

AQUATIC SCIENCES  
AND FISHERIES  
INFORMATION SYSTEM

**GUIDELINES FOR ABSTRACTING**  
**(using ASFISIS software)**

**FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS**







GUIDELINES FOR ABSTRACTING  
(using ASFISIS software)

compiled by

Richard Pepe  
Fishery Information, Data and Statistics Unit  
FAO Fisheries Department

FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

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## PREPARATION OF THIS DOCUMENT

This document is one of the guidelines (in the *ASFIS Reference Series*) prepared in support of the Aquatic Sciences and Fisheries Information System (ASFIS), an international information system for the science, technology and management of marine and freshwater environments, of which ASFA is an output. The *ASFIS Reference Series* comprises the rules, authority lists, formats, codes and procedures on which the system is based.

The present guidelines utilizes information contained in: the ISO International Standard No. 214, *Documentation - Abstracts for publications and documentation* (1976).

The designations employed and the presentations of material in this publication do not imply the expression of any opinion whatsoever on the part of the Food and Agriculture Organization of the United Nations concerning the legal status of any country, territory, city or area or of its authorities or concerning the delimitations of its frontiers or boundaries.

## PREFACE

**The Aquatic Sciences and Fisheries Information System (ASFIS)** is an international co-operative information system for the collection and dissemination of information covering the science, technology and management of marine and freshwater environments.

**The Aquatic Sciences and Fisheries Abstracts (ASFA)** Bibliographic Database is the principal information product of the ASFIS system. It contains more than 500,000 bibliographic references (or records) to the world's aquatic science literature accessioned since 1971. ASFA is produced as a co-operative effort by the United Nations Co-sponsoring Partners, the National and International Partners, and the Publishing Partner. The objective is to disseminate bibliographic information to the world community. All ASFA Partners are represented on the ASFA Advisory Board, for which FAO provides the Secretariat.

**Input** to the ASFA Database (i.e. the bibliographic references) is prepared by the network of **ASFA Partners** who are together responsible for the monitoring of more than 5000 serial publications as well as books, reports, conference proceedings, and grey literature.

The collective input is sent to the Publisher of ASFA (CSA) where it is **processed by computer** and merged to create a **master file** (the ASFA Bibliographic Database).

From the master file, the **ASFA Information Products** are produced. They are distributed to the ASFA Partners on a monthly/quarterly basis in the form of printed abstracts journals (e.g. **ASFA-1, ASFA-2, ASFA-3** etc.), and in machine readable format (e.g. **CD-ROM, Magnetic tape**) for use as a source of data in local, national or regional **information services**.

The **Bibliographic Reference** describing each document in the ASFA database contains: a detailed bibliographic citation, an abstract, and a set of indexing terms.

During the preparation of the bibliographic reference, it is the **responsibility** of the ASFA Partners: to identify the data elements making up the bibliographic citation, to write/edit the abstract, and to choose the indexing terms.

**To assist** the ASFA Partners in the preparation of input (that is to ensure the consistency necessary for the computer processing and the uniformity within the resulting ASFA information products) standardized cataloguing, abstracting and indexing procedures have been prepared and published under the title of the *ASFIS Reference Series*.

These Guidelines provide instructions for preparing ABSTRACTS for ASFA including instructions for data entry using the Micro CDS/ISIS, ASFISIS/ODIN Data Entry Interface.

This edition (*ASFIS-4, Rev.1*) supercedes (*ASFIS-4, ASFIS Abstracting Guidelines - FAO Circular No. 711*).





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# GUIDELINES FOR ABSTRACTING

## 1. INTRODUCTION

The abstract is an abbreviated version of the most important points contained in a document. It provides the reader (user) with information necessary to determine whether the document would be of value to him or her. A good informative abstract also contains information that can be used for indexing and for retrieval. Abstracts promote current awareness, allow for retrospective searching, and prevent duplication of previous work thus saving time and money.

Over the years, the ASFA bibliographic database has distinguished itself in that, with few exceptions, all of the bibliographic citations in ASFA are accompanied by an **abstract** (and, of course, indexing terms). This is by no means a small achievement, because abstracts are expensive to write, translate and/or edit. Information systems or services (like ASFA) providing abstracts to their users are sometimes termed "level two" services. This is to distinguish them from "level one" services which only offer the bibliographic citation without the abstract, and "level three" services which provide the user with reviews and information analysis.

These Guidelines will NOT provide the abstractor with any magic formula for writing good abstracts - as this can only be achieved through practice and study. Nor do they pretend to be an exhaustive treatise on the subject of writing scientific and technical abstracts as many such texts already exist (see footnote).

The purpose of these guidelines is to provide a brief description of the techniques and procedures of abstracting incorporating the requirements of the ASFA system (which includes data entry of the abstracts using the Micro CDS/ISIS, ASFISIS/ODIN Data Entry Interface).

Note this document does not contain instructions for completing the fields of the record containing the cataloguing data (title, author, etc.) or the indexing terms, as this information is contained in the *ASFIS Guidelines for Bibliographic Description* (ASFIS-3 and the *ASFIS Guidelines for Indexing* (ASFIS-5).

**Section-2** of these Guidelines is a "**Synopsis**" of the abstracting process for ASFA. It is intended for every day use by abstractors. Each step in the abstracting process is described briefly with cross-reference to the section containing additional information.

**Sections 3-10** explain each of the steps mentioned in the "Synopsis" section, in more detail.

### 1.1 Definitions

**1.1.1 ASFA Record** - The basic unit of information in the ASFA bibliographic database and printed abstracts journals is the RECORD. Each record is comprised of a detailed bibliographic citation, an abstract and a set of indexing terms (i.e. subject categories, descriptors/identifiers). See Figure-1.

**1.1.2 Abstract** - *the term abstract signifies an abbreviated, accurate representation of the contents of a document, without added interpretation or criticism and without distinction as to who wrote the abstract (from ISO 214-1976 E).*

**1.1.3 Abstracting** - consists of analyzing or assessing the original document and then selecting significant information and presenting it in condensed form, with precision and brevity. The **Abstractor** is an individual who skillfully writes or edits abstracts.

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*Indexing and abstracting in theory and practice*, Lancaster, F.W.; Champaign (Illinois); University of Illinois, Graduate School of Library and Information Science; 1991; 328p.

*Abstracting Scientific and Technical Literature*, by Maizell, R.E; Smith, J.f.; and Singer, T.E.R.; New York, NY, Wiley-Interscience 1971; p. 297; ISBN: 0-471-56530-X).

## **FIGURE-1**

1

### **A sample record from the ASFA Database**

The display format of ASFA records varies according to the host information retrieval system. The following format is typical and is taken from the ASFA-database on CD-ROM by SilverPlatter.

<b>TITLE (ENGLISH):</b>	[Fish rearing in Puglia.]
<b>ORIGINAL NON-ENGLISH TITLE:</b>	L'allevamento ittico in Puglia
<b>AUTHOR(S):</b>	Cagnetta,-P.; Zazzarini,-L.; DeMetrio,-G.; Zezza,-L.
<b>AUTHOR AFFILIATION:</b>	-
<b>SOURCE (BIBLIOGRAPHIC CITATION):</b>	IL-PESCE 1995 no. 1, pp. 16-21
<b>INTERNATIONAL STANDARD NUMBERS:</b>	ISSN 0394-2910
<b>PUBLICATION YEAR:</b>	1995
<b>LANGUAGE OF TEXT:</b>	Italian
<b>LANGUAGE OF SUMMARIES:</b>	Italian
<b>PUBLICATION TYPE:</b>	J (Journal-Article)
<b>ENVIRONMENTAL REGIME:</b>	M (Marine)

**ABSTRACT:** The findings are presented of an investigation conducted to determine the current situation regarding fish culture in Puglia, Italy. Some 25 hatcheries (13 intensive and 12 extensive) were in operation, according to data at the end of 1992, and were dedicated mainly to the rearing of prestige species, such as *Sparus aurata*, *Dicentrarchus labrax* and *Anguilla anguilla*. Production, as declared by the hatcheries and including also *Mugil cephalus*, totalled some 843 tons. An increase in production is forecast for the years to come.

<b>DESCRIPTORS:</b>	marine-aquaculture; fish-culture; hatcheries-; aquaculture-enterprises; extensive-culture; intensive-culture; <i>Sparus-aurata</i> ; <i>Dicentrarchus-labrax</i> ; <i>Anguilla-anguilla</i> ; <i>Mugil-cephalus</i> ; Italy,-Puglia
<b>CLASSIFICATION:</b>	Aquaculture:-Fish-culture-1582
<b>JOURNAL ANNOUNCEMENT:</b>	ASFA-1:-Biological-Sciences-and-Living-Resources Q1; ASFA-Aquaculture-Abstracts (Q3)
<b>INPUT CENTRE NUMBER:</b>	FA9500870
<b>ACCESSION NUMBER:</b>	3773652
<b>UPDATE CODE:</b>	9504

---

1. Note this sample record does not contain all of the fields which may eventually be present in a record (e.g. conference fields, report number, etc.).

2. Input Centre Number: - The first two letters refer to the ASFA Partner who prepared the record as input (in the example FA stands for FAO). The next two numbers refer to the year the input was prepared (in the example 1995). The last five numbers refer to the number of input records prepared by that ASFA Partner up to that record in that year.

3. Accession number: - This number is assigned by the system. This record can be retrieved on the SilverPlatter ASFA CD-ROM by searching AN=3773652.

4. Update Code: - This code refers to the quarterly updates to the CD-ROM. Users may limit their searches to the new records added in each update.

## 2. SYNOPSIS OF GUIDELINES FOR ABSTRACTING

### Introduction

For day to day abstracting of records for ASFA, this section "Synopsis of Guidelines for Abstracting" may be used. For each of the steps mentioned in this section, a cross-reference is made to the section containing additional information.

#### 2.1 Abstract ( see section 1, page 1 )

The term "abstract" signifies an abbreviated, accurate representation of the contents of a document, without added interpretation or criticism and without distinction as to who wrote the abstract (from *ISO 214-1976 (E)*).

#### 2.2 Purpose of abstracts ( see section 4, page 8 )

The fundamental purpose or use of abstracts is to provide the user with a means for scanning the world-wide literature in his or her field (and related fields) without an exorbitant expenditure of time, and money.

#### 2.3 Kinds of abstracts

With few exceptions, all records submitted as input to the ASFA bibliographic database should include an abstract. There are three important types of abstracts: Informative abstract, Indicative abstract, and Informative-indicative abstract.

##### 2.3.1 Informative abstract ( see section 3.1, page 7 )

Abstract presenting as much as possible of the quantitative and/or qualitative information contained in the document (desirable for texts describing experimental work and documents devoted to a single theme). Abstracts should be as Informative as permitted by the type and style of document.

##### 2.3.2 Indicative abstract ( see section 3.2, page 7 )

Abstract describing the type of work, the principle subjects covered, and the way the facts are treated (often used for discursive or lengthy texts, such as broad overviews, review papers, entire monographs). Indicative abstracts should be prepared only when the nature or length of the document being abstracted will not permit the writing of an informative or informative-indicative abstract.

##### 2.3.3 Informative-indicative abstract ( see section 3.3, page 7 )

Abstract which confines informative statements to the primary elements of the document, and relegates other aspects to indicative statements.

##### 2.3.4 Author's abstracts may be used if their content and style is satisfactory. You may amend the author's abstract to conform to the ASFA requirements. ( see section 3.4, page 7 )

##### 2.3.5 No Abstract Text - there are exceptions to the rule that all records in ASFA must include an abstract (for example: Reports of Institutes containing only administrative detail and Statistical Reports in which the title sufficiently explains the contents). These records can be entered in ASFA with only the bibliographic citation and indexing terms. In this case the abstract field should be left blank.

(see sections 1.2.6, 5.8, 5.9 and 5.10 and Abstract examples 12, 13, 14 in Annex-1).

## (SYNOPSIS OF GUIDELINES FOR ABSTRACTING)

### 2.4 Treatment of Document Content (analysis of content) ( see section 5, page 8 )

The writing of abstracts (and indexing) is based on the conceptual analysis of the content of the document.

**2.4.1 Identify the concepts contained in the document** by reading the **important** or key sections of the document (e.g. Introduction, Purpose, Conclusions, Summary, Recommendations, Summary etc.). In other words (**why** was the document written? **what** was investigated? **how** was it investigated? and **what** were the results and the conclusions of the investigation?) ( see sections 5.1-5.5, page 8 )

### 2.5 Documentary types ( see section 7, page 12 )

The documentary types (e.g. journal articles, review articles, bibliographies, books, manuals, etc.) will usually determine the type of abstract that should be prepared for a document.

For papers dealing with a single topic of research, it is recommended that the abstract be as **informative** as possible. The abstract should describe: the purpose of the research, the methodology and equipment used, the results and conclusions.

For long multidisciplinary works, an **indicative** or **informative-indicative** abstract is necessary.

### 2.6 Presentation and Style ( see section 6, page 9 )

The abstract should be concise, lucid, accurate and informative as possible.

**2.6.1 Language** - The abstract may be in **English** or **non-English** (Latin alphabet only).  
( see section 6.2.5, page 10 )

**2.6.2 Length** - The length of the abstract may not exceed **4000 characters** including spaces and punctuation. ( see section 6.1.4, page 9 )

**2.6.3 Scientific names** - always include scientific names, when relevant, in the abstract. The name of a species is a two-word (binary) combination called a binomial, consisting of the generic name followed by the specific name. ( see section 6.3, page 11)

The first letter of the generic name is capitalized and that of the specific name is written in lower case, both are italicized (to represent italics you must use the typesetting code @i\_\_\_\_@@.

Therefore, the frog *Rana catesbeiana* becomes @iRana catesbeiana@@.

