

# ASFA – Aquatic Sciences and Fisheries Abstracts

## Frequently Asked Questions

## 1. WHAT is Aquatic Sciences and Fisheries Abstracts (ASFA) ?

**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, brackishwater, and freshwater environments.

**The ASFA - the Aquatic Sciences and Fisheries Abstracts Bibliographic Database** is the **principal** information product or **module** of the ASFIS system, therefore the two terms ASFIS and ASFA are often used interchangeably, because **ASFA** is the sole remaining information module of the ASFIS system.

The ASFA database contains more than 1.3 million bibliographic references (or records) to the world's aquatic science literature accessioned since 1971 (for some journals and/or subject areas the coverage precedes 1971). All references are machine readable. ASFA is produced as a cooperative effort by the international network of ASFA Partners (<http://www.fao.org/fishery/asfa/3/en>) which consists of: United Nations Co-sponsoring Partners, National and International Partners, and the Publishing Partner. The objective is to disseminate bibliographic information to the world community. All ASFA Partners sign the ASFA Partnership Agreement (<http://www.fao.org/fi/asfa/agreemt.asp>) and are represented on the ASFA Advisory Board (<http://www.fao.org/fi/asfa/agreemt.asp#ArticleVIII>) which meets annually and for which FAO provides the Secretariat (<http://www.fao.org/fi/asfa/agreemt.asp#ArticleIX>).

**Input** to the ASFA Database (i.e. the bibliographic references) is prepared by the international network of ASFA Partners, who are together responsible for the monitoring of more than 5000 serial publications [ftp://ftp.fao.org/FI/asfa/Monitoring\\_List/](ftp://ftp.fao.org/FI/asfa/Monitoring_List/) as well as books, reports, conference proceedings, and grey literature.

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

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

The **Bibliographic Reference** or record describing each document in the ASFA database contains: a detailed bibliographic citation, an abstract(s), 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*.

(FAQ note by Richard Pepe ( [richard.pepe@fao.org](mailto:richard.pepe@fao.org) ), updated January 2009)

## **2. WHY and HOW to become an ASFA Partner, and WHAT does an ASFA Partner do? (or have to learn in order to prepare bibliographic references for inclusion in the ASFA bibliographic database)**

### **2.1 WHY become an ASFA Partner?**

The object of ASFA is to establish an international network of participating ASFA Partners which would cooperate in capturing and disseminating the world's aquatic science literature.

Participation in ASFA allows Partners to:

- develop an institutional mentality or capacity to collect, process and disseminate information. This capacity can also be extended to other information/data collection and dissemination initiatives.
- assume direct bibliographic control over their own published research literature. This ensures that important documents are not overlooked, especially regarding the hard to capture grey literature, and that the quality of the indexing and abstracting is under their own control,
- increase the visibility of their scientists and research initiatives. References in the ASFA database are disseminated world-wide,
- provide information services (priced, if so desired) to their user communities using the free or entitlement ASFA information products which they receive for their input efforts (e.g. Internet access to the database, ASFA CD-ROM etc.). NOTE - If a Partner does not prepare input, it is not entitled to the free information products.

### **2.2 HOW to become an ASFA Partner ?**

ASFA Partners or Participating Centres (<http://www.fao.org/fishery/asfa/3/en>) are usually located in the libraries or information units of institutions or organizations dealing with the aquatic environment.

Therefore, to express your interest in joining the ASFA Partnership, a brief letter or e-mail should be sent from the Director of your Institute to the FAO Assistant Director-General of the Fisheries and Aquaculture Department, Mr Ichiro Nomura ( [ichiro.nomura@fao.org](mailto:ichiro.nomura@fao.org) ). Follow-up to your request will then be handled by the FAO Fisheries and Aquaculture Information and Statistics Service (FIES) which is directly responsible for the daily running of the ASFA program: (Chief of FIES, Richard Grainger ([richard.grainger@fao.org](mailto:richard.grainger@fao.org) ); Editor-in-Chief of ASFA, Richard Pepe ( [richard.pepe@fao.org](mailto:richard.pepe@fao.org) ).

An organization should consider applying for membership in an ASFA Partner when it is prepared to assume or fulfill the following RESPONSIBILITIES:

- each ASFA Partner must identify a list of serial publications (usually those published within its own country) for which it will be responsible for monitoring and preparing bibliographic input [ftp://ftp.fao.org/FI/asfa/Monitoring\\_List/](ftp://ftp.fao.org/FI/asfa/Monitoring_List/)
- each ASFA Partner must prepare bibliographic input in accordance with the editorial rules set out in the ASFIS Reference Series Publications (<ftp://ftp.fao.org/FI/asfa/>) and using the systems software. More importantly one must index the references using: the ASFA subject categories ([ftp://ftp.fao.org/fi/asfa/Subject\\_categories/](ftp://ftp.fao.org/fi/asfa/Subject_categories/)) and the ASFA Thesaurus terms ( [http://www4.fao.org/asfa/nons\\_en.htm](http://www4.fao.org/asfa/nons_en.htm) and <ftp://ftp.fao.org/fi/asfa/Thesaurus/> ) and prepare an abstract for each record (author abstracts may be used) ([ftp://ftp.fao.org/fi/asfa/Abstracting\\_Guidelines/](ftp://ftp.fao.org/fi/asfa/Abstracting_Guidelines/) ). Training in the ASFA input methodology is necessary and usually carried out at FAO,
- each ASFA Partner should endeavor to participate in the annual ASFA Advisory Board Meetings,

- Legal Arrangements: All ASFA Partners must sign the ASFA Partnership Agreement ( <http://www.fao.org/fi/asfa/agreemt.asp> ). The ASFA Partnership Agreement lists the responsibilities and the entitlements of the ASFA Partners and it is linked by a number of cross references to another document called the ASFA "Publishing" Agreement ( <http://www.fao.org/fi/asfa/agreemt.asp#Entit> ) between FAO and the ASFA Publisher, CSA, (which Partners do not have to signed). The most important parts of the Publishing Agreement which should concern the ASFA Partners are those relevant to "Product Entitlements" (paragraph 5) and "Additional Entitlements" (Exhibit-F).

### 2.3 WHAT does an ASFA Partner do? (or have to learn in order to prepare bibliographic references for inclusion in the ASFA bibliographic database?)

Below is a brief explanation/description of the “*training course*” that an ASFA Partner must go through after joining ASFA, in order to prepare and to submit bibliographic references to the ASFA database. Hopefully, the explanation of the ASFA inputting procedure, in this way, will facilitate your understanding of what is expected of you once your institute joins ASFA.

#### How many days does the ASFA training course on “*Preparation of ASFA Input*” last?

This depends on the participant’s background and knowledge as regards: **cataloguing, abstracting, indexing, computers, and ASFA**. We usually plan and most courses are: **5 days**.

Below is a short description of what we mean by: **1) preparation of ASFA Input, 2) cataloguing, 3) abstracting, 4) indexing, 5) computers, and 6) ASFA**.

**1. PREPARATION OF ASFA INPUT** - By “preparation of ASFA input”, we mean the preparation of “***Bibliographic References***” (or records) for inclusion in the ASFA bibliographic database.

The “***Bibliographic Reference***” (for ASFA purposes) is considered to be made up of three parts:

- the bibliographic citation which includes the **CATALOGUING** information such as: title, author, author affiliation, collation data etc..
- the **ABSTRACT** in English and/or other language (must be with Latin Characters), and
- the English **INDEXING** terms taken from our authority lists (Thesaurus, Geographic list etc.).

**2. Cataloguing** - To prepare an ASFA record, the trainee will need to know (or need to be trained in) cataloguing. By cataloguing knowledge, we mean, the ability to analyze a document and recognize the parts such as: analytic/monographic title, serial title, authors, editors, corporate authors etc..

**3. Abstracting** - Each ASFA reference or record requires an abstract. The abstract may be in English and/or another language - the presence of an English abstract is preferable (but not mandatory). Many articles are published with an author supplied abstracts, in which case, the ASFA inputter would only need to edit the existing abstract to coincide with the ASFA style (i.e. as regards length, special characters etc.). When there is no author supplied abstract, the ASFA inputter is required to write the abstract.

The writing of abstracts *necessarily* requires some knowledge of the subject area, and some literary skill.

*Obviously*, the training course does not have sufficient time to provide training in aquatic biology nor English, nor the writing of abstracts. The training course limits itself to describing/explaining/showing what the ideal abstract should contain for the different types of

documents (e.g. a paper appearing in a journal, a book, a Meeting report, a cruise report, a paper in a conference Proceeding, etc.).

The course will also explain some techniques for writing abstracts without the need to read the whole article. During the training course the trainee may, time permitting, experiment with writing (compiling) a few abstracts based on the techniques we suggested.

The trainee, without aquatic science expertise, should (once back in his/her Institute) request assistance from the scientific staff when writing or editing abstracts.

**4. Indexing** : Each ASFA reference needs to be assigned indexing terms: 1) Subject descriptors, 2) Taxonomic descriptors (when relevant) and 3) Geographic descriptors (when relevant).

Like abstracting, the assigning of indexing terms requires some knowledge of the subject area. Again, the course will not (cannot) teach the subject of aquatic biology. The course will present the ASFA indexing tools (subject thesaurus, taxonomic list, and geographic authority list). We shall explain how to use these.

If the trainee does not have any aquatic science training, we shall describe some techniques which may be useful in analyzing a document in order to identify the subject content. However as with the writing of abstracts, the trainee without aquatic science expertise should (once back in his/her Institute) request assistance from the scientific staff when choosing terms to index the subject content of a document.

**5. Computers** - The ASFA input (bibliographic references) should be prepared using a computer.

In particular, the ASFA bibliographic references should be prepared using a program called **www-ISIS-ASFA**. This program was developed by ICIE of Poland (<http://www.icie.com.pl/>) on request of FAO for ASFA Partners in order to prepare ASFA references (www-ISIS-ASFA is implemented as a CGI program. The access to the ISIS databases is achieved by BIREME's software ISIS-DLL, which is an API for ISIS databases in the Windows environment).

