

ASFA Trust Fund Proposal (by NMDIS, China)

Title: Compilation of WWW-ISIS-ASFA Manuals and Guidelines in Chinese

1. Background and Justification

During the recent years, the ASFA input prepared by China was increased significantly. In the 2004, the input statistics reached the peak of 3700 records, more than 20% of the input by ASFA partners excluding the Publisher (15190 records in total).

NMDIS has made every effort to improve China's ASFA work. However, with the rapid increase of ASFA related documents published in China, NMDIS is facing difficulties to prepare all the articles into the ASFA databases. Meanwhile, the lack of input staff is big problem. To accomplish the task better, NMDIS needs to set up new collaborating centers and train more new part-time input staff.

The ASFA preparation experience shows that manuals and guidelines in Chinese language are specially required for our staff, especially the new staff. With the manuals in their native language, they can acquire the input methodology and adapt to the WWW-ISIS-ASFA software more quickly, so as to improve the efficiency. The reference materials in Chinese would be very useful at present and in future.

In order to improve the timeliness of China's ASFA input, NMDIS proposes: 1) translate manuals and guidelines for WWW-ISIS-ASFA into Chinese; 2) Translate www-ISIS-ASFA Help Notes and software front interface into Chinese; 3) Compile and print WWW-ISIS-ASFA Manuals and Guidelines in Chinese. The compiled Chinese WWW-ISIS-ASFA reference materials will be distributed free to all of China's ASFA sub-centers.

2. Activities

To carry out the proposal, NMDIS would:

1) Translation of Manuals and Guidelines for WWW-ISIS-ASFA into Chinese.

Including:

- Partnership agreement Providing for Cooperation in the Preparation and Publication of the ASFA and for the Reconstitution of the Advisory Board
- Abbreviated version for partners of publishing agreement 2004-2007
- Instructions for installing www-ISIS-ASFA software system, stand-alone and network computer environment
- Instruction for the procedure to upgrade WWW-ISIS-ASFA with the new MONLIS database
- ASFA Scope, Monitoring, and Coverage
- ASFIS Subject Categories and Scope Descriptions
- Guidelines for Bibliographic Description and Data Entry using www-ISIS-ASFA
- Guidelines for Abstracting (using www-ISIS-ASFA software)
- Synopsis of Guidelines for Abstracting (using www-ISIS-ASFA software)
- Guidelines for Indexing (using www-ISIS-ASFA software)
- Synopsis of Guidelines for Indexing (using www-ISIS-ASFA software)
- ASFA Partners' intersessional reports for presentation at the ASFA Board Meeting
- Introduction to ASFA Trust Fund Proposals

2) Translation of www-ISIS-ASFA Help Notes and software front interface into Chinese.

Including:

- "Help Notes" contained in the www-ISIS-ASFA Software used for Bibliographic Description and Data Entry.
- www-ISIS-ASFA Software front interface pages.

3) Compilation, Printing the Manuals and Guidelines in Chinese.

3. Schedule of implementation

The proposal would be completed before December 31, 2006.

4. Proposed budget

Expenses are estimated to be equal US\$ 10000.

Translation of Manuals and Guidelines for WWW-ISIS-ASFA into Chinese	US\$ 6000
Translation of www-ISIS-ASFA Help Notes and software front interface into Chinese	US\$ 2000
Compilation and Printing the Manuals and Guidelines	US\$ 2000
Total	US\$ 10000