( see section 10.6, page 20 )

**2.6.4 Vessel names** - are italicized (e.g., R/V *Fridjof Nansen* becomes @iFridjof Nansen@@).

### 2.7 Writing the Abstract (see section 8, page 13 )

The steps in actually writing the abstract are:

- 1) first browse through the entire document.
- 2) then examine the most important parts of the document in more detail.
- 3) while examining the document, write down or underline key phrases.
- 4) you can try to paraphrase what the original author has said, however, it is quicker (and more accurate) if you use brief excerpts taken from the original document itself
- 5) if there is an author's abstract use it, however make any necessary changes to make it conform to the ASFA "Presentation and Style" ( see section 6, page 9 )



## **2.8 Input of the Abstract** (using the Micro CDS/ISIS, ASFISIS/ODIN Data Entry Interface) (see section 10, page 15)

General Note Regarding ASFISIS: for an overview of the **ASFISIS/ODIN Data Entry Interface**, see the documentation files located on diskette-1 of the ASFISIS software (i.e. ODINMAN.DOC and ASFISIS.DOC). For information on the Unesco, Micro CDS/ISIS software program, consult the Micro CDS/ISIS User Manual.

The data elements making up the bibliographic description (cataloguing information, abstract and indexing) of documents being prepared as input to the **ASFA** bibliographic database are entered on specifically designed **work sheets** for machine-readable input using the **ASFISIS/ODIN Data Entry Interface**. The work sheets also contain "on screen" help messages providing guidance on data entry.

### **2.8.1 Abstract fields** - all work sheets contain **two** fields for entering the text of the abstract(s).

- The first abstract field is called: **Abstract**

(The English abstract should always be entered in the first abstract field)

- The second abstract field is called: **2nd Abstract**

(The non-English abstract should always be entered in the second abstract field)

### **2.8.2 Input method** - the abstract may be "input" into the **Abstract** and/or **2nd Abstract** field in **two** ways: (**Imported** or **Typed**):

**a) Imported** - the abstract text may be "imported" (from your hard disk or a diskette) into the **Abstract** field :

- type after the prompt "**File name:**" the name of the file containing the abstract and then press **<ENTER>**. Note: the file that you import must be an ASCII text (\_\_\_\_.txt) file.

**b) Typed** - the abstract text may be "typed" directly (from your computer keyboard) into the **Abstract** field:

- after the words "**File name:**" press **<ENTER>** (the section of the abstract field will appear in which you can be type) - type the text of the abstract in the space provided all in one paragraph .

#### **2.8.2.1 Two abstracts in the same records** ( see section 10.5, page 19 )

You may include two abstracts in the same record (both an English abstract and a non-English abstract).

The English abstract should always be entered in the first abstract field and the non-English abstract should always be entered in the second abstract field.

(SYNOPSIS OF GUIDELINES FOR ABSTRACTING)

**2.8.3 Typesetting codes** for special characters (to be inserted in the abstract.

**2.8.3.1 Italics, subscript, superscript ( see section 10.6.1, page 20 )**

<b>italics</b>	(1 or more characters)	use	@i____@ @
<b>subscript</b>	(1 or more characters)	use	@d____@ @
<b>superscript</b>	(1 or more characters)	use	@u____@ @

**2.8.3.2 Other codes** (Greek letters, mathematical signs etc.) ( see Annex-3, page 47 )

for example:    to represent  $\alpha$  use ~a  
                     to represent  $\div$  use ~X

**2.8.4 Database-Only Records (DBO)** ( see section 10.7, page 21 and Annex-2, page 43 )

Beginning in 1991 (in order to economize on the printing/distribution costs of the ASFA printed journals), the ASFA Advisory Board agreed that records for certain types of publications could be assigned to appear in the ASFA database only and excluded entirely from the printed journals.

These "**Database-Only (DBO)**" records must be **marked** by inputters by "typing" (in parenthesis) the initials **(DBO)** at the end of the first abstract field - immediately following the last word and full stop of the abstract.

The following types of records may (at the discretion of the ASFA Partner) be processed as database-only records: (see also Foreword pages of the ASFA journal)

- a) Annual Reports of a purely institutional or statutory nature.( see section 7.8, p.13 and Annex-2, p.43 )
- b) Statistical data compilations of a routine nature. ( see section 7.9, p.13 and Annex-2, p.44 )
- c) Dissertations. ( see section 7.6, p.13 and Annex-2, p. 45 )
- d) Summary-only material, i.e. where the original publication consists solely of an abstract, and there is no full paper available, such as some abstract conference records.
- e) Selected older materials: ( see Annex-2, page 46, abstract 23 )
  - publications that do NOT appear in the ASFA Monitoring List, have an imprint date greater than three years before the current year and are published in a developed country should be allocated to appear on the database only and not in the printed journals. Developing countries however, may include documents older than three years both on the database and in the printed indexes.
  - publications that do appear in the ASFA Monitoring List, have an imprint date greater than five years before the current year and are published in a developed country should be allocated to appear on the database only and not in the printed journals. Developing countries, however, may include documents older than five years both on the database and in the printed indexes.

(see **Annex-2**, for examples of Database-Only Records taken from the ASFA database)

### 3. KINDS OF ABSTRACTS

There are two major kinds of abstracts - informative and indicative.

**3.1 Informative abstracts** - The informative abstract is really the only form of abstract which can be considered effectively to replace the original article for comprehensive orientation purposes. In other words, the informative abstract supplies sufficient specific information to leave little or no doubt in the readers mind as to content and potential usefulness of the publication. It represents a clear condensation of the essential arguments and findings of the original document (including as much of the quantitative and/or qualitative information as possible). An informative abstract is desirable for texts describing experimental work and documents devoted to a single theme. Abstracts should be as Informative as permitted by the type and style of document.

(see Annex-1, Abstract 1, and Annex-1a. Example 1 and Examples 5a,b)

**3.2 Indicative abstracts** - The indicative abstract provides a short description of the document: the type of work, the principal subjects covered, and the way the facts are treated. This kind of abstract does not include quantitative data. The indicative abstract is often used for discursive or lengthy texts such as: broad overviews, review papers, progress reports describing many aspects of a piece of work, entire monographs etc.. Indicative abstracts should be prepared only when the nature or length of the document being abstracted will not permit the writing of an informative or informative-indicative abstract.

(see Abstract 2, in Annex-1 and Example 3, and Example 5c, in Annex-1a)

**3.3 Informative-indicative abstracts** - This is a combination of the two types of abstracts described above. This is probably the most common type of abstract. Limitations on the length of the abstract or the type of document may be the factor which determines the use of this type of abstract to describe a document. Usually informative type abstracting would be applied to the primary elements of the document and indicative type abstracting to the rest.

(see Abstract 3, in Annex-1 and Example 2 in Annex-1a)

**3.4 Author Abstract** - abstracts written by the author of the original document should be used if they contain the basic elements of a good abstract. If necessary, the author abstract should be modified to include the missing elements and to conform to the ASFA style (e.g. length, special codes etc.).

**3.5 Other forms of condensed information** - the following forms of condensed information which are sometimes found in a document contain useful information which the abstractor can use in compiling an abstract. Sometimes they can be used in place of abstracts - but not always.

- **Summary:** the summary most often appears at the end of an article. It summarizes the essential findings and the main points to be concluded from the work. A summary may be short, but it is usually lengthy and detailed. Although factual and to the point, it generally assumes a knowledge of the preceding text (e.g. purpose) and therefore, taken out of its context, it may be less comprehensible than an abstract.

- **Extracts:** these are parts of a document considered to be representative of the whole. They may often be copied, as they appear, into the abstract.

- **Synopsis:** the term is sometimes used (more frequently in the past than today) to distinguish an author's own abstract which is published simultaneously with his paper from an abstract written by somebody else. Differentiation between the two forms of abstract was partly made because an author is not always aware of the information requirements for an abstract from the documentation point of view (i.e. to fulfil the needs of a specific user group). Since the content of an abstract may cut across a number of fields and be of relevance to different audiences you may have to edit or rewrite author supplied abstracts so that the subject content will be more fully relevant to ASFA users. It would appear that most journals, today, indicate all condensations by the same name (i.e. abstracts).

**3.6 No Abstract Text** - there are exceptions to the rule that all records in ASFA must include an abstract for example: Reports of Institutes (containing only administrative detail), and Statistical Reports and Cruise Reports (in which the title sufficiently explains the contents). These records can be entered in ASFA with only the bibliographic citation and indexing terms. In this case, the abstract field should be left blank (**see sections 7.8, 7.9, 7.10, and Abstracts examples 12,14, 16 in Annex-1**).

**Note:** Documents which are in languages for which there is no abstracting capability exists in the ASFA Partner's centre may be cited in ASFA without abstracts, provided that adequate bibliographic description and indexing are possible.

#### 4. PURPOSE AND USE OF ABSTRACTS

Scientists make up the largest group of users of abstracts of scientific documents. The following list describes some of the different ways abstracts are used.

**4.1 Providing access to the literature** - the fundamental purpose or use of abstracts is to provide the user with a means for scanning the world-wide literature in ones own field and in related fields without an exorbitant expenditure of time, and money. Most of the other uses that follow overlap with this fundamental use.

**4.1.1 Current awareness** - abstracts can serve to help keep users up to date on the latest developments in their field.

**4.1.2 Retrospective use** - the abstract journal and the database (in the presence of adequate indexes) can be used for searching the non-current literature.

**4.1.3 To determine relevancy** - well prepared abstracts enable readers to identify, quickly and accurately, the basic content of a document, and thus to decide whether they need to read (and therefore acquire) the document.

**4.1.4 To enhance computerized text-searching and indexing** - abstracts supplement the indexing terms assigned to a record in systems where the abstract is searchable.

#### 5. TREATMENT OF DOCUMENT CONTENT (analysis of content)

(the assessment and selection of significant information from the document to include in an abstract)

The writing of abstracts (and also indexing) is based on the conceptual **analysis of the content** of the document. By "analysis" we mean the operation of investigating the whole with the aim of finding out its essential parts and their relations.

Identify the concepts contained in the document by reading the important or key sections of the document (such as Title, Introduction, Purpose, Conclusions, Summary, Recommendations etc.)

Most readers have become accustomed to an abstract that states the purpose, methodology, results and conclusions presented in the original document. And most documents describing experimental work can be analyzed according to these elements. The following rules are optimum for informative abstracts. Writers of informative-indicative and indicative abstracts should follow these rules to the extent that is practical.

**5.1 Purpose** - A clear statement of the primary objectives and scope of the investigation is essential, or the reasons why the document was written (this may be already clear from the title of the document or can be derived from the rest of the abstract, in which case it is not necessary to repeat the purpose in the abstract). Avoid, if possible, references to earlier literature.

**5.2 Methodology** - The techniques, approaches or means for carrying out the study should only be described to the degree necessary for comprehension. Identify new techniques clearly stating the range of operation and the obtainable accuracy.

**5.3 Results** - Describe the results quantitatively and/or qualitatively with precision. They may be: experimental or theoretical results obtained, data collected, relationships and correlations noted, effects observed etc. When possible, it is preferable to report a specific numerical result rather than merely indicate what was measured.

**5.4 Conclusions** - Describe the implications of the results, and particularly how these relate to the purpose of the investigation or to the preparation of the document. Conclusions may be associated with recommendations, evaluations, suggestions, new relationships, and hypotheses.

**5.5 Collateral information** - Include findings or information incidental to the main purpose of the document but of value outside its major subject area, for example, modification of methods, or new products. Report clearly, but do not distract attention from the main theme by exaggerating their relative importance.

Although the above order is usually maintained, it is not mandatory to present the content in this order, sometimes the essential results and conclusions are presented first.

## **6. PRESENTATION AND STYLE**

Abstract writing should be concise, lucid, to the point, and informative.

### **6.1 Format, completeness, accuracy and length**

**6.1.1 Format** - the ASFA Partners should submit abstracts for ASFA INPUT in machine readable format using the Micro CDS-ISIS, ASFISIS/ODIN Data Entry Interface (see section- 10).

**6.1.2 Be complete** - the abstract must be understandable to the reader without reference to the original document, therefore it should be self-contained or complete in itself.

**6.1.3 Be accurate** - do not include information or claims not contained in the document.

**6.1.4 Length** - abstracts should not exceed 4000 characters including spaces, and special typesetting codes (see item 10.6). This is equal to about 450-500 words. For most papers, an abstract of 100 to 200 words will be adequate. For short communications, fewer than 100 words may suffice. In any case, it will be the content of the original document rather than its length that will determine abstract length.

Abstracts should be concise and as brief as possible for two reasons (economy and practicality). The economic reason is that abstracts occupy valuable storage space both in computerized media and on the printed page. The practical reason is the limited time that a scientist can devote to reading.

Note: It is a CDS/ISIS system requirement that no single "Record Length" (the combined total lengths of headers, bibliographic description, abstract, allocation codes, indexing terms and strings) should exceed 8000 characters (including spaces, codes and control characters).

### **6.2 Style**

**6.2.1 Opening sentence** - begin the abstract with a topic sentence that is a central statement of the document's major theme (i.e. what is being studied, the scope of the research) unless this is already well dealt with in the title. Do not begin the abstract by merely repeating or rephrasing the title. In the topic sentence the type of document may be mentioned (e.g. thesis, report etc.). Explain the authors treatment of the subject or the nature of the document, for example, historical account, literature review, state-of-the-art report, brief survey, popular account, letter to the editor etc..

Avoid beginning the abstract with "This report", "This study", "This paper", "The Author" etc.. Begin by writing what is being studied, investigated, or reported.

**example:**                      **Instead of:** The paper reviews the current Italian legislation in the field of fisheries.  
   **Use:** Current Italian legislation in the field of fisheries is reviewed.

**6.2.2 Clarity and brevity** - Be concise, lucid, straight forward and informative. Sentences should be short and expressed in good idiomatic English. Sentences taken directly from the document are often preferable to rephrasing of the same idea by the abstractor as this may introduce ambiguity.

**example:**

**Instead of:** This paper presents the results of a study of the data obtained in an investigation on the stomach contents of the eel *Anguilla anguilla*

**Use:** A study of the stomach contents of the eel *Anguilla anguilla* shows that ...

**example:**

**Instead of:** A demonstration of the reduction of marine biofouling formation by means of protective paints is presented...