The trainee needs to have some experience (or needs to be trained) in the use of computers (e.g. as regards using the basic Windows commands, some text processing (Word, WordPerfect etc.)). If the trainee has some knowledge of the Micro CDS/ISIS software, it would facilitate some of the explanations (but this is not essential).

**6. ASFA** - The main scope of the "training in ASFA input preparation" is to prepare bibliographic references for inclusion in the **ASFA database** (which is the final information product or fruit of the input procedure) . Therefore some knowledge of the "structure" and "function" of the ASFA database (or an other bibliographic database) would be helpful for trainees in understanding the "why" of many of the things that we teach during the ASFA training course.

If the trainee is already familiar with the ASFA database and/or is using it to provide information services to users in his/her library this will facilitate the training to a large degree. Likewise, similar experience with any other bibliographic database would also be useful.

In order for the trainee to get some experience with the ASFA database before the training, we can sometimes arrange for the trainee to have access to the ASFA Database via internet or on CD-ROM (although this is usually only a privilege which usually comes after an ASFA Partner starts submitting ASFA input as the commercial value of the subscription to the ASFA database via Internet is considerable per year). We also send you some materials for study before the course. Most materials are also available via the ASFA Homepage <http://www.fao.org/fi/asfa/asfa.asp>

The Tentative Agenda for a one week training course on ASFA input procedures:

**AGENDA**  
**ASFA Training Course on ASFA Input Procedures**

(TIMETABLE)

(Note: order of agenda items may vary)

**Monday**

1. **Opening**
2. **Administrative arrangements**
3. **Introduction to ASFA staff** (who will or may contribute to the training session)
4. **Introduction to trainee(s)** (brief self-introduction)
5. **Discussion of Agenda**
6. **Brief Introduction to ASFA**
7. **General Introduction to www-ISIS-ASFA software**
8. **Bibliographic Description** (using www-ISIS-ASFA software/ASFA worksheet)
  - determining bibliographic level, document type, literary style) and inputting data
9. **Monitoring Control** (keeping track of Serial publications and monographs in order to avoid duplication of input by the different ASFA Partners)
  - \*Break - each day: one mid-morning (approx.: 10:30) and one mid afternoon (approx.: 15:30)

**Tuesday**

10. **Bibliographic Description** (cont.)- description/input of other bibliographic data elements
11. **Bibliographic Description** (cont.)- description/input of other bibliographic data elements

**Wednesday**

12. **Conclude Bibliographic Description**
13. **Introduction to Abstracting**
  - Brief review of "full" *ASFIS 4, Guidelines for Abstracting* and "*Synopsis*" of *Guidelines for Abstracting*
14. **Introduction to Subject Categorization and Indexing**
  - Brief review of *ASFIS 2, Subject Categories and Scope Descriptions*; *ASFIS 5, Guidelines to Indexing*; *ASFIS 6, Thesaurus*; and *ASFIS-7, Geographic Authority List*

**Thursday**

15. **Practice on indexing and abstracting using www-ISIS-ASFA**
16. **Further Practice with data input: Bibliographic description, Abstracting, Indexing**

**Friday**

17. **Using the www-ISIS-ASFA software utilities**
  - Exporting completed records to the ASFA publisher for inclusion in the master database file
  - Importing records, display formats, printing formats
  - Editing a range of records using the Global Modification utility (GMOD)
18. **Installing the www-ISIS-ASFA software utilities & other system manager information**
  - Brief notes on installing software (in Stand-alone environment and in Network Environments)  
(mention of the Installation Manuals and mention of Help Desk for Installation problems)
19. **Unfinished business, Practice and/or Questions regarding ASFA input**
20. **Conclusion** (diploma(s) etc.)

## COURSE OBJECTIVES

ASFIS the Aquatic Sciences and Fisheries Information System 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.

ASFA the Bibliographic Database is the principal information product of the ASFIS system. It contains approx. 1 million bibliographic references to the world's aquatic science literature accessioned since 1971.

Input to the ASFA Bibliographic Database is prepared by a network of National, and International ASFA Partners

The Bibliographic References (or records) are sent to the Publisher (ProQuest) in the USA where they are processed by computer and merged to create a master file (i.e. ASFA Database)

The ASFA Information Products are distributed to the ASFA Partners on a monthly bases in the form of printed abstract 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 for local national or regional information services

The Bibliographic Reference for each document in the ASFA database contains: 1) a detailed bibliographic citation, 2) an abstract; and 3) a set of indexing terms.  
(the identification of the data elements making up the bibliographic citation, the writing of the abstract, and the choice of the indexing terms is the responsibility of the ASFA Partner)

Computer based information systems operate successfully only if the input is prepared with a high degree of consistency and accuracy.

This is true for any computer based system, but it is even more important in an international system like ASFA in which the preparation of input is highly decentralised

In order to attain the desired level of consistency and accuracy it is necessary that all inputters to the system are trained in using standard cataloguing, abstracting and indexing procedures in the preparation of input.

Therefore, the objectives of this training course are:

1) to explain the rules, authority lists, formats, codes, and procedures (i.e. the ASFA methodology) used in the preparation bibliographic descriptions, abstracts, and indexing of records to be submitted (as input) to the ASFA Bibliographic Database; and

2) to explain the preparation of the ASFA data using the www-ISIS-ASFA program.

(FAQ note by Richard Pepe ( [richard.pepe@fao.org](mailto:richard.pepe@fao.org) ), updated January 2009)

### 3. WHAT is the OBJECTIVE of ASFA ?

**Article-1** of the **ASFA Partnership Agreement** (<http://www.fao.org/fi/asfa/agreemt.asp>) describes the overall **objective** of the ASFA co-operation:

*“The overall objective of ASFA co-operation is to develop and maintain a service for the collection and dissemination of information on the **science, technology and management of marine, brackish water and fresh water environments, organisms and resources, including economic, sociological and legal aspects**, in a form easily accessible to the user community, bearing in mind the special interests of developing countries\* and based on the pooling of literature monitoring and indexing activities by the individual partners, consistent with internationally accepted standards and practices. The service shall include a computer searchable bibliographic database, associated printed abstracts journals and the relevant tools for the control of the system and aids to its use. .”*

\*(by "special interests of developing countries" we include the full participation in international schemes under the aegis of the UN system for the collection, analysis and use of data and information; equitable and affordable access to relevant information services and products; and the strengthening of national capacities in information handling and communication).

All ASFA Partners (<http://www.fao.org/fi/asfa/partners.asp>) must sign the ASFA Partnership Agreement.

(FAQ note by Richard Pepe ( [richard.pepe@fao.org](mailto:richard.pepe@fao.org)), updated May 2005)

## 4. WHAT is the SUBJECT SCOPE of ASFA?

The present **subject scope of ASFA** includes all of the literature dealing with the **science, technology and management of marine, brackish and fresh water environments, organisms and resources**, including **economic, sociological and legal aspects**. The subject scope of ASFA is clearly reflected in Article-1 of the *ASFA Partnership Agreement* (<http://www.fao.org/fi/asfa/agreemt.asp>).

The subject scope of ASFA is described, in great detail, in the ASFIS Reference Series publication entitled "*ASFIS-2, Subject Categories and Scope Descriptions*" ( [ftp://ftp.fao.org/fi/asfa/Subject\\_categories](ftp://ftp.fao.org/fi/asfa/Subject_categories) ) which lists all of the 254 ASFA Subject Categories together with their scope description.

### 4.1 WHAT TOPICS are currently EXCLUDED from the Subject Scope of ASFA

The following topics are, in many cases, outside the subject scope of ASFA:

- ground and surface water
- weather modification
- public water supply
- theoretical studies of ship design
- naval engineering
- ships and shipbuilding (coverage should be limited to research vessels and fishing vessels)
- water as a resource for energy production, industry or agriculture
- hydrology
- water or sewage treatment
- terrestrial geology
- hydraulics

Note: it should be realized that documents dealing with the above list of "excluded" topics may "sometimes" be relevant for inclusion in ASFA depending on the "context" in which the topic is treated in the document. The ASFA indexer has the task of making the distinctions. For example, a paper dealing exclusively with the design of a new sewage treatment plant, with no mention or reference to the aquatic environment or organisms, would be outside the subject scope of ASFA. However, a paper which describes the new design of a sewage plant, and also makes specific mention or reference to the beneficial (or detrimental) effects that the new design will have on the aquatic environment and/or its organisms would be within the subject scope of ASFA.

(FAQ note by Richard Pepe ( [richard.pepe@fao.org](mailto:richard.pepe@fao.org) ), updated May 2005)

## 5. WHAT PUBLICATIONS are currently MONITORED\* for Inclusion in the ASFA bibliographic database and WHAT is the COVERAGE?

\*(by "monitoring", we mean the systematic scanning of the literature within the subject scope of ASFA by the ASFA Partners, and the input of the references to this literature into the ASFA bibliographic database)

The **monitoring responsibility** of the **National ASFA Partners** (<http://www.fao.org/fi/asfa/partners.asp>) is described in the following paragraph which is taken from the *ASFA Partnership Agreement* (<http://www.fao.org/fi/asfa/agreemt.asp>).

*"National ASFA Partners shall be responsible for the **monitoring** of serials, monographs and other information relevant to the scope of ASFA, published in their own countries, and for preparing bibliographic citations, indexing and abstracts of relevant literature for input to ASFA"*

The serial publications (e.g. journals, monographic series etc.) currently monitored by the ASFA Partners are listed in the ASFIS Reference Series publication entitled: "ASFIS-1, Serials Monitored for the ASFIS Bibliographic Database  
[ftp://ftp.fao.org/fi/asfa/Monitoring\\_List/www-ISIS-ASFA\\_update/MASTER.txt](ftp://ftp.fao.org/fi/asfa/Monitoring_List/www-ISIS-ASFA_update/MASTER.txt)

### 5.1 COVERAGE\*\*

\*\*("coverage" is defined within the ASFA Partnership as the extent (or completeness) to which the documents falling under the subject scope of ASFA are being monitored in terms of: **geographic** coverage, **language** coverage, **time span** of coverage, **document type**, and **media** coverage).

#### 5.1.1 Policy regarding Geographic Coverage

The goal of ASFA is **world-wide coverage\*** of the aquatic science literature and this is reflected in the **preamble** to the *ASFA Partnership Agreement*.

