

## IMPRINT field

(Fig. 5)

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

The field is composed of two sub-fields:

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

### ^a PLACE OF PUBLICATION sub-field

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

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

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

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

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

**^b PUBLISHER** sub-field

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

*e.g. FAO; Fishing News Books*

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

*e.g. Cambridge University Press*

4. If more than one Publisher is mentioned in the document, enter the name of the one given typographical prominence or the one listed first in the source document.

**Note:** the place of publication must correspond to the publisher selected.

5. If no publisher is given, do not substitute it with that of the printer - leave the sub-field empty.
6. If the publisher is the same as the corporate body already entered as the only name in the Corporate Author field, enter an acronym of the name in the Imprint field, if it exists, otherwise leave the field blank. This is to avoid duplication of data in the bibliographic record.

### **SERIAL TITLE field**

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

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

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

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

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

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

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

(Fig. 5)

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

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

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\* 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.”.

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

e.g. 1-3

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

e.g. 3 vols.

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

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

**^i Issue** sub-field

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

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

e.g. 1-2

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

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

**Examples:**

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

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

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

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

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

**^pPages** sub-field

1. Enter in this sub-field information regarding the pagination of the document.
2. For a simple, straightforward page span, enter only the range of pages:

*e.g. 25-42*

3. In the case of an article which is split up into various page spans, enter the page spans separately, followed by a comma and space:

*e.g. 5-10, 15, 18-23*

4. For single-page articles, insert “p.” and a space before the number:

*e.g. p. 245*

5. For the total number of pages of a monographic record (**M, MS**) insert “pp” after the number:

*e.g. 300 pp*

6. For groups of pages in a monographic record, add them together and enter the total number as a single entry (e.g. in the document: xvii pp. Introd., 420 pp. Text, 33 pp append., enter as: 470 pp).

7. Enter complicated pagination statements as “vp” (e.g. in the document: ix pp, 34 pp, 1 leaf, 230 pp, 5 charts, 2 maps, 4 folded tables: enter as **vp**).

8. If the document is unpaginated, then the pages should be counted and the total number entered.

## ONLINE AVAILABILITY/URL ADDRESS field

(Fig. 5)

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

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

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

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

## DIGITAL OBJECT IDENTIFIER (DOI) field

(Fig. 5)

Complete this field when a “Digital Object Identifier” (DOI)<sup>\*</sup> 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](http://www.doi.org/overview/sys_overview_021601.html)).

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

ASFA Data Entry

Book-series-paper (AMS)

Page 5 of 7

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

Notes (610) REPEAT

Environmental regime (2)  (B) Brackish  (F) Freshwater  (M) Marine

English abstract (700)

Non-English abstract (701)

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

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/atlas, have been selected in the “Type of document field” to indicate that the document being described consists exclusively or mainly of one or more drawings, maps or atlases, a note may be entered giving the number of drawings, etc., or the scale of the maps included in the document:

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

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

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

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

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

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

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

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

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

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

**ENVIRONMENTAL REGIME field**

(*Fig. 6*)

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

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

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

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

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

**ASFA  
Data Entry**

**book-series-paper (AMS)**

[New record](#)

[Edit record\(s\)](#)

[by browse](#)

[Set defaults](#)

**journal article (AS)**

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

[Download/Print](#)

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

    **CITES**

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

**Page 6 of 7**

[PREVIOUS PAGE](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [NEXT PAGE](#) [SUBMIT](#) [BOTTOM](#)

<a href="#">Subject descriptors (960)</a>	<input type="text"/>	<a href="#">BROWSE</a>
<a href="#">Taxonomic descriptors (970)</a>	<input type="text"/>	<a href="#">BROWSE</a>
<a href="#">Geographic descriptors (980)</a>	<input type="text"/>	<a href="#">BROWSE</a>
<a href="#">Identifiers (990)</a>	<input type="text"/>	

**Primary classification codes**

<b>Journal allocation (998^a)</b>	<input type="radio"/> (Q1) ASFA-1: Biological Sciences and Living Resources <input type="radio"/> (Q2) ASFA-2: Ocean Technology and Policy and Non-living Resources <input type="radio"/> (Q5) ASFA-3: Aquatic Pollution and Environmental Quality <input checked="" type="radio"/> CLEAR
<b>Subject category (998^b)</b>	<input type="text"/> <a href="#">BROWSE</a> <a href="#">REPEAT</a>

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

<b>X-ref Journal allocation (999^a)</b>	<input type="radio"/> (Q1) ASFA-1: Biological Sciences and Living Resources <input type="radio"/> (Q2) ASFA-2: Ocean Technology and Policy and Non-living Resources <input type="radio"/> (Q5) ASFA-3: Aquatic Pollution and Environmental Quality <input checked="" type="radio"/> CLEAR
<b>X-ref Subject category (999^b)</b>	<input type="text"/> <a href="#">BROWSE</a>
<b>X-ref phrase (999^c)</b>	<input type="text"/> <a href="#">REPEAT</a>

[PREVIOUS PAGE](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [NEXT PAGE](#) [SUBMIT](#) [TOP](#)

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.