**Use:** The use of protective paints to reduce marine biofouling formation is demonstrated ...

**6.2.3 Paragraphs and sentences** - the abstract should be written as a single paragraph using complete sentences.

**6.2.4 Verbs and personal pronouns** - abstracts should be written in the third person, except where an original abstract provided by the author cannot be edited into the third person.

Use the active voice of the verb wherever: as they contribute to clear, brief, forceful writing. However, the passive voice may be used for indicative statements and even for informative statements in which the receiver of the action should be stressed.

**example:**

**Instead of:** A common anaesthetic used in ecological research is MS 222.

**Use:** MS 222 is a common anaesthetic for ecological research ...

**But:** Absorption spectra of chlorophylls were measured ...

**6.2.4.1 Tenses** - Experimental facts are expressed in the past tense. Presentation is mainly in the present tense. Specific conclusions are in the past tense. General truths are expressed in the present tense.

**for example:**

Experimental facts (past tense) - "*Measurements of chlorophyll concentrations ranged from ... . Radiance and reflectance were inversely related to the concentrations of ... .*"

Presentation (present tense) - "*The bibliography covers the period 1994-1995. It contains 2000 references ... .*"

Specific conclusions (past tense) - "*Metabolites extracted from tadpoles (i.e. immature frogs and toads) were similar to metabolites found in the water.*"

General truths (present tense) - "*Two and two equal four.*"

**6.2.5 Language** - the abstract may be submitted in English or non-English (with or without accents, and only Latin characters). See section 10.4.2.

**6.2.5.1 Spelling** - when the abstract is provided by the author(s) of the document, the original British-English or American-English spelling should be retained. If the ASFA abstractor is writing the abstract, British-English spelling conventions should be used.

**6.2.5.2 Terminology** - remember, the choice of words is important. In many computerized systems the text of the abstract is searchable, therefore use significant words which will enhance computerized text searching. Avoid: unfamiliar terms; acronyms or abbreviations (if used they should be spelled out in full at first mention). ISO (SI) units, symbols and terminology should be used whenever possible, or national standards in their absence.

**6.3 Use of Scientific names** - include scientific names, when relevant, in the abstract. The name of species consist of two words and are therefore called (binary, binomial or binominal). The name of the species consists of the name of the genus in which the species is classified followed by a second term which is peculiar to the species (e.g. *Engraulis encrasicolus*, *Sepia officinalis*).

**6.3.1** The first letter of the generic name is capitalized and the second term is written in lower case - both are italicized. (Note: there is an ASFA House Style rule to represent italics (see section 10.6 of this paper for special typesetting codes)).

**6.3.2** Scientific names must be written out in full the first time they are mentioned in an abstract (e.g. *Penaeus monodon*). Thereafter, the genus name may be abbreviated to the initial letter, followed by the species name written out in full (e.g. *P. monodon*).

**6.3.3** The names of genera can stand alone, in which case, they should be italicized and the first letter capitalized (e.g. "The genus *Octopus* is the object of intense study"). However, when used as a common name the genus is neither capitalized nor italicized (e.g. "I would not like to meet an octopus while swimming").

**6.3.4** Taxa higher than genera may also stand by themselves, in which case, they should have the first letter capitalized, but not be italicised (e.g. the family Scombridae).

**6.3.5** In papers dealing with taxonomy, the scientific name should be supplemented with the name of the author (e.g. *Rana catesbeiana* Shaw).

**6.3.6** A common name may be formed from a scientific name of a family by making the initial letter lower case and dropping the terminal "ae" - for example Scombridae becomes scombrid(s).

**6.4 Non-textual material** - Equations may be entered in the abstract using the special typesetting codes (see section 10.6).

## **6.5 ASFA House Style**

**6.5.1 Submission of Abstracts for ASFA Input** - the ASFA Partners should submit abstracts for ASFA INPUT in machine readable format using the Micro CDS-ISIS, ASFISIS/ODIN Data Entry Interface (see item-10 of this paper). All records should include an abstract (see sections 7.8, 7.9, 7.10 for exceptions).

**6.5.2 Special Typesetting Codes (and Character Set)**- see item 10.6 and Annex-3.

**6.5.3 Listing of points within abstracts** - If the abstract contains a list of numbered points, the numbers should be written thus:

... (1).....; (2) .....; (3) .....; and (4) ..... .

## 7. DOCUMENTARY TYPES

This section describes the abstracting of various documentary types and those requiring special treatment. The terms "primary literature" and "grey literature" are also described.

(NOTE: Annex-1 lists the example abstracts referred to in this section. The examples are "real" abstracts taken from the ASFA database, therefore the reader may detect some errors, and may notice that not every abstract contains all of the suggested information elements (listed below for each documentary type). The "missing" information is pointed out.). Annex-1a lists example abstracts taken from the publication *ISO 214-1976 (E) Documentation-Abstracts for publication and documentation*.

Primary Scientific Publication - may be defined as follows: *An acceptable primary scientific publication must be the first disclosure containing sufficient information to enable peers to assess observations, to repeat experiments, and to evaluate intellectual processes; moreover, it must be susceptible to sensory perception, essentially permanent, available to the scientific community without restriction, and available for recognized secondary services ... (Council of Biological Editors, Day 1983).* The standard journal article is usually a "primary scientific publication" (see section 7.1 below). Most of the references included in the ASFA database are journal articles and many come with abstracts written by the author of the original document.

Grey Literature - For scientists, grey literature is often considered that literature produced without peer review. For librarians, grey literature sometimes refers to literature which is not available through the usual commercial book selling channels. ASFA considers the coverage of the grey literature as very important, however it is defined. Therefore, the ASFA Partners should make every effort to monitor and prepare input for this kind of literature, as long as there exists some reasonable possibility for users to obtain a copy or photocopy of the original document. ASFA Partners are encouraged to include a location or availability statement in the "Notes" field of the ASFA record when the bibliographic citation does not contain sufficient information to obtain the document.

**7.1 standard journal articles** - journal articles usually report the results of scientific research. Therefore an adequate abstract would include 4 items: what was being studied or investigated, how was it being investigated, what was learned, and what can be concluded. These items can also be termed as we have called them above, in item-3: purpose, methodology, results and conclusion. **(see Abstract-1)**

**7.2 review articles** - a review is a critical analysis of the state of the art in a particular and usually well defined area. It is usually written by a scientist who has contributed actively to the field under discussion. Review articles are important, however the abstractor should give them brief treatment using an indicative abstract. State the scope of the review and mention: the detail of the review (e.g. number of references in the bibliography), up-to-datedness of the review (e.g. the period covered between the oldest and the most recent bibliographic reference). **(see Abstract-4)**

**7.3 bibliographies** - as for review articles, the abstractor should prepare an indicative abstract which describes the scope of the work. Other information may include: the source of the references, the period included, the kind of annotations supplied, the presence of abstracts, whether authors are cited with their affiliations and how the bibliography is arranged for access (e.g. by subject categories, alphabetically by first author, or in some other way). **(see Abstract-5)**

**7.4 books - or monographs** - books which treat a single homogeneous subject are best given an indicative abstract. The abstract should include information on scope, and the type of reader for



which the book was written. A condensation of the table of contents should be compiled - but not word for word. Describe the basic concepts with an indication of the depth involved.  
(see **Abstract 6 in Annex-1** and **Example 4a in Annex-1a**)

**7.4.1** When a book is composed of chapters, each by a separate author, or is a collection of papers (e.g. proceedings of a meeting, conference or symposium) each contribution should be considered separately, and therefore each contribution should be abstracted separately (of course, separate bibliographic descriptions and indexing should also be prepared). The abstract describing the publication as a whole should be indicative while the abstracts of the individual chapters or papers may be as informative as possible.  
(see **Abstracts 7,8** and **Example 4b in Annex-1a**)

**7.5 manuals** - a training manual is a monograph with a particular purpose or mission. Therefore the purpose of the manual will usually be indicated in the title. The foreword and introduction to the manual will usually provide information which can be included in the abstract such as an explanation of the need for such a manual and its applicability. (see **Abstract 9**)

**7.6 theses** - theses (or dissertations) usually contain a detailed summary, which must be edited down to conform to the ASFA field length restriction (i.e. about 450-500 words). In the absence of an adequate summary the abstractor should provide an indicative abstract stating the main topic and theories considered and to emphasize specific aspects and implications of techniques or theories stressed by the author. (see **Abstract 10**)

**7.7 reports of meetings** - the abstractor should consider the following points when formulating an abstract for a meeting: the reason for convening the meeting, the main subject categories used by the rapporteur (i.e. the main topics discussed), results of the meeting (i.e. what was decided or the recommendations). Not all the recommendations need be included in the abstract, but they give an idea of how the results of the meeting will be channelled into action.(see **Abstract 11**)

**7.8 annual reports** - not all annual reports need abstracts in addition to the bibliographic description and indexing (e.g. reports containing only administrative details - see section 3.6). However, in addition to administrative detail, many annual reports also contain a description of research in progress, a list of research personnel, and the publications of the institute - all of which should be pointed out in an indicative type abstract. (see **Abstracts 12 and 13**)

**7.9 statistical reports** - the title of such reports often describes the content sufficiently, therefore an abstract may not be necessary (see section 3.6). However, the abstractor may include an abstract if this is not the case. (see **Abstracts 14 and 15**)

**7.10 cruise reports** - as for statistical reports, if the contents are adequately described by the title, no abstract is needed. An adequate title includes the dates of the cruise, the name of the vessel(s), the location of the cruise, and the main purpose of the cruise. (see **abstracts 16 and 17**)

**7.11 preparation of abstracts from sources other than the original document** - in some instances citations may be made when the complete documents are not actually available in the Input Centres. Books listed in national bibliographies, for example, can still be entered in ASFA because of this.

No attempt should be made to create an abstract in the absence of the hard copy of the original, though an existing abstract in a secondary source may suffice in the absence of the hard copy.

## **8. WRITING THE ABSTRACT**

### **8.1 Steps in writing the abstract:**

When the abstractor begins writing the text of the abstract he/she should proceed as follows:

- 8.1.1** First, browse through the entire document, at least once. Do this in order to get an idea as to: what is the subject, how long is it, whether or not there are special features such as tables, graphs, illustrations, lengthy bibliographies etc..
- 8.1.2** Second, examine/read the most important parts of the document more carefully. Note, it is neither required nor recommended that the abstractor read the entire document.
- 8.1.2.1** If present, read the author's abstract and the other important or key sections in the original document with headings such as: Introduction, Purpose, Conclusions, Summary, and Recommendations. Sometimes, even the Foreword and the book jacket will contain useful information.
- 8.1.3** While examining the document, some abstractors find that it helps them if they write down or underline key phrases and sentences during their readings of the document.
- 8.1.4** You can try to paraphrase what the original author has said, however, it is quicker and more accurate if you use brief excerpts (or extracts) taken from the original document itself.

Don't forget that there is an entire database (the ASFA database) at your disposal - to consult and study. There you can find many examples of well written abstracts. You will find that the existing abstracts are useful in that they can give you ideas on how to treat a given documentary type or express a certain concept.

## 9. THE ABSTRACTOR

- 9.1 Working space** - Abstracting (and indexing) requires intellectual effort, therefore the abstractor requires a quiet and comfortable working environment. It is useful to have, close at hand, those reference tools that you need to consult frequently (e.g. dictionaries, handbook of scientific terms, ASFIS Reference Series etc.). Ready access to a library is essential for many reasons; not the least of these is to help keep the abstractor up to date.
- 9.2 Equipment** - Input for ASFA is now prepared in machine readable format using the Micro CDS/ISIS, ASFISIS/ODIN Data Entry Interface.
- 9.3 Abstractor's qualifications** - Abstracts should be written by a person who understands the content of the document which is being abstracted. Therefore, it is recommended (though not mandatory) that a scientist do the abstracting/indexing (the ideal situation, of course, would be to have a specialist in each field prepare the abstracts relevant to his own field). This is rarely possible so the next best solution is to employ a generalist, a scientist who is capable of writing in fields in which he is not specialist. Often both the abstract and the index entries are prepared by the same individual. Theoretically the abstractor, after writing the abstract, is in an ideal position to prepare appropriate index entries.

In theory, non-scientists should not be writing scientific abstracts, however they may be able to aid in a few areas, such as proof-reading, and helping in the selection of key words for indexing.

## 10. DATA ENTRY USING (Micro CDS/ISIS, ASFISIS/ODIN Data Entry Interface)

General Note Regarding ASFISIS: for an overview of the **ASFISIS/ODIN Data Entry Interface**, see the documentation files located on diskette-1 of the ASFISIS software (in particular ODINMAN.DOC and ASFISIS.DOC). For information on the Unesco, Micro CDS/ISIS software program, consult the Micro CDS/ISIS User Manual.

For documents being prepared as input to the **ASFA** bibliographic database, the data elements making up the bibliographic description (i.e. the cataloguing information, the abstract and the indexing terms) are entered on specifically designed **work sheets** (or worksheets) for machine-readable input using the **ASFISIS/ODIN Data Entry Interface**.

**Section 10.1** provides a brief description of some of the features of the ASFISIS/ODIN Data Entry Interface (it is not intended to be a substitute for reading the documentation file ODINMAN.DOC mentioned above).

**Sections 10.2-10.5** provide instructions for data entry of the abstract(s) using the ASFISIS/ODIN Data Entry Interface. Note: the work sheets contain messages providing guidance on data entry. The messages appear on the screen automatically as you move from field to field during data entry.

10.1 Notes on the general use of the ASFISIS/ODIN Data Entry Interface

10.2 The two Abstracts fields

10.3 Inputting the text of the abstract

10.4 The case of one abstract per record

10.5 The case of two abstracts in the same record

10.6 Typesetting codes for special characters

10.7 Database-Only Records

## 10.1 Notes on the general use of the ASFISIS/ODIN Data Entry Interface

### 10.1.1 The Opening screen of the ASFA Worksheet:

The ASFISIS/ODIN Data Entry Interface is activated by first selecting from the main CDS/ISIS menu the option (E-Data entry services) and then by selecting the option (O-ODIN data entry interface)

The opening screen contains the Title of the Interface (i.e. ODIN Data Entry Interface), a Copyright Statement, and three fields (**Database**, **MFN** and **Worksheet**) which are explained below:

**a) the "Database" field (name of the database)** - the default database is ASFA, and this is the database used for data entry of ASFA records - so Press <Enter> to proceed to the next field.