*"the publication Aquatic Sciences and Fisheries Abstracts (ASFA) was originally established in 1970 by the Food and Agriculture Organization of the United Nations (FAO), with the co-operation of a commercial publisher and several national centres in order to provide an information system facilitating access to world literature on aquatic sciences and fisheries"*

The *ASFA Partnership Agreement* also states that the ASFA Partners are responsible for covering the literature published in their **own countries**:

*"National ASFA Partners shall be responsible for the monitoring of serials, monographs and other information relevant to the scope of ASFA, published in their own countries, and for preparing bibliographic citations, indexing and abstracts of relevant literature for input to ASFA"*

The ASFA Partnership currently includes 55 Partners: 4 UN Co-sponsoring ASFA Partners, 9 International ASFA Partners, 1 Publishing ASFA Partner, and 41 National ASFA Partners. As one can see the Geographic coverage is limited, however some ASFA Partners also prepare input for documents published outside their own geographical area (e.g. CSA and FAO).

Note, it is an ongoing priority of the FAO ASFA Secretariat to expand the geographic coverage of ASFA by increasing the participation of developing countries in ASFA .

\* (note: during the apartheid period of South Africa's history, FAO did not, according to UN General Assembly policy, maintain or solicit official contacts. Currently this is the policy with regard to Taiwan Province of China.

## 5.1.2 Policy regarding Language Coverage

Documents, **published in any language** (Latin Characters), may be processed as input to the ASFA bibliographic database.

However, since the **carrier language** of ASFA is **English**, this has, to some extent, discouraged the full participation in ASFA by some non-English speaking countries.

### 5.1.2.1 Carrier Language of the ASFA database is English

From its beginning, the carrier language of the ASFA bibliographic database has been English with the exception of the **title** (see section 6.1.2.1.1 below) and more recently the **abstract** (see section 6.1.2.1.2 below). Consequently, all ASFA Partners are required to submit ASFA bibliographic input (or records) to the Publisher of ASFA in English.

**5.1.2.1.1 Title** - All ASFA bibliographic records must contain an English language title (this is a mandatory data element) regardless of the language of text and title of the original document. In addition, a non-English document may also include the original non-English title appearing on the document. Regarding accented letters, Partners may submit input with or without accented letters in the non-English titles, however for technical reasons, the records will not appear, for the time being, with the accents when they are published in the ASFA journal or database.

**5.1.2.1.2 Abstract** - At the 1995 ASFA Advisory Board Meeting there was agreement on the need to include non-English abstracts in ASFA (Latin characters only). This became effective in 1997 with the release-3 of the ASFISIS/ODIN data entry software which is used in the preparation of ASFA input in machine readable format.

ASFA Partners have the choice of submitting their ASFA input with either an English abstract or a non-English abstract or both (an English abstract is strongly recommended). Partners may submit input with or without accented letters in the abstracts, however for technical reasons, the records will not appear, for the time being, with the accents when they are published in the ASFA journal or database.

## 5.1.3 Policy regarding Time Span Coverage

- The first issue of the printed ASFA abstract journal was published in **July 1971**.
- The ASFA database was first **computerised** starting in **1978**. However, during the years 2001-2003 the **pre-1978** ASFA records (76,765) were **converted** into machine readable format and added to the computerized database.
- From time to time, the ASFA Advisory Board agrees (for certain countries, subject areas, and/or journal titles) to have prepared and added to the ASFA Database references which "precede" the official starting year (1971) of the ASFA database. For example, 700 references dealing with the Caspian Sea, for the period 1770-1970, have been added to the database by the Russian ASFA Partner.

When new ASFA Partners join ASFA they must compile a list of serials from which they will systematically identify articles and prepare input for inclusion in the ASFA database.

New ASFA Partners usually start the coverage (i.e. preparation of ASFA input) of the serial titles (and other non-serial literature) which they have identified and agreed to monitor starting from the last published issue (i.e. the new material). In other words, new ASFA Partners are not required to cover and to prepare input for serial titles appearing on their monitoring list, with a date of publication prior to the date of their becoming an ASFA Partner (i.e. they don't have to go back to Volume-1/Issue-1. However, this is not a fixed rule - see section 5.1.3.2..

### 5.1.3.1 New ASFA Partners Coverage as regards Time Span

As stated above, new ASFA Partners are only required to start their coverage and preparation of input beginning from the date of their joining the ASFA Partnership. However, at the 1996 ASFA Advisory Board Meeting, the question as to **“how far back coverage and data input should go”** was discussed. The Board agreed that each case should be considered on an individual basis depending on: the value of the information, the lack of information in the area covered by the new partner, and the available financial resources.

Generally speaking, if a New (or existing) ASFA Partner decides to cover (input) older material (back to 1971 which is the current or official beginning of the ASFA system and machine readable file) it may do so. However, ASFA Publishing Partner (for financial reasons) will process these records so that the records for documents older than 5 years will be made to appear only in the ASFA database and not in the printed ASFA journal. Records prepared for documents published within the last 5 years would be made to appear on both the ASFA database and in the printed ASFA journals.

### 5.1.3.2 Coverage of older material and prior to 1971

At the 1996 ASFA Advisory Board Meeting, the importance of extending the coverage of ASFA back to 1971 was mentioned (i.e. ASFA began in 1971 as a paper journal, but was only computerized in 1978). The Board agreed that the existing ASFA references (1971-1977) could eventually be input to ASFA (note: all the paper ASFA journals (76,765 references) were eventually converted into machine readable format by 2003 and added to the ASFA database).

Regarding the addition of older references to the ASFA database including those preceding 1971 (i.e. the beginning of the ASFA system and database). At the 2002 ASFA Advisory Board Meeting, it was suggested that ASFA Partners consider going back with input preparation to include the first volume/issue of journals which were under their monitoring responsibility (as stated in the previous section Partners when joining ASFA are only given responsible for monitoring of journals beginning from the day they joined ASFA onwards).

Therefore some ASFA Partners, time and resources permitting, are now inputting, at least their core journals, back to Volume 1/ issue1. In addition, there are a number of initiatives underway by the ASFA Partners (paid for through the ASFA Trust Fund) to include “older” references either by subject area or region. For example, 700 references dealing with the Caspian Sea, for the period 1770-1970, have been added to the database by the Russian ASFA Partner. Two Latin American ASFA Partners, Chile and Argentina, have plans to input references for the period 1955-1980. The ASFA Partner in Kenya has put forward a proposal to input 6000 references from East Africa region.

Note. Partners desiring to cover (input) older material are requested to inform the ASFA Board (via ASFA-Board-L) as to the type and quantity of such material (the ASFA Board would then express their eventual opinion/approval). The ASFA Publisher also stated that their eventual processing of the older material for inclusion in the ASFA database would take second priority to the processing of the current information.

### 5.1.4 Policy Regarding Coverage of Document Type

There is no particular policy aimed at restricting the type of documents covered for ASFA. However, different document types (e.g. journal article, review article, cruise report etc.) are abstracted and indexed differently in ASFA. See *ASFIS-4, Guidelines for Abstracting* ([ftp://ftp.fao.org/fi/asfa/Abstracting\\_Guidelines/](ftp://ftp.fao.org/fi/asfa/Abstracting_Guidelines/)) for more information on how to prepare abstracts for the different document types.

**Note regarding Grey Literature** - For scientists, grey literature is often considered that literature produced without peer review. For librarians, grey literature sometimes refers to literature which is not available through the usual commercial book selling channels.

However one defines grey literature, its coverage or inclusion in ASFA is very important. Therefore, ASFA Partners make every effort to monitor and prepare input for this kind of literature, as long as there exists some reasonable possibility for users to obtain a copy or photocopy of the original document. ASFA Partners are encouraged to include a location or availability statement in the "Notes" field of the ASFA record when the bibliographic citation does not contain sufficient information to obtain the document.

### **5.1.5 Policy regarding Media Coverage** e.g. paper journals, electronic journals etc.

All publications, in whatever media or format they are issued, may be processed as input to the ASFA database.

The ASFA data input worksheet contains a field in which the Physical Medium of the publication can be reported (e.g. cassette tape; CD Recordable; CD Rewritable; CDROM/Laser/Optical; Diskette; Films; Internet; Magnetic tape; Minidisc; Slides; Video Cassette). There is also a field for URL address and DOI address. The E-mail address of an author can also be included in an ASFA Record.

Coverage is one of the measures of **quality** of a bibliographic database (the other two measures are accuracy and timeliness), and therefore it is in the common interest of the ASFA Partnership **to expand** and **to improve** continually the coverage of ASFA in all subject areas within the defined subject scope of ASFA.

(FAQ note by Richard Pepe ( [richard.pepe@fao.org](mailto:richard.pepe@fao.org) ) , updated May 2005)

## 6. WHAT ARE THE ASFA TRUST FUND and THE ASFA TRUST FUND PROPOSAL?

### 1. WHAT IS THE ASFA TRUST FUND?

1.1 The ASFA Trust Fund is the collective property of the ASFA Partners. It was created and is maintained through the accumulation of royalties made from the sale of the ASFA products. FAO holds the funds (deposited in FAO) on behalf of the ASFA Partners.

1.2 The commercial Publisher of ASFA (CSA) is the major financial contributor to the ASFA Trust Fund (US\$100,000+ /year).

- The deposits, balance, and projects underway etc. are reported as accurately (and as transparently as possible) at each ASFA Advisory Board Meeting by the FAO ASFA Secretariat ( <http://www.fao.org/fi/asfa/boardrep.asp> ).
- The amount of money (or Royalties) paid into the ASFA Trust Fund for commercial use of the ASFA information products and services is negotiated between FAO and the CSA (the details are contained in the Publishing Agreement between FAO and CSA).

### 2. WHAT IS AN ASFA TRUST FUND PROPOSAL (to be funded from the ASFA Trust Fund)?

2.1 ASFA Trust Fund proposals are small projects suggested by the ASFA Partners dealing with the development and maintenance of the ASFA system.

