

**GUIDELINES FOR BIBLIOGRAPHIC DESCRIPTION  
(using ASFISIS software)**

compiled by

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## PREPARATION OF THIS DOCUMENT

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# INTRODUCTION

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 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 are composed of two parts: Part 1 describes the identification of the bibliographic data elements of a document and includes instructions on the input of bibliographic data using the **Micro CDS/ISIS, ASFISIS/ODIN Data Entry Interface**; and Part 2 describes various **ASFISIS** software utilities which are related to bibliographic data entry.

Six annexes are included at the end of the document, which provide further information regarding transliteration, language codes, abbreviations, and typesetting codes for special characters. The last annex shows examples of ASFA bibliographic descriptions on all existing worksheets.

This edition (ASFIS-3, Rev.2) supersedes ASFIS-3 (Rev.1), ASFIS Guidelines for Bibliographic Description.



## PART 1

### BIBLIOGRAPHIC DESCRIPTION

The bibliographic description of the documents relevant to the subject scope of ASFA is entered on specifically designed worksheets for machine-readable input using the **ASFISIS software** which is an advanced application based on **Micro CDS/ISIS**, containing a dedicated data entry programme called **ODIN**.

After installation of the **ASFISIS software**, at the MSDOS prompt C:\>, type CD\ASFISIS and press Enter, to change the directory to ASFISIS. Then, type ASFA and press Enter, to start-up the ASFISIS programme. The main **CDS/ISIS** menu is now displayed on the screen.

#### Start-up of the ASFISIS/ODIN data entry interface

To start-up the **ASFISIS/ODIN** data entry interface which will enable bibliographic data entry, the option **E (data entry services)** must be selected from the main **CDS/ISIS** menu, which is reproduced below:



Subsequently, to begin bibliographic data entry, the option **O (ODIN data entry interface)** must be selected from the **Data entry Services** Menu, which is reproduced below:



The user is then called to input the name of the data base, which is by default ASFA. On pressing Enter, the next prompt is MFN (Master File Number).

In the case of new bibliographic data entry, pressing Enter again will allow the programme to automatically give an MFN to this new record, for which a worksheet must now be selected.

In the case of recalling a record already existing on the database, by typing the MFN of that record and pressing Enter twice, the system will automatically display the record on the screen. This record may then be either viewed or modified. If no modifications have been made to the record, by selecting <[0] Cancel> in the final menu, the record will be left as it was. If instead any modifications have been made, by selecting <[3] Save and Exit>, the record will now be stored including the modifications.

## Selection of worksheet

A worksheet is a particular screen layout used to enter data. As in a pre-printed form, a worksheet contains a number of fields in which the corresponding data is entered. The collection of fields is called a record.

The worksheets are selected according to the bibliographic level of the document, which is a mandatory data element. The 5 possible bibliographic level combinations (**AS**, **M**, **MS**, **AM**, **AMS**) have corresponding worksheets. Each worksheet contains only the fields needed for the description of the relevant bibliographic level(s). It may be selected either by directly typing the worksheet code and then pressing <Enter>, or by calling up a pick-list, using the F1 function, and selecting the appropriate worksheet using the up/down arrows and pressing <Enter>

### **Selection of bibliographic level**

Three codes are given for the bibliographic level of a document in an ASFA record: “**A**” for analytic; “**M**” for monographic; and “**S**” for serial. One or more levels may be relevant to one document.

Following is an explanation of each bibliographic level, how to assign one or more bibliographic levels to describe the document being catalogued, and which combinations of bibliographic levels are possible as worksheets.

#### **The Analytic Level (A)**

The analytic level of a bibliographic record describes a document that is part of a larger bibliographic unit, such as a chapter in a book, an article in a journal, a map in a report or book, or a paper in a bound volume of conference proceedings. The analytic is always the lowest bibliographic level and refers to the part of the document that will not be further subdivided for bibliographic description. This level cannot stand alone and may be combined with the monographic and/or the serial levels. For example, a record that describes a chapter in a volume published within a series will contain the analytic level for the chapter, the monographic level for the volume and the serial level for the series (**AMS**). In this example, the monographic and serial levels are necessary for the retrieval of the publication in which the chapter is contained.

Possible worksheets for the analytic level are the following:

- |                   |  |
|-------------------|--|
| <b><u>AS</u></b>  | (analytic/serial), which describes an article in a journal or newspaper;   |
| <b><u>AM</u></b>  | (analytic/monographic), which describes a chapter in a book or report, or a paper in a bound volume of conference proceedings; |
| <b><u>AMS</u></b> | (analytic/monographic/serial), which describes a chapter in a book or report published in a series.                            |

#### **The Monographic Level (M)**

The monographic level of a record describes a document which can either stand alone as a self-contained bibliographic entity, or can be split (for the purpose of bibliographic description) into analytics, or can be recorded as a part of a larger bibliographic entity (such as a collection or a series). Thus, although a one-level monographic record can stand alone as an independent unit (**M**), it can also be combined with the analytic and serial levels.

Possible worksheets for the monographic level are the following:

- M** (monographic), which describes a book, a patent, a report, a map, a standard or a thesis which stand as a one-level monographic record;
- AM** (analytic/monographic), which describes a chapter in a book or report, or a paper in a volume of conference proceedings;
- AMS** (analytic/monographic/serial), which describes a chapter in a book or report, published in a series;
- MS** (monographic/serial), which describes a book/volume/report/thesis or annual report published in a series.

### **The Serial Level (S)**

The serial level of a record describes a document which is issued in successive parts over an indefinite period of time, usually but not always with volume and issue numbers. Serials can never be described alone and must be cited together with the analytic and/or monographic level. Documents described as a serial may be journals or periodicals, newspapers, annuals (reports, yearbooks, directories), or monographs issued in a series.

Possible worksheets for the serial level are the following:

- AS** (analytic/serial), which describes an article in a journal or newspaper;
- AMS** (analytic/monographic/serial), which describes a chapter in a book or report published in a series;
- MS** (monographic/serial), which describes a book/volume/report/thesis or annual report published in a series.

A final point about the definition of bibliographic levels is that, although a record describing a document may be catalogued at more than one bibliographic level, the record as a whole is considered as being at one major bibliographic level only: that is, always the lowest level. Therefore, although a chapter in a volume published in a series will be

catalogued in an **AMS** worksheet, the record as such is considered to be an analytic (lowest level). The lowest bibliographic level always describes the document for which the bibliographic record was created in the first place. In the above example, in fact, the record was created to describe the chapter; the monographic and serial levels are only necessary for the location of the book in which the chapter is contained.

In summary, the following bibliographic combinations are the worksheets which permit ASFA data entry:

<b>M</b>	the record consists of a description of a monograph.
<b>MS</b>	the record consists of a description of the monograph and of the series.
<b>AS</b>	the record consists of a description of the analytic part and of the serial issue in which the analytic is published.
<b>AM</b>	the record consists of a description of the analytic part and of the monograph in which the analytic is included.
<b>AMS</b>	the record consists of a description of three sections, the analytic part, the monograph and the series in which the monograph is published.

In addition to the above five worksheets, two other worksheets are available:

<b>LONG</b>	a multi-purpose worksheet which may also be used for editing purposes, especially when there is a need to modify a level or catalogue a collection.
<b>LOCAL</b>	a worksheet which permits inclusion of additional information, which may be of use internally by the Input Centre.

bibliographic

## BIBLIOGRAPHIC DATA ENTRY

Once the bibliographic level has been assigned, bibliographic description of the ASFA record may be carried out by completing the various fields appearing in the selected worksheet.

Please note that since the worksheets differ according to the bibliographic level assigned, they also differ in the fields that they contain and thus in the bibliographic information that must be entered.

For example, an **M** worksheet contains only fields needed for the monographic data and not those related to the analytic or serial levels. An **AM** contains fields needed for the analytic and monographic data and not those related to the serial level. An **AMS** contains fields related to all three bibliographic levels - analytic, monographic and serial - and is the most comprehensive of the worksheets.

Aside from these standard worksheets, other two worksheets have been created: the **LONG** worksheet and the **LOCAL** worksheet.

The **LONG** worksheet contains fields related to all the bibliographic levels and is the most comprehensive of the worksheets. It may be used to modify the bibliographic level of a record which has already been assigned an incorrect worksheet. In other words, when there is a need to amend the bibliographic level data in a worksheet that has already been completed and saved, this may be done by calling up the MFN of that record and selecting the **LONG** worksheet (see Part 2, page 65) for detailed instructions.

For example, after having completed and saved a record on an **AM** worksheet, it has been noted that, since the record contains serial level information, it should have been catalogued on an **AMS** worksheet; calling up the record and assigning it the **LONG** worksheet enables the bibliographic level to be changed from **AM** to **AMS** and also enables the serial level information to be entered in the corresponding fields.

The **LONG** worksheet can also be used to catalogue a collection.

A document may be described as a collection in its own right, or also at the monographic and/or analytic levels. It is preferable to catalogue at the monographic level rather than the collective, whenever possible. If the collection is issued once only, it may be considered as a multivolume monograph, and described as an **M** level documentary unit, whose title is the collection title. This solution is recommended when there is no need to describe each piece individually; however, in order to catalogue analytics within complex documents that are not serials, it may be more practical to use the collective level. For example, the collective works of a scientist, published in one volume, may be catalogued as a monograph or as a collection. To describe the individual chapters within the books bound in one volume, the work may be classified as a collection, and the chapters catalogued as analytic, monographic, collective entries. When it is not possible to catalogue the collection at



the **Monographic level**, the **LONG** worksheet should be used, entering the bibliographic data at Level 4.

The **LOCAL** worksheet may be used to add some “local” information to records that have already been prepared and saved. For example, Input Centres may enter local or common names as indexing terms for use on their own database. Other information, such as the local availability of documents for which ASFA input has been prepared, may also be entered. Note that the data entered in the local fields will NOT be included when exporting records to the Publishers (CSA).

A copy of the **AMS** worksheet as it appears on the **ODIN** screen in the browse mode is shown below. This is followed by a description of all the fields which may occur in a worksheet, together with instructions on how to enter the bibliographic data in each field. For this purpose the **AMS** worksheet has been taken as an example, since it contains all the fields.

### Worksheet: AMS

Eng. title	:
Orig. title	:
Environment	:
Document type	:
Lit. style	:
Physical medium	:
Author	:
Auth. address	:
Corp. author	:
Auth. degree	:
Conference name	:
Conference loc.:	:
Conference date	:
Language(s)	:
Report/Doc.No.:	:
Eng. mon. title	:
Orig. mon. title	:
Author (monogr)	:
Corp. author	:
Edition	:
ISBN	:
Imprint	:
Serial title	:
ISSN	:
Collation	:
Date of publ.	:
Notes	:
Abstract	:
2nd Abstract	:
Subject descr.	:
Taxon. descr.	:
Geogr. descr.	:
Identifiers	:
ASFA-Strings	:
X-ref.	:

### ENGLISH TITLE FIELD

Here the English title belonging to the lowest or only bibliographic level of the document is entered. This will be the sole English title in the case of **M**, **MS**, and **AS** worksheets, whereas in **AM** and **AMS** worksheets this will be the English analytic title, since two English title fields exist in these worksheets.

The English title is a mandatory data element - all ASFA records must have an English language title.

Enter the title as given in the document and observe the following guidelines:

1. Capitalize the initial letter of the first word and all proper names.
2. Always enter the full title, including subtitles.
3. Do not put a full stop at the end of the title.
4. Indicate italics used in the title as described in *Guidelines for Abstracting* (section: *Typesetting codes for special characters*), e.g. @i.....@. This applies to Latin taxonomic nomenclature for species, names of vessels, which should only have the first letter capitalized (e.g. R/V @iFridtjof Nansen@@) and Latin expressions such as @iad hoc@@, @iin vitro@@, @iin situ@@ etc.  
Other special characters (e.g. Greek letters, mathematical signs etc.) may be entered as quoted in Annex 5 of these guidelines
5. Roman numbers quoted in the title should be converted to Arabic numbers, unless they are part of a proper name (e.g. chemical name).

Example: Part IV = Part 4

6. If the document is not in English and an English title is not included, then a translation into English must be provided by the Input Centre, in which case must be typed before entering the translated title in this field, as indicated in help message on the **ODIN** screen under this field.

^a  
the

## ORIGINAL TITLE FIELD

If the document has a non-English title then it must be entered in this field, using the same guidelines as for entering the English title but also observing the following:

1. Capitalize the foreign title in accordance with the conventions of that language.
2. Transliterate non-Roman alphabets in accordance with the UNISIST recommendations. (See Annex 1).
3. Separate two or more non-English titles by a full-stop, dash and space.
4. In the case of more than one non-English title, type them in the order given in the document and do not end the last original title with a full-stop.
5. Note that for publications issued in different languages separate records should be prepared for each language version.