If you want to exit the program, press <ESC>.

**b) the "MFN" field (Master File Number field)** - in this field you may:

- PRESS <Enter> : and you will proceed to the next field (Worksheet) where you can call up a new, empty worksheet for data entry, or you may
- TYPE in an actual Master File Number "n" : and you will be presented with an existing (or previously prepared) record corresponding to the MFN-number "n" which you entered. This record can then be edited,

**c) the "Worksheet" field** - to write data into the fields which make up a record you must call up, on your screen, a "worksheet". The two items below refer to:

i) the preparation of a new record and

ii) the editing of an existing record:

i) Preparation of a new record : to proceed with the preparation of a new record, it is essential to choose a worksheet. You can TYPE the name of one of the worksheets in the "Worksheet" field, or you can SELECT the name of the worksheet from a pick-list by pressing <F1> (i.e. a menu will appear containing a list of all the worksheet names, e.g.: AS, M, MS, AM, AMS, Long).

ii) Editing an already existing record: to proceed with the editing of an already existing record you should (after specifying the appropriate MFN number in the MFN field) press <Enter>. The worksheet containing the record will be displayed automatically.

Note: to return to the Data entry menu, press <ESC>. To go back to the previous prompts use the up-arrow key.

**10.1.2 EDIT-mode/BROWSE-mode** - during the input of new records the program (after displaying the first worksheet screen) will present the first field for editing in the Edit-mode.

In the case of existing records, the program will present the fields in the Browse-mode,

- switching between the Edit-mode and the Browse-mode is quick and easy. Press <Enter> to edit a

highlighted field (this will bring you into the Edit-mode); press <ESC> to stop the editing (and this will return you to the Browse-mode).

### 10.1.3 Editing the fields in the Worksheets

After the opening ODIN screen, the worksheet screen will be presented for the entry/editing of data. The program will present the worksheet screen as many times as is necessary to process all the fields in the worksheet.

Starting with the first interactive field of the worksheet, each field will be presented in accordance with one of the following situations:

**a) a single empty field (or subfield) for normal data input:**

- the worksheet will present an input/edit window so that you can enter data. You may leave the field empty and proceed to the next field either by pressing <Page Down> if you are in the Edit mode or by using the "down arrow" if you are in the Browse mode.

**b) an existing field or subfield:**

- the existing contents of the field or subfield will be displayed and can be edited within the input/edit window.

**c) a field or subfield with a pick-list (or control list):**

- the pick-list will appear, containing the first 8 terms in the Inverted File (of an internal or external database). As you progressively key in the characters that make up the term which you are looking for, the pick-list will continuously reposition itself - thus approaching your entry as close as possible ("closest match positioning"). As soon as you are able to see the desired term in the pick-list, you can arrive at it by using the browsing technique within the pick-list (i.e. move the scrolling bar within the pick-list using the arrow-keys). The final selection of a highlighted term (i.e. storage of the term in a field) is performed by pressing <Enter>.
- if your desired term is not available in the pick-list, and the pick-list has been designated in the software as an open pick-list (i.e. one which allows you to make new entries) you can type and then store your own entry by pressing <Ctrl-Enter>. This will not be possible if the pick-list has been designated, in the software, as a closed pick-list.
- if your entry is longer than 30 characters, the normal editor will appear thus allowing more space (in this case you don't have to use <Ctrl-Enter> but just <Enter> to store your entry).
- if you decide to choose an entry from the pick-list, but you want to first edit this entry (only possible if the pick-list is an open one), you can press <F4>, to present the selected entry with the standard editor for editing.

#### 10.1.4 The final screen

After the last data entry field in the worksheet has been processed, the following message area will appear at the bottom of the worksheet screen:

---

[0] Cancel [1] Repeat [2] Save&Cont. [3] Save&Exit  
[4] Cancel & Continue [5] Delete Record

---

The meaning of each option is explained below:

- **[0] Cancel** : nothing will be stored and the opening screen is presented again.
- **[1] Repeat** : the same record will be presented again (e.g. for any necessary modifications).
- **[2] Save & Continue** : this option will store a record in the Master file. Immediately after being stored, the record will be automatically run through a verification program and displayed on the screen. Then by pressing <ESC> a new empty record with the same type of worksheet will be displayed. This option is mandatory when entering a predefined range of records or a search set, in order to continue with the next exported record.
- **[3] Save & Exit** : this option will save the record in the Master file. Immediately after being stored, the record will be run through a verification program and displayed on the screen. Then by pressing <ESC> you will return to the first screen of the ODIN data entry interface. From there you can continue with data input. This option is recommended when you want to store a record, and then choose a different worksheet.
- **[4] Cancel & Continue** : this option will move you to the next record (when a range of records has been selected) without any new data being entered (or saved).
- **[5] Delete Record**: use this option to delete a previously prepared record. A deleted record can still be activated by ODIN, but the system will then issue a prompt to ask you whether you want to re-use the record, to make the record available as an empty one or just to leave it deleted (exactly the same as in the basic CDS/ISIS data entry services).

## 10.2 The two Abstract fields

All work sheets contain **two** fields for entering the text of the abstract(s).

- The first abstract field is called: **Abstract**

(The English abstract should always be entered in the first abstract field)

- The second abstract field is called: **2nd Abstract**

(The non-English abstract should always be entered in the second abstract field)

## 10.3 Inputting the text of the abstract

The text of the abstract may be input into the **Abstract** field (and/or **2nd Abstract** field) in two ways (**imported** or **typed**):

**10.3.1 Imported** - the abstract text may be "imported" (from your hard disk or a diskette) into the **Abstract** (and/or **2nd Abstract**) field as follows:

- a) after the prompt "**File name:**", type the name of the file containing the abstract text
- b) then press <**ENTER**>.

Note: The file that you import must be an ASCII text file (\_\_\_\_.txt).

**10.3.2 Typed** - the abstract text may be "typed" directly (from your computer keyboard) into the **Abstract** (and/or **2nd Abstract**) field as follows:

- a) after the prompt "**File name:**", press <**ENTER**> (this will make the section of the abstract field, which can be typed in, appear)
- b) then type the text of the abstract in the space provided all in one paragraph.

## 10.4 The case of one abstract per record (either English or non-English)

**10.4.1 English abstracts** - The English language abstract must always be entered (either typed or imported) in the first abstract field (i.e. the field called **Abstract**). Records submitted to the Publisher of ASFA containing only one abstract (and it is in English) will be processed so that the record (**including the abstract**) will be published **both** in the machine readable ASFA database and in the printed ASFA abstracts journal.

**10.4.2 Non-English abstracts** - If you include only one abstract in a record (and it is a non-English abstract) it should be entered (either typed or imported) in the second abstract field (i.e. the field called **2nd Abstract**). This abstract should be entered with or without accents\*, and using Latin characters. Records submitted to the Publisher of ASFA containing only one abstract which is non-English) will be

processed so that the records (**including the abstract**) will be published **only** in the machine readable ASFA database. That is the records will **not** be published (appear) in the printed ASFA abstracts journal.

*\*(Note regarding diacritical marks or accented characters - you may input the non-English abstracts with the diacritical marks even though the producers of the ASFA database are not yet able to include them in the CD-ROM and On-line versions of the database. If you choose to include the diacritical marks you should set your computer to use the ASCII Code Page 850 character set.*

### 10.5 The case of two abstracts in the same record \* (one English and one non-English)

You may include two abstracts in the same record at the data entry stage (both an English abstract and a non-English abstract). The English abstract must always be input in the first abstract field and the non-English abstract must always be input in the second abstract field. Note that when a "Record(s)" is submitted to the Publisher of ASFA containing two abstracts, the Publisher will process the record so that when it is published in the machine readable database it will include both the abstracts. However when that same record is published in the ASFA printed journal, it will appear with only the English language abstract. The reason is linked to economic considerations/space limitations of the printed product.

*\*(For your information, the previous version of the ASFISIS software (i.e. **release-2**) was purposely designed in accordance with the processing possibilities of the ASFA Publisher, CSA, so that it was not possible to export (and to send to the Publisher) records containing two abstracts. Although, the software did allow one to input two abstracts in the same record, but this was only for retention and use in the Partners local database. In other words, the ASFISIS (release-2) software was designed so that, at the time of exporting a record with two abstracts, only the English abstract would actually be exported).*

### 10.6 Typesetting codes for special characters

Typesetting codes for special characters are utilized by the Publisher of ASFA during computer processing of the records. These codes must be inserted in the abstract (the same typesetting codes are also necessary in the "Title", Cross Reference "Phrase", and "Identifiers" fields).

#### 10.6.1 Italics, subscript, superscript

The coding for italics, subscript, and superscript are as follows:

<b>italics</b> (1 or more characters)	use	@i_____@ @
<b>subscript</b> (1 or more characters)	use	@d_____@ @
<b>superscript</b> (1 or more characters)	use	@u_____@ @

For example:

**Italics:** to represent *Salmo salar* enter @iSalmo salar@ @

**Subscripted characters:** to represent H<sub>2</sub>O enter H@d2@@@O for CO<sub>2</sub> enter CO@d2@@

**Superscripted characters:** to represent C<sup>3-1</sup> Ag enter C@u3-1@@Ag

to represent 3 cm<sup>2</sup> enter 3 cm@u2@@  
 +  
**Subscript and superscript together:** to represent NH<sub>4</sub><sup>+</sup> enter NH@d4@@ @u+@@

**Degree sign:** ° is represented by ~' to represent 6°C enter 6~' C

**Slant line:** / in numerical expressions the slant line (also called slash) / is a mathematical sign of operation (meaning "divided by") as well as a substitute for *per* (a preposition that means "for each").



For example:

the fraction  $\frac{1}{4}$  is represented by 1/4

1.5-1.9 grams per litre is represented by 1.5-1.9 g/L

5 mgO<sub>2</sub> kg/hr is represented by 5 mg O@d2@@ kg/hr

**Micro (x 10 )** μ to represent 5.5 μg/L enter 5.5 ~k g/L

**10.6.2 Other special characters** (Greek letters, mathematical signs etc.) - **See Annex-3.**

### 10.7 Database-Only Records (DBO)

Beginning in 1991 (in order to economize on the printing/distribution costs of the ASFA printed journals), the ASFA Advisory Board agreed that records for certain types of publications could be assigned to appear in the ASFA database only and excluded entirely from the printed journals.

These "**Database-Only (DBO)**" records must be **marked** by inputters by "typing" (in parenthesis) the initials **(DBO)** at the end of the first abstract field - immediately following the last word and full stop of the abstract.

The following types of records may (at the discretion of the ASFA Partner) be processed as database-only records: (see also Foreword pages of the ASFA journal)

a) Annual Reports of a purely institutional or statutory nature

b) Statistical data compilations of a routine nature.

c) Dissertations.

d) Summary-only material, i.e. where the original publication consists solely of an abstract, and there is no full paper available, such as some abstract conference records.

e) Selected older materials:

- publications that do NOT appear in the ASFA Monitoring List, have an imprint date greater than three years before the current year and are published in a developed country should be allocated to appear on the database only and not in the printed journals. Developing countries however, may include documents older than three years both on the database and in the printed indexes.

- publications that do appear in the ASFA Monitoring List, have an imprint date greater than five years before the current year and are published in a developed country should be allocated to appear on the database only and not in the printed journals. Developing countries, however, may include documents older than five years both on the database and in the printed indexes.

(see **Annex-2**, for examples taken from the ASFA database of Database-Only Records, )

## 11. CONCLUSION

After the abstracts have been written, they must be made **accessible**. In ASFA, similar abstracts are grouped together under a system of **subject categories**, and associated with each abstract is also a set of **indexing terms**. The publication *Guidelines for Indexing (ASFIS-5)* deals with the assigning of the subject categories and the indexing terms.





## ABSTRACT EXAMPLES

(Note: the examples below are real records taken from the ASFA Database, and therefore they may contain some inputter's errors. We have tried to correct most of the errors in the bibliographic citation part of the record so as not to create confusion with the rules stated in the bibliographic guidelines)

## ABSTRACT-1 (Informative abstract / Journal article)

TI: Survival and growth of Atlantic salmon (*Salmo salar*) fry stocked at varying densities in the White River, Vermont

AU: Whalen,-K.G.; LaBar,-G.W.

AF: Department of Wildlife and Fisheries Management, University of Massachusetts, Amherst, MA 01003, USA

SO: CAN.-J.-FISH.-AQUAT.-SCI. 1994 vol. 51, no. 10, pp. 2164-2169

IS: ISSN 0706-652X

PY: 1994

LA: English

LS: English; French

PT: J (Journal-Article)

ER: M (Marine); F (Freshwater)

AB: Survival and growth of unfed Atlantic salmon (*Salmo salar*) fry stocked at varying densities (12, 25, 50, and 75 fry/100 m super(2)) was evaluated in the White River, a tributary of the Connecticut River in Vermont, using a randomized complete block design. Fry to age-0 parr survival was inversely related to fry stocking density and, in most sampling sections, no significant increases in age-0 parr density were attained by stocking at rates greater than or equal to 50 fry/100 m super(2). Most age-0 parr ranged in length between 65 and 80 mm; no significant differences in mean age-0 parr length were detected among stocking densities. Greatest age-0 parr production efficiency may be attained by stocking at densities < 50 fry/100 m super(2). However, the density of age-0 parr produced from stocking at 12 fry/100 m super(2) may be insufficient to achieve carrying capacity of age-1 parr.

DE: survival-; stocking-density; fry-; growth-; Salmo-salar; USA,-Vermont,-White-R.; river-fisheries; salmon-fisheries; fishery-management; stocking-organisms

CL: Aquaculture:-Fish-culture-1582; Fishable-stocks:-Stock-assessment-and-management-1604; Aquaculture:-Fish-culture-1582

JA: ASFA-1:-Biological-Sciences-and-Living-Resources (Q1); ASFA-Aquaculture-Abstracts (Q3)

IC: CA9500105

AN: 3762229

UD: 9504

COMMENTS:

This is an example of an **informative abstract** describing a standard **journal article**. It reports the results of research. Therefore it contains information on the four items: purpose, methodology, results and conclusions. The **purpose** and the **methodology** of the research are stated in the opening sentence (also in the title to some extent). The **results** are stated in the second and third sentences. The last two sentences contain the **conclusions**.

## Annex-1

### ABSTRACT-2 (Indicative abstract)

TI: Status and perspectives of culturing catfishes in East and Southeast Asia

AU: Csavas,-I.

AF: FAO RAPA, Phra Atit Rd., Bangkok 10200, Thailand

SO: FAO-AQUACULT.-NEWSL., no. 8, pp. 2-10

PY: 1994

LA: English

PT: J (Journal-Article)

AB: An account is given of the current situation regarding the culture of catfish in East and Southeast Asia, which involves mainly clariids and pangasiids. Detailed descriptions are provided of catfish culture in the 5 main producing countries - Thailand, China, Vietnam, Cambodia and Indonesia.

DE: fish-culture; aquaculture-systems; aquaculture-development; Clariidae-; Pangasiidae-; Asia-

CL: Aquaculture:-Fish-culture-1582

JA: ASFA-1:-Biological-Sciences-and-Living-Resources (Q1); ASFA-Aquaculture-Abstracts (Q3)

IC: FA9500833

AN: 3773630

UD: 9504

### COMMENTS:

This is an **indicative abstract**. It gives information on the type of work (i.e. "an account of the current situation"). It also states the principal subjects covered (i.e. "catfish culture in Thailand, China, Vietnam etc.").

**ABSTRACT-3 (Informative-Indicative abstract)**

TI: Reproductive strategies and early development of three freshwater gobies

AU: Daoulas,-C.; Economou,-A.N.; Psarras,-T.; Barbieri-Tseliki,-R.

AF: National Center for Marine Research, Ag. Kosmas, Hellinikon, 16604 Athens, Greece

SO: J.-FISH-BIOL. 1993 vol. 42, no. 5, pp. 749-776

IS: ISSN 0022-1112

PY: 1993

LA: English

LS: English

PT: J (Journal-Article)

ER: F (Freshwater)

AB: Three species of gobiid fish inhabit the freshwater Lake Trichonis of western Greece. Two of these species, *Economidichthys pygmaeus* and *E. trichonis* are endemic, and the third is the widespread *Knipowitschia caucasica*. There are habitat separations between the three species. *E. pygmaeus* and *E. trichonis* prefer vegetated areas, the first being fully demersal at all stages of development and the second being semi-demersal. *Knipowitschia caucasica* prefers sandy bottoms and is distributed in shallower waters. Female *E. pygmaeus* and *E. trichonis* spawn in nests prepared by the males in the cavities of broken reeds. The males subsequently guard the eggs until they hatch, with females playing no role in parental care. *Economidichthys trichonis* eggs are ovoid, measuring about 0.64 x 0.58 mm, from which tiny, unpigmented and incompletely developed pelagic larvae hatch out after an incubation period lasting less than 1 day at a water temperature of 19.5 degree C. The eggs of *E. pygmaeus* are cylindrical and larger, measuring about 2.38 x 0.89 mm, from which relatively large, strongly pigmented and ontogenetically more advanced larvae hatch out after a longer incubation period. Both species reproduce only once in their lifetime, at the age of 1 year, and die shortly after spawning, but the breeding season involves several spawnings by each individual fish. These biological, developmental and reproductive characteristics are discussed in relation to current theories on evolution of life-histories.

DE: sexual-reproduction; habitat-selection; reproductive-behavior; fish-eggs; fish-larvae; life-history;

*Economidichthys-pygmaeus*; *Economidichthys-trichonis*; *Knipowitschia-caucasica*; Greece-; Gobiidae-; nesting-; incubation-; parental-behavior

CL: Ichthyology:-Reproduction-and-development-1344; Autecology:-Behavior-1423

JA: ASFA-1:-Biological-Sciences-and-Living-Resources (Q1)

IC: CS9319622

AN: 3051157

**COMMENTS:**

This is an **informative-indicative abstract**. The major part of the abstract is informative, the last sentence is indicative.

## Annex-1

### ABSTRACT-4 (Review Article)

TI: Antitumor and cytotoxic compounds from marine organisms.

AU: Schmitz,-F.J.; Bowden,-B.F.; Toth,-S.I.

AF: Department of Chemistry and Biochemistry, University of Oklahoma, Norman, OK 73019, USA

SO:MARINE-BIOTECHNOLOGY-VOLUME-1.-PHARMACEUTICAL-AND-BIOACTIVE-NATURAL-PRODUCTS.

Attaway,-D.H.;Zaborsky,-O.R.-eds. NEW-YORK,-NY-USA, PLENUM-PRESS 1993. vol. 1 pp. 197-308

IS: ISBN 0-306-44174-8

ST: MAR.-BIOTECHNOL. vol. 1

PY: 1993

LA: English

PT: B (Book); O (Review-Article)

ER: M (Marine)

AB: This review provides a comprehensive review of the field from the beginning of 1986 to early 1991. The primary aim was to include all the marine natural products reported to have any type of cytotoxic or antitumor activity. In addition to compounds reported to be toxic to a variety of cultured cancer cell lines, the authors have included compounds that show activity in the brine shrimp assay or which inhibit development of fertilized sea urchin or starfish eggs, simple assays which correlate to some extent with cytotoxicity. A considerable literature has developed regarding some of the most promising marine antitumor agents, such as didemnin B, the bryostatins, and the dolastatins. Information on some of the pharmacologic and mechanistic studies of these compounds has been included. The chapter is organized according to structural type, although in some cases a given compound could be assigned equally well to different categories.

DE: marine-organisms; antitumor-agents; cytotoxic-agents; reviews-; biological-poisons; biotechnology-; pharmacology-; aquatic-drugs; metabolites-; chemical-extraction; biochemical-composition; literature-reviews

ID: bioactive-compounds

CL: Medical-veterinary:-Pharmaceuticals-4380;

Aquatic-Products-and-their-Utilization:-Non-edible-products-1625

JA: ASFA-Marine-Biotechnology-Abstracts (Q4); ASFA --1:-Biological-Sciences-and-Living-Resources (Q1)

IC: NO9301810

AN: 2989686

### COMMENTS:

The original document is a **Review Article** and it is abstracted using an indicative abstract. The abstract provides information on the subject of the review (i.e. antitumour and cytotoxic compounds from marine organisms). The number of references are not (but should be) mentioned. The time period of the review is mentioned (i.e. 1986-1991).

**ABSTRACT-5 (Bibliography)**

TI: Women in fisheries--a selective annotated bibliography.

AU: Merrikin, P.-(comp.)

AF: Fishery Technology Service, Fisheries Department, FAO, Rome, Italy

CA: FAO, Rome (Italy)

SO: FAO-FISH.-CIRC. 1987. no. 811, 34 pp

NT: 133 references.

RN: FAO FIIT/C811

PY: 1987

LA: English

PT: B (Book); Z (Bibliography)

AB: The bibliography presents some 113 references to literature regarding women in both the production, processing and marketing of fish, and also the sociological, economic sectors of the industry. The citations are arranged alphabetically by author and then chronologically. Geographical and subject indices are also included.

DE: fisheries-; women-; sociological-aspects; bibliographies-

CL: Practical-Aspects-of-Fisheries:-Policy,-legislation,-and-sociology-1565;

Law,-Policy,-Economics-and-Social-Sciences-1121

JA: Biological-Sciences-and-Living-Resources (Q1)

AN: 1843523

**COMMENTS:**

The original document is a **Bibliography** and it is abstracted using an indicative abstract. The abstract provides information on the scope of the work (i.e. women in fisheries), the presence of annotations and how the references are arranged in the document. Missing are the source of the references and the time period the bibliography covers.



## Annex-1

### ABSTRACT-6 (Book)

TI: (Marine pollution.)

OT: Meeresverunreinigung

AU: Bruegmann,-L.

SO: BERLIN-FRG AKADEMIE-VERLAG 1993, 294 pp

IS: ISBN 3-05-501381-6

NT: Bibliogr.: 268 ref.

PY: 1993

LA: German

LS: German

PT: B (Book) Z(Bibliography)

ER: M (Marine)

AB: The purpose of this text book is to present an overview of marine pollution in many regions of the world. Pollutants such as heavy metals, radioactive wastes, chemical products, bacterial contamination, eutrophication, sewage water from residential, industrial and aquaculture facilities are discussed in detail. The present condition with regards to their level of pollution of several major water bodies is included. The organizations in order to manage and monitor marine pollution, based nationally or internationally, are also introduced.

DE: chemical-pollution; eutrophication-; aquaculture-effluents; regional-variations; pollution-monitoring; research-programmes; oil-pollution; deep-sea-mining; radioactive-waste-disposal; microbial-contamination; World-Ocean; pollutants-; water-pollution; water-quality; water-pollution-effects; marine-environment; books-

CL: Pollution:-General-1501

JA: ASFA-3:-Aquatic-Pollution-and-Environmental-Quality (Q5)

IC: BF9301513

AN: 3033390

### COMMENTS:

The original document is a **Book** and it is abstracted using an indicative abstract. The abstract provides information on the "scope of the work" (i.e. overview of marine pollution). The table of contents of the book is presented (condensed) in the abstract (i.e. heavy metals, radioactive wastes, chemical products... etc.). Missing is information on the depth to which the subject matter is treated and the type of reader for which the book was written.

**ABSTRACT-7 (Book composed of separately authored papers)**

TI: The fate of chemical pollutants: Seminar 13 December 1991.

OT: Devenir des polluants chimiques 13 decembre 1991

AU: Nival,-P.; Saliot,-A.-(eds.)

CA: Institut Oceanographique, Paris (France)

CO: Devenir des Polluants Chimiques, Paris (France), 13 Dec 1991

SO: OCEANIS-DOC.-OCEANOGR. PARIS-FRANCE INSTITUT-OCEANOGRAPHIQUE 1992 vol. 18, no. 5, pp. 505-577

IS: ISSN 0182-0745

PY: 1992

LA: French

LS: English; French

PT: B (Book); K (Conference)

ER: M (Marine)

AB: This seminar deals with the fate of chemical pollutants: impact of rain and runoff; introduction of pollutants into streams and rivers, impact of anthropic organic matter on a river, calculation of pollutant loads in an estuary, the role of rivers in the deposit of organic pollutants in coastal zones, bacterial bloom, etc. All contributions are analyzed separately.

DE: conferences-; marine-pollution; brackishwater-pollution; freshwater-pollution; runoff-; rivers-; estuaries-; coastal-zone; chemical-pollutants

CL: Pollution:-General-1501

JA: ASFA-3:-Aquatic-Pollution-and-Environmental-Quality (Q5)

IC: IF9300149

AN: 3027204

**COMMENTS:**

The original document is a **Book** (containing separately authored papers) presented at a Conference. The abstract is indicative and it describes the scope of the entire conference (i.e. the fate of chemical pollutants). The main subjects of the conference are given (i.e. rain and runoff, pollutants into streams and rivers ... etc.). There is mention that each of the conference papers contained in the book will be separately abstracted and indexed. (See next abstract)

## Annex-1

### ABSTRACT-8 (Book composed of separately authored papers)

TI: Characterization and impact of anthropic organic matter on a river (River Seine, France).

OT: Caractérisation et impact des apports anthropiques de matières organiques dans un milieu fluvial (Seine)

AU: Barillier, -A.

AF: CEMAGREF, 14 avenue de Saint-Mande, 75012 Paris, France

CO: Devenir des Polluants Chimiques, Paris (France), 13 Dec 1991

SO:

THE-FATE-OF-CHEMICAL-POLLUTANTS:-SEMINAR-13-DECEMBER-1991.#DEVENIR-DES-POLLUANTS-CHIMIQUES,-13-DECEMBRE-1991. Nival, -P.; Salot, -A.-eds. Institut-Océanographique, -Paris-France

PARIS-FRANCE INST.-Océanographique 1992 vol. 18, no. 5 pp. p. 523-533

IS: ISSN 0182-0745

ST: OCEANIS-DOC.-Océanogr. vol. 18, no. 5

PY: 1992

LA: French

LS: English; French

PT: B (Book); K (Conference)

ER: F (Freshwater)

AB: Downstream from Paris, the River Seine is submitted to effluents discharged from the Acheres wastewater treatment plant which deals with 70 % of the sewage from the Paris conglomeration of 8 million inhabitants. Concentrations of dissolved and particulate organic matter in the effluents treated are respectively 8-25 mgC/l and 20-30 mgC/l, i.e. about 5 to 10 times those in the natural environment, while the effluents can represent, at low water, as much as 25 % of the total river flow. In low water conditions, 40 % of the particulate and 15 % of the dissolved organic matter disappear after 5 km. The sedimentation of particulate matter and the degradation of dissolved matter are proportionally more important in the plume of effluents than in the rest of the river. This biological degradation of organic matter causes serious oxygenation problems in the natural river environment.

DE: France,-Seine-R.; freshwater-pollution; organic-matter; wastewater-treatment; rivers-; oxygen-; wastes-

ID: wastewater-treatment-plants

CL: Pollution:-Characteristics,-behavior-and-fate-1503

JA: ASFA-3:-Aquatic-Pollution-and-Environmental-Quality (Q5)

IC: IF9300151

AN: 3027199

### COMMENTS:

The original document is a **Book** (containing separately authored papers) presented at a Conference. The preceding abstract (abstract 7) describes the Book as a whole. This abstract is informative-indicative (more indicative than informative) and it describes **one** of the papers presented at the Conference.

## ABSTRACT-9 (Manual)

TI: Hypothermia: Fisheries safety and survival series.

AU: Dzugan,-J.