2.2 At the 1993 ASFA Advisory Board Meeting (pg7 and annex III), the Board agreed that the Trust Fund should be used to support project/activities dealing with:

- Development of Tools\*,
- Capacity Building\*,
- Training, and
- Special Projects

*\*(with priority being given to development of tools and capacity building)*

At the 1997 ASFA Advisory Board Meeting (pg.17 and Annex 32), the Board agreed also to use the Trust Fund:

- To support the participation of ASFA Partners at the ASFA Board Meetings by participants from economically developing countries or from countries in transition to a market economy [the allocated sum was to be adjusted at each year's Meeting].

At the 2002 ASFA Advisory Board Meeting (pg. 18, item-13.3), the Board agreed that requests for Trust Fund proposals from non-ASFA Partners would not be accepted and that requests attendance to Meetings (other than the ASFA Board Meeting) would not be supported.

***All ASFA Trust Fund proposals are circulated to the ASFA Board for approval*** (when approved, the ASFA Secretariat contracts the work using FAO's official financial instruments (e.g. contracts, Letters of Agreement, etc.). ***(see next item)***)

### 3. FORMAT FOR PRESENTING PROPOSALS FOR APPROVAL BY BOARD

At the 1993 ASFA Advisory Board Meeting (pg.7 and Annex III), the Board agreed that Trust Fund proposals should be presented to the FAO ASFA Secretariat in the form of a written proposal containing the following information:

- Title
- Background
- Justification
- Activities
- Schedule of implementation
- Proposed budget

The proposals are then to be distributed (by the ASFA Secretariat) to Board Members for evaluation and/or voting (see item-4).

#### **4. THE APPROVAL PROCESS**

Voting procedure:

According to the recommendations agreed by the ASFA Board at the 2002 and 2003 ASFA Advisory Board Meeting (pg. 18, item-13.3, 2002 Report and pg. 23 item 13.1, 2003 Report ) the "Procedures for voting on inter-sessional ASFA Trust Fund Proposals" are as follows:

- 1) There will be a 2 week (14 day) period of time to vote, (and, if at the end of 2 weeks, a quorum has not been reached, the voting period will be extended for another 2 weeks).
- 2) No reply will be counted as abstention.
- 3) There must be a minimum quorum of one third of the ASFA Partners.
- 4) There will be no limit to the amount of money involved in the inter-sessional proposal.
- 5) The vote will not be secret.
- 6) The majority of the votes received (having reached the quorum) decides the issue.
- 7) If no quorum is reached, the proposal may be presented again at a later date - for another vote.

**Important: *All ASFA Trust Fund proposals are circulated to the ASFA Advisory Board for approval. The FAO ASFA Secretariat does not approve/fund proposals that have not been voted on by the ASFA Advisory Board.***

(FAQ note by Richard Pepe ( [richard.pepe@fao.org](mailto:richard.pepe@fao.org) ) , updated May 2005)

## 7. TERMS AND DEFINITIONS RELATED TO THE ASFA BIBLIOGRAPHIC DATABASE AND ASFA INPUT PREPARATION

*This List of "terms and definitions" is intended to assist one in understanding the terminology used in the "ASFA system" (in particular, the terms related to the data input of bibliographic references into the ASFA database). The definitions do not necessarily conform to "official" or "standard" definitions used in library/information science.*

### 1. DATABASE (database-record-field-documentary unit)

The ASFA "**database**" is a collection of "**records**" (or bibliographic references) dealing with the aquatic sciences. The database is made available in various formats: 1) in machine readable format (ASFA CD-ROM, magnetic tapes, Internet); and 2) in printed format (ASFA abstracts journals).

**Record and Field** - The "**record**" is the basic unit of storage and retrieval of information in the ASFA Database. The data or information contained in a "record" is organized into separate "**fields**" and sometimes "sub-fields" (e.g. "title field", "author field", "abstract field" etc.). The data or information contained in a single "record" are self-sufficient in describing or identifying a single "**documentary unit**" (e.g. a book, a journal article, a report, etc.).

Each "ASFA **record**" contains (within its fields) the following data:

- a detailed **bibliographic citation** (see item 3 below),
- an **abstract** (see item 6 below), and
- a set of **indexing terms** (i.e. subject categories and descriptors and sometimes identifiers) (see item 5 below).

### 2. INPUT (input-worksheet-bibliographic level-pick-list)

The ASFA Partners prepare ASFA **input** (or records) using the specially designed "**worksheets**" for data entry which are contained in the **www-ISIS-ASFA** software.

We use the word "**input**" as both a "noun" and a "verb". As a noun, it is a synonym for "ASFA records" (as in the phrase: "please send your ASFA "input" to the publisher by ftp or as a zipped e-mail attachment"). As a verb, we use "input" to mean the action of "entering" data into a field (as in the phrase "you should "input" the author's name in the Author field). Note also that the people preparing ASFA "input" (records) are sometimes referred to as ASFA "inputters".

**Worksheet/s** (contained in the www-ISIS-ASFA software) -To create an ASFA record for inclusion in the ASFA database, one must type or "input" the bibliographic data elements (e.g. title, author name/s etc.) into the "fields" making up the "**worksheet**". There are 6 worksheets called AS, AM, AMS, M, MS, C. (the choice of which worksheet to use for data input depends on the type of document being input, i.e. the number of "**bibliographic levels**" required to describe the documents). Each worksheet is composed of 7 pages. The fields to enter the abstracting and indexing data elements are the same in all the worksheets. Some of the fields are linked to "**pick-lists**" (see below) to assist one in data entry.

**Bibliographic level** – This term refers to the level/s at which a primary document is analysed and catalogued. The worksheet used to create new ASFA records is chosen in relation to the number of bibliographic levels that are needed to describe a given documentary unit. In ASFA, we recognize 4 bibliographic levels (Analytic, Monographic, Serial, and Collective). These levels are combined or used individually to create six different ASFA worksheets (AS, AM, AMS, M, MS, C).

**Pick-list** – This is a list of terms which is associated or linked to some of the fields appearing in the worksheets with the purpose of assisting you in data entry. The pick-list (when present) appears when you <click> on the BROWSE button next to the field. Terms in the various lists (e.g. serial titles, subject descriptors, taxonomic descriptors etc.) may be selected from the "pick-list" for automatic entry into the data field by <clicking> on the box next to the term and then <clicking> on the APPEND and/or REPLACE buttons.

### 3. BIBLIOGRAPHIC CITATION

The information contained in the ASFA Record which describes the "physical" or "cataloguing" content of the documentary unit (i.e. the title, the author, the author affiliation, the volume and issue number etc.).

This information facilitates the retrieval of the documentary unit when searching and the location of the documentary unit in a library or document repository.

#### 4. INDEXING AND ABSTRACT

The information contained in the ASFA Record which describes the "intellectual" or "conceptual" content of the documentary unit (i.e. the subject of the document). This information facilitates the retrieval of the documentary unit in a library or document repository when searching by subject.

#### 5. INDEXING (indexing-indexing for ASFA-journal allocation-subject categories-descriptors-identifiers-cross references)

**Indexing** - Operation destined to represent the results of the analysis of a document by elements of a documentary or a natural language, usually to facilitate retrieval (*ISO 5127/3 a*) -1981).

**Indexing for ASFA** means: to **analyse** the document and to identify the subject contents (concepts), and then to describe the subject content using **standardized ASFA indexing terms** (i.e. "**Subject Categories**" from *ASFIS Subject Categories and Scope Descriptions (ASFIS-2)* and **descriptors** from: *ASFIS Thesaurus (ASFIS-6)*, *ASFIS Geographic Authority List (ASFIS-7)*, *FAO Standard Common Names and Scientific Names of Commercial Species*). Indexing for ASFA also requires allocation of a record to one or more of the printed ASFA journals (referred to as "**Journal allocation**" below) and sometimes the assigning of "identifiers" which are non-controlled terms. Finally, the indexing terms must be input in machine readable format using the **www-ISIS-ASFA software**.

**Analysis** - the operation of investigating the "whole" with the aim of finding out its essential parts and their relationships to each other. Indexing is based on the analysis of the content of a document.

**Journal Allocation** - the process of assigning a code (the journal allocation code) to a record being prepared as input to ASFA. The journal allocation code determines in which of the 3 printed ASFA abstracts journals (ASFA-1, ASFA-2, ASFA-3) the record will be published. A record may be allocated to appear in more than one of the ASFA journals. The journal allocation codes are (Q1, Q2, and Q5). Journal allocation codes are entered in the "Journal allocation" field of the www-ISIS-ASFA data entry worksheet.

**Subject Categories** - In the ASFA Subject Categorization scheme, the sphere of "Aquatic Sciences" (as defined by ASFA) is subdivided by subjects into 253 subject categories (and corresponding codes) . The subject categories are used: 1) to define the overall subject scope of ASFA, 2) to assign records to appear in one or more of the ASFA abstracts journals, 3) to arrange records in the body of the ASFA journals, and 4) to assist in the retrieval of records from the ASFA database. The indexer assigns subject categories (the corresponding codes) to each record being prepared as input to ASFA. The ASFA subject categories are listed, together with a detailed scope note for each category, in *ASFIS Subject Categories and Scope Descriptions (ASFIS-2)*. The ASFA subject categories are also included as a pick-list in the www-ISIS-ASFA software. Subject category codes are entered in the "Subject category" field of the www-ISIS-ASFA data entry worksheet.

**Descriptors** - are the terms which have been accepted by the system for describing a concept and are therefore used in indexing and for retrieval. Sometimes they are called "permitted" or "authorized" Terms.

**Subject Descriptors** - are terms **permitted** for use in indexing a document for ASFA (they are contained in the *ASFIS Aquatic Sciences and Fisheries Thesaurus (ASFIS-6)*). These terms may also be used in the retrieval of records from the computerized ASFA database and printed ASFA journals. The ASFA thesaurus currently contains more than 6,500 (permitted) descriptors and 3,500 (unauthorized or forbidden) terms. The terms contained in the ASFIS Thesaurus are also included as a pick-list in the www-ISIS-ASFA software. Subject descriptors are entered in the "Subject descriptors" field of the www-ISIS-ASFA data entry worksheet.

