

ANNEX 1: Guidelines for Transliteration

The following tables give the transliteration schemes used in ASFA records:

A. Transcription of accented letters in languages based on Latin alphabets and special letters. *

Accented letters should be replaced by unaccented letters (e.g. é = e; ç = c; ä = a).

Special letters	Occurring in following languages	ASFA Input form
Æ, æ	Danish, French, Icelandic, Norwegian	Ae, ae
ð	Faroese, Icelandic	d
Œ, œ	French	Oe, oe
ß	German	ss
þ Þ	Icelandic	Th, th

* Table A updated August 2008

B. Transliteration of the Modern Russian Alphabet (based on ISO 9: 1986) approved at the 2006 ASFA Board Meeting.

**Transliteration of the Modern Russian and Ukrainian Alphabets
(based on ISO 9: 1986), including 6 characters (lines 5, 7, 10, 12, 30, and 32)
suggested by the Ukrainian Input Centre**

Number	Russian			Ukrainian		
	Characters		Transliteration	Characters		Transliteration
1.	а	А	a	а	А	a
2.	б	Б	b	б	Б	b
3.	в	В	v	в	В	v
4.	г	Г	g	г	Г	g
5.				г	Ґ	gh
6.	д	Д	d	д	Д	d
7.	е (ё)	Е (Ё)	e	є	Є	e
8.	ж	Ж	zh	ж	Ж	zh
9.	з	З	z	з	З	z
10.	и	И	i	і	І	i
11.	й	Й	j	й	Й	j
12.				ї	Ї	ji
13.	к	К	k	к	К	k
14.	л	Л	l	л	Л	l
15.	м	М	m	м	М	m
16.	н	Н	n	н	Н	n
17.	о	О	o	о	О	o
18.	п	П	p	п	П	p
19.	р	Р	r	р	Р	r
20.	с	С	s	с	С	s
21.	т	Т	t	т	Т	t
22.	у	У	u	у	У	u
23.	ф	Ф	f	ф	Ф	f
24.	х	Х	kh	х	Х	kh
25.	ц	Ц	ts	ц	Ц	ts
26.	ч	Ч	ch	ч	Ч	ch
27.	ш	Ш	sh	ш	Ш	sh
28.	щ	Щ	shch	щ	Щ	shch
29.	ъ	Ъ	“	-	-	-
30.	ы	Ы	y	и	И	y
31.	ь	Ь	‘	ь	Ь	‘
32.	э	Э	eh	е	Е	eh
33.	ю	Ю	yu	ю	Ю	yu
34.	я	Я	ya	я	Я	ya

ANNEX 2: Language Codes

The following language codes are used in ASFA bibliographic description to indicate the language in which the document is published* .

Language	Language code
Afrikaans	AF
Albanian	SQ
Arabic	AR
Armenian	HY
Azerbaijani	AZ
Belorussian	BE
Bulgarian	BG
Catalan	CA
Chinese	CH
Croatian	CR
Czech	CS
Danish	DA
Dutch	NL
English	EN
Esperanto	EP
Estonian	EE
Faroese	FO
Farsi (Iranian)	FA

* Listed in alphabetical order by language.

Should the language of the text/abstract not be included in this table, Enter it in full in the “Notes field” (e.g. Text in Swahili).

Fijian	FJ
Finnish	FI
French	FR
Gaelic	GA
Galician	GL
German	DE
Greek	GR
Hebrew	HE
Hindi	HI
Hungarian	HU
Icelandic	IS
Indonesian	IN
Italian	IT
Japanese	JA
Korean	KO
Lao	LO
Latin	LA
Latvian	LV
Lithuanian	LI
Macedonian	MA
Malay	ML
Norwegian	NO
Polish	PL
Portuguese	PT

Romanian	RO
Russian	RU
Serbian	SR
Serbo-Croatian	SH
Slovak	SK
Slovenian	SN
Spanish	ES
Swedish	SV
Tagalog (Philippine)	TG
Thai	TH
Turkish	TR
Ukrainian	UK
Vietnamese	VI
Welsh	WE

ANNEX 3: Guidelines for abbreviating words in ASFA Bibliographic Description

Whenever feasible use ISO standards or recommendations. A useful source which may be consulted for abbreviated words as well as for other library and information science standards is:

ISO Standards Handbook 1: *Documentation and Information. Third edition.*
Geneva, International Organization for Standardization, 1988, 1021 p. ISBN 92-67-10144-7.
Available in English and French.

The following standards may be used for abbreviations:

ISO 832-1994(E): *Information and documentation -- Bibliographic description and references -- Rules for the abbreviation of bibliographic terms. Second edition.* Geneva, International Organization for Standardization, 1994. Available in English and French.

List of serial title word abbreviations (in accordance with ISO 4), (ISSN 0259-000X), Paris, ISDS International Centre, 20 rue Bachaumont, F-75002 Paris (France), 1991. The list is available on two different media: paper and online.

The *List of serial title word abbreviations* contains lists of words or word stems and their standardized abbreviations to be used for the abbreviation of the serial titles.

Abbreviation of words in serial titles

All serial titles appear in both full and abbreviated title form in ASFA records. A pick-list of serial titles monitored for ASFA is available in the “Serial title field” by clicking on the BROWSE button. The Serial titles are listed in full and abbreviated format, including their respective ISSN when available. The Master file of the “Serials monitored for the ASFIS Bibliographic Database” is maintained by FAO, which periodically provides partners with an update of this list to be incorporated in the *www-ISIS-ASFA* software. The latest updated version of this list is also available as a text file on the ASFA home page: <http://www.fao.org/fi/asfa/asfa.asp>, by clicking on the **ASFA FTP** site link and then on **master.txt**.

Please note that, in the case of a new serial title which is expected to be monitored on a regular basis, 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 will also register the new title for future incorporation into the pick-list when it is updated.

This does not apply when monitoring the occasional article appearing in a publication which rarely contains material falling within the scope of ASFA. In this case, use the *List of serial title word abbreviations* cited above, to abbreviate the serial title of such publications.

ANNEX 4: Abbreviations of State Names for Australia, Canada and USA

Australian state abbreviations:

Australian Capital Territory	A.C.T.
New South Wales	N.S.W.
Northern Territory	N.T.
Queensland	Qld.
South Australia	S.A.
Tasmania	Tas.
Western Australia	W.A.
Victoria	Vic.

Canadian state abbreviations:

Newfoundland	NF
Nova Scotia	NS
Prince Edward Island	PE
New Brunswick	NB
Quebec	PQ
Ontario	ON
Manitoba	MB
Saskatchewan	SK
Alberta	AB
British Columbia	BC
Yukon Territory	YT
Northwest Territories	NT

USA state abbreviations:

Alabama	AL	Missouri	MO
Alaska	AK	Montana	MT
Arizona	AZ	Nebraska	NE
Arkansas	AR	Nevada	NV
California	CA	New Hampshire	NH
Canal Zone	CZ	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY