

CONFERENCE DATE field

(Fig. 4)

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

1. Enter the complete date on which the conference was held. It is no longer necessary to abbreviate the name of the month to the first three letters as indicated in the previous guidelines (e.g. 20 Oct 2006). Note: This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry. However, this new rule can only be implemented with the next version of the software, www-ISIS-ASFA v.2, as in the current version 1.1 there is a limitation of field length.
2. If a range of days is given, enter the first and the last day of the conference and separate them by a dash:

e.g. 14-25 March 2005
28 September-5 October 2006
3. Do not put any punctuation marks at the end of the conference date. If no date is provided in the source document, enter **[nd]**.

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

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

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

or

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

Conference location: Dublin (Ireland)

Conference date: 10-12 April 1991

LANGUAGE(s) fields

The language(s) fields are the following:

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

LANGUAGE OF TEXT field

(Fig. 4)

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

To enter the appropriate language code there are two possibilities:

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

1. Use the pick list

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

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

e.g. Text in Dhivehi.

2. TYPE the language code directly into the field

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

LANGUAGE OF ABSTRACT(S) IN DOCUMENT field

(Fig. 4)

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

To enter the appropriate language code there are two possibilities:

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

1. Use the pick-list

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

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

e.g. Abstract in Dhivei.

2. TYPE the language code directly into the field

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

DOCUMENT/REPORT/PATENT NUMBER field

(Fig. 4)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The fourth screen of an AMS worksheet is reproduced below.

**ASFA
Data Entry**

New record

book-series-paper (AMS) ▾

Edit record(s)
by browse ▾


Set defaults

journal article (AS) ▾

LOG IN
LOG OUT

Download/Print

HELP
EXPORT HELP



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

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

English monographic title (220) BROWSE

Translated by inputter (221)

Non-English monographic title (224) BROWSE REPEAT

ISBN (232) BROWSE

PERSONAL AUTHOR (MONOGRAPHIC)

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

Author's name (200^a) BROWSE REPEAT

Corporate author - monographic (210) BROWSE REPEAT

Edition (225)

IMPRINT

Place of publ. (540^a)

Publisher (540^b)

Serial title (323) BROWSE

Serial title - abbreviated (324) BROWSE

ISSN (332) BROWSE

Electronic ISSN (334)

Date of publication (543)

COLLATION

Volume (550^v)

Issue (550^i)

Pages (550^p)

Online availability/URL address (920) REPEAT

Digital object identifier (921) REPEAT

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

Fig. 5 – Fourth screen of an AMS Worksheet

ENGLISH MONOGRAPHIC TITLE field

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

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

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

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

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

3. *Subscript* and *superscript*: Indicate words in the English monographic title (and also in the non-English monographic title, in the English abstract and X-ref. phrase) in *subscript* and *superscript* using the following standard HTML codes: *subscript* = `_{...}`, *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. Note: This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry.

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

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

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

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

TRANSLATED BY INPUTTER field

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

NON-ENGLISH MONOGRAPHIC TITLE field

(Fig. 5)

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

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

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

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

6. *Subscript* and *superscript*: Indicate words in the non-English monographic title (and also in the English title, in the English abstract and X-ref. phrase) in *subscript* and *superscript* using the following standard HTML codes: *subscript* = `_{...}`, *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. Note: This decision was made at the 2006 ASFA Board Meeting so as to speed up data entry.

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

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

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

ISBN field

(Fig. 5)

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

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

e.g. **ISBN: 979-8792-01-5**

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

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

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

PERSONAL AUTHOR (MONOGRAPHIC) field

(Fig. 5)

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

This field is composed of 2 sub-fields:

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

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

^a AUTHOR'S NAME sub-field

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

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

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

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

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

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

^b ROLE sub-field

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

CORPORATE AUTHOR (MONOGRAPHIC) field

(Fig. 5)

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

The Corporate Author (monographic) is composed of:

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

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

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

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

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

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

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

EDITION field

(Fig. 5)

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

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

e.g. Second revised edition

Indian edition

Paperback edition

New edition

Revised edition