## TRANSLATIONS

If the documentary unit is a “Translation” into English, enter the title in the **English title field** and enter the title of the original document together with its date of publication and the name of the translator, if available, in the **Notes field**.

The date of the “Translation” should be entered in the **Date of publication field**.

Example: Translation of a French document into English:

**Notes field:** Translated from French to English. Original French title: Bases biologiques et écologiques de l’aquaculture. Published by Lavoisier Tec et Doc, Paris, 1991.

## **ENVIRONMENT FIELD**

This field is only to be completed if the information in the record is relevant to the marine, brackishwater or freshwater environmental regime.

The environmental regime (**M** - marine, **B** - brackishwater or **F** - freshwater) may be selected from the pick-list which occurs in this field.

Since this field is repeatable, more than one environmental regime may be selected as appropriate, up to a maximum of three.

## DOCUMENT TYPE FIELD

This field is a mandatory data element in which a one-letter code is selected indicating the type of bibliographic record. Only one code may be selected to classify the document; select the code of the type of document considered to be the most significant. The pick-list which occurs in this field consists of seven different one-letter codes, representing the type of document as follows:

### **B** - Books/Monographs

This code indicates a document which is complete and non-serial; the document may be complete at the time of issue, or may be part of volumes either published previously or at a later date. It is to be used for all kinds of monographic material, and also for chapters or sections within a monograph that are selected for separate analytic entry.

Examples:

- i. single or multivolume monographs described as a whole, such as a thesis, a volume of conference proceedings, annual reports or dictionaries;
- ii. separately entitled volumes of a monographic series, annuals or multi-volume monographs;
- iii. chapters or sections of a monograph selected for preparation of analytic input.

### **C** - Standards

This code indicates a document which refers to International Standards or any type of standardization or specification of parameters.

### **D** - Drawings

This code indicates a document which is a drawing, a photograph, or a similar 2-dimensional representation, but does not include maps or atlases.

**G - Maps**

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

**J - Journal Article**

This code indicates any article selected from a serial (journal/periodical) to be recorded analytically. In other words this code is only to be used if the bibliographic entity is an analytic in a serial issue, e.g. an article in a journal.

**P - Patents**

This code indicates a document which describes any type of patent, including inventors' certificates, utility models or certificates and applications.

**R - Reports**

This code indicates unpublished scientific and technical reports, generally describing the results of research and development projects. It does not include annual reports (see **B** - books/monographs).

## PHYSICAL MEDIUM FIELD

The Physical Medium field is a mandatory data element in which a one-letter code is selected to indicate the physical medium or support on which the document is published, should the document be published in a form other than paper. The pick-list which appears in this field contains six one-letter codes, each representing a different physical medium as follows:

- C** - This code indicates any type of Compact Disc, e.g. recordable/rewritable CD-ROM, Laser/optical CD-ROM, or minidisc.
- D** - This code indicates a computer diskette/floppy disc.
- F** - This code indicates filmstrips, slides, videocassettes, cinematographic films, or microfiches.
- I** - This code is to be used for journals which are electronically-published or which appear on Internet/World Wide Web. The full home page address should be included in the **Notes field**.
- O** - This code may be used to indicate any other type of physical medium not classifiable by the above codes.
- T** - This code includes any type of tape or cassette.



## LITERARY STYLE FIELD

The **Literary style field** describes the kind of information included in the document, which is independent of that already entered in the **Document type field**.

In this field, which is repeatable, a maximum of three different literary style codes may be selected for one record.

A pick-list shows nine different one-letter codes which represent the literary style as follows:

### **K** - Conference

This is a mandatory data element, if applicable, and must be selected when the record is a conference proceedings, meeting report or an individual paper or abstract presented at a conference or meeting. When this code is selected, the corresponding conference fields must also be completed (see pages 26-27).

### **L** - Dictionary

This code is used to indicate dictionaries, encyclopaedias, directories and glossaries issued independently or within larger documents. It is also to be selected for records which include a glossary not chosen for input as a separate record, in which case a note must be entered in the **Notes field** to indicate the scope of the glossary (see page 47):

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

### **N** - Numerical

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

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

*Incl. data on catch, effort and landings.*

### **O** - Review

This code is to be selected for literature review papers, state-of-the art reports or reviews which summarize the current state of knowledge in any particular field of learning and which contain a large amount of bibliographic references. It is not to be confused with review papers giving a general overview of a particular subject.

#### **Q - Training**

This code is to be selected for training manuals and other didactic material written primarily for training purposes, including guides, handbooks, etc.

#### **U - Thesis**

This is a mandatory data element for dissertations, theses or any treatise written by a candidate for a university or other type of degree. When this code is selected, the type of degree must be included in the corresponding **Author Degree field** (see page 25) and the name and location of the awarding institution must be included in the **Corporate Author field** (see page 35).

#### **W - Legislation**

This code is to be selected for any legislative material, i.e. the actual text of laws, statutes, regulations, issued by governmental or parliamentary bodies, but is not to be used for documents treating law or legislation as subject matter.

#### **Y - Summary**

This is a mandatory data element for summary only documents, i.e., documents that are not the full text but an abstract, summary or any type of condensation. When this code is selected, a note must always be entered in the **Notes field** indicating *Summary only* (see page 47).

## **Z** - Bibliography

This code is to be selected for a bibliography or a record which contains a substantial bibliography. When this code is selected, a note must be entered in the **Notes field** (see page 47).

For a bibliography that can be identified clearly as such from its title, the note should state only the number of references, e.g., *274 refs.*, whereas if it is not clear from the title that the record contains a substantial bibliography, the note should read: *Incl. bibliogr.: 274 refs.*

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

## AUTHOR FIELD

This is a mandatory data element for every document that has a personal author. If the document also has a Corporate Author, the personal author must be entered in this field and the Corporate Author in the **Corporate Author field** (see page 35). An exception to this rule is in the case of an **AS Worksheet** for which there is no need to enter a Corporate Author if a personal author is available.

If the document has no personal author but has a Corporate Author, then this should be entered in the **Corporate Author field**, leaving the **Author field** empty.

If the document has neither a personal nor a Corporate Author, enter **Anon.**

Observe the following general guidelines for entering personal names:

1. Always enter the names of all personal authors.
2. If the document has numerous authors, up to 14 names may be entered. If there are more than 14, then enter the first 13 names followed by *et al.* (i.e. @iet al@@).
3. If the document being described is a patent, it will have a patentee rather than an author, so enter the name of the patentee in this field.
4. In **AM** and **AMS** worksheets, there will be author(s) at 2 different bibliographic levels - analytic and monographic. For example, when describing a chapter in a book, i.e., an **AM** worksheet, the author(s) of the chapter will be entered in the **Author field** and the author(s)/editor(s) of the book will be entered in the **(monogr) field**.

### Specific guidelines for personal names

1. Enter the surname first, capitalizing its first letter. Enter most compound surnames in the same sequence as they appear on the document (see point 7 for examples of exceptions to the rules).
2. Do not enter full first names (with the exception of Chinese, Icelandic, Japanese and Thai names as shown in the examples given in point 7), but initials only, each followed by a full stop, but no space. The initials must be entered in the same order as given in the document. Separate the initials from the surname by a comma, followed by a space. An initial may consist of more than one character if the author's first name is usually abbreviated in that way or if the initials are transliterated:

e.g.            *Roosevelt, Th.*  
                  *Sviridov, Ya.V.*

3. Transpose suffixes to the end of the name and separate them from the last initial by a comma but no space. Commonly occurring suffixes are *Jr.*, *Sr.*, *II*, *III*, *ifg.*, *id.*, *ml.*  
  
e.g. *Hopper, D.I.,II*
4. Academic, nobility, and other titles as well as *Mr.*, *Mrs.*, etc. and their equivalents in other languages are usually ignored, unless they form an integral part with the name or are otherwise indispensable for unambiguous identification of the author.
5. If a document has an editor or compiler rather than an author, enter “**^bed.**” or “**^bcomp.**” after the name. For a multi-editor document enter **^bed.** after each editor’s name. If the author is both editor and compiler, enter **^bcomp./ed.** after the author’s name:  
  
e.g. *Rankas, A. ^bcomp./ed.*
6. For surnames with separately written prefixes, the format depends on the language of origin of the name. Typical prefixes are “*van, van der, vander, von, le, lo, la, da, de, del, de la, della, des, do, du*”. Full details of the usage of the language of origin can be found in the Anglo-American Cataloguing Rules (AACR), chapter “Headings for persons”. AACR should also be consulted for any other case not covered by these guidelines. In addition, the Names of Persons: National Usages for Entry in Catalogues, published by IFLA, may be consulted; this publication cites numerous examples of authoritative methods for citing names as done in a wide selection of national bibliographies.
7. Some examples are given here of various exceptions to the above rules which may be frequently encountered:
  - i. Spanish compound surnames should be entered under the first of the two surnames given:  
  
e.g. *Angel Martinez Espinosa* enter as *Martinez Espinosa, A.*  
  
Sometimes they may appear with an initial instead of the second (matronymic) part of the name, in which case they should be entered as they appear in the document but the initial(s) representing the matronymic should be followed by a comma instead of a full stop:  
  
e.g. *Morales A, A.*  
*Lopez M del C, A.*
  - ii. Portuguese names (Portugal, Brazil) should be entered under the last

should be element of the name (father's name). A name containing a prefix entered under the name following the prefix:

e.g. *Antonio Pires de Castro* enter as *Castro, A.P. de*

the Words like "*Filho, Junior, Neto, Netto, Sobrinho*" which follow Portuguese surnames should be treated as part of the surname. An F following the surname stands for "*Filho*", i.e., "*son*" and should be spelled out after the surname:

e.g. *Paulino Ricardo do Rosario Gomes Filho* enter as *Gomes Filho, P.R.R.*

The iii. Chinese names should be entered in full as they appear in the document, inserting a comma after the surname, and a space after the comma. The surname is usually monosyllabic; the given name is one or two syllables and should be entered as it appears on the document:

e.g. *Wu, Chi-Lun*  
*Chen, Peixun*  
*Li, Ying*

order, **Note:** In journals from China the surname is given first, whereas in journals from Taiwan, Chinese names are given in the "Western" i.e. surname last.

the iv. Icelandic, Japanese and Thai names should be entered in full in the same order as they appear on the source document, with no comma after first name:

e.g. *Gunnar Stefansson*  
*Moritaka Hayashi*  
*Tipparat Pongthanapanich*

as they v. Malay names should be entered as any other name, i.e. last in full and all previous ones abbreviated, except when they include "*bin*", "*binte*", "*binti*" (son of), in which case all the names should be entered appear:

e.g. *Abu Khair Mohammad Mohsin* enter as *Mohsin, A.K.M.*  
*Mohd. Ibrahim Hj. Mohamed* enter as *Mohamed, M.I.H.*  
*Zawawi bin Mohamad* enter as *Zawawi bin Mohamad*

## AUTHOR ADDRESS FIELD

An address should be entered in this field for all journal articles and conference papers; it is not necessary for books or other monographs that contain publisher information.

The following general guidelines should be observed before completion of this field, which is divided into 4 subfields:

1. Enter one address only; this should always be the address of the first author when it is given. If the address of the first author is not given, or it is specifically mentioned in the document that any correspondence should be addressed to another of the authors, then the corresponding author should be identified in the **Author field** by entering “@a” after the name:

e.g. Smith, J.@a

2. The address should be entered in full, as usually quoted in the document. The city should be entered in the original language and the country in English. Should the address be quoted in the abbreviated form, enter as given, adding only the country name, if missing.
3. The country name should be entered in full except for the United Kingdom and the United States of America for which the following abbreviations are used, respectively, UK, USA, without periods or spaces.
4. Always enter the present address of the author when more than one address is given. If the document indicates a specific address either for contacting the author or for obtaining a copy of the document, then enter only this address.
5. If organizations are better known by their acronyms rather than their full names, then you may enter the acronym instead of the full name, such as “IBM” for “International Business Machines Corporation”, or “FAO” for “Food and Agriculture Organization of the United Nations”.
6. If no address is given, leave the field blank.

7. It is not necessary to include all intermediate organizational levels of the institute; enter the name of the smallest element followed by that of the highest element:

e.g. address as shown on the document:

*Department of Fisheries Science and Technology  
College of Agriculture, Sultan Qaboos University  
P.O. Box 34, Al-Khod 123, Muscat, Oman*

In the first subfield “Building/inst.”, enter the name of the institute capitalizing the first letter of the words.

Enter: *Department of Fisheries Science and Technology,  
Sultan Qaboos University*

In the second subfield “Street + city”, enter the address in “postal style”.

Enter: *P.O. Box 34, Al-Khod 123, Muscat*

In the third subfield “Country”, enter the state.

Enter: *Oman*

8. E-mail address, if available, should be entered in the last subfield of the **Author address field**.



## AUTHOR DEGREE FIELD

This field must always be completed when “U” has been entered in the **Literary style field**.

Enter the type of academic work, e.g. thesis, dissertation, and the academic degree, in parentheses, in standard abbreviated form as displayed on the screen help message for this field. Should the name of the academic degree not be included in the abbreviated forms displayed on the screen, enter it in full as quoted in the document.

The name of the academic institution awarding the degree must be entered in the **Corporate Author Field** (see page 35).

Examples:

1. Literary Style:     **U**  
   Corporate name: Landbouwhogeschool, Wageningen (Netherlands)  
   Author degree:    Thesis (Dr. in de Landbouwetenschappen)
  
2. Literary Style:     **U**  
   Corporate name: Cairo Univ., (Egypt). Fac. of Veterinary Science  
   Author degree:    Thesis (M.V.Sc.)

## CONFERENCE FIELDS

The 3 conference fields must be completed for all source documents for which “K” has been selected in the **Literary style field** (see page 17).

The word “conference” applies to a formal meeting - conference, symposium, workshop, seminar, consultation, etc.

### Conference name field

The conference will have a title and perhaps a subtitle. The documents which fall within this field may be conference proceedings in a bound volume or single articles presented at a conference, appearing in a journal or in a collection.

Observe the following guidelines for entering the conference title:

1. Enter the full title of the conference in its official and most complete form, that is, as given by the organizers of the meeting. Subtitles must be included. The full version must be entered, even if a shortened form of the conference name is given on the document.
2. Capitalize the initial letter of the first and of all the significant words in the title; do not end the title with a full stop.
3. Use the English title of the meeting when it is given on the document being catalogued, especially for international conferences, unless the conference is generally known by a non-English title and a translated title would be misleading. It may be necessary to check additional sources to verify titles. If the official English title of the conference has been obtained from a source other than the document being catalogued, enclose the title in square brackets.
4. When entering the title of the meeting in its original non-English form, non-Roman alphabets (e.g., Cyrillic, Greek, etc.) must be transliterated in accordance with the rules given in the guidelines provided in Annex 1 of this manual.
5. Always translate into English the title of a conference in an ideogrammatic language (e.g., Chinese, Japanese, Korean) and enclose it in square brackets.

6. Use only numerical figures to denote the number or frequency of the conference, and not words. If the conference has a number, precede the conference title with the number in the form of a cardinal Arabic numeral followed by a full stop.

Example:

Conference information as given on the document: *Proceedings of the third Annual Conference of the European Association of Fisheries Economists, Dublin, Ireland, 10-12 April 1991*

Enter in title field: *3. Annu. Conf. of the European Association of Fisheries Economists*

Enter in location field: *Dublin (Ireland)*

Enter in date field: *10-12 Apr 1991*

7. If a single document covers 2 conferences, or the same conference was held in two different places and different dates, the first conference name should be entered in this field (and the corresponding location and date in their respective fields), whereas the second conference with its corresponding location and date should be entered in the **Notes field** (see page 48). Should the information exceed the field length in the **Notes field** some words of the conference name may be abbreviated.

8. Do not enter the phrases “Proceedings of” or “Presented at”. Generic words such as Meeting, Reunion, Conference, Colloquium, etc., should be abbreviated as Meet., Reun., Conf., Colloq., respectively.

### Conference location field

1. Enter the name of the place where the conference met.
2. The location statement must include the name of the locality (city or town, or the name of the host institution if no locality is given) followed by the name of the country in parentheses. If no other location details are stated on the document, include at least the name of the country.
3. In the case of the United States separate the location elements (e.g., city and state) by a comma and space.
4. Enter the location in its original language, except for the name of the country,

which must be cited in English.

5. If no place is given on the source document, supply one if it can be easily identified; otherwise, enter [np].

### **Conference date field**

1. If a range of days is given, enter the first and the last day of the conference and separate them by a dash.
2. Do not put any punctuation marks at the end of the conference date. If no date is provided, enter “[nd]”
3. Abbreviate the name of the month to the first three letters.
4. Enter the complete date on which the conference was held:

e.g. <i>14th-25th September 1995</i>	enter as	<i>14-25 Sep 1995</i>
<i>29th September to 5th October 1990</i>	enter as	<i>29 Sep-5 Oct 1990</i>

## LANGUAGE CODE FIELD

This field describes the language of the text and any summary included in the document. It contains 2 subfields: “^a” for the language of text, and “^b” for the language of the summary.

Select the code for the languages listed in the pick-list. For any language not shown in the pick-list, reference may be made to Annex 2, which provides a list of codes for the representation of names of languages. In this case, press **Ctrl + Enter** after typing the language code.

Should the language not be included in this list, the full language name must be entered in the **Notes field**.

If more than one language code applies to the text or the summaries, then the codes must be entered in alphabetical order.

Since this field is repeatable, the language codes for both subfields must be entered before proceeding with the next language.

Examples:

1. For a document in English and French with summaries in English and French, the language code “en” should be entered first for subfield “^a” (the language text) and then for subfield “^b” (the summary text); similarly, the language code “fr” should be entered first for subfield “^a” and then for subfield “^b”.
2. For a document in English, with summaries in English, French and Spanish, the language code “en” should be selected first for subfield “^a” and for subfield “^b”; subsequently, the language codes “es” and “fr” should be selected only for subfield “^b”. In order to leave subfield “^a” to go down to subfield “^b”, pressing **Ctrl + Enter** will leave subfield “^a” empty.
3. For a summary only paper, for which “Y” has been selected in the **Literary style field**, subfield “^a” is left empty (by pressing Ctrl + Enter) and the appropriate language code for the summary is entered in subfield “^b”.

## REPORT/DOCUMENT NUMBER FIELD

The identifying number of a report, document or patent is entered in this field.

A report number is composed of an alphabetic part (the report series prefix) and a sequential numerical part, which may also include letters or descriptive words such as “Bulletin, Circular, Memo, Technical Report, Field Document” etc.

If the document being described carries a number which identifies it (usually a report number or a patent number) enter it as it appears on the source document, but replace punctuation marks and spaces by a hyphen. Non-Roman characters should be transliterated into Roman characters.

Occasionally, an analytic record may have an identifying number. This could be the case, for example, of papers presented at a conference, each of which having an individual identifying number. This number should then be entered in the **Notes field**.

In most cases, a report has a Corporate Author, which is the organization issuing the report. Therefore, for a better identification of the document, precede the number by the acronym of the Corporate Author and a space.

Examples:

A report issued by the Food and Agriculture Organization, Rome, Italy, is identified on the document by the number “FIR T/168”:

enter the number as:    *FAO FIR-T/168*

The identifying number on a project field document may be entered as:

*FAO FI-TCP/MOZ/4451-field-document*

Separate multiple identifying numbers by a semicolon and a space.

Do not confuse report numbers with job numbers, sales numbers or contract numbers which might appear on a documentary unit. However, if a contract number is shown and no report number is available, the contract number should be entered as a note in the **Notes field**:

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

In the case of a patent number, observe the following guidelines:

1. Many patent documents show a national patent number and the IPC (International Patent Classification) code, in addition to other numbers. Enter both when present on the source document. Always give the national patent number first, preceded by a country designation and the word “patent”; the IPC code by the abbreviation “Int. Cl”. Separate multiple codes in the same way. It is always possible to distinguish between a national patent number and an IPC code because of their different prefixes.

Example:

An Irish patent document shows, among other numbers, the following:  
*Patent Specification no (11)28666 and (51)Int. Cl. AOld 87/00.*

Enter this as: *Irish patent 28666; Int. Cl. AOld 87/00.*

Note that the numbers in parentheses are not entered. This is because they are INID numbers for identification of patent data elements (the number 11 signifies that the following number is the national number of the patent; the number 51 signifies that the following number is the IPC code). Inclusion of these preceding numbers would duplicate the information implied in the prefixes “Irish patent” and “Int. Cl.”.

Consult ISO 690:1987 for details about patent numbers and codes to help identify the exact nature of the numbers appearing on patent documents.

Example:

A multiple international classification code appearing on a patent should be entered as:

*Int. Cl. G2ld3/02: G2ld3/05*

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

## ENGLISH MONOGRAPHIC TITLE FIELD

The procedure for entering the monographic title information in this field is the same as that for the **English title field**, so reference may be made to the guidelines given in the **English title field** section (see page 11).



## ORIGINAL MONOGRAPHIC TITLE FIELD

The procedure for entering the original monographic title information in this field is the same as that for the **Original title field**, so reference may be made to the guidelines given in the **Original title field** section (see page 12).

## **AUTHOR (MONOGRAPHIC) FIELD**

The procedure for entering the author(s) at the monographic level in this field is the same as that for the **Author field**, so reference may be made to the guidelines given in the **Author field** section (see page 20).

## CORPORATE AUTHOR FIELD

The Corporate Author is the name of the organization(s) being responsible intellectually, technically, editorially or contractually for the content of the documentary unit. In the case where one institution produces a report on contract for another institution, it is the latter who is designated as Corporate Author.

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

A Corporate Author may be the patent assignee (in which case “P” has been selected in the **Document type field**, see page 15), it may be the university awarding an academic degree to the personal author of a thesis or dissertation (in which case “U” has been selected in the **Literary style field** and the type of degree has been entered in the **Author degree field**, see page 18 and 25 respectively) or, in the case of legislative text (laws, statutes, regulations, etc.) it may be the administrative or political body which issued the document, for example country, state, municipality, etc.

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

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

Example:

Corporate author:        *^aInternational Counc. for the Exploration of the Sea  
                                      ^bCopenhagen (Denmark)*

Imprint:                    *^aICES ^bCopenhagen (Denmark)*

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

When the Corporate Author is identical at both bibliographic levels (i.e. analytic and monographic), enter the Corporate Author ONLY at the analytical level (the lowest). **N.B.** This principle applies to all potentially duplicable data.

The **Corporate Author field** is composed of 3 subfields: subfield ^a - major body; subfield ^b - location; and, subfield ^c - subpart.

Select the Corporate Author from the pick-list in this field.

Due to the limited space available for display of the Corporate Author pick-list (30 characters), some of the words of the Corporate Author name have been further abbreviated to facilitate their identification and selection from the pick-list. Note that these abbreviations are limited ONLY to the pick-list, by pressing F7 the full name will be displayed. Once the Corporate Author has been selected, the correct full name is entered in the field.

Words abbreviated include: 1) Academy = Acad. 2) Agriculture, Agricultural = Agric. 3) Canadian = Can. 4) Department = Dep. 5) Environment(al) = Env. 6) Fisheries = Fish. 7) Institute = Inst. 8) Marine = Mar. 9) Ministry = Minist. 10) National = Natl. 11) Protection = Prot. 12) Service = Serv. 13) Science(s) = Sci. 14) Technical = Tech.

However, there are a few exceptions to the above abbreviations which had to be made to enable the identification and retrieval of Corporate Author names which are excessively long. The names are as follows:

Department of Fisheries and Oceans which may be retrieved as: Dep. of Fish.&Oc.  
Woods Hole Oceanographic Inst. Which may be retrieved as: Woods Hole Oceanogr. Inst.  
Scripps Inst. of Oceanography which may be retrieved as: Scripps Inst. of Ocean.

When two or more Major bodies have the first 30 characters identical but also include minor bodies, the Major bodies are followed by a dash (-) and no space.

When two or more Major bodies have the first 30 characters identical and also have identical first few characters of the cities or Minor bodies, the Corporate Author names are identified in the pick-list with #01, #02, #03 as the final 3 characters. By pressing F7 the full name will be displayed.

It is **ADVISABLE** to type only the first characters of the Corporate Author rather than the entire name, in order not to miss the name in the pick-list.

If the corporate author is not included in the pick-list, the following general instructions must be observed to enter the name of the corporate author in the major body subfield:

1. Enter the corporate author names in the same language as that appearing on the document; if the name shown is a translation, then enter the name of the organization in its original language, if it can be identified.
2. Capitalize the initial letter of the first word and each significant word in the name of the corporate author.
3. Enter the names of intergovernmental organizations in English, unless the organization is generally known by a non-English name.
4. Transliterate names in non-Roman alphabets in accordance with the

recommendations in Annex 1.

5. Well known institutions or bodies with a complex organizational structure may be entered under the acronym of the parent body in order to permit a third level in the corporate name.

e.g. *^aFAO Fisheries Dep., ^bRome (Italy). ^cFish Utilization and Marketing Serv.*

6. When corporate names are well known by their official acronyms, these may be used in preference to their full names.

e.g. *IBM* not *International Business Machines Corporation*  
*FAO* not *Food and Agriculture Organization of the United Nations*

7. Abbreviations may be used, except for the first word in the corporate name; reference should be made to Annex 3, which contains detailed guidelines and the official list of abbreviations for corporate names.

The place and country of the corporate body must be entered in subfield *^b* - location, enclosing the country name in parentheses. The place name (e.g., town, city, county, province, or federal state) should not be included in the location subfield, if it is part of the name of the corporate body, but the name of the country must always be entered, even if given as part of the corporate name.

e.g. *^aLondon Univ. ^b(UK) ^cDep. of Marine Biology*  
*^aAsociación Química Argentina ^bBuenos Aires (Argentina)*

The minor element of the corporate body, if given, should be entered in subfield *^c* - subpart.

Examples:

- i. *FAO, Rome (Italy)*  
enter as *^a: FAO*  
*^b: Rome (Italy)*
- ii. *FAO Committee on Fisheries, Rome (Italy)*  
enter as *^a: FAO Comm. on Fisheries*  
*^b: Rome (Italy)*
- iii. *Massachusetts Institute of Technology, Cambridge (USA). Sea Grant College Program*  
enter as *^a: Massachusetts Inst. of Technology*  
*^b: Cambridge (USA)*  
*^c: Sea Grant Coll. Program*

## EDITION FIELD

Enter information regarding the edition of the documentary unit being catalogued.

Examples:

Edition field:    *Second revised edition*  
                         *Indian edition*  
                         *Revised edition*  
                         *New edition*  
                         *Paperback edition*

## ISBN FIELD

In this field, the International Standard Book Number, (an “**M**” level entity) which is usually given on the verso of the book’s title page, must be entered.

The ISBN, a thirteen-digit number (including hyphens), is given in the form of four groups of digits separated by a hyphen.

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

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

## IMPRINT FIELD

This field is a mandatory data element if the imprint information (publisher and place of publication) appears on the document and if the document is commercially available.

The imprint information is entered when the record is catalogued in a worksheet containing a monographic bibliographic level (i.e. **M**, **MS**, **AM**, **AMS**).

The **Imprint field** is composed of two subfields - ^a-place of publication; and ^b-publisher.

The following guidelines should be observed when completing the subfields:

1. Enter the place of publication in subfield ^a as it is cited in the source document, giving the name of the locality (city or town) followed by a space and then the country in parenthesis, (separate the city name from any state or province with a comma and space). Transliterate where necessary but always cite the English form of the country name:  
  
e.g. *New York, NY (USA)*  
*Nairobi (Kenya)*
2. If no place of publication is given on the source document, supply one if it can be easily identified otherwise enter “[np]” and always enter the country, in English:  
  
e.g. *[np] (Burundi)*
3. Enter the names of countries in full, except for USA or UK. Do not abbreviate names of counties, provinces etc., which follow place names unless they appear in abbreviated form on the document being catalogued. Abbreviations may be used for states, provinces or territories of USA, Canada and Australia. (see Annex 4)
4. If more than one place is given for the publisher, enter the location and country of the head office, if easily identifiable; if not, enter the place given typographical prominence, or the one listed first.
5. Enter the name of the publisher in subfield ^b, as it is cited on the source document; transliterate it if necessary.



6. If more than one publisher is mentioned in the document, enter the name of the one given typographical prominence or the one listed first in the source document. (**N.B.** the place of publication must correspond to the publisher selected).
7. If no publisher is given, do not substitute the name of the publisher with that of the printer - leave field empty.
8. If the publisher is the same as the corporate body already entered as the only name in the **Corporate Author field**, enter an acronym or an abridged form of the name in the **Imprint field** if this exists, otherwise leave it blank. This is to avoid duplication of data in the bibliographic record.
9. Do not put a full stop at the end of the publisher entry, unless the last word is an abbreviation.
10. Omit words such as *Incorporated, Limited, Sons, Press etc.*, unless their omission could cause confusion:

e.g. *Cambridge University Press*

## SERIAL TITLE FIELD

The serial title of the document being described should be entered in this field.

A pick-list is displayed on the screen, showing the abbreviated titles of the serials contained in the publication “*Serials monitored for the ASFIS bibliographic database* (ASFIS-1, Rev.3)”.

Due to the limited space available for display of the Serial Title pick-list (30 characters), long Serial Titles having the same first 27 characters are distinguished by #01, #02, #03 etc. By pressing F7, the full correct Serial Title will be displayed, and by scrolling the pick-list with the up-down arrows, the required Serial Title may be identified and selected.

Only the titles shown in this list may be selected for entry. If the serial being described is not listed, then before data entry, the appropriate short-form should be confirmed by FAO, which is responsible for the updating of the list. In this case, the abbreviated title can be typed and entered by pressing **Ctrl/Enter**.

If a document is a special issue of a series, this should be entered at the end of the series title preceded by a comma.

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

## ISSN FIELD

In this field, the International Standard Serial Number (an “S” level entity) should be entered.

The ISSN is a nine-digit code, divided into two four-digit groups separated by a hyphen but no space.

Following selection of the serial title, the appropriate ISSN is automatically displayed on the screen if it has been incorporated in the Serial titles pick-list. However, should the number not correspond to that quoted on the document, it should be amended as appropriate and the change of the ISSN should be notified to FAO in order to have it reflected in the future update of the Serial titles pick-list.

The ISSN number displayed on the screen may be confirmed by pressing Enter. If it is not displayed on the screen, but is quoted in the document being recorded, type the number and press Enter.

## COLLATION FIELD

The **Collation field** consists of 3 subfields ^v - volume, ^i - issue and ^p - pagination.

Observe the following general guidelines for entering the collation data elements:

1. If the document has a volume/issue number, just enter the number (do not enter “*vol.*” or “*issue*”) in the corresponding subfields.
2. Convert ordinal numbers to cardinal numbers.
3. Convert Roman numbers to Arabic numbers in the volume and issue subfields. Roman numbers may only be used in the pagination subfield if they are shown in the document describing a separate section within a publication.
4. If the document has a range of volumes which are numbered, enter the range (e.g.1-4). For an unnumbered range, enter the total number of volumes (e.g. 4 vols.).
5. If the document also has a supplement, or is divided into two or more parts, the issue number should be followed by a comma, a space and the appropriate abbreviation (e.g. 6, pt. 2, or 4, suppl. 1). If there are two or more numbers for one record, enter them separated by a dash with no issue spaces (e.g. 1-2).

Examples:

- i. an article in a serial with a volume number 1 and an issue number 1 plus part number 2:

enter as follows: volume subfield: *1*  
issue subfield : *1, pt. 2*

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

enter as follows: volume subfield: *2*  
issue subfield : *4, suppl. 1*

6. For a straightforward page span, enter only the numbers in the pagination subfield (e.g. 65-72); in the case of an article which is split up into various spans, enter the page spans separately, followed by a comma and space (e.g. 9-15, 18, 20-21).

7. For single-page articles, insert “p.” and a space before the number in the pagination subfield, e.g. p. 238.
8. For the total number of pages of a monographic record “**M**”, insert “pp” after the number in the pagination subfield, e.g. 300 pp.
9. For groups of pages in a monographic record, add them together and enter the total number as a single entry:  
  
e.g. in the document: xvii pp. introd., 420 pp. text, 33 pp. append.  
  
enter as:           470 *pp*
10. Enter complicated pagination statements as “vp”:  
  
e.g. in the document: ix pp., 34 pp., 1 leaf, 230 pp., 5 charts, 2 maps, 4 pp., 4 folded tables  
  
enter as:           *vp*
11. If the document is unpaginated, then the pages should be counted and the total number entered.
12. When no volume or issue number is given in journals (AS records) enter the month of publication in “**Date of publication**” field.

## DATE OF PUBLICATION FIELD

This field is a mandatory data element, and the date should be entered in ISO-format, i.e. year + month + day as indicated in the help message appearing at the bottom of the screen.

The following general guidelines should be observed:

1. For patents, reports, and non-conventional documents (i.e. those documents not published in the usual way by a commercial publisher), enter year + month + day if all three data elements are included in the document.
2. For serials, reports and monographs in a series published more often than once a year, enter year + month.
3. For journals (**AS** records) only the year is entered in this field. The month should only be entered when no volume or issue number is given.
4. If no date is shown on the source document, enter “[nd]”, or preferably deduce a probable date from the content of the document (e.g., from the preface, introduction, etc.) and enter it enclosed in square brackets.
5. When recording a translation, enter the date of the translated document and not that of the original document, which should be entered in the **Notes field** (see page 49). See also the section on **Translations** page 12.
6. When a range of dates is given (for example a multi-volume monograph published over a range of years) enter both the beginning and the end date, separated by a hyphen.

Example: In the document: 1986, 1987 and 1989 Enter as: 1986-1989

7. If the “actual date” of issue differs from the “date of publication” given on the document, enter the date of issue in the **Notes field** and the date of the document in field “**Date of publication**”.

Examples:

- |    |   |                              |
|----|---|------------------------------|
| a) | Date on the monograph: 1990                   | actually issued 1992         |
|    | Enter in field “ <b>Date of publication</b> ” | 1990                         |
|    | Enter in field “ <b>Notes</b> ”               | issued 1992.                 |
| b) | Date of serial issue: April 1990              | actually issued January 1993 |
|    | Enter in field “ <b>Date of publication</b> ” | 1990                         |
|    | Enter in field “ <b>Notes</b> ”               | issued Jan 1993.             |

## NOTES FIELD

The **Notes field**, which is a repeatable field, is for any relevant information which may be of importance to the user.

Several kinds of notes may be entered in this field; they may refer to any of the bibliographic levels in the record being prepared. Always end the note with a full stop.

The notes should be as concise as possible, using commonly known abbreviations, including those in *ISO 832* (see Annex 3) wherever possible.

In certain cases, notes may be mandatory depending on the type of information already entered in other fields.

A note must be entered in the following cases:

1. Dictionaries, glossaries, etc. - if "**L**" has been entered in the **Literary style field**, to indicate that the document being described includes a dictionary, glossary or similar type of word-list, a note must be entered specifying the scope.

Examples: *Incl. glossary: 132 terms.*  
*Lists acronyms and full-text explanation in annex.*

2. Summary only - if "**Y**" has been entered in the **Literary style field**, to indicate that the document is not a full text but only a summary or abstract, a note must be entered such as "*Summary only.*"

3. Bibliographies - if "**Z**" has been entered in the **Literary style field**, to indicate that a substantial bibliography is contained in the document, a note must be entered specifying the scope. This will often be the case for review state-of-the art reports, for which "**O**" will have also been entered in the **Literary style field**.

Example: *Incl. bibliogr.: 672 refs.*

If the document is entirely a bibliography, and if this is evident from the title, the note should simply specify the number of references.

Example: *672 refs.*

4. Conferences - if “**K**” has been selected in the **Literary style field** to indicate a conference, and the document being described contains more than one conference name, enter the name of the second conference, with the corresponding location and date, in the **Notes field**.

In general, the **Notes field** should be used to record any data that add significant information to the database; a note may describe characteristics of a document which may not be indicated in other fields. For example, in the **Document type field**, where only one code may be selected to indicate the major characteristic of that document, it may be useful to add a note indicating the presence of other kinds of information, such as in the following cases:

1. Drawings, charts, maps - if “**D**” or “**G**” have been selected in the **Document type field** to indicate that the document being described consists exclusively or mainly of one or more drawings, charts or maps, a note may be entered giving the number of drawings, etc., or the scale of the maps included in the document.

Examples:

- i. if the document being described is a collection of annotated design studies for a fish processing plant, and “**D**” has been selected in the **Document type field**:

Enter the note: *157 engineering drawings, annotated.*

- ii. if the document being described is an atlas containing 75 maps, with different scales, and “**G**” has been selected in the **Document type field**:

Enter the note: *75 maps.*

If the document being described contains useful drawings, charts or maps, but has not been classified as such in the **Document type field** because these characteristics are not the major element, then a note may be entered to indicate the presence of this kind of material.

Example: if a monographic document, for which “**B**” has been selected in the **Document type field**, includes three useful maps:

Enter the note: *Incl. 3 maps: scale 1:8,500,500.*



- the
2. Films - if “F” has been selected in the **Physical medium field** to indicate that the document being described is a film, a note may be entered, detailing running time, sound track (if any), whether in colour or black and white, and the band width.

Example: *30 min., sound, b/w. 35 mm.*

- CD
3. Sound recordings - if “C or T ” have been selected in the **Physical medium field** to indicate that the document being described is a sound recording (i.e. or cassette tape), a note may be entered detailing the running time, or tape width.

Example: *45 min., 8 mm.*

4. Electronic documents - If “T” has been selected in the **Physical medium field**, the home page address of the document should be entered in this field, indicating the full http address.

Example: *Journal also/only available on Internet at: Home page:  
<http://www.agri-aqua.ait.ac.th/naca/>*

5. Special issues - if an entire issue of a serial which is being described at “AS” levels is devoted to a particular topic and has its own title, a note should be entered giving the title of the special issue.
6. Alternative publications - if a document has been published separately elsewhere and details are provided, a note should be entered giving the appropriate alternative publication information.

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

7. Translations - when the translation of a document provides data regarding the original document, such as the title and year, a note should be entered in this field.

Example: *Trans. of ‘Soviet i Nordlige Farvann’, publ. by Gyldendal Norsk Forland, Oslo, 1982.*



## PART 2

### ASFISIS SOFTWARE UTILITIES RELATED TO ASFA BIBLIOGRAPHIC DATA ENTRY

#### EXPORTING/IMPORTING ASFA RECORDS ON TO DISKETTES OR OTHER COMPUTERS

##### Export Procedure

The records prepared on the ASFISIS/ODIN data entry interface may be downloaded, i.e. exported, on to a diskette as an ISO file. The procedure is as follows :

1. Insert a diskette in the floppy disk drive
2. Select < **M** > **Master File Services** from the **CDS/ISIS Main Menu**
3. Select < **E** > **Export CDS/ISIS file** from the **Master File Services Menu**.  
The **Data Interchange Services - Export parameters** table now appears on the screen
4. The **Database name** < **ASFA** > will appear as default. Press < **Enter** >
5. The output ISO file name < **CSA.ISO** > will appear as default. Assign any name to the file, such as the Input Centre Code, followed by the suffix ISO, e.g. FA.ISO
6. Press < **Enter** > until the cursor arrives at the < **MFN limits** > field. Then type the range of records to be exported, e.g. 1/80
7. Press < **Enter** > until the cursor arrives at the < **Reformatting FST** > field. Note that this field is CSA by default, which is the exporting format to be used when sending the ASFA records to the publisher, CSA (see page 59 for further information and detailed instructions regarding the dispatch of records to the publisher). For internal purposes this field should be left blank, by pressing **F6**
8. Press < **Enter** > until the prompt < **Backup drive and/or directory?** > appears. Type < **A:** > (assuming the floppy disk drive has been designated as < **A** >) and press < **Enter** >

9. At the prompt **< Press CR when ready or C to cancel >** press **< Enter >**.  
Once the procedure is completed, a prompt indicating the number of records exported will appear on the screen. The 80 records (as in point 6 above) have been downloaded on to the diskette in the floppy disk drive in a file called **< FA.ISO >**
10. Press **< Enter >** to return to the **Master File Services Menu** and then select **X**, or press **< Esc >**, to return to the **CDS/ISIS Main Menu**

## Import Procedure

Records which have been downloaded on to a diskette in an ISO file may be imported on to another computer. The procedure is as follows:

1. Select **< M > Master File Services** from the **CDS/ISIS Main Menu**
2. Select **< I > Import External file** from the **Master File Services Menu**. The **Data Interchange Services - Import Parameters** table now appears on the screen
3. The **Database name < ASFA >** will appear as default. Press **< Enter >**
4. In the **< Input ISO file name >** field type the name of the ISO file containing the records to be imported (e.g. FA.ISO)
5. Press **< Enter >** until the prompt **< Backup drive and/or directory?>** appears. Type **< A: >** (assuming the ISO file is on a diskette inserted in the floppy disk drive designated A:) and then press **< Enter >**
6. At the prompt **<X - no more diskettes > <CR - to continue after mounting new diskette >**, press **< Enter >**
7. Once the importing procedure is complete, the same prompt appears on the screen, **< X - no more diskettes > < CR - to continue after mounting new diskette >**. Select **< X - no more diskettes >**. **N.B.** Do NOT press **< Enter >** otherwise the ISO file will be imported again.
8. A prompt will appear indicating **< The next MFN to be assigned >**, i.e. the number following the last **MFN** of the range of records just imported. Press **<Enter>** to return to the **Master File Services Menu** and then select **X** or press **<Esc >** to return to the **CDS/ISIS Main Menu**.

## Exporting/Importing records maintaining the same MFNs (EXCH/99 Tagging)

During the process of exporting, when the records are downloaded into an ISO file, they do not maintain their original MFNs. Consequently, when these records are imported on to another computer (or back to the same computer) they will be allocated different MFNs, which may cause some difficulties in identifying any particular record.

To avoid this problem, a “tagging” system may be used during the exporting procedure which enables each downloaded record to maintain its original MFN. In this way, when the records are then imported on to another computer (or back to the same computer) they will not be allocated different MFNs but will have their original MFNs. In the case where the records are imported back to the same computer, they will simply overwrite the same MFNs.

The procedure for tagging records during exporting is as follows:

1. Insert a diskette in the floppy disk drive
2. Select < **M** > **Master File Services** from the **CDS/ISIS Main Menu**
3. Select < **E** > **Export CDS/ISIS file** from the **Master File Services Menu**. The **Data Interchange Services - Export parameters** table now appears on the screen
4. The **Database name** < **ASFA** > will appear as default. Press < **Enter** >
5. The output ISO file name < **CSA.ISO** > will appear as default. Assign any name to the file, such as the Input Centre Code, followed by the suffix ISO, e.g. FA.ISO
6. Press < **Enter** > until the cursor arrives at the < **MFN limits** > field. Then type the range of records to be exported, e.g. 1/80
7. Press < **Enter** > until the cursor arrives at the < **Reformatting FST** > field. Remove **CSA** and type **EXCH**
8. Press < **Enter** > until the prompt < **Backup drive and/or directory?** > appears. Type < **A:** > (assuming the floppy disk drive has been designated as < **A** >) and press < **Enter** >
9. At the prompt < **Press CR when ready or C to cancel** > press < **Enter** >. Once the procedure is completed, a prompt indicating the number of records exported will appear on the screen. The 80 records (as in point 6 above) have been downloaded on to the diskette in the floppy disk drive in a file called < **FA.ISO** >
10. Press < **Enter** > to return to the **Master File Services Menu** and then select **X**, or press < **Esc** >, to return to the **CDS/ISIS Main Menu**

The procedure for importing records which have been tagged is as follows:

1. Select < **M** > **Master File Services** from the **CDS/ISIS Main Menu**.
2. Select < **I** > **Import External file** from the **Master File Services Menu**. The **Data Interchange Services - Import Parameters** table now appears on the screen.
3. The **Database name** < **ASFA** > will appear as default. Press < **Enter** >
4. In the < **Input ISO file name** > field type the name of the ISO file containing the records to be imported (e.g. FA.ISO)
5. Press <**Enter**> until the cursor arrives at the <**Input Tag containing MFN**> field. Type < **99** >
6. Press < **Enter** > until the prompt < **Backup drive and/or directory?** > appears. Type < **A:** > (assuming the ISO file is on a diskette inserted in the floppy disk drive designated A:) and then press < **Enter** >
7. At the prompt <**X - no more diskettes** > <**CR - to continue after mounting new diskette** >, press < **Enter** >
8. Once the importing procedure is complete, the same prompt appears on the screen, < **X - no more diskettes** > < **CR - to continue after mounting new diskette** >. Select < **X - no more diskettes** >. **N.B.** Do NOT press <**Enter**> otherwise the ISO file will be imported again.
9. A prompt will appear indicating < **The next MFN to be assigned** > , i.e. the number following the last **MFN** of the range of records just imported. Press < **Enter** > to return to the **Master File Services Menu** and then select **X** or press < **Esc** > to return to the **CDS/ISIS Main Menu**.

Note that, when importing records which have been downloaded into an ISO file using this **EXCH/99 tagging** system, only those records on the database having the same MFNs will be replaced, without affecting the numbering of the other records (MFNs). Should any further records be prepared in the meantime, they will not be affected in any way when importing previous records which have been tagged with this system.

## SCREEN DISPLAY FORMATS

The display format for data entry (i.e. the verification format which appears on the screen after a record has been prepared and saved) is “default” and may not be changed.

However, other display formats exist, which may be used to view existing records when using the Information Retrieval Services Menu. These are :

1. \_ASFA, which is the verification display format, default for ASFISIS/ODIN Data Entry
2. ASFA, which is the general display format, default for the Browse option [B] of the Information Retrieval Services Menu
3. ASFA1, which is shortlist display format used in IRIS Search Interface [I] of the Information Retrieval Services Menu
4. IND, which is an indexing display format, showing only the Title plus the Indexing Fields of the record
5. CONTR, which is a control display format, showing all fields of the record
6. MFNTRN, which is a format showing only the MFN and TRN of the record

The CONTR display format is highly recommended for the proofreading/checking of completed records. It may be used in the Browse option [B] of the Information Retrieval Services Menu to display existing records on the screen in their complete format (i.e. showing all fields of the records) or it may be used to print the records. (see page 56, for detailed instructions on how to print ASFISIS records).

To change the display format for the Browse option [B], the procedure is as follows :

1. Select < **S** > **Information Retrieval Services** from the **CDS/ISIS Main Menu**
2. Select < **F** > **Change Display Format**
3. Press **F6** to remove the “default” display format, type @ followed by the name of the new display format to be used, e.g. @CONTR and then press <Enter>
4. Select < **B** > **Browse Master File**
5. At the prompt < **Starting MFN for browse ?** >, type the MFN of the first record of a range to be browsed and then press < **Enter** >

## PRINTING ASFISIS RECORDS

Once ASFA records have been completed, it is advisable that they are printed out so as to facilitate proof-reading, or checking for errors.

To print out records prepared in ASFISIS, the procedure is as follows :

1. Select < **P** > **Sorting and Printing Services** from the **CDS/ISIS Main Menu**
2. Select < **P** > **System print worksheet**
3. A worksheet is now displayed on the screen which requires definition of the printing parameters
4. The < **Data Base Name** > parameter is **ASFA** by default, so press <**Enter**>
5. At the < **MFN limits** > parameter type the MFNs of the records to be printed, e.g. 1/25
6. Then press <**Enter**> until the cursor arrives at the <**Print format**> parameter. Type the name of the display format in which the records are to be printed, e.g. **@CONTR**
7. Press < **Enter** > until the cursor arrives at the < **Print file name** > parameter. Type the name of the printer device.
8. Press < **Enter** > twice. The prompt < **Print run completed** > will be presented on the screen once the records have been printed
9. Press < **Esc** > to return to the **CDS/ISIS Main Menu**

**Note:** There are six different formats for printing your records (i.e. you may use any of them as well as **@CONTR** mentioned in item 6):

1. **@\_ASFA** – This format will display all fields of the record together with “warning” messages when “logical errors” have been detected (empty fields)
2. **@ASFA** – This format will display only the completed fields of the record
3. **@ASFA1** – This format will display the author/s, year and title of the record
4. **@IND** – This format will display the MFN, TRN, bibliographic level,



environmental regime, title, abstract and indexing fields of the record (subject, taxonomic and geographic descriptors, identifiers, ASFA strings and X-ref.)

5. **@CONTR** – This format will display all fields of the records (this is the print format recommended for proof reading your records)
6. **@MFNTRN** – This format will display the MFN and TRN of the records

## CHANGING INPUT CENTRE CODE AND YEAR OF INPUT

When preparing input using the ASFISIS/ODIN data entry interface, each record is automatically assigned a Temporary Record Number (TRN). This TRN consists of 3 elements as follows:

1. a two-letter **Input Centre Code** (e.g. FA stands for FAO, MX stands for Mexico, IF stands for IFREMER, etc.)
2. a two-digit **Year of Input** (e.g. 98 stands for the year 1998)
3. a five-digit **Number**, which is sequentially allocated to each record

Note that at the beginning of a “New” year of input, the default setting must be changed in the ASFISIS software so that the **Year of Input** will correspond to the current year, and the sequentially allocated five-digit **Number** assigned to each record must be set back to zero.

The procedure for changing the **Input Centre Code** and **Year of Input** is as follows:

1. Select < **U** > **System Utilities Services** from the **CDS/ISIS Main Menu**
2. Select < **S** > **System Management ASFISIS**
3. Select < **T** > **Set the ASFA-partner identification for TRN**
4. At the prompt < **New TRN default?** > type the 2-letter code of the Input Centre followed by the Year and press < **Enter** >
5. The programme now processes each of the worksheets and when it has finished, the message < **Ready!** > appears on the screen. Press < **Enter** > to return to the **ASFISIS System Management Tools Menu** and then select **X** or press < **Esc** > twice to return to the **CDS/ISIS Main Menu**

The procedure for re-setting the sequentially allocated 5-digit **Number** is as follows :

1. Select < **U** > **System Utilities Services** from the **CDS/ISIS Main Menu**
2. Select < **S** > **System Management ASFISIS**
3. Select < **L** > **Set base LNR (last numbered record) of TRN**

4. At the prompt < **New base LNR ?** > type five zeroes **00000** and then press <**Enter**>
5. Select **X**, or press < **Esc** >, twice to return to the **CDS/ISIS Main Menu**

Note that the **TRN**, as its name suggests, is only a “temporary record number” which will, in any case, be altered before exporting a batch of records to the publisher CSA by running a small programme, which will assign any sequence of TRNs to a range of MFNs, without allocating a TRN to deleted records. (See page 60 for detailed instructions on how to change the TRNs of a range of MFNs).

## ALLOCATION OF TRNs AND DISPATCH OF RECORDS TO CSA

Before dispatching a batch of ASFA records to the publisher, **CSA**, it is necessary to ensure that records which have been deleted during preparation of ASFA input are not allocated a number.

Even though a record has been deleted, and does not appear on the Input Centre's database, the ASFISIS software has memorized that record and its MFN. In fact, deleted records may be undeleted.

Therefore to avoid including deleted ASFA records when exporting a range of MFNs, it is necessary to run a programme, which will ensure correct sequential numbering of the ASFA records, ignoring deleted records.

The procedure is as follows :

1. Select < **U** > **System Utilities Services** from the **CDS/ISIS Main Menu**
2. Select < **S** > **System Management ASFISIS**
3. Select < **A** > **Change TRN fixed value for a range of MFNs**
4. At the prompt < **Starting MFN** > type the **MFN** to be selected as the first TRN in the range and press < **Enter** >
5. At the prompt < **End MFN** > type the last **MFN** in the range and press < **Enter** >
6. At the prompt < **Input Centre Code and Year** > type the **Input Centre Code** and **Current Year** (e.g. **FA98**) and press < **Enter** >
7. At the next prompt < **TRN to start from** > type the number to be allocated to the first TRN (e.g. 1 in the case of the first batch of input for the current year, or the number following the last one of the previous batch) and press <**Enter**>
8. Once the programme has finished, the prompt < **Ready !** > comes up on the screen. Press < **Enter** > to return to the **ASFISIS System Management Tools Menu** and then select **X** or press < **Esc** > twice to return to the **CDS/ISIS Main Menu**

The records in the range specified have now been correctly allocated sequential numbers and are now ready for export to the publishers, **CSA**.

## EXPORTING ASFA RECORDS TO THE PUBLISHER, CSA

The procedure for exporting ASFA records to the publisher, **CSA**, is similar to that described in the Section **Exporting/Importing ASFA Records on to Diskettes or other Computers**. However, it is essential that some of the export parameters are left as default, to ensure that the ASFA records are exported in a format compatible with the software used by the publisher.

The procedure for exporting ASFA records to the publisher is therefore described in full as follows :

1. Insert a diskette in the floppy disk drive
2. Select < **M** > **Master File Services** from the **CDS/ISIS Main Menu**
3. Select < **E** > **Export CDS/ISIS file** from the **Master File Services Menu**. The **Data Interchange Services - Export parameters** table now appears on the screen
4. The **Database name** < **ASFA** > will appear as default. Press < **Enter** >
5. The output ISO file name < **CSA.ISO** > will appear as default. Assign a name to the file, which may include the Input Centre Code+Year+Number of Batch, such as **FA98-1.ISO**, **FA98-2.ISO**, etc.
6. Press < **Enter** > until the cursor arrives at the < **MFN limits** > field. Then type the range of records to be exported, e.g. 1/80
7. Press < **Enter** > until the prompt < **Backup drive and/or directory?** > appears. Type < **A:** > (assuming the floppy disk drive has been designated as < **A** >) and press < **Enter** >
8. At the prompt < **Press CR when ready or C to cancel** > press < **Enter** >. Once the procedure is completed, a prompt indicating the number of records exported will appear on the screen. The 80 records (as in point 6 above) have been downloaded on to the diskette in the floppy disk drive in a file called e.g.

< **FA98-1.ISO** >

Press < **Enter** > to return to the **Master File Services menu** and then < **Esc** > or **X** to return to the **CDS/ISIS Main Menu**

The records may be sent to the Publisher **CSA** either by mailing the diskette containing the ISO file, or by sending the ISO file via FTP or via E-mail as a zipped attachment.

## CORRECTION OF A RECURRENT MISTAKE IN CONSECUTIVE RECORDS

When checking or proofreading completed ASFA records, if a recurrent mistake is noted in a range of MFNs, a small utility programme exists within the ASFISIS software which enables the correction of that mistake in all the records involved, without having to call up each one individually to correct the mistake.

This programme, called **GMOD**, is extremely useful when having to make the same correction to a large number of records.

The procedure for running the **GMOD** programme is as follows:

1. Select < **A** > **Advanced programming services** from the **CDS/ISIS Main Menu**
2. Select < **R** > **Run programme**
3. Type the name of the programme < **GMOD** > and press < **Enter** >
4. At the prompt < **Field Tag** > type the Tag Number of the field containing the mistake and press < **Enter** > ( e.g. if the mistake is in the English Monographic Title Field, then type 220) (For a complete list of Field Tags numbers see Annex 7)
5. At the prompt < **Change** > type the existing information which is to be modified and press < **Enter** >. Note that it is not necessary to type the entire phrase or sentence containing the mistake. If information is to be added, it is sufficient to type the only word after which the information should follow, or just the mistake itself if a simple spelling mistake needs correction.
6. At the prompt < **By** > type the correct information which is to replace the existing incorrect information and press < **Enter** >
7. At the prompt < **Limit to search result (y/n)?** > type < **n** > and press < **Enter** >
8. At the prompt < **From MFN:** > type the number of the first record in the range that needs to be modified and press < **Enter** >
9. At the prompt < **To MFN:** > type the number of the last record in the range that needs to be modified and press < **Enter** >
10. At the prompt < **Stop or continue (s/c) ?** > type < **s** > and press < **Enter** >
11. Type < **Q** > to exit the programme.

The correction has now been amended in each of the records within the range. One of the records may be recalled to check that the correction has been made in the appropriate field.

However, please note that after having run the GMOD programme, it is advisable to quit the ASFISIS3 programme and then re-start it before carrying out any further data entry.

This is necessary because the GMOD programme temporarily occupies some of the computer memory while carrying out the necessary modifications. This memory **MUST** be restored to the system before returning to the ODIN Data Entry Interface, or else some problems may be encountered when recalling a record to check that the appropriate amendments have been made (e.g., data may appear to be missing from some fields in the worksheet).

## REPETITION OF DATA IN CONSECUTIVE RECORDS - COPY FUNCTION

During bibliographic data entry, sometimes it may be necessary to repeat the same data in some fields for a number of records. For example, in the preparation of analytic records of a conference proceedings published within a monographic series, the data elements relevant to the monograph (such as monographic title, editor, year of publication, publisher, ISBN, conference name, place and date) and data elements relevant to the Serial level (such as Serial title, volume, issue and ISSN if available) need to be entered in each of the relevant analytic records.

This repetitive and time-consuming work may be overcome by using the **Copy Function** of the ASFISIS/ODIN data entry interface.

The procedure for the above example is as follows:

1. Firstly, a record should be prepared, using an **AMS** worksheet, containing **ONLY** the bibliographic data that need to be repeated in each analytic record, i.e. the relevant monographic and serial level data elements. Then save the record, which will be allocated an MFN, e.g. 35.
2. A new record should then be prepared. At the prompt < **Data base: ASFA** > press < **Enter** >
3. At the prompt < **MFN** > type < **c35** > and press < **Enter** > (**c** stands for copy and **35** is the MFN of the record previously prepared, as in Item 1)
4. At the prompt < **Worksheet** > press < **Enter** >
5. A worksheet containing the monographic and serial information entered in MFN 35 is displayed on the screen (MFN36).
6. The record may now be completed by entering the bibliographic data related to the analytic level ( e.g. English title, authors, address, etc.).
7. On completion of the record, press < **[2] Save&Continue**>
8. Press < **Esc** > (after checking the record)
9. Another copy of MFN35 is then automatically displayed on the screen (MFN37)
10. Repeat steps 6 to 8 for each of the analytic records to be prepared.
11. After preparing the last of the records to be copied, press < **[3] Save&Exit** >
12. Delete record MFN35, by pressing < **[5] Delete record**>, as it is incomplete and therefore of no use.



## **CORRECTION OF THE BIBLIOGRAPHIC LEVEL OF A RECORD**

In order to correct the Bibliographic Level of a record that has already been prepared and saved, it is necessary to modify the Bibliographic Level Field of that record using the **LONG** worksheet.

The Bibliographic Level of a record must NOT be changed by simply calling up the record and changing the worksheet, for example from **AM** to **AMS**.

### **Adding a missing bibliographic level to a record**

If, for example, after having completed and saved a record on an **AM** worksheet, it has been noticed that the record contains serial level information, it is necessary to re-catalogue the record on an **AMS** worksheet which contains the serial level fields. Calling up this record and assigning it the **LONG** worksheet enables the bibliographic level to be changed in its appropriate field from **AM** to **AMS** and also enables the serial level information to be entered in the corresponding fields.

Similarly, if a record has been prepared and saved on an **AS** worksheet, and it is subsequently noticed that the record contains monographic level information, then by calling up that record and assigning it the **LONG** worksheet, the bibliographic level may be changed from **AS** to **AMS** and the monographic level information may be entered in the corresponding fields.

The procedure for adding a different bibliographic level to a record, e.g. changing an **AM** record to an **AMS** record, is as follows:

1. Select < **E** > **Data entry services** from the **CDS/ISIS Main Menu**
2. Select < **O** > **ODIN data entry interface** from the **Data Entry Services Menu**
3. At the prompt < **Data base ASFA** > press < **Enter**>
4. At the prompt < **MFN** > type the number of the record for which the Bibliographic Level must be changed and press < **Enter** >
5. At the prompt < **Worksheet** > type < **LONG** > and press < **Enter** >
6. The record is now displayed on the screen in the **LONG** worksheet in the Browse mode. The Bibliographic Level is the second field of the worksheet, so go down to this field and press < **Enter** > to edit the field
7. Type the correct Bibliographic Level, e.g. **AMS**, and press < **Enter** >

8. Go to the relevant fields and enter the information belonging to the additional Bibliographic Level (e.g. **Serial Level fields** such as Serial title, volume, issue and ISSN)
9. Once the necessary additions have been made, press < **Esc** > and then < [**3**] **Save&Exit** > (to save the modifications)

### **Deleting a bibliographic level from a record**

Should it be necessary to delete a bibliographic level from a record that has already been prepared, e.g. change an **AMS** record to an **AM**, after modifying the bibliographic level of the record, the information belonging to the bibliographic level which has been deleted must also be physically removed from the appropriate fields in the worksheet of the record.

The procedure for deleting a bibliographic level from a record, e.g. changing an **AMS** record to an **AM** record is as follows:

1. Select < **E** > **Data entry services** from the **CDS/ISIS Main Menu**
2. Select < **O** > **ODIN data entry interface** from the **Data Entry Services Menu**
3. At the prompt < **Data base ASFA** > press < **Enter**>
4. At the prompt < **MFN** > type the number of the record for which the Bibliographic Level must be changed and press < **Enter** >
5. At the prompt < **Worksheet** > type < **LONG** > and press < **Enter** >
6. The record is now displayed on the screen in the **LONG** worksheet in the Browse mode. The Bibliographic Level appears in the second field of the worksheet, so go down to this field and press < **Enter** > to edit the field.
7. Type the correct Bibliographic Level, e.g. **AM** and press < **Enter** >
8. Press < **Esc** > to return to the Browse mode
9. Go to each of the fields belonging to the Bibliographic Level which has been deleted (e.g. the **Serial Level fields**, such as Serial title, volume, issue and ISSN), press < **Enter** > and then press < **F2** > to delete the information in that field
10. Once all the necessary information has been deleted, press < **Esc** > twice and then < [**3**] **Save&Exit** > (to save the modifications)

## **Changing a bibliographic level of a record**

When there is a need to change the bibliographic level for example AS to MS, all the information previously entered in the analytic level fields should be transferred to the monographic level field. This can be done by cutting and pasting the data in the appropriate level fields or by simply deleting the data in the analytic level fields and re-typing it in the monographic level fields. The same applies when changing the bibliographic level from MS to AS.

Instructions on how to use the “cutting and pasting” utility are as follows:

If, for example we want to move the English title from the analytic title field in to the monographic title field, the procedure is as follows:

1. Enter the title field of the Analytic level
2. Place the cursor prompt at the first letter of the title and press F3, move the prompt to the last letter of the title, press F4 and then press Enter.
3. Go to the monographic title field, press Enter and then F5. The title has now been copied in the monographic title field. Press Enter to store the data.



## ANNEX 1

### GUIDELINES FOR TRANSLITERATION

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

#### A. Transcription of accented letters which use a modified Roman alphabet

Accented letters are now accepted by the ASFISIS3 software. However, should the users not have accented letters on their keyboard, then as a rule, the accented characters should be represented by their unmodified form, as in the past. Note in particular the following:

French	ç	to be represented by	c	all other accents may be suppressed (acute, grave, circumflex, etc.).
German	ä	to be represented by	ae	
	ö	to be represented by	oe	
	ü	to be represented by	ue	
	ß	to be represented by	ss	
Icelandic	ð	to be represented by	d	
	þ	to be represented by	th	
Polish		to be represented by	l	
Scandinavian languages	å	to be represented by	aa	
	ø	to be represented by	oe	
	ä	to be represented by	ae	
Spanish	ñ	to be represented by	n	

**B. Transliteration of the Modern Russian Alphabet (based on ISO 9: 1986)**

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

**ANNEX 2**

## LANGUAGE CODES

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

Language	Language code
Afrikaans	AF
Albanian	SQ
Arabic	AR
Armenian	HY
Azerbaijani	AZ
Belorussian	BE
Bulgarian	BG
Catalan	CA
Chinese	CH
Croatian	CR
Czech	CS
Danish	DA
Dutch	NL
English	EN
Esperanto	EP

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\* Listed in alphabetical order by language.