**Taxonomic descriptors** - are the scientific (Latin) names of individual organisms (i.e. species) and/or the higher taxonomic groups to which they belong (e.g. Phylum, Order, Family etc.). The scientific names used in a document by the author can generally be retained as indexing terms and entered into the system directly as Taxonomic Descriptors. However, common, local or vernacular names, used in the text of a document, must be converted into their corresponding Latin form before being used as index terms (consult the document being indexed and the *FAO Standard Common Names and Scientific Names of Commercial Species*). The terms contained in *FAO Standard Common Names and Scientific Names of Commercial Species* are also included as a pick-list in the www-ISIS-ASFA software. Taxonomic descriptors are entered in the "Taxonomic descriptors" field of the www-ISIS-ASFA data entry worksheet.

**Geographic descriptors** - are those geographic terms, selected from the *ASFIS Geographic Authority List (ASFIS-7)*, which describe an area or feature important to the paper being indexed. Not

all of the geographic locations in the world are listed in (ASFIS-7) therefore the indexer may construct the necessary terms using the structure or base terms found in (ASFIS-7). The terms contained in (ASFIS-7) are also included as a pick-list in the www-ISIS-ASFA Data Entry software. Geographic descriptors are entered in the "Geographic descriptors" field of the www-ISIS-ASFA data entry worksheet.

**Identifiers** - are terms not appearing in the ASFIS Thesaurus. It is sometimes necessary to supplement the "permitted" or "controlled" subject descriptors (i.e. terms appearing in the Thesaurus) with "uncontrolled" terms (i.e. terms not appearing in the ASFIS Thesaurus). The "Identifiers" are not used as lead terms (or entry points) in the ASFA printed indexes and are only used sparingly. Identifiers are entered in the "Identifiers" field of the www-ISIS-ASFA data entry worksheet.

**Cross-references** - if a document falls within the scope description of two (or more) of either the ASFA-1, ASFA-2, or ASFA-3 subject categories, it may be assigned additional (cross-reference) subject categories. Cross-reference subject categories are entered in the "Secondary (X-ref) classifications codes" field of the www-ISIS-ASFA data entry worksheet.

## 6. ABSTRACT (abstract-abstracting-analysis)

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

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

**Analysis** - the operation of investigating the "whole" with the aim of finding out its essential parts and their relationships to each other. Abstracting is based on the analysis of the content of a document.

## 7. ASFA MONITORING LIST

The official title is "Serials Monitored for the ASFIS Bibliographic Database". It is the Master file containing all the "Serials" publications monitored for the ASFA Bibliographic Database by the ASFA Partners and is available as a pick-list in the "Serial title field" of the data entry software www-ISIS-ASFA. The master file is maintained by FAO, which periodically provides the ASFA Partners with an updated version to be incorporated in the *www-ISIS-ASFA* software.

## 8. ISIS (Mini-Micro CDS/ISIS / ISIS / CDS-ISIS / MINISIS / ASFISIS / www-ISIS / www-ISIS-ASFA / Input / ISO file)

**Mini-Micro CDS/ISIS** software is a database management program for the storage and retrieval of textual information. It is a member of the ISIS family (Integrated Set of Information Systems). **ISIS** was developed by the International Labour Office in 1964 to run on a mainframe computer (IBM 360). In the late seventies, it was re-written to become **CDS/ISIS**. By 1978, the International Development Research Centre (IDRC) had designed **MINISIS**, an ISIS version that can operate on mini-computers (HP 3000). By 1986, UNESCO had issued an ISIS version for use on micro-computers (IBM PC or compatible). All ISIS versions are designed to store and retrieve variable length textual information. All ISIS members are functionally compatible. The Micro CDS/ISIS software is maintained by UNESCO, Division of Software Development and Applications, 7 Place de Fontenoy, 75700, Paris, France.

- **ASFISIS** is a DOS application based on **Mini-Micro CDS/ISIS** developed by Dr. Egbert DeSmet for the preparation of ASFA input. It was first released to ASFA Partners in January 1995. The current version (release-3) was issued in September 1998.
- The **www-ISIS-ASFA** software application was developed by ICIE with strong support from FIDI, FAO. It is based on the the **www-ISIS software** (not the same as the BIREME WWWISIS software) which was developed by ICIE and CC (Poland) with the cooperation and support of FAO (Waicent). It is implemented as a **CGI** program. Access to the ISIS databases is achieved by BIREME's software ISIS-DLL, which is an API for ISIS databases in the Windows environment.
  - The **www-ISIS-ASFA** software was released to ASFA Partners in October 2002. ASFA Partners may use this software of the DOS based ASFISIS to prepare ASFA input.
    - **Input of ASFA data using the www-ISIS-ASFA or ASFISIS software** - the data elements making up the bibliographic description (cataloguing information, abstract and indexing) of documents being prepared as input to the **ASFA** database are entered on specifically designed **worksheets** for machine-readable input using the **www-ISIS-ASFA** or **ASFISIS software**.

**ISO file:** *ISO 2709* is an international standard for data **interchange**. When ASFA records are exported from *www-ISIS-ASFA* or ASFISIS (to be sent to the ASFA Publisher for inclusion in the master ASFA database file) they are exported as a file in *ISO 2709* format. The file name always contains the extension **\*.ISO**. Thus we will sometimes refer to the files containing ASFA records as “ISO” file.

(FAQ note by Richard Pepe ( [richard.pepe@fao.org](mailto:richard.pepe@fao.org)), May 2005)

## 8. WHAT ARE THE ASFA INFORMATION PRODUCTS AND SERVICES?

The **Aquatic Sciences and Fisheries Abstracts (ASFA) Bibliographic Database** is the principal **information product** produced through the cooperative efforts of the international network of **ASFA Partners** (<http://www.fao.org/fi/asfa/partners.asp>). The ASFA database contains approximately 1 million bibliographic references (or records) to the world's aquatic science literature accessioned since 1971 (for some journals and/or subject areas the coverage precedes 1971).

The ASFA Database is made available to the ASFA Partners, free of charge, for use as a source of data in local, national or regional information services. It is also made available to the general public via commercial [subscription](#) from the ASFA Publisher, **CSA** and from a few other commercial providers. Note, there is also an FAO initiative (see FAQ-9) to provide the ASFA Information products (free of charge) to Low Income Food Deficit Countries (LIFDC).

**The ASFA Database is available in the following media and formats:**

### 1. ASFA Printed Abstracts Journals (from 1971)

- **ASFA-1, Biological Sciences and Living Resources** - Covers all aspects of marine, freshwater, and brackish water organisms and environments including: information on biology and ecology of aquatic organisms, exploitation of living resources (fisheries), and related legal, policy, and socio-economic issues. (Monthly: 22,000 references/year).
- **ASFA-2, Ocean Technology, Policy and Non-Living Resources** - Covers physical and chemical oceanography and limnology, marine geophysics, and geochemistry, marine technology, ocean policy and non-living marine resources. (Bimonthly: 9,600 references/year).
- **ASFA-3, Aquatic Pollution and Environmental Quality** - Covers marine, brackish and freshwater pollution and environmental quality. (Bimonthly: 6,600 references/year).

The ASFA printed journals are distributed in limited quantities (as entitlements) to the ASFA Partners. They are also made available to the public on a [subscription](#) basis from the Publishing ASFA Partner, CSA.

### 2. ASFA Computer-searchable media and formats (coverage from 1971)

- **ASFA database on CD-ROM published by CSA** - The ASFA Database on CD-ROM is published quarterly. The ASFA on CD-ROM as published by CSA is ONLY distributed in limited quantities (as entitlements) to the ASFA Partners. It is not available to the public on CD-ROM.
- **ASFA database on CD-ROM published by NISC** - NISC produces two CD-ROM products: each CD-ROM contains a part of the ASFA database. The Aquatic Biology, Aquaculture & Fisheries Resources (ABAFR) CD-ROM is a combination of 12 different aquatic science related databases, plus the portions of the ASFA Database dealing with aquatic biology/ecology and living resources (ASFA-1). The Marine, Oceanographic & Freshwater Resources (MOFR) CD-ROM is a combination of 12 different aquatic science related databases, plus the portions of the ASFA Database

dealing with oceanography, non-living aquatic resources and pollution (ASFA-2 and ASFA 3). Both CD-ROMs are available on subscription from NISC (NISC, Wyman Towers, 3100 St. Paul Street, Baltimore, Maryland 21218, USA).

- **ASFA database on Internet by CSA and NISC** - The CSA Illumina Database Service provides subscribers with Internet (World Wide Web) access to an electronic file corresponding to the ASFA database 1971-present. The file contains the most up-to-date contents of the database, as well as the archives. This service is available, on subscription, from the Publishing ASFA Partner [CSA](#).

The NISC Biblioline Internet Service provides subscribers with Internet (World Wide Web) access to an electronic file corresponding to: 1) The Aquatic Biology, Aquaculture and Fisheries Resources (ABAFR) CD-ROM which contains 12 aquatic science-related databases and a portion of the ASFA database corresponding to ASFA-1 (1971-present); and 2) The Marine, Oceanographic and Freshwater Resources (MOFR) CD-ROM which contains 12 aquatic science-related databases and a portion of the ASFA database corresponding to ASFA-2 and ASFA-3 (1971-present). This service is available from [NISC](#).

- **Databases for local tape load** - Monthly updates to the ASFA Database are distributed on magnetic tape to a number of the ASFA Partners in ISO 2709 format. The tapes are also made available to the public on a subscription basis from the Publishing ASFA Partner ([CSA](#)). The database tapes can be loaded on mainframes, mini-computers, UNIX systems, VAX systems and microcomputers using a magnetic tape reader or an IBM cartridge reader.

**On-line information retrieval systems** - Some of the Organizations participating in ASFA have made the ASFA Database publicly available for computer access through commercial and government-operated host systems. Access to the ASFA Database is available through the host system suppliers or national ASFA Centres listed below (the prices vary):

- **DIALOG**
- **STN International (online)**
- **NISC (CD-ROM and online)**
- **National Research Council (Canada) – internal use only**
- **IFREMER (France)**
- **Japan Fisheries Resource Conservation Association**
- **National Marine Data and Info. Service (China, Peoples, Rep.)**

(FAQ note by Richard Pepe ( [richard.pepe@fao.org](mailto:richard.pepe@fao.org)), November 2005)

## **9. WHAT IS THE PROJECT TO SUPPLY THE ASFA DATABASE (FREE OF CHARGE) TO LOW INCOME FOOD DEFICIT COUNTRIES (LIFDC)? AND HOW TO PARTICIPATE**

1. The **Aquatic Sciences and Fisheries Abstracts (ASFA) Bibliographic Database** is the principal **information product** produced through the cooperative efforts of the international network of **ASFA Partners** (<http://www.fao.org/fi/asfa/partners.asp>) and a **commercial ASFA Publishing Partner** **CSA**. The database contains approximately 1 million bibliographic references (or records) to the world's aquatic science literature accessioned since 1971. (see preceding FAQs for a detailed description of "What is ASFA?")

As a rule, the ASFA Database is made available, free of charge, **only** to the ASFA Partners, (for use as a source of data in local, national or regional information services). To non ASFA Partners (i.e. the general public), the database is made available, via commercial [subscription](#) , from the ASFA Publisher, **CSA** and from a few other commercial providers licensed through CSA.

2. **The project to supply the ASFA Database (free of charge) to Low Income Food Deficit Countries (LIFDC)** is an attempt to provide access to the ASFA database to those Institutes that cannot join ASFA and/or that cannot afford the commercial subscription price to ASFA. The project is limited to institutes in LIFDC countries, because of the commercial nature of the ASFA partnership.

The project began in 1999 and was originally limited to providing only the ASFA CD-ROM to institutes only in Africa. The project was subsequently enlarged to include all LIFDC countries and also to include access to the ASFA database via Internet (albeit many LIFDC countries institutes do not have the necessary internet connectivity)

Initial contact with institutes was made by mailing these institutions an information sheet giving details of the initiative and requesting interested institutions to complete a questionnaire (see section-3 below).

For institutes in LIFDC countries in Africa, the number of institutions accessing ASFA under this initiative is 38.

For the rest of the world ASFA LIFDC project, including both those receiving ASFA on CD-ROM and those receiving it via Internet, the total number of recipients (other than Africa) is 13.

It should be noted that a number of Institutes (7 to date), as a result of this project, have joined the ASFA Partnership (i.e. they submit ASFA bibliographic references to the ASFA database for the aquatic science literature published in their country. In return, they receive the ASFA information products as a result of their membership in ASFA and not as a result of the LIFDC project).

## **3. HOW TO PARTICIPATE IN FAO/ASFA LIFDC PROJECT (send us a reply to the letter below if you want to be considered for participation in the project)**

### **Letter of Introduction to Project**

Dear Director of Institute/Library/Information Centre,

In 1999 in order to further promote the distribution of fisheries and aquaculture information, and to enhance the coverage of this literature in ASFA, the Food and Agriculture Organisation of the United Nations (FAO) began a project to distribute, free of charge, the Aquatic Sciences and Fisheries Abstracts (ASFA) bibliographic database on CD-ROM

(including the quarterly updates) to Low-Income-Food-Deficit Countries (LIFDC) in Africa. The free ASFA CD-ROMs were sent to a number of fisheries institutions in various countries in Africa for an initial period of two years and is now continuing for a further indefinite period.

We are always trying to extend the coverage of this project to institutions in other low-income-food-deficit countries worldwide. Access to ASFA would be offered, free-of-charge, either on CD-ROM or via Internet. **The purpose of this letter to you is to ascertain whether or not your institution is interested in participating in this project.**

We only ask recipients of the free ASFA database for a commitment to monitor (report on) the use of the ASFA database within their institute, and also, if possible, to provide an information retrieval service within the country to those institutions which do not receive ASFA (in other words, if you receive a request for a bibliographic search from outside your institute, you would search the ASFA database and send them the results of the search).

A further objective of this project is to increase the coverage (i.e. inclusion) of aquatic sciences and fisheries literature in the ASFA database. An increase in the coverage of literature from developing countries would in turn increase the relevance of ASFA to these countries, which would then be able to access relevant information on common experiences and problems. Institutions participating in this ASFA LIFDC project should insure that their country's aquatic science related publications are sent to FAO for inclusion in the ASFA database. NOTE. in the future, you (i.e. your Institute) may consider becoming an ASFA Partner in which case you would then be directly responsible for preparing the bibliographic references to the aquatic science literature published in your country and for their submission to the ASFA Publisher for inclusion in the ASFA database (the guidelines, software and training to produce ASFA bibliographic references would be provided to you by FAO).

If your institution is interested in participating in the FAO/ASFA LIFDC project to receive the ASFA database free, you will find a short questionnaire attached to this letter (below). Please fill in the questionnaire and return it to the address below, either by post or by email. Please also supply the names of contact people at the institution and particularly in your library/information section with whom we can communicate in future, and ensure that the address and other contact information is correct. It is important to indicate which type of access to the ASFA database you prefer (either on CD-ROM or via Internet).

As postal deliveries are sometimes irregular, the ASFA CD-ROMs are usually sent via diplomatic pouch to the FAO office in each country, for collection by the relevant institution. Please let us know if this is your preferred method of delivery or whether you want to receive the CD-ROMs directly by mail (see question 14 below).

If you have any questions about this project or would like to suggest any other institution which might be interested in participating, please do not hesitate to contact us.

Hilary Cochrane or Richard Pepe  
ASFA  
Fisheries Information, Data and Statistics Unit  
Fisheries Department  
Viale delle Terme di Caracalla  
00100 Rome  
Italy  
Email: [richard.pepe@fao.org](mailto:richard.pepe@fao.org)  
Email: [Hilary.Cochrane@fao.org](mailto:Hilary.Cochrane@fao.org)

**Questionnaire:** Please complete and return to FAO :

**Preference:** CD-ROM or Internet

A) Organisation details

- 1) Full name of institution:
- 2) Affiliation:
- 3) Address:
- 4) Telephone no: Telex no:  
Fax no: Email address:

B) Library/Information section details

- 1) Departmental name:  
Name of Librarian/Documentalist:  
Qualifications and /or training:
- 2) Person to contact for future communication on this matter:
- 3) Telephone no: Telex no:  
Fax no: Email address:
- 4) Does the library have access to: Internet? Yes/No  
WWW ? Yes/no
- 5) Subjects covered in your library and by the institution you serve:  
Main areas of interest of users:  
Marine environment and/or Freshwater/inland : .....  
Main subject areas: .....  
(choose from: Aquaculture, Fisheries management, Fish biology, Statistics,  
Stock assessment, Socio-economic aspects, Legal aspects, Fishing technology,  
Other )
- 6) Computer facilities (number, type, memory capacity):  
CD-Rom reader: Yes/no
- 7) Other institutions, libraries and networks which would have access to ASFA or ASFA searches via your library:

- 8) Experience in database searching:
- 9) Software used:
- 12) Training (facilities):
- 13) Publications of the library:
- 14) Preferred method of delivery of CD-ROMs:
  - Through FAO office
  - Directly by mail
  - Other

(FAQ note by Richard Pepe ( [richard.pepe@fao.org](mailto:richard.pepe@fao.org)), November 2005)

## 10. HOW TO GAIN ACCESS THE ASFA DATABASE?

The **Aquatic Sciences and Fisheries Abstracts (ASFA) Bibliographic Database** is the principal **information product** produced through the cooperative efforts of the international network of **ASFA Partners** (<http://www.fao.org/fi/asfa/partners.asp>) and a **commercial ASFA Publishing Partner ProQuest**. The database contains more than 1 million bibliographic references (or records) to the world's aquatic science literature accessioned since 1971. (see FAQ-1, "What is ASFA?" [ftp://ftp.fao.org/FI/asfa/faq/faq1\\_e.pdf](ftp://ftp.fao.org/FI/asfa/faq/faq1_e.pdf)).

- **General Public:** Access to the ASFA Bibliographic Database, by the General Public, is available through subscription from the commercial ASFA Publisher **ProQuest** or from one of the ProQuest licensed providers (**NISC, DIALOG, STN International (online)**)

- **Low Income Food Deficit Countries (LIFDC):** There is a FAO/ASFA project initiative underway to provide free access to the ASFA Bibliographic Database to selected institutes in LIFDC countries. See section-1, below, for a brief description of this initiative (for a detailed description including instructions on "how to apply" for access to the ASFA Bibliographic database under this initiative see **FAQ-9** ([ftp://ftp.fao.org/FI/asfa/faq/faq9\\_e.pdf](ftp://ftp.fao.org/FI/asfa/faq/faq9_e.pdf)) .

- **ASFA Partner institutes/organizations:** By rule, access to the ASFA Bibliographic Database by participating ASFA Partner institutes/organizations is free (see section-2, below, for a brief description).

### 1. FAO/ASFA Low Income Food Deficit Country (LIFDC) Project

The FAO/ASIA project initiative to supply the ASFA Bibliographic Database (free of charge) to institutes in Low Income Food Deficit Countries (LIFDC) is an attempt to provide access to the ASFA database to those Institutes that cannot join ASFA and/or that cannot afford the commercial subscription price to ASFA. Eligibility to benefit from this project initiative is limited to institutes in LIFDC countries (<http://www.fao.org/countryprofiles/lifdc.asp?lang=en> ).

The project began in 1999 and was originally limited to providing only the ASFA CD-ROM to institutes only in Africa. The project was subsequently enlarged to include all LIFDC countries and also to include access to the ASFA database via Internet (albeit many LIFDC countries institutes do not have the necessary internet connectivity)

Initial contact with institutes was made by mailing these institutions an information sheet giving details of the initiative and requesting interested institutions to complete a questionnaire (see FAQ-9 - [ftp://ftp.fao.org/FI/asfa/faq/faq9\\_e.pdf](ftp://ftp.fao.org/FI/asfa/faq/faq9_e.pdf) ).

For institutes in LIFDC countries in Africa, the number of institutions accessing ASFA under this initiative is currently 32.

For the rest of the world ASFA LIFDC project, including both those receiving ASFA on CD/DVD-ROM and those receiving it via Internet, the total number of recipients (other than Africa) is currently 23.

It should be noted that a number of Institutes (7 to date), as a result of this project, have joined the ASFA Partnership (i.e. they submit ASFA bibliographic references to the ASFA database for the aquatic science literature published in their country. In return, they receive the ASFA information products as a result of their membership in ASFA and not as a result of the LIFDC project).