CA: Alaska Sea Grant College Program, Fairbanks, AK (USA)

SO: EDUC.-PUBL.-ALASKA-SEA-GRANT. 1992. 26 pp

NT: NTIS Order No.: PB92-157973/GAR. ISBN-1-56612-006-3

RN: SG-ED-15 (SGED15)

PY: 1992

LA: English

LS: English

PT: R (Report); Q (Training-Manual)

ER: M (Marine); B (Brackish); F (Freshwater)

AB: The workbook is designed to help identify, prevent, and treat hypothermia. More specifically, the document examines the following: the danger of hypothermia; how to recognize hypothermia; how to prevent hypothermia; how to treat a person suffering from hypothermia; that hypothermia is a threat to anyone--including fishermen, boaters, hunters, hikers, dock workers, and dog mushers; and the various flotation and thermal protection devices, how they are worn, and the advantages and disadvantages of each.

DE: hypothermia-; health-and-safety; therapy-; fishermen-; protective-clothing; manuals-

CL: Practical-Aspects-of-Fisheries:-General-1561;

Support-Services,-Techniques,-and-Equipment:-Ocean-operations-2388

JA: ASFA --1:-Biological-Sciences-and-Living-Resources (Q1); ASFA

--2:-Ocean-Technology,-Policy-and-Non-Living-Resources (Q2)

IC: NO9302395

AN: 2998955

## COMMENTS:

The original document is a **Training Manual**. The abstract is indicative and provides information on the scope or mission of the manual (i.e. hypothermia). The explanation for the need for such a manual is indirectly expressed in the title (i.e. fisheries safety and survival). The applicability or the audience for such a manual is mentioned (i.e. fisherman, boaters, hunters .... etc.).

## Annex-1

### ABSTRACT-10 (Thesis)

TI: (Research on genetic transformation of crustaceans.)

OT: Recherches sur la transformation genetique des crustaces

AU: Gendreau,-S.

CA: Bretagne Occidentale Univ., Brest (France)

SO: BREST-FRANCE UNIVERSITE-BRETAGNE-OCCIDENTALE 1992 117 pp

NT: Thesis (3eme cycle. oceanographie Biologique).

PY: 1992

LA: French

LS: English; French

PT: B (Book); U (Thesis-or-Dissertation)

ER: M (Marine)

AB: Crustacean genetic transformation is a new field of research in aquaculture, the aim being to select pathogen-resistant strains. Two genera were considered, either as a laboratory model (*Artemia*) or because of its economical importance (*Penaeus*). In the two cases, early embryonic stages were studied to determine the experimental conditions for effective manipulation. Several methods were developed to introduce different kinds of molecules, specially DNA, into crustacean cells and embryos: microinjection, biolistic, electric treatment, lipofection. The transient expression of reporter genes, placed under the control of heterologous promoters, was observed subsequently to the introduction of DNA constructs (CMV-lacZ, hsp *Drosophila*-luciferase) by microinjection or by biolistic. At the genomic level, repeated sequences were characterized because of their potential use to improve integration process of exogenous DNA. The search of homologous promoters and genes by PCR led to identification of the rho protooncogene. The research strategy for crustacean genetic transformation is discussed in reference to other animal and plant groups with consideration for the aquaculture importance of these animals.

DE: genetics-; crustacean-culture; disease-resistance; genes-; DNA-; genomes-; Malacostraca-; *Penaeus*-; Branchiopoda-; *Artemia*-

CL: Aquaculture:-Shellfish-culture-1583

JA: ASFA-1:-Biological-Sciences-and-Living-Resources (Q1); ASFA-Aquaculture-Abstracts (Q3)

IC: IF9300100

AN: 3028110

### COMMENTS:

The original document is a **Thesis**. The abstract is indicative and provides information

on the main topic. The result of the research is stated as is the implications (i.e. last two sentences).

## Annex-1

### ABSTRACT-11 (Report of Meeting)

TI: Report of the seventeenth Session of the European Inland Fisheries Advisory Commission. Lugano, Switzerland, 19-26 May 1992.

OT: Rapport de la dix-septieme session de la Commission europeenne consultative pour les peches dans les eaux interieures. Lugano (Suisse), 19-26 Mai 1992

CA: FAO, Rome (Italy)

CO: 17. Sess. of the European Inland Fisheries Advisory Commission, Lugano (Switzerland), 19-26 May 1992

SO: FAO-FISH.-REP. 1993 no. 472, 61 pp

IS: ISBN 92-5-203310-6

PY: 1993

LA: French

LS: French

PT: B (Book); K (Conference)

ER: F (Freshwater)

AB: The Seventeenth Session of the European Inland Fisheries Advisory Commission (EIFAC) was held in Lugano, Switzerland, from 19 to 26 May 1992. The session reviewed EIFAC's activities since 1990 in the fields of fishery biology and management, fish culture and diseases and water pollution control. EIFAC decided its future programme of work, and in particular the activities which should be carried out until the next session of the Commission in 1994. A four-day Symposium on Sublethal and Chronic Toxic Effects of Pollutants on Freshwater Fish was held in connection with the session.

DE: inland-fisheries; fish-culture; fishery-biology; fishery-management; conferences-; EIFAC-; Europe-

CL: Fishable-stocks:-General-1601; General-Aspects:-Conferences,-meetings,-etc.-1106

JA: ASFA-1:-Biological-Sciences-and-Living-Resources (Q1)

IC: FA9302044

AN: 3050873

### COMMENTS:

The paper being abstracted is a **Report of a Meeting**. The abstract is indicative. The reason for the Meeting is stated (i.e. to review EIFAC activities). A list of major topics discussed is given (i.e. fishery biology and management, fish culture and diseases ...

etc.). The results of the Meeting are mentioned (i.e. the future programme of work was decided).

## **Annex-1**

### **ABSTRACT-12 (Annual Report - no abstract)**

TI: Annual report and accounts, 1990/91

CA: National Rivers Auth., Bristol (UK)

SO: ANNU.-REP.-ACC.-NATL.-RIVERS-AUTH.-G.B. 1992 64 pp

IS: ISBN 1-873160-06-2

PY: 1992

LA: English

PT: B (Book)

DE: annual-reports; water-quality; water-management; water-resources; organizations;- British-Isles,-England,-National-Rivers-Auth.

CL: General-Aspects:-Institutes-and-organizations-1102;

General-Aspects:-Institutes-and-organizations-2102

JA: ASFA-1:-Biological-Sciences-and-Living-Resources (Q1);

ASFA-2:-Ocean-Technology-Policy-and-Non-Living-Resources (Q2)

IC: MB9300963

AN: 3044115

#### **COMMENTS:**

The original document is an **Annual Report**. The original document contained only administrative details so the abstractor decided not to prepare an abstract for this record.

### **ABSTRACT-13 (Annual Report with abstract)**

TI: ICLARM report 1991

CA: International Cent. for Living Aquatic Resources Management, Manila (Philippines)

SO: ICLARM-REP. MANILA-PHILIPPINES ICLARM 1992 131 pp

IS: ISBN 971-8709-31-2

ISSN 0115-4494

PY: 1992

LA: English

PT: B (Book)

ER: M (Marine)

AB: The report describes the activities conducted by ICLARM during the year 1991, which included the following programmes: coastal area management programme; capture fisheries management programme; aquaculture programme; information programme; and South Pacific Office. Administration and finance, 1991 sources of support, and statement of revenues, expenses and fund balance are also detailed.

DE: aquatic-resources; international-organizations; annual-reports; ICLARM-; fishery-organizations; aquaculture-; Philippines-; information-services

CL: General-Aspects:-Institutes-and-organizations-1102; Aquaculture:-General-1581;

Practical-Aspects-of-Fisheries:-General-1561; General-Aspects:-Information-services-1103

JA: ASFA-1:-Biological-Sciences-and-Living-Resources (Q1)

IC: FA9301639

AN: 3028650

#### **COMMENTS:**

The original document is an **Annual Report**. Contrary to the previous example, this annual

report contained enough information (information on research in progress) to justify the inclusion of an abstract.

## Annex-1

### ABSTRACT-14 (Statistical Report - no abstract)

TI: Fisheries statistics 1990  
CA: National Rivers Auth., Bristol (UK)  
SO: FISH.-STAT.-NATL.-RIVERS-AUTH.-G.B. 1991 30 pp  
IS: ISBN 1873160-15-1  
PY: 1991  
LA: English  
PT: B (Book)  
ER: F (Freshwater)  
DE: fishery-statistics; UK-; river-fisheries  
CL: Fishable-stocks:-Fishery-statistics-and-sampling-1603  
JA: ASFA-1:-Biological-Sciences-and-Living-Resources (Q1)  
IC: MB9300962  
AN: 3044086

#### COMMENTS:

The original document is a **Statistical Report**. The abstractor decided not to prepare an abstract, therefore he/she must have felt that the title was sufficient to describe the contents of this particular document.

### ABSTRACT-15 ((Statistical Report - with abstract)

TI: (Flatfishes landing statistics, Argentina.).  
OT: Lenguados  
AU: Cousseau,-M.B.; Fabre,-N.N.  
AF: Instituto Nacional de Investigacion y Desarrollo Pesquero, Mar del Plata, Argentina  
SO:  
REPORT-ON-THE-STATISTICAL-SAMPLING-OF-THE-LANDINGS-AT-THE-MAR-DEL-PLATA-PORT,-ARGENTINA,-JANUARY-1980-DECEMBER-1985..  
INFORME-SOBRE-EL-MUESTRO-BIOESTADISTICO-DE-DESEMBARQUE-EN-EL-PUERTO-DE-MAR-DEL-PLATA,-PERIODO-ENERO-DE-1980-DICIEMBRE-DE-1985. 1990. no. 585 pp. 179-184  
IS: ISSN 0325-6790  
ST: CONTRIB.-INST.-NAC.-INVEST.-DESARR.-PESQ.-ARGENT.. no. 585  
PY: 1990  
LA: Spanish  
LS: English  
PT: B (Book)  
ER: M (Marine)  
AB: The flatfish landings at the Mar del plata port, Argentina are mainly composed by 2 species *Xystreureys rasile* and *Paralichthys isosceles* , the size composition of some landings were studied, it was noted that most of the specimens ranged between small to medium size. The need for an increase in the research on this fishery was noted.  
DE: landing-statistics; size-distribution; flatfish-fisheries; *Xystreureys-rasile*; *Paralichthys-isosceles*;  
PSW,-Argentina,-Mar-del-Plata  
CL: Fishable-stocks:-Stock-assessment-and-management-1604  
JA: ASFA --1:-Biological-Sciences-and-Living-Resources (Q1)  
OZ: Polar-Antarctic-Westward (PSW)  
AN: 2880030

#### COMMENTS:

The original document is an **Statistical Report**. Contrary to the previous example, the abstractor decided that the report was not sufficiently described by the title, and so prepared a short



indicative abstract.

## Annex-1

### ABSTRACT-16 (Cruise Report - no abstract)

TI: Rockall trough time series LOIS Shelf-Edge Study pilot programme: EC MAST 2 PROFILE Project. Cruise report: RRS Challenges Cruise 103/1993, 12-24 May 1993

CA: Scottish Marine Biological Assoc., Oban (UK). Dunstaffnage Marine Research Lab.

SO: CRUISE-REP.-DUNSTAFFNAGE-MAR.-LAB.-SCOTT.-ASSOC.-MAR.-SCI. 1993 no. 103-1993, 24 pp  
PY: 1993

LA: English

PT: B (Book)

ER: M (Marine)

DE: cruise-reports; research-vessels; research-institutions; ANE,-Rockall-Trough

ID: LOIS-

CL: General-Aspects:-Research-programs-and-expeditions-1105;

General-Aspects:-Research-programs-and-expeditions-2105

JA: ASFA-1:-Biological-Sciences-and-Living-Resources (Q1);

ASFA-2:-Ocean-Technology-Policy-and-Non-Living-Resources (Q2)

OZ: Atlantic-Northeast (ANE)

IC: MB9300649

AN: 3019907

### COMMENTS:

The original document is a **Cruise Report**. No abstract was prepared because there is enough essential information in the title to describe the cruise (e.g. the dates of the cruise, the vessel name, the location of the cruise and the purpose are all contained in

the title).

## Annex-1

### ABSTRACT-17 (Cruise Report - with abstract)

TI: CTD oxygen, tracer and nutrient data from RRS Charles Darwin Cruises 58/59 in the NE Atlantic as part of Vivaldi '91

AU: Griffiths,-G.; Cunningham,-S.; Griffiths,-M.; Pollard,-R.T.; Leach,-H.; Holley,-S.; Paylor,-R.; Haine,-T.W.N.; Rios,-A.; et-al.

AF: Institute of Oceanographic Sciences, Deacon Laboratory, Wormley, Godalming, Surrey GU8 5UB, UK

SO: REP.-INST.-OCEANOGR.-SCI.-DEACON-LAB. 1992 no. 296, 51 pp

PY: 1992

LA: English

LS: English

PT: B (Book)

ER: M (Marine)

AB: This data report covers CTD and sample data recorded on Cruises 58 and 59 of RRS Charles Darwin. The cruises were a trial of the Vivaldi concept of seasonal surveys of the North-East Atlantic. The concept uses a combination of deep CTD stations spaced at 300 km with SeaSoar tows between to map the ocean over a wide area with high resolution in the upper layers where seasonal changes are important. Vivaldi forms part of the UK contributions to the World ocean Circulation Experiment. Forty deep CTD stations were occupied using an EG and G MkIIb CTD with an oxygen sensor and a 24 bottle rosette sampler. A transmissometer and a fluorometer were also mounted on the package. Water samples were analysed for dissolved oxygen, salinity, nitrate, silicate phosphate, chlorofluorocarbons (CFC-11, CFC-12 and CFC-113), chlorophyll-a and, on Cruise 58, for alkalinity and pH. Contoured sections of the CTD and water sample measurements are shown, with listings of all sample data and listings at selected depths of standard variables from the CTD stations. The report also details the instrument calibrations and discusses the quality of the data. (DBO)

DE: ANE-; cruise-reports; oceanographic-surveys; CTD-observations; nutrients-mineral; freons-; oceanographic-equipment; calibration-

CL: Descriptive-Oceanography-and-Limnology:-TSD-distribution,-water-masses-and-circulation-2146;

Chemistry-and-Geochemistry:-Composition-of-water-2184;

Descriptive-Oceanography-and-Limnology:-Regional-studies,-expeditions-and-data-reports-2144

JA: ASFA-2:-Ocean-Technology-Policy-and-Non-Living-Resources (Q2)

OZ: Atlantic-Northeast (ANE)

IC: MB9300110

AN: 3021418

### COMMENTS:

The original document is a **Cruise Report**. Contrary to the previous example the abstractor did not consider the title sufficient to describe the contents of the original work, so a short indicative abstract was prepared. The term "DBO" at the end of the

abstract means that the indexer has designated this record to appear only in the ASFA machine readable database and not in the printed ASFA journal - see section 10.7 and Annex2 for more on DBO records.