Estonian	EE
Faroese	FO
Farsi (Iranian)	FA
Fijian	FJ
Finnish	FI
French	FR
Gaelic	GA
Galician	GL
German	DE
Greek	GR
Hebrew	HE
Hindi	HI
Hungarian	HU
Icelandic	IS
Indonesian	IN
Italian	IT
Japanese	JA
Korean	KO
Lao	LO
Latin	LA
Latvian	LV
Lithuanian	LI
Macedonian	MA



Malay	ML
Norwegian	NO
Polish	PL
Portuguese	PT
Romanian	RO
Russian	RU
Serbian	SR
Serbo-Croatian	SH
Slovak	SK
Slovenian	SN
Spanish	ES
Swedish	SV
Tagalog (Philippine)	TG
Thai	TH
Turkish	TR
Ukrainian	UK
Vietnamese	VI
Welsh	WE



## ANNEX 3

### GUIDELINES FOR ABBREVIATING WORDS IN ASFA BIBLIOGRAPHIC DESCRIPTION

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

**ISO Standards Handbook 1:** *Documentation and Information. Third edition.* Geneva, International Organization for Standardization, 1988, 1021 p.

The following standards may be used for abbreviations:

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

**ISDS List of serial title word abbreviations** (ISSN 0259-000X), Paris, ISDS International Centre, 20 rue Bachaumont, F-75002 Paris (France), 1991.

The **ISDS List of serial title word abbreviations** contains lists of words or word stems and their standardized abbreviations for the applications mentioned in the titles. The **ISDS** list is more directly useful for generating abbreviations of generic words in conference number statements (e.g., session, reunion, etc.), and for abbreviating words in corporate names. The abbreviation of corporate names is dealt with in more detail in the next section of this Annex.

## A. Abbreviation of words in Corporate Names

Normally, corporate names will appear in one or more of the following places in ASFA bibliographic descriptions:

1. Statements of corporate responsibility in the **Corporate Author field**.
2. A conference statement in the **Conference Title field**.
3. The imprint statement in the **Imprint field**.
4. The titles at the different bibliographic levels - analytic, monographic and serial.

Abbreviations to be entered for serial titles in the **Serial Title field** are found in the current revision of *ASFIS-1 (Rev.3), Serials monitored for the ASFIS Bibliographic Database*.

On the rare occasions when a corporate name forms part of the title of a source document and is therefore recorded in the **English Title field** or the **English Monographic Title field**, it should be entered as quoted in the source document, whether in expanded or abbreviated form.

Otherwise, when the same corporate name appears in more than one place elsewhere in the bibliographic description, enter a full version of the name in one field only, and for this purpose select the appropriate field by following the order in items 1 to 4 listed above.

For example, if a corporate name is entered in the **Corporate Author field** and is also part of a conference statement, enter the full version in the **Corporate Author field** and the abbreviated version in the **Conference Title field**.

The following list includes the abbreviations used for the more commonly occurring word stems.

Abteilung	Abt.	College-	Coll.
Academi-	Acad.	Collegi-	Coll.
Academy	Acad.	Commissie	Comm.
Accademi-	Accad.	Commission-	Comm.
Administr-	Adm.	Committee	Comm.
Afdeeling	Afd.	Community	not abbreviated
Afdeling	Afd.	Conference	Conf.
Afhandling-	Afh.	Conferent-	Conf.
Agency	not abbreviated	Conferenz-	Conf.
Agent	not abbreviated	Conferinta-	Conf.
Akadeem-	Akad.	Conseil	Cons.
Akadem-	Akad.	Consejo	Cons.
Akatemi-	Akat.	Conselho	Cons.
Assembl-	Assem.	Consortium	Consort.
Associ-	Assoc.	Consult-	Consult.
Assosi-	Assos.	Coopera-	Coop.
Assotsi-	Assots.	Co-opera-	Co-op.
Assozi-	Assoz.	Coordinat-	Coord.
Authority	Auth.	Corporat-	Corp.
Avdeling	Avd.	Council	Counc.
Avdelning-	Avd.	Counsel-	Couns.
Board	not abbreviated	Countries	Ctries.
Branch	not abbreviated	Country	Ctry.
Bureau-	Bur.	County	Cty.
Cattedra	not abbreviated	Delega-	Deleg.
Center	Cent.	Departament-	Dep.
Central	Cent.	Departement-	Dep.
Centrala	Cent.	Department-	Dep.
Centrale	Cent.	Depository	Deposit.
Centrallaborator-	Centrallab.	Direcc-	Dir.
Centrally	Cent.	Direci-	Dir.
Centraln-	Cent.	Direct	not abbreviated
Centre	Cent.	Directeur	Dir.
Centro	Cent.	Directi-	Dir.
Colegio	Col.	Director	Dir.

Direkt	not abbreviated	Group	not abbreviated
Direktion	Dir.	Groupe	not abbreviated
Direktor-	Dir.	Groupement-	Group.
Direkts-	Dir.	Incorporated	Inc.
Diretor-	Dir.	Institut	Inst.
Direttor-	Dir.	Instituta-	Inst.
Direzion-	Dir.	Institute-	Inst.
District-	Dist.	Instituti-	Inst.
Distrito	Dist.	Intergovernment-	Intergov.
Divis-	Div.	Internaci-	Int.
Escola-	Esc.	International-	Int.
Escuela-	Esc.	Internationaux	Int.
Establ-	Establ.	Internazional-	Int.
Estac-	Estac.	Istitut-	Ist.
Extension	Ext.	Istituzione	Ist.
Fachbericht-	Fachber.	Jenderal	Jen.
Facolt-	Fac.	Joint	Jt.
Faculd-	Fac.	Kollegium	Koll.
Facult-	Fac.	Kommission-	Komm.
Fakult-	Fak.	Kommittee-	Komm.
Fakul'tet-	Fak.	Laboratoir-	Lab.
Federa-	Fed.	Laborator-	Lab.
Fondation-	Fond.	Librair-	Libr.
Fondazione	Fond.	Librar-	Libr.
Foundation-	Found.	Limited	Ltd.
Fundacao	Fund.	Minister-	Minist.
Fundacio	Fund.	Ministr-	Minist.
General-	Gen.	Missao	not abbreviated
Generaux	Gen.	Mission	not abbreviated
Geral	not abbreviated	Musee	Mus.
Gosudarst-	Gos.	Musei	Mus.
Gouvernement-	Gouv.	Museo	Mus.
Government-	Gov.	Museu	Mus.
Graduate	Grad.	Museum	Mus.

Muzei	Muz.	Provinc-	Prov.
Muzej	Muz.	Provinc-	Prov.
Muzeu	Muz.	Pubblica	not abbreviated
Museum	Muz.	Pubblici	not abbreviated
Muzeya	Muz.	Public	not abbreviated
Nacion-	Nac.	Pubblica	not abbreviated
Nation	not abbreviated	Real (royal)	R.
Nationaal	Natl.	Reale	R.
National-	Natl.	Region-	Reg.
Natsional'n	Nats.	Royal	R.
Nazion-	Naz.	Rural	not abbreviated
Observ-	Obs.	Schola	Sch.
Offic-	Off.	Schola-	Sch.
Offiz-	Off.	School	Sch.
Ofici-	Of.	Scuola	Sc.
Organisat-	Organ.	Secti-	Sect.
Organiza-	Organ.	Sector-	Sect.
Politechni-	Politech.	Secretar-	Secr.
Politecni-	Politecn.	Sektion-	Sekt.
Politehni-	Politeh.	Sektor	Sekt.
Politekhni-	Politekh.	Sektsi-	Sekts.
Polytechni-	Polytech.	Servic-	Serv.
Postgraduate	Postgrad.	Serviz-	Serv.
Profesion-	Prof.	Sezione	Sez.
Profession-	Prof.	Shkol-	Shk.
Program	not abbreviated	Sistem-	Sist.
Programac-	Program.	Skol-	Sk.
Programme	not abbreviated	Social	Soc.
Programming	Program.	Sociale-	Soc.
Programmirov-	Program.	Socialn-	Soc.
Project	Proj.	Sociedad-	Soc.
Projekt	Proj.	Societ-	Soc.
Proprietary	Pty.	Sottocommissione	Sottocomm.
(company)		State	not abbreviated
Provinc-	Prov.	Statej	not abbreviated

Statens	not abbreviated
Station	Stn.
Statiun	Stn.
Stazione	Stn.
Superieur-	Super.
Superintend-	Supt.
Superior-	Super.
Survey	Surv.
System-	Syst.
Szkol-	Szk.
Trust	not abbreviated
Uffici	Uff.
Uffizi	Uff.
Undergraduate	Undergrad.
Uniao	not abbreviated
Union	not abbreviated
Universidad-	Univ.
Universit-	Univ.
Universytet-	Univ.
Univerzitet-	Univ.
Uniwersytet-	Univ.
Working	Work.
Workshop	not abbreviated
Zentral	Zent.
Zentralen	Zent.



## **B. Abbreviation of words in serial titles**

All serial titles appear in abbreviated form in ASFA records. The basic source for these abbreviated titles is the current revision of FAO Fishery Information, Data and Statistics Unit (FIDI), *ASFIS-1 (Rev.3), Serials monitored for the ASFIS Bibliographic Database*. This is updated periodically.

Please note that in the case of a new serial title which is expected to be monitored on a regular basis, the appropriate abbreviated form should be confirmed with the **FAO**, to enable periodical updating of *ASFIS-1*.

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



## **ANNEX 4**

### **ABBREVIATIONS OF STATE NAMES FOR AUSTRALIA, CANADA AND USA**

#### **Australian state abbreviations:**

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

#### **Canadian state abbreviations:**

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

**USA state abbreviations:**

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

## ANNEX 5

### 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.

$\alpha = \sim a$	$\vartheta = \sim T$	$\pi = \sim p$
$\beta = \sim b$	$\Theta = \sim F$	$\Pi = \sim P$
$\gamma = \sim g$	$\iota = \sim l$	$\rho = \sim r$
$\Gamma = \sim G$	$\kappa = \sim K$	$\sigma = \sim s$
$\delta = \sim d$	$\lambda = \sim l$	$\Sigma = \sim S$
$\Delta = \sim D$	$\Lambda = \sim L$	$\tau = \sim t$
$\varepsilon = \sim e$	$\mu = \sim k$	$\upsilon = \sim u$
$E = \sim l$	$\nu = \sim R$	$Y = \sim U$
$\zeta = \sim Q$	$\xi = \sim y$	$\phi = \sim h$
$\eta = \sim E$	$\Xi = \sim Y$	$\Phi = \sim H$
$\theta = \sim f$	$o = \sim O$	$\chi = \sim j$

$X = \sim x$	$\infty = \sim 8$	$\wedge = \sim \$$
$\Psi = \sim q$	$\{ = \sim 9$	$\vee = \sim \backslash$
$\omega = \sim w$	$\} = \sim O$	$\Delta = \sim n$
$\Omega = \sim W$	$\equiv = \sim =$	$\parallel = \sim "$
$\pm = \sim c$	$\infty = \sim !$	$n = \sim /$
$\nabla = \sim v$	$O = \sim ' $	$\geq = \sim .$
$\div = \sim X$	$\neq = \sim C$	$\leq = \sim ,$
$\oplus = \sim z$	$\subset = \sim m$	$\gtrsim = \sim > \gtrsim$
$\otimes = \sim Z$	$\supset = \sim M$	$\lesssim = \sim \lessapprox <$
$\rightarrow = \sim 1$	$\perp = \sim N$	$\cong = \sim ?$
$\leftarrow = \sim  $	$\partial = \sim V$	$\approx = \sim -$
$\uparrow = \sim 2$	$\int = \sim 7$	$\surd = \sim :$
$\downarrow = \sim @$	$\oint = \sim \&$	$\cdot = \sim ; ' (don't use for$
$\leftrightarrow = \sim 3$	$\oint \angle = \sim *$	decimal point)
$\pounds = \sim 4$	$" = \sim A$	
$\frac{1}{4} = \sim 5$	$\square = \sim B$	
$\frac{1}{2} = \sim \%$	$\textcircled{R} = \sim +$	
$\sim = \sim 6$	$\textcircled{C} = \sim o$	

Note that for the symbol “‰” a special character is not available, therefore the abbreviation “ppt” should be used.