For details on how to apply for access to the ASFA Bibliographic Database through the FAO/ASFA LIFDC project initiative see FAQ-9 ([ftp://ftp.fao.org/FI/asfa/faq/faq9\\_e.pdf](ftp://ftp.fao.org/FI/asfa/faq/faq9_e.pdf))

## **2. ASFA Partners**

On joining ASFA, institutes sign a Partnership Agreement with FAO ([ftp://ftp.fao.org/FI/asfa/faq/faq2\\_e.pdf](ftp://ftp.fao.org/FI/asfa/faq/faq2_e.pdf)) which describes the responsibilities and entitlements of being an ASFA Partner. Free access to the ASFA Bibliographic database is an entitlement due to all the ASFA Partner institutes/organizations (<http://www.fao.org/fi/asfa/partners.asp>) who are actively submitting input (bibliographic references) to the ASFA database. Free access to the database is considered as an entitlement (or recompense) for the ASFA Partner's efforts and expense in preparing and submitting references for inclusion in the ASFA database. For information on applying to become an ASFA Partner see FAQs- 2 ([ftp://ftp.fao.org/FI/asfa/faq/faq2\\_e.pdf](ftp://ftp.fao.org/FI/asfa/faq/faq2_e.pdf))

(FAQ note by Richard Pepe ( [richard.pepe@fao.org](mailto:richard.pepe@fao.org)), April 2008)

## 11. WHAT DOES AN ASFA BIBLIOGRAPHIC REFERENCE LOOK LIKE?

This is one example of an **ASFA bibliographic reference**. It was retrieved from the ASFA Bibliographic Database which is hosted on the [CSA ILLUMINA](#) website. In particular, this is the **one millionth** ASFA reference which was added to the ASFA database! The reference was prepared by the ASFA Partner in France, Ifremer, in October 2005.

**Database** ASFA: Aquatic Sciences and Fisheries Abstracts

**Title** Morphological and molecular tests of the phylogenetic hypotheses of the Clupeomorpha (Teleostei).

**Original Title** Tests morphologiques et moléculaires des hypothèses de phylogénie des Clupeomorpha (Teleostei)

**Author** [Zaragueta Bagils, R\\*](#)

**Source** MNHN, Paris (France). 534 pp. 2002.

**Descriptors**  Cladistics  Taxonomy  Phylogeny  Clupeomorpha

**Abstract:** The cladistic concept of character is loosely defined and every systematicist seems to have its own. The formalisation of the concept of character proposed here makes the distinction between the source of the conjectures of homology and their validation, abandoning ancestor-descendant relationships and abductive interpretation. Three-taxon analysis maximises the homology as defined here, the severity of the test of congruence and the precision of the method. The retention index, the only relevant measure of fit, is used in two original approaches. NoiseSnapper allows the detection of noise in cladistic analysis by identifying the threshold under which characters have no explanatory power. The second application deals with the problem of the fit of cladograms to stratigraphy. All the hitherto defined indices are refuted and a new hierarchical fit index (HIFI) is proposed. A third development is the application of the analysis of saturation to morphological data that allows the detection of artefacts caused by long-branch attraction and by missing data optimization. In the second part of this work, the methodological results are applied to the phylogenetic hypothesis of the Clupeomorpha. The molecular test shows that Clupeomorpha and Ostariophysi are sister-groups and proposes a redefinition of the Protacanthopterygii, with a sister-group relationship between esocoids and salmonids. The morphological test resolves the relationships between the most inclusive clades of the Clupeomorpha and redefines the Ellimmichthyiformes.

**Original Abstract:** La notion de caractère utilisée en analyse cladistique est vague et propre à chaque systématicien. La formalisation du caractère proposée ici distingue la génération des conjectures d'homologie de leur validation et évacue les relations d'ancêtre à descendant et le raisonnement abductif. L'analyse à trois taxons maximise l'homologie ainsi formalisée, la sévérité du test de congruence et la précision de la méthode. L'indice de rétention, seule mesure d'ajustement pertinente, est utilisé dans deux applications originales. NoiseSnapper permet la détection du bruit en analyse cladistique en fixant le seuil d'ajustement à partir duquel le contenu explicatif des caractères est nul. La deuxième application concerne le problème de l'ajustement des cladogrammes à la stratigraphie. Les indices existants sont réfutés et une nouvelle mesure d'ajustement hiérarchique est proposée, le HIFI (Hierarchical Fit Index). Un troisième développement est l'application de l'analyse de saturation aux données morphologiques, qui permet de détecter des artefacts d'attraction de longues branches et d'optimisation des données manquantes. Dans une deuxième partie de ce travail, les résultats méthodologiques obtenus sont appliqués aux hypothèses de phylogénie des Clupeomorpha. Le test moléculaire montre que les Clupeomorpha constituent le groupe frère des Ostariophysi et propose une redefinition des Protacanthopterygii, avec une relation de groupe frère entre les esocoides et les salmonides. Le test morphologique, qui inclut un grand nombre de taxons fossiles, permet de résoudre les relations entre les clades les plus inclusifs de Clupeomorpha et de redéfinir les Ellimmichthyiformes.

**Corporate Author** Museum Natl. d'Histoire Naturelle, Paris (France)

**Notes** Physical medium: Printed matter; Author's Degree: Thesis (Systematique et Paleontologie)

**Publisher** MNHN, Paris (France)

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**Subfile** ASFA 1: Biological Sciences & Living Resources

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# Frequently Asked Questions and Recurring Problems about www-ISIS-ASFA software

<b>Part 1: Problems regarding the installation, testing, launching of the XITAMI Web Server and www-ISIS-ASFA software components.....</b>	<b>3</b>
Q1. After installing the Xitami software, the Xitami icon (the Green X) does not appear in your Tool Bar or is red .....	3
Q2. Après avoir installé le logiciel www-ISIS-ASFA les messages suivants peuvent apparaître à l'écran	4
Q3. When trying to launch the www-ISIS-ASFA application, either by launching the program from the shortcut icon on the desktop or by typing the URL address into your browser's Location bar, the system does not start. ....	5
Q4. <i>Network Environment</i> - When launching the www-ISIS-ASFA application on a client computer, after typing the URL into your browser's Location bar, you are not able to start the system.....	6
Q5. After installing the www-ISIS-ASFA software, when launching the application you are presented with the following message: "The page cannot be displayed – do you want to work offline?". ....	6
Q6. After typing the www-ISIS-ASFA URL into your browser's Location bar, you are presented with the following Error message: "The URL you asked for does not exist on this website". ....	6
Q7. After typing the www-ISIS-ASFA URL into your browser's Location bar, the browser provides the left frame, but the right frame does not appear.....	7
Q8. How to make www-ISIS-ASFA work under IIS (Internet Information Server) rather than XITAMI. ....	7
Q9. <i>Network Environment</i> - How to install www-ISIS-ASFA in a network computer environment with no DNS defined. ....	7
Q10. Error code: - 1023 User not found or Error code: - 1024 Invalid password. ....	8
Q11. How to change width of the left panel of ASFA Data Entry window.....	8
Q12. <i>Network Environment</i> - If the www-ISIS-ASFA software is installed on the server, how can I run the DOS ISIS from a client machine? .....	8
Q13. How to uninstall the www-ISIS-ASFA software.....	8
Q14. How to uninstall the XITAMI Web Server software. ....	9
<b>Part 2: Error codes and recurring problems during Data Entry .....</b>	<b>10</b>
Q15. Error code: - 1028 user not logged in. Please log in. ....	10
English Instructions for Error code: - 1028 user not logged in. Please log in. ....	10
Istruccionen en español con respecto al mensaje Error code: - 1028 user not logged in. Please log in. ....	11
Directives en français concernant le message Error code: - 1028 user not logged in. Please log in. ....	12
Q16. Error code – unknown or illegal – Undefined error.....	13
Q17. Error code: - 602: Record locked [IisRecReadLock].....	13

<b>Q18. Error codes - 101: Data base access denied (data entry lock); 602: Record locked [IsisRecReadLock] .....</b>	<b>14</b>
<b>Q19. Error code: - 1030 Data entry: Modify failed, because record has been changed during record modification. ....</b>	<b>15</b>
<b>Q20. After saving a record the system blocks (i.e. the screen goes blank).....</b>	<b>15</b>
<b>Q21. Abstract text automatically repeated in the abstract field.....</b>	<b>16</b>
<b>Q22. Error code – 1025 Access denied.....</b>	<b>16</b>
<b>Q23. Error Code: -1003 .....</b>	<b>17</b>
<b>Q24. This server is currently overloaded – please try again later; Error code: - 102 data base access denied (probably write lock).....</b>	<b>19</b>
<b>Q25. Error codes 101, 201, 301.....</b>	<b>20</b>
<b>Q26. “No matches found!”.....</b>	<b>21</b>
<b>Q27. The system gives an Error message and the record cannot be saved. ....</b>	<b>21</b>
<b>Q28. After having installed www-ISIS-ASFA, the ODIN Data Entry interface available in DOS/ISIS does not work. ....</b>	<b>21</b>
<b>Q29. How to extract a debug log from the system (i.e. so as to alert the software developer to your problem). ....</b>	<b>22</b>
<b>Q30. TRN (11): (followed by the TRN number of the record) already exists in the database (page 1). ....</b>	<b>22</b>
<b>Q31. How to make a Back-up of your database to ensure that you always have a copy of your ASFA records should any damage occur to your computer .....</b>	<b>23</b>

## Part 1: Problems regarding the installation, testing, launching of the XITAMI Web Server and www-ISIS-ASFA software components

### Q1. After installing the Xitami software, the Xitami icon (the Green X) does not appear in your Tool Bar or is red

The Green X means that Xitami was installed correctly and is running. There are a number of reasons the Green X may not appear:

**A1:** Port 80 (which is the default port used by Xitami) is already dedicated to another Web Server installed on your computer;

**A2:** When you installed the Xitami software you did not select the option to “Start Xitami automatically” each time you start your computer.

