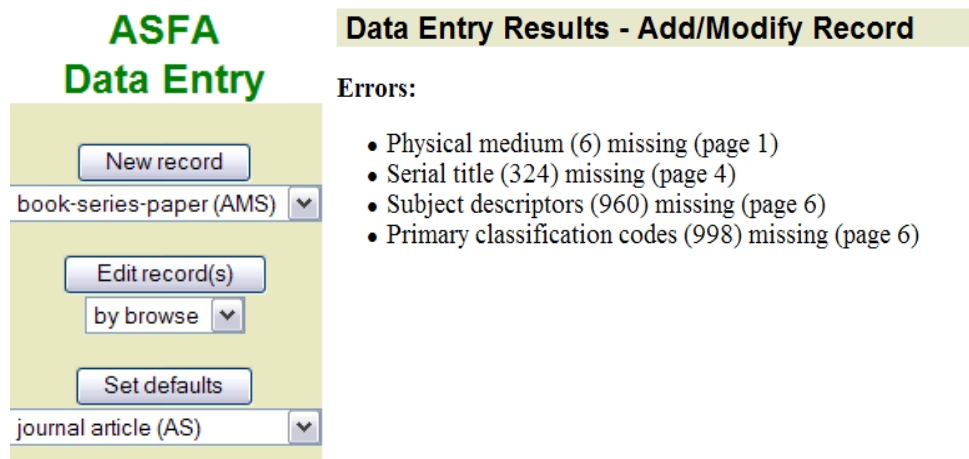
Notes field: This local notes field can be used for any additional Library information.

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).

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.

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

ASFA Data Entry

- New record
- journal article (AS)
- Edit record(s)
- by browse
- Set defaults
- journal article (AS)
- LOG IN
- LOG OUT
- Download/Print
- HELP
- EXPORT HELP

	Selection list	Update	Update bibl. level	Copy	Delete

Field	Value
TRN:	4475
MFN:	004475
Date of update:	20061117
Data entry status:	C
Record entered by:	dba
English title:	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
Type of document:	B
Bibl. level:	MS
Lit. style:	K
Physical medium:	P; I
Author:	Swan, J. (comp.); Greboval, D. (comp.)
Corp. author:	FAO/Japan Government Cooperative Programme
Conference name:	International Workshop on the Implementation of International Fisheries Instruments and Factors of Unsustainability and Overexploitation in Fisheries
Conference loc.:	Siem Reap (Cambodia)
Conference date:	13-16 Sep 2004
Lang. of text:	En
Lang. of abstract in doc.:	En
Doc./Report/Patent number:	FAO FIPP/R782(En); GCP/INT/788/JPN
ISBN:	92-5-105449-5
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English abstract:	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.
Subject descr.:	conferences; overexploitation; marine fisheries; fishery management
Identifiers:	sustainable fisheries;
Primary journal allocation:	Q1
Primary subject category:	1565
X-ref journal allocation:	Q1
X-ref subject category:	1106
X-ref phrase:	unsustainability and overexploitation in fisheries, workshop

	Selection list	Update	Update bibl. level	Copy	Delete

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.

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. **fish**ery, **fish**eries, **fish**ing). 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

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

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[*] 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)

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).