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. H₂O   120m²

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

6. Separate two or more non-English titles by a full-stop, dash and space and DO NOT end the last title with a full-stop. However, should only a full stop, or only a dash be used, this would be accepted by CSA. Note: This decision was made at the 2006 ASFA Board

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

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

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

- CLICK on the BROWSE button to display the pick-list of non-English titles

- TYPE the first few words of the non-English title in the "Start from" box and CLICK on the BROWSE button to get to the position of the title in the pick-list

- CLICK on the bullet next to the title required

- CLICK on the REPLACE button. The selected title will automatically be entered in the field.

Translation of Documents

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

For example, a "*Translation*" of a French document into English should be cited as follows:
Notes field: Translated from French into English. Original French title: Bases biologiques et écologiques de l'aquaculture. Published by: Lavoisier Tec. et doc, Paris 1991.

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

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

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

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

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

J   for any articles appearing in a journal/periodical.

B   for all kinds of monographic material such as: books, theses, annual reports, conference proceedings; for chapters or sections within a monograph that are analysed individually, and for separately entitled volumes of a monographic series, annuals or multi-volume monographs.

R   for unpublished scientific and technical reports, generally describing the results of research and development projects. It does not include annual reports.

G   for maps or atlases, meteorological and hydrographical charts, and similar cartographic material. It may also be selected in the case of an analytic entry for an individual map included in a larger work.

P   for any type of patent, including inventors' certificates.

C   for documents which refer to International Standard(s) or any type of standardization or specification of parameters.

D   for a document which is a drawing or a photograph, but does not include maps or atlases.

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

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

P   for documents printed on paper;

          (and/or any of the following codes for electronic media such as:)

C   for CDROM.

D   for diskette.

F   for films/slides/microfiches.

I   for documents available on Internet/World Wide Web. The full home page address should be included in the "Online availability/URL address".

T   for magnetic tape.

O   for any other type of physical medium not classifiable by the above codes.

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

LITERARY STYLE field
(*Fig. 2*)

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

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

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

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

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

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

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

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

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

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

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

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

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

Z   for a bibliography or a document containing a substantial bibliography. When this code is selected, a note must be entered in the **Notes field**.

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

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

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

Fig. 3 – Second screen of an AMS Worksheet

PERSONAL AUTHOR field
(*Fig. 3*)

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

This field is composed of 3 sub-fields:

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

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

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

^b STREET + CITY sub-field

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

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

^c COUNTRY sub-field

Type the country name.

e.g.   *Oman*

^e E-MAIL sub-field

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

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

CORPORATE AUTHOR field
(*Fig. 3*)

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

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

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

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

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

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

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

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

When the Corporate Author is identical at both bibliographic levels (i.e. analytic and monographic), enter the Corporate Author ONLY at the analytical level (the lowest). **N.B**. This principle applies to 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. <u>Note: This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry.</u>

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

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)