## ANNEX 6

### EXAMPLES OF ASFA BIBLIOGRAPHIC DESCRIPTIONS ON DIFFERENT WORKSHEETS

Example of completed <b>AS WORKSHEET</b> including subfields	
Eng. title	The nutritional value of five species of microalgae for spat of the silver-lip pearl oyster, @iPinctada maxima@@ (Jameson)
(Mollusca:Pteriidae)	
Orig. title	
Environment	M
Document type	J
Lit. style	Z
Physical medium	
Author	Taylor, J.J.; Southgate, P.C.; Wing, M.S.; Rose, R.A.
Auth. address	
^a Building/inst.	^aPearl Oyster Propagators Pty. Ltd.
^b Street+city	^b4 Daniels St., Ludmilla, N.T. 0820
^c Country	^cAustralia
Corp. Author	
Auth. degree	
Conference name	
Conference loc.	
Conference date	
Language(s)	
^a Lang. text	^aEn
^b Lang. summary	^ben
Serial title	Asian Fish. Sci.
ISSN	0116-6514
Date of publ.	1997
Collation	
^v Volume	^v10
^i Issue	^i1
^p Pagination	^p1-8
Notes	Includes bibliography: 95 refs.
Abstract	A feeding trial was conducted to assess the nutritional value of five ...
2nd Abstract	
Subject descr.	oyster culture; spat; feeding experiments; diets; nutritional value; comparative studies
Taxon. descr.	Pinctada maxima; Isochrysis aff. galbana; Pavlova lutheri; Chaetoceros muelleri; Chaetoceros calcitrans; Tetraselmis suecica
Geogr. descr.	
Identifiers	
ASFA-Strings	
^a Journal	^aQ1
^b Category	^b1583
^c No-print terms	^c6/
999-ref.	
^a X-ref.journal	^aQ1
^b Category	^b1425
^c Phrase	^cnutritional value, algal diets, pearl oyster spat

Example of completed **AM WORKSHEET** including subfields

Eng. title	<b>Disease control in aquaculture</b>
Orig. title	
Environment	<b>M; F</b>
Document type	<b>B</b>
Lit. style	<b>K</b>
Physical medium	
Author	<b>Plumb, J.A</b>
Auth. address	
^a Building/inst.	<b>^aDepartment of Fisheries and Allied Aquacultures, Auburn University</b>
^b Street+city	<b>^bAuburn, AL 36849-5419</b>
^c Country	<b>^cUSA</b>
^e E-mail	
Corp. author	
Auth. degree	
Conference name	<b>1. Symp. on Diseases in Asian Aquaculture</b>
Conference loc.	<b>Bali (Indonesia)</b>
Conference date	<b>26-29 Nov 1990</b>
Language(s)	
^a Lang. text	<b>^aEn</b>
^b Lang. summary	<b>^ben</b>
Eng.mon.title	<b>Diseases in Asian aquaculture. 1. Proceedings of the first Symposium on Diseases in Asian Aquaculture, 26-29 November 1990, Bali, Indonesia</b>
Orig.mon.title	
Author (monogr)	<b>Shariff, M.^bed. Subasinghe, R.P.^bed. Arthur, J.R.^bed.</b>
Corp. author	
Edition	
Rep/Doc.No.	
ISBN	<b>971-8709-21-5</b>
Imprint	
^a Place of publ.	<b>Manila (Philippines)</b>
^b Publisher	<b>Fish Health Section, Asian Fisheries Society</b>
Collation	
^v Volume	
^i Issue	
^p Pagination	<b>^p3-17</b>
Date of publ.	<b>199203</b>
Notes	
Abstract	<b>Control and prevention of infectious diseases ...</b>
2nd Abstract	
Subject descr.	<b>fish culture; fish diseases; disease control; prophylaxis; husbandry diseases</b>
Taxon. descr.	
Geogr. descr.	
Identifier	
ASFA-Strings	
^a Journal	<b>^aQ1</b>
^b Category	<b>^b1582</b>
^c No-print terms	<b>^c4/</b>
999X-ref.	
^a X-ref. journal	<b>^aQ1</b>
^b Category	<b>^b1484</b>
^c Phrase	<b>^cfish disease control in aquaculture</b>



Example of completed **AMS WORKSHEET** including subfields

Eng. title	<b>Evolution of feeding strategies throughout the life histories of bivalve molluscs, with emphasis on ontogeny and phylogeny</b>
Orig. title	
Environment	<b>M</b>
Document type	<b>B</b>
Lit. style	<b>K</b>
Physical medium	
Author	<b>Kean-Howie, J.C.; O'Dor, R.K.; Scarratt, D.J.</b>
Auth. address	
^a Building/inst.	<b>^aDepartment of Fisheries and Oceans</b>
^b Street+city	<b>^bBox 550, Halifax, NS, B3J 2S7</b>
^c Country	<b>^cCanada</b>
^e E-mail	
Corp. Author	
Auth. degree	
Conference name	<b>ICES Symp. on Shellfish Life Histories and Shellfishery Models</b>
Conference loc.	<b>Moncton, NB (Canada)</b>
Conference date	<b>25-29 Jun 1990</b>
Language(s)	
^a Lang. text	<b>^aEn</b>
^b Lang. summary	<b>^ben</b>
Report/Doc.No.	
Eng.mon.title	<b>Shellfish Life Histories and Shellfishery Models. Selected papers from a Symposium held in Moncton, New Brunswick, 25-29 June 1990</b>
Orig.mon.title	
Author (monogr)	<b>Aiken, D.E.^bed. Waddy, S.L.^bed. Conan, G.Y.^bed.</b>
Corp. author	
^a Main body	<b>International Counc. for the Exploration of the Sea</b>
^b Location	<b>Copenhagen (Denmark)</b>
^c Subpart	
Edition	
ISBN	
Imprint	
^a Place of publ.	<b>Copenhagen (Denmark)</b>
^b Publisher	<b>ICES</b>
Serial title	<b>ICES Mar. Sci. Symp.</b>
ISSN	<b>0906-060X</b>
Collation	
^v Volume	<b>^v199</b>
^i Issue	
^p Pagination	<b>^p5-12</b>
Date of publ.	<b>199507</b>
Notes	
Abstract	<b>Applied research on bivalves can benefit from the insight of .....</b>
2nd Abstract	
Subject descr.	<b>feeding behaviour; life history; ontogeny; phylogeny; ecophysiology</b>
Taxon. descr.	<b>Bivalvia</b>
Geogr. descr.	
Identifiers	
ASFA-Strings	
^a Journal	<b>^aQ1</b>
^b Category	<b>^b1284</b>
^c No-print terms	
999X-ref.	
^a X-ref.journal	<b>^aQ1</b>
^b Category	<b>^b1425</b>
^c Phrase	<b>^cfeeding strategies, life history, bivalves</b>

Example of completed **M WORKSHEET** including subfields

Eng. title	<b>Introduction to the practice of fishery science</b>
Orig. title	
Environment	<b>M; B; F</b>
Document type	<b>B</b>
Lit. style	<b>Z</b>
Physical medium	
Author	<b>Royce, W.F.</b>
Auth. address	
^a Building/inst.	
^b Street+city	
^c Country	
^e E-mail	
Auth. degree	
Conference name	
Conference loc.	
Conference date	
Language(s)	
^a Lang. text	<b>En</b>
^b Lang. summary	
Corp. author	
^a Main body	
^b Location	
^c Subpart	
Edition	<b>Revised edition</b>
Report/Doc. No.	
ISBN	<b>0-12600952-X</b>
Imprint	
^a Place of publ.	<b>San Diego, CA (USA)</b>
^b Publisher	<b>Academic Press</b>
Date of publ.	<b>1996</b>
Collation	
^v Volume	
^i Issue	
^p Pagination	<b>^p441 pp</b>
Notes	<b>Includes bibliography: 340 refs.</b>
Abstract	<b>A description is given of the role of the fishery scientist in ....</b>
2nd Abstract	
Subject descr.	<b>fishery sciences; scientific personnel; fishery development; fishery management;</b>
Taxon. descr.	
Geogr. descr.	
Identifier	
ASFA-Strings	
^a Journal	<b>^aQ1</b>
^b Category	<b>^b1561</b>
^c No-print terms	
X-ref.	
^a X-ref.journal	<b>^aQ1</b>
^b Category	<b>^b1109</b>
^c Phrase	<b>^cintroduction to the practice of fishery science</b>

Example of completed **MS WORKSHEET** including subfields

Eng. title	<b>Checklist of the parasites of fishes of the Philippines</b>
Orig. title	
Environment	<b>M; B; F</b>
Document type	<b>B</b>
Lit style	<b>L; Z</b>
Physical medium	
Author	<b>Arthur, J.R.</b>
Auth. address	
Auth. degree	
Conference name	
Conference loc.	
Conference date	
Language(s)	
^a Lang. text	<b>^aEn</b>
^b Lang. summary	<b>^ben</b>
Corp. author	
^a Main body	<b>FAO</b>
^b Location	<b>Rome (Italy)</b>
^c Subpart	
Edition	
Report/Doc. No.	
ISBN	<b>92-5-104036-2</b>
Imprint	
^a Place of publ.	
^b Publisher	
Collation	
^v Volume	
^i Issue	<b>^i369</b>
^p Pagination	<b>^p102 pp</b>
Serial title	<b>FAO Fish. Tech. Pap.</b>
ISSN	<b>0429-9345</b>
Date of publ.	<b>1997</b>
Notes	<b>Includes bibliography: 244 refs.</b>
Abstract	<b>This checklist summarizes information on the parasites of ...</b>
2nd Abstract	
Subject descr.	<b>marine fish; freshwater fish; parasites; check lists; hosts; taxonomy;</b>
Taxon. descr.	
Geogr. descr.	<b>ISEW, Philippines</b>
Identifier	
ASFA-Strings	
^a Journal	<b>^aQ1</b>
^b Category	<b>^b1484</b>
^c No-print terms	<b>^c4/</b>
999-ref.	
^aX-ref. journal	<b>^aQ1</b>
^bCategory	<b>^b1342</b>
^cPhrase	<b>^ccheck list and distribution of fish parasites, Philippines</b>



## ANNEX 7

### ASFA FIELD DEFINITION TABLE

(in same order as appearing on Long worksheet)

ASFISIS Field name	Tag	Field Length	Field Type *repeatable =R *non-repeatable=N
TRN	1	9	N
Input Centre Code (sub-field a)	^a	4	
Sequential number (sub-field b)	^b	5	
Bibl. level	4	3	N
Date of update	23	8	N
Eng. title	120	600	N
Orig. title	124	400	N
Environment	2	3	R
Document type	3	1	N
Lit. style	5	3	R
Physical medium	6	3	R
Author	100	35	R
Author address	509	300	N
Building/inst. (sub-field a)	^a	120	
Street+city (sub-field b)	^b	90	
Country (sub-field c)	^c	40	
e-mail (sub-field e)	^e	50	
Corp. Author	110	230	R
Main body (sub-field a)	^a	135	
Location (sub-field b)	^b	35	
Subpart (sub-field c)	^c	60	
Author degree	511	80	N
Conference name	521	200	N
Conference loc.	522	100	N
Conference date	523	25	N
Languages	600	4	R
Lang. text (sub-field a)	^a	2	
Lang. Summary (sub-field b)	^b	2	
Report/Doc.No.	530	50	R
Eng. mon. title (at monographic level)	220	600	N
Orig. mon. title (at monographic level)	224	400	N
Author (monogr) (at monographic level)	200	35	N

ASFISIS Field name	Tag	Field Length	Field Type *repeatable =R *non-repeatable=N
Corp. Author	210	230	R
Main body (sub-field a)	^a	135	
Location (sub-field b)	^b	35	
Subpart (sub-field c)	^c	60	
Edition	225	100	N
ISBN	232	60	N
Imprint	540	160	
Place of publ. (sub-field a)	^a	80	
Publisher (sub-field b)	^b	80	
Collation	550	45	
Volume (sub-field v)	^v	15	N
Issue (sub-field i)	^i	15	
Pagination (sub-field p)	^p	15	
Serial title	324	500	
ISSN	332	10	N
Date of publ.	543	20	N
Author (col. lev) (collective level)	400	35	R
Corp. Author 3	410	230	R
Main body (sub-field a)	^a	135	
Location (sub-field b)	^b	35	
Subpart (sub-field c)	^c	60	
Eng. col. title	420	600	N
Orig. col. title	424	400	N
Edition 3	425	100	N
Notes	610	160	R
Abstract	700	4000	N
2nd Abstract	701	4000	N
Subject descr.	960	74	R
Taxon. descr.	970	74	R
Geogr. descr.	980	74	R
Identifiers	990	74	R
ASFA strings	998	200	R
Journal (sub-field a)	^a	2	
Category (sub-field b)	^b	18	
No-print terms (sub-field c)	^c	180	
X-ref.	999	97	R
X-ref. Journal (sub-field a)	^a	2	
Category (sub-field b)	^b	18	
Phrase (sub-field c)	^c	77	
Local Availability <b>(THIS FIELD IS NOT EXPORTED TO CSA)</b>	820	80	R
Local Index Terms <b>(THIS FIELD IS NOT EXPORTED TO CSA)</b>	961	30	R