## ABSTRACT EXAMPLES

**Note:** the following examples of abstracts are taken (scanned) from the *International Standard ISO 214-1976 (E) Documentation-Abstracts for publications and documentation*. For your information, the standard ISO 214-1976 (E) appears in the *(ISO Standards Handbook 1, Information transfer, 2nd edition (1982), ISO, Switzerland, ISBN 92 67 10058 0)*. The address of the ISO Central Secretariat is: Case postale 56, CH-1211 Geneva, Switzerland.

### EXAMPLE 1 - Typical informative abstracts

#### THE LOW-INCOME FARMER IN A CHANGING SOCIETY

To identify some major differences among low-income farmers, and to delineate the group that represents the real core of the persistently poor, data were obtained from 189 farm operators representing 3 stratified random sample in Fayette County, Pennsylvania, in 1957. The five main categories of individuals identified were : (1) the aged, (2) the physically handicapped, (3) the farm operator primarily oriented to non-farm opportunities, (4) the farm operator oriented to commercial agriculture, and (5) the farm operator oriented to subsistence agriculture. The characteristics of the core of low-income subsistence farmers who normally do not respond to either welfare or economic-development efforts were examined in greater detail. It was found that they : (1) retained traditional values while having lost many traditional subsistence skills, (2) failed to respond to greater agricultural efficiency and productivity efforts because commercial success was not highly valued, (3) placed extreme emphasis on neighborliness and friendliness as their primary goals, and (4) must respond to an attempt to change prestige orientation if their cycle of poverty is to be broken.

#### STORAGE OF NATURAL GAS.

##### FUNDAMENTALS OF A NEW METHOD

A methane absorption method may be more economical for peakshaving than liquefied natural gas or dry pressurized storage. A pressure holder containing liquid propane and/or butane precooled to - 76 degrees F is supplied with cooled gaseous methane from supply lines at off-peak periods. The methane is introduced at the bottom of the tank to prevent the lighter liquid (methane absorbed in propane) from affecting further absorption. During peaks, a valve is automatically opened, and the resulting pressure drop brings the methane into the supply lines via a Wobbe-number regulator. In severe peaks, liquefied natural gas can also be used. Optimum conditions for the absorption method would be for 3 to 11.4 million cubic feet/storage cycle or up to 1,14 billion cubic feet / season.

#### TUNGSTEN CARBIDE AS ANODE MATERIAL FOR FUEL CELL

Stationary potentiostatic current-voltage curves for tungsten carbide and Rancly platinum electrodes of equal size in the electrochemical oxidation of 6 M formaldehyde in 3 M sulphuric acid at 70 degrees C showed that tungsten carbide was superior in the potential range of interest for fuel cell anodes. Current densities after 3 h were 650 mA/g of tungsten carbide using formaldehyde, 500 mA/g using hydrogen, and 160 mA/g using formic acid. Graph.

#### THE IMPACT OF DEVELOPMENTS IN TECHNOLOGY ON SHIPPING OPERATIONAL COSTS

The modern shipbuilder must anticipate future needs for marine transportation, specialize as to type of ship and size, and develop the required product on the soundest possible commercial basis. Low capital cost is important, but the builder's share of total cost is relatively small, and economics in shipbuilding therefore have limited effect on overall costs. Efficient design for both technical performance and low maintenance costs is of great importance, with the following items especially deserving of attention : ship form: propeller design; main propulsion units; bulbous bow; automation, cargo handling; paint systems and corrosion control; maintenance; and the moduling of engine-room systems. Mathematical methods are necessary for determining whether increased costs for innovations will be justified by operational savings, and examples of computer programs developed by B.S.R.A. (British Ship Research Association) for this purpose are cited.

#### CHROMIUM AS CATALYST IN AMMONIA SYNTHESIS

When a chromium catalyst prepared by the decomposition of dibenzenechromium was used in the synthesis of ammonia at 436.5 degrees C the rate constants of ammonia formation for a given catalyst surface area were of the same order of magnitude as those on iron. The results confirm the hypothesis that the catalytic action of metallic iron in ammonia synthesis is due to its atomic symmetry, and that other transition metals having the same symmetry, and similar interatomic distances as the (111) face of iron should also be catalytically active. The results also confirm an ammonia synthesis mechanism in which the initial product is N<sub>2</sub>H.

#### LEAD: X-RAY DIFFRACTION STUDY OF A HIGH-PRESSURE POLYMORPH

An X-ray diffraction study of lead under pressure has shown that the face-centred cubic structure transforms to the hexagonal close-packed structure at room temperature and a pressure of 130 plus or minus 10 kbar. The volume change for the transformation is - 0,18 ± 0.06 cm<sup>3</sup>/mol.

#### THE FILM-FORMING PROPERTIES OF EMULSIFIERS OBTAINED FROM PETROLEUM

A vanadium porphyrin complex formed a film around a water droplet in benzene much more rapidly than did asphaltenes or resins, and, as with emulsifiers from five crude oils, film formation was slightly faster in formation water than in distilled water in tests involving drawing a water droplet from a benzene solution containing 0.025 % by mass of the emulsifier into a capillary tube in 1 min or 2 h or 24 h at 25 degrees C. The film-forming ability of the emulsifier was determined by the ratio of the droplet length at the time of necking to the initial droplet length.

## EXAMPLE 2 - Typical informative-indicative abstracts

### DIAGNOSING INTERDEPARTMENTAL CONFLICTS

Resolution of interdepartmental conflicts that decrease productivity may require structural reorganization to reduce authority-prestige ambiguity and internal social instability, and/or may require intergroup training and counseling to reduce point-of-view conflicts. A thorough study is needed of the goals and environment of the organization as a whole. Experience (cited in numerous case histories) has demonstrated that three conditions must be established to reduce these interdepartmental conflicts. Each group must have internal social stability, including common interests and promotion opportunities. Groups in close contact must share external values through common training and point of view. Authority, as indicated by work flow and control, must follow prestige lines to be legitimate.

## EXAMPLE 3 - Typical indicative abstracts

As noted in clause 2, indicative abstracts should preferably be prepared only when the nature or length of the document being abstracted will not permit the writing of an informative or informative-indicative abstract.

### HOW METALLOGRAPHY HELPS THE MATERIALS ENGINEER

Eleven case histories demonstrate the application of metallography in solving material problems. Metallography helps the engineer who is seeking details of brazed joints; viewing details of grain-boundary precipitate; examining composites formed by a high-energy-rate process; investigating aspects of stress corrosion; studying how tension and creep affect composites; studying corroded bearings; checking "white layer" on nitrided surfaces; finding out how coring develops in cast brass; analysing failures with the electron microscope; comparing carbides in cast and wrought stainless; and doing research at extra-high magnification. Details of structures in photos are interpreted

### ADVANCES IN CONSTRUCTION AND UTILIZATION OF TANK CARS. 3 THE DESIGNER'S VIEWPOINT

A brief survey covers the gradual development of tank car design from low-capacity Metrol two-axle tanks to the two-truck, four-axle high-payload cars of today; tank cars designed for the transportation of class IIIa liquid products at 1 atm, including the required wall thickness, quality of steel, manner of construction, accessories, pressure tests of the welded seams, maximum capacity, and load; pressurized cars for carrying class Id liquefied gases, including the materials specifications, steel composition, X-ray testing of welds, safety valves, level gauges, hydraulic pressure testing, and separate draining equipment for the liquid and gas phases; frame construction (central girder or side frame); truck construction (springs and shock absorbers); and trends toward unified European regulations covering transportation by tank cars, higher speeds and loads, and automatic coupling

### ORGANIZATION OF SMALL LABORATORY

A view is presented of the day-to-day operation of a small mechanical-testing laboratory engaged primarily in experimental stress analysis. Emphasis is placed on the training of personnel, availability of modular test equipment and facilities, and the systematic organization of materials and procedures.

### DUTCH EQUIPMENT FOR THE CHEMICAL PROCESS INDUSTRY

A discussion on the manufacture in the Netherlands of equipment for the petrochemical and chemical process industries covers heat exchangers, evaporators, heaters, distillation apparatus, pumps, compressors, furnaces, pressure vessels, and gas tanks

### RESIDUAL REDUCTION AND DESULPHURIZATION BY I.F.P. HYDROTREATMENT

A discussion covers the main features of the pretreatment designed to improve the product quality and catalyst life in the *Institut Français du Pétrole* hydrodesulphurization process.

### DUST TRANSPORT IN TRANSMISSION AND DISTRIBUTION LINES

The study deals with the effect of pressure on the transport velocity of dust in gas pipelines, including such factors of the total process as the effect of weight and friction forces on the dust particle, speed limit of particle fall as a function of its diameter and the characteristics of the gas stream, thickness of the laminar layer on "dunes" formed on the pipe bottom; and speed of gas in this layer. Correlations developed were verified experimentally.

## EXAMPLE 4 - Abstracts of monographs and chapters

### A. Whole monographs. (A single abstract may suffice if the monograph deals with a homogeneous subject.)

This manual is intended to assist school administrators and teacher coordinators in establishing and maintaining programs of industrial cooperative education. These are programs of vocational education designed to provide high-school youth with opportunities to receive on-the-job training in a trade or industrial occupation, of his or her choice, by cooperatively utilizing the resources of the school and community. This 1968 revised edition presents the basic philosophy, activities, methods, and operational procedures of industrial cooperative education programs. The topical areas include: (1) establishing an industrial cooperative education program; (2) the high-school administrator's responsibilities; (3) the teacher-coordinator; (4) the teacher-coordinator begins his work; (5) selection and placement of student learners; (6) related instruction, coordination, reports and records; (7) advisory committees: their organization and function; (8) program evaluation in industrial co-operative education; and (9) aids for the teacher-coordinator.

**B. Chapters.** A separate abstract is needed for each chapter if a monograph covers many different topics or is a collection of articles by different authors, as in the case of proceedings of a meeting or symposium. Abstracts of chapters should be as informative as possible, but should at least indicate what is covered

**Information-type chapter abstract****PSYCHOLOGY AND THE GIFTED CHILD**

A critique of the concept of giftedness concludes that the gifted may be divided into the intellectually capable who are not necessarily academically able, the academically able who must be intellectually capable, the student with hidden talent brought out by opportunity and desire rather than tests, and the highly creative student with minimal academic capacity (IQ of 115) plus an added factor. In a discussion of the special needs of the intellectually superior student for time to think, listen, dream, and converse, it is contended that while added activities should not be forced on the student, he should not be permitted a merely average performance. A discussion of the equity or special programs for gifted students considers advantages and disadvantages of intelligence grouping and acceleration of gifted students. Encouragement of personal independence and autonomy is deemed essential to the productive and innovative development of the gifted. Problems of social adjustment encountered by gifted children include social acceptability and the need to excel without seeming to work very hard. There is a paucity of data on gifted girls and women. The problems of underachievement and dropouts with high IQ scores are discussed.

**Indicative-type chapter abstract****CYCLIC SULPHIDES**

Ring-opening polymerization of alkylene sulphides, episulphides, thioaldehydes, cyclic disulphides, and mixed oxygen-sulphur ring compounds are reviewed, with 83 references. Anionic polymerization, anionic copolymerization, cationic polymerization, coordinated ionic polymerization, and radical polymerization of episulphides, cyclic polymers of thioaldehydes, the polymerization of oxathiolanes, and the polymerization of cyclic disulphides are discussed.

**EXAMPLE 5 - Order of document-content subject elements****A. Informative abstract with conventional order of elements (purpose, methodology, results, and conclusions)****NEMATODE CONTROL IN SWEET POTATOES**

Because damage to sweet potatoes by root-knot nematodes makes it difficult for some growers in Mississippi to produce marketable grades, the Truck Crops Branch Experiment Station in 1967 conducted off-station tests with nematocides (including fumigants) on three- or four-row replicated and randomized field plots known to be infested with the nematodes. Both known and experimental nematocides were employed. The commercial fumigants Vortex, Dow W-85, and DD significantly increased yields and quality in the treatments of rows. Vortex or Dow W-85 should be applied at 2.5 gal/acre and DD at 9 to 10 gal/acre, 8 to 10 in deep in the centre of the row, 14 to 30 days prior to planting. Broadcast fumigation was also effective, but required higher fumigant levels. Among the experimental solid nematocides, Bayer 68138 and Dasanit showed promise. More information is deemed necessary than was obtained from this one-field test.

**B. Informative abstract with findings-oriented arrangement of elements (major results and conclusions, supporting details, other findings, and methodology)****NEMATODE CONTROL IN SWEET POTATOES**

The yield and quality of sweet potatoes can be increased by soil fumigation or the addition of solid nematocides in some areas of Mississippi. The commercial fumigants Vortex, Dow W-85, and DD significantly increased yields and quality in the treatments of rows. Vortex or Dow W-85 should be applied at 2.5 gal/acre and DD at 9 to 10 gal/acre, 8 to 10 in deep in the centre of the row, 14 to 30 days prior to planting. Broadcast fumigation was also effective but required higher fumigant levels. Among the experimental solid nematocides, Bayer 68138 and Dasanit showed promise. This study of control of root-knot nematodes was conducted by the Truck Crops Branch Experiment Station in 1967 on three- and four-row replicated and randomized field plots known to be infested with the nematodes. More information is deemed necessary than was obtained from this one-season field test.

**C. Indicative abstract of the same document. This type of abstract is included here only to demonstrate the validity (usefulness) of preparing an informative abstract when the document permits, it, as defined in clause 2****NEMATODE CONTROL IN SWEET POTATOES**

Problems caused by root-knot nematodes in growing sweet potatoes in Mississippi are discussed. Experiments with commercial and experimental nematocides, conducted in 1967 by the Truck Crops Branch Experiment Station, are described. Methods of application including imbedding in rows and broadcasting are compared. Results are given for specific nematocides, including the commercial fumigants Vortex, Dow W-85, and DD, and the experimental solid nematocides Bayer 68138 and Dasanit.



**ABSTRACT EXAMPLES of DATABASE-ONLY RECORDS**

(complete records taken from the ASFA Database)

(Note: in the following examples of ASFA Records (to save space) small characters are used for all of the fields except the abstract field).

**ANNUAL REPORTS****ABSTRACT-18**

TI: Annual report 1992/93 International North Pacific Fisheries Commission

CA: North Pacific Anadromous Fish Comm., Vancouver, BC (Canada)

SO: ANNU.-REP.-INPFC 1993, . 47 pp

PY: 1993

LA: English

PT: B (Book)

ER: M (Marine)

AB: The International Convention for the High Seas Fisheries of the North Pacific Ocean was brought into force by Canada, Japan and the United States on 12 June 1953. The Convention established the International North Pacific Fisheries Commission (INPFC) to promote and coordinate the scientific studies necessary to ascertain the conservation measures required to secure the maximum sustained productivity of fisheries of joint interest to the Contracting Parties and to recommend such measures to such Parties. INPFC was composed of three national sections, each consisting of not more than four members appointed by the governments of the respective Contracting Parties. INPFC met at least once annually and conducted its business between meetings through its permanent Secretariat in Vancouver, Canada. (DBO)

DE: annual-reports; international-agreements; fishery-management; INPFC-; marine-organisms; marine-fish; marine-crustaceans; anadromous-species; marine-mammals; Salmonidae-; IN,-North-Pacific

CL: General-Aspects:-Institutes-and-organizations-1102

JA: ASFA-1:-Biological-Sciences-and-Living-Resources (Q1)

IC: CA9300951

AN: 3603066

**COMMENT:** The original document is an **Annual Report**. The abstractor thought it was necessary to write an abstract but not to have it appear in the printed ASFA abstracts



journals. The record will only appear on the ASFA database. Note the term (DBO) at the end of the abstract - this term designates the record as a Database-Only record.

## **Annex-2**

### **ABSTRACT-19**

TI: Annual report of the Salmon Health Consortium

AU: Armstrong,-R.

SO: BULL.-AQUACULT.-ASSOC.-CAN. 1993 no. 93-3, 60 pp

IS: ISSN 0840-5417

PY: 1993

LA: English

PT: B (Book)

ER: M (Marine); F (Freshwater)

AB: (DBO).

DE: annual-reports; aquaculture-; fish-diseases; therapy-; disease-control; aquaculture-regulations; governments-; Salmo-salar; Canada-

CL: General-Aspects:-Institutes-and-organizations-1102; Aquaculture:-Fish-culture-1582

JA: ASFA-1:-Biological-Sciences-and-Living-Resources (Q1); ASFA-Aquaculture-Abstracts (Q3)

IC: CA9400544

AN: 3603032

COMMENT: The original document is an **Annual Report**. Contrary to the previous example the abstractor did not think it was necessary to write an abstract for this document. Like the previous example, this record will only appear on the ASFA database. Again note the term (DBO) in the Abstract field.

## **STATISTICAL DATA COMPILATIONS OF A ROUTINE NATURE**

### **ABSTRACT-20**

TI: Freshwater fishfarm production 1988

CA: Department of Fisheries, Bangkok (Thailand). Fishery Policy and Planning Div.

SO: FRESHWAT.-FISHFARM-PROD.-DEP.-FISH.-THAIL. 1990 70 pp

PY: 1990

LA: English

LS: Thai

PT: B (Book); N (Numerical-Data)

ER: F (Freshwater)

AB: The document contains statistics obtained during a survey conducted in 1988 regarding freshwater fish farm production in Thailand. Information is presented regarding the amount and value of production. (DBO).

DE: freshwater-aquaculture; fish-culture; aquaculture-statistics; Thailand-

CL: Aquaculture:-Shellfish-culture-1583

JA: ASFA-1:-Biological-Sciences-and-Living-Resources (Q1); ASFA-Aquaculture-Abstracts (Q3)

IC: FA9401696

AN: 3604546

COMMENT: The original document is a **Statistical Compilation** which the abstractor considered of a routine nature, and so has decided to make it appear only in the ASFA database. Again note the term (DBO) at the end of the abstract.

**ABSTRACT-21**

TI: Canadian fisheries landings 1993. Volume 15 Nos. 1-4.

OT: Les peches canadiennes Debarquements 1993. Volume 15 Nos. 1-4

CA: Department of Fisheries and Oceans, Ottawa, ON (Canada). Communications Dir.

SO: CAN.-FISH.-LANDINGS-DEP.-FISH.-OCEANS-LES-PECHES-CAN.-DEBARQUEMENTS-MINIST.-PECHES-OCEANS 1994 vol. 15, no. 1-4, vp

IS: ISSN 0173-1348

PY: 1994

LA: English

LS: French

PT: B (Book)

ER: M (Marine)

AB: Landing statistics are presented for freshwater and marine fish as well as for crustaceans and molluscs in Canada for 1993. (DBO)

DE: landing-statistics; fishery-statistics; commercial-fishing; freshwater-fish; marine-fish; marine-crustaceans; marine-molluscs; Canada-

CL: Fishable-stocks:-Fishery-statistics-and-sampling-1603

JA: ASFA-1:-Biological-Sciences-and-Living-Resources (Q1)

IC: CA9400548

AN: 3603033

COMMENT: The original document is a **Statistical Compilation**.

**DISSERTATION****ABSTRACT-22**

TI: Evaluation of propulsors for several navy ships.

AU: Hugel,-M.A.

CA: Massachusetts Inst. of Technology, Cambridge, MA (USA)

NT: NTIS Order No.: AD-A255 143/0/GAR. Thesis (M.S.).

LA: English

LS: English

PT: R (Report); U (Thesis-or-Dissertation)

AB: A project was undertaken to develop a relatively simple computer program which models the performance, weight, volume and cost of various combinations of propulsion plant components for three different naval ship types. Within that computer program, the types of propulsors from which the user may select include fixed pitch propellers, controllable reversible pitch propellers, contrarotating propellers, propeller/preswirl vane combinations, and waterjets. The propeller choices include both ducted and non-ducted configurations. To model these propulsors in a computer program, routines were developed to select the correct propulsor geometry to transmit developed horsepower to the water, and to predict the off-design performance, weight and (if applicable) volume of the propulsors chosen. Propeller geometry design and off-design performance for the propeller variants were characterized using the Propeller Lifting Line computer program developed at MIT. Waterjet performance was predicted using information obtained for KaMeWa waterjets. Correlations describing optimum propeller geometry versus thrust coefficient, propulsor performance versus ship speed, propulsor weights and volumes were developed for the different ship types. These correlations are invoked within the propulsor modelling routines in the program, thereby allowing the propulsors to be matched with various engine and transmission combinations. The computer program logic is outlined which is used to match the size and performance of the chosen propulsion components with a hull sized to envelope the propulsion plant and a fixed payload. (DBO).

DE: propulsion-systems; propellers-; performance-assessment; mathematical-models; ship-technology

CL: Vessels,-Underwater-Vehicles-and-Buoys:-Surface-vehicles-2301

JA: ASFA --2:-Ocean-Technology,-Policy-and-Non-Living-Resources (Q2)

IC: NO9300544  
AN: 2912644

COMMENT: The original document is a **Dissertation**.

## **Annex-2**

### **SELECTED OLDER MATERIALS**

#### **ABSTRACT-23**

TI: Sulfate reduction rates and some aspects of the limnology of four lakes and a fjord in the Vestfold Hills, Antarctica

AU: Franzmann,-P.D.; Skyring,-G.W.; Burton,-H.R.; Deprez,-P.P.

AF: Department of Agricultural Science, University of Tasmania, GPO Box 252C, Hobart, Tas. 7001, Australia

SO: BIOLOGY-OF-THE-VESTFOLD-HILLS,-ANTARCTICA.

Ferris,-J.M.;Burton,-H.R.;Johnstone,-G.W.-eds.;Bayly,-I.A.E.-eds. 1988 vol. 165 pp. 25-33

IS: ISSN 0018-8158

ST: HYDROBIOLOGIA vol. 165

PY: 1988

LA: English

LS: English

PT: B (Book)

ER: B (Brackish); F (Freshwater)

AB: Sulfate reduction rates were measured in waters and sediments from four Antarctic lakes and an antarctic fjord basin by a radiometric technique. There was generally a linear correlation between the period of incubation and sulfate reduced; the average of the correlation coefficients was 0.76 plus or minus 0.1. The rates at 6 degree C were very low (0.0-1.1  $\mu$  mol/kg/d) when compared to most other marine and non-marine environments for which sulfate reduction rates have been reported. Lactate and acetate did not stimulate sulfate reduction. Temperatures of the sediments selected from the different sites varied from -0.4 to 4.5 degree C and the chloride and sulfate concentrations of the sediments varied from 0.19 to 0.83 mol/kg and 0.04 to 41.01 mmol/kg respectively. Sulfate reduction rates did not correlate with the chlorosity of sediment porewaters. (DBO)

DE: PSE,-Antarctica,-Princess-Elizabeth-Land,-Vestfold-Hills,-Ellis-Fjord;

PSE,-Antarctica,-Princess-Elizabeth-Land,-Vestfold-Hills,-Burton-L.;

PSE,-Antarctica,-Princess-Elizabeth-Land,-Vestfold-Hills,-Ace-L.; sulphate-reduction; meromictic-lakes; salt-lakes; freshwater-lakes; fjords-; bacteria-; Copepoda-; biogeochemical-cycle

CL: Aquatic-Communities:-Habitat-community-studies-1463; Autecology:-Environmental-effects-1422

JA: ASFA-1:-Biological-Sciences-and-Living-Resources (Q1)

OZ: Polar-Antarctic-Eastward (PSE)

IC: CS9416171

AN: 3605077

COMMENT: The original document represents older material (which came to the attention of the ASFA input centre a number of years after the actual publication date). Note that the Publication Year (PY) is 1988 while the date of input is 1994 (this can be

seen from the IC field (the two digits after the letters CS stand for 1994). Therefore, this document was input 6 years after publication. Note the term (DBO) at the end of the abstract - this term designates the record as a Database-Only record

### Annex - 3

#### ASFA TYPESETTING CODES FOR SPECIAL/FORBIDDEN CHARACTERS

These codes are used to represent special characters (e.g. Greek letters, mathematical signs etc.) in the following six fields of the ASFISIS/ODIN Data Entry Interface: Title, Original Title, Abstract, 2nd Abstract, Identifiers, and Cross-reference Phrase.

(Note that for the symbol  $\%$  a special character is not available, therefore the abbreviation "ppt" should be used)

$\alpha$  = ~a  
 $\beta$  = ~b  
 $\gamma$  = ~g  
 $\Gamma$  = ~G  
 $\delta$  = ~d  
 $\Delta$  = ~D  
 $\varepsilon$  = ~e  
 $E$  = ~l  
 $\zeta$  = ~Q  
 $\eta$  = ~E  
 $\theta$  = ~f  
 $\vartheta$  = ~T  
 $\Theta$  = ~F  
 $\iota$  = ~i  
 $\kappa$  = ~K  
 $\lambda$  = ~l  
 $\Lambda$  = ~L  
 $\mu$  = ~k  
 $\nu$  = ~R  
 $\xi$  = ~y  
 $\Xi$  = ~Y  
 $o$  = ~O  
 $\pi$  = ~p  
 $\Pi$  = ~P  
 $\rho$  = ~r  
 $\sigma$  = ~s

$\Sigma$  = ~S  
 $\tau$  = ~t  
 $\upsilon$  = ~u  
 $Y$  = ~U  
 $\phi$  = ~h  
 $\Phi$  = ~H  
 $\chi$  = ~j  
 $X$  = ~x  
 $\Psi$  = ~q  
 $\omega$  = ~w  
 $\Omega$  = ~W  
 $\pm$  = ~c  
 $\nabla$  = ~v  
 $\div$  = ~X  
 $\oplus$  = ~z  
 $\otimes$  = ~Z  
 $\rightarrow$  = ~1  
 $\leftarrow$  = ~|  
 $\uparrow$  = ~2  
 $\downarrow$  = ~@  
 $\leftrightarrow$  = ~3  
 $\pounds$  = ~4  
 $1/4$  = ~5  
 $1/2$  = ~%  
 $\sim$  = ~6  
 $\infty$  = ~8

$\{$  = ~9  
 $\}$  = ~O  
 $\equiv$  = ~=  
 $\infty$  = ~!  
 $O$  = ~'  
 $\neq$  = ~C  
 $\subset$  = ~m  
 $\supset$  = ~M  
 $\perp$  = ~N  
 $\partial$  = ~V  
 $\int$  = ~7  
 $\int$  = ~&  
 $\int \angle$  = ~\*  
 $"$  = ~A  
 $\square$  = ~B  
 $\textcircled{R}$  = ~+  
 $\textcircled{C}$  = ~o  
 $\wedge$  = ~\$  
 $\vee$  = ~\  
 $\Delta$  = ~n  
 $\parallel$  = ~"  
 $n$  = ~/  
 $\geq$  = ~.  
 $\leq$  = ~,  
 $\gtrsim$  = ~>  
 $\lesssim$  = ~<

$\cong$  =  $\sim?$

$\approx$  =  $\sim-$

$\surd$  =  $\sim:$

$\cdot$  =  $\sim$ ; (don't use  
for decimal point)