**A1:** During the installation of the Xitami web server it may happen that Port 80 (which is the default port used by Xitami) is already dedicated to another Web Server installed on your PC. If this is the case, Xitami will not open up correctly when typing the URL `http://localhost`. You may or may not receive the following Error message: “**Could not open http Port 80. Port is already used by another server**”. You should then change the Port number assigned to Xitami, by editing the **Xitami.cfg** file (using notepad), located in the Main Xitami directory (C:\Xitami if you have not changed the defaults during the installation process), and assigning a number different than zero to the parameter portbase .

**Remember** that the Port number and the Portbase value **should** be assigned in a way that: **Port no. = 80 + Portbase**. The 2 variables are dependent. Once you decide the value to be assigned to one of the two, the other should be calculated according to the formula above.

For example, if you decide to use Port number 120, then you should type 40 as Portbase value in the Xitami.cfg file. If you decide to assign 10 to the Portbase value, then your Port number will be 90. **Note:** If you are going to start ASFA on the server computer using the icons *www-ISIS-ASFA Data Entry* and *www-ISIS-ASFA Search*, remember to add the same port number in the icons destination field (i.e. right click on both icons, choose *Properties* and in the URL field insert `http://www.isis.org:120/Asfa/de.html` and `http://www.isis.org:120/Asfa/index.html` respectively).

**A2:** If the Green X does NOT appear in the Tool Bar it may simply mean that you forgot to start the Xitami program. Perhaps, during the installation of the Xitami software, you did not select the option to “Start Xitami automatically” each time you start your computer.

#### **To start the Xitami program manually:**

Go to the Windows *Start* menu > *Programs* > *Internet Tools* and click on the *Xitami Web Server – Windows* icon (once Xitami is running, you see the Green X icon in the Tool Bar at the bottom right-hand corner of your computer screen). Note: this has to be done each time you start up the computer.

**Q2. Après avoir installé le logiciel www-ISIS-ASFA les messages suivants peuvent apparaître à l'écran**

« On ne peut pas ouvrir http Port 80 » ou « La page est introuvable » ou « La page que vous recherchez est actuellement indisponible »

**A:** Après avoir effectué l'installation du logiciel www-ISIS-ASFA, et avoir lancé l'application, il peut se vérifier que pendant l'installation du Xitami, le "Port 80" (qui est le port par "default") est utilisé par un autre serveur, donc il faut choisir un autre Port en configurant le fichier `\xitami\cfg`

Quelquefois on reçoit à l'écran le message suivant relatif au Port 80 « **On peut pas ouvrir http Port 80** » donc on connaît le problème, mais quelquefois on reçoit simplement le message suivant : « **La page que vous recherchez est actuellement indisponible** » ou « **La page est introuvable** ». Dans ces cas aussi il s'agit du même problème, c'est-à-dire il faut changer le numéro du Port.

**Important à savoir:** Le "Port" doit être assigné de la façon suivante **Port no. =80 + Portbase** les deux variables sont dépendantes l'une de l'autre. Par exemple, si vous décidez d'utiliser **Port 120**, il faut taper **40** comme valeur de la Portbase. (80+40 =120)

La procédure pour changer la "Portbase" est la suivante:

- 1) Ouvrir le répertoire **C:\Xitami.cfg** (si le logiciel a été installé sur le répertoire C). Si vous ne pouvez pas l'ouvrir, vous devez le faire avec le « Notepad ».
- 2) Changer le numéro **0** avec le numéro **40** et **sauver** le fichier.
- 3) Il faut maintenant ajouter le nouveau numéro du Port **120** dans les deux icônes **ASFA Data Entry** et **ASFA Search**. La procédure est la suivante:

- a) Faire double clic sur le dossier www-ISIS-ASFA
- b) Cliquer avec le bouton droit de la souris sur l'icône "ASFA Data Entry"
- c) Cliquer une fois sur "Properties/Propriétés" et dans le champ URL insérer le numéro 120. Le URL doit être le suivant: <http://www.isis.org:120/Asfa/de.html>
- d) Cliquer avec le bouton droit de la souris sur l'icône "ASFA Search"
- e) Cliquer une fois sur "Properties/Propriétés" et dans le champ URL insérer le numéro 120. Le URL doit être le suivant <http://www.isis.org:120/Asfa/index.html>

- 4) Éteindre l'ordinateur et allumez-le à nouveau.

**Note :** Si le Xitami a été bien installé on devrait avoir un **X** vert en bas à droite de l'écran. Si le Xitami n'as pas été bien installé, le **X** aura la couleur jaune. Il peut aussi se passer qu'au moment de l'installation du Xitami vous n'avez pas sélectionné l'option « Start Xitami automatically (Lancer le Xitami automatiquement) chaque fois qu'on allume l'ordinateur ». Dans ce cas, vous devez lancer le Xitami manuellement.

**Q3. When trying to launch the www-ISIS-ASFA application, either by launching the program from the shortcut icon on the desktop or by typing the URL address into your browser's Location bar, the system does not start.**

**A:** You should run the following checks:

- a. Check that the XITAMI Web Server software was installed correctly and is running, by opening your Internet browser and typing the URL **http://127.0.0.1**
- b. If the XITAMI Welcome Page appears, it means that the XITAMI Webserver is installed correctly, in which case you will see the XITAMI icon (a Green X) appear in the bottom right corner of the screen. If the green icon is missing, it means XITAMI is not properly installed. You should uninstall XITAMI from your computer and install it again
- c. If the XITAMI Web Server software is running and you're still unable to start the ASFA application then, as a first step, you should uninstall the ASFA application from your computer and reinstall it
- d. Should the problem still exist, then check the appropriate parameters in the "HOSTS" file, following the instructions below:

Open the file "HOSTS" (double click on the file or open it using Notepad) located in the directory C:\WINNT\system32\drivers\etc. The last line should read as follows:

**127.0.0.1      Localhost      www-isis-org**

If the line reads:

127.0.0.1      Localhost

i.e. www-isis-org is missing, go to a new line and type:

**127.0.0.1 www-isis-org**

Save the file and then reboot the computer.

**IMPORTANT:** Should you need to edit the file "HOSTS" as described above and the system does not allow the changes to be saved, it is because the file is "READ ONLY" by default. Therefore, right click on the file "HOSTS" (located in C:\WINNT\system32\drivers\etc), then choose *Properties*, and in the *General* tab go to *Attributes* and **uncheck READ ONLY**. Click on Apply and OK. This will allow any eventual future change to be applied to the file.

**Q4. *Network Environment* - When launching the www-ISIS-ASFA application on a client computer, after typing the URL into your browser's Location bar, you are not able to start the system.**

**(You may or may not receive the following messages: "Server could be down" or "Connecting..." and nothing happens)**

**A:** We assume that the system works properly on the server computer, but when you try to launch the program on a client computer by typing the URL address into your browser's Location bar, you are not able to start the system. You should run the following checks:

- a. Verify the URL, especially the "port" part. Please note that normally the port number is omitted from the URL if its value is 80, otherwise it should be stated (e.g. if you have changed the port base value to 40, then the URL address should be **http://www.isis.org:120/**)
- b. Check if other web resources on the server are available for the client: e.g. try with the URL: **http://server\_url/** or **http://server\_url/admin**. If also these URLs do not work, you should then verify the connectivity between the client and the server computer.
  - ✓ In terms of hardware, check if the client is connected to the LAN
  - ✓ In terms of software, check if the TCP/IP connectivity for the client is installed and working correctly.

**Q5. After installing the www-ISIS-ASFA software, when launching the application you are presented with the following message: "The page cannot be displayed – do you want to work offline?".**

**A:** From Internet Explorer go to *Tools > Internet options > Connections*. Check/mark the first setting: **"Never dial a connection"**.

**Q6. After typing the www-ISIS-ASFA URL into your browser's Location bar, you are presented with the following Error message: "The URL you asked for does not exist on this website".**

**A:** This message means that the Web Server works, but it does not see the location of the HTML files for the ASFA application. Check that the URL address is ending with **"/asfa/"**. If the URL is correct, possibly the ASFA folder is not located in the Web Server root (for example: C:\Xitami\Webpages). In this case, uninstall the system (using the standard Windows ADD/Remove programs procedure available from the Control Panel) and install it again providing proper location for the Main HTML directory in the Web Server root (for example: C:\Xitami\Webpages).

**Q7. After typing the www-ISIS-ASFA URL into your browser's Location bar, the browser provides the left frame, but the right frame does not appear.**

**A:** This may happen in two cases:

- a. If the cgi directory is not the one you indicated during the installation procedure, the Web Server cannot find the file isis3w.exe. In this case, you should check out the proper name of the cgi directory and copy there the file isis3w.exe, along with the files isis3w.exe.cfg and Isis32.dll.
- b. It may also happen that the execution of the cgi programs is not active on your Web Server. In this case you have to open the Web Server control panel and change the setting for cgi (if you use XITAMI this should never happen).

**Q8. How to make www-ISIS-ASFA work under IIS (Internet Information Server) rather than XITAMI.**

**A:** The following procedure should be carried out:

1. Install www-ISIS-ASFA with the standard installation procedure
2. Define the directory ASFA as a virtual WEB directory under IIS
3. Define the cgi-bin directory as the virtual cgi-bin directory, with the right to execute scripts and programs. For more information please refer to the IIS instructions document below:



IIS.doc

4. Test the system from the Web Server and/or from the connected clients.

**Q9. Network Environment - How to install www-ISIS-ASFA in a network computer environment with no DNS defined.**

**A:** There are two possible solutions:

- a. Use the IP address of the server rather than the http address when launching ASFA (remember to change also the Cookie Domain specified in the file isis3w.exe.cfg in order to show the IP address rather than the http)
- b. Edit the "HOSTS" file (located in C:\WINNT\system32\drivers\etc) on all client computers, by adding a line with the http address associated to the server IP address

For more information concerning how to start the www-ISIS-ASFA software in a network environment, please refer to the document "Network Computer Environment" for www-ISIS-ASFA, Section 5.

**Q10. Error code: - 1023 User not found or Error code: - 1024 Invalid password.**

When starting the application www-ISIS-ASFA one of the following error messages is displayed on the screen: “*Error code: - 1023 User not found*” or “*Error code: - 1024 Invalid password*”.

**A:** Check that the Username and Password are correct. If you are using the default Username and Password **dba**, then make sure that it is typed in small letters and NOT in capital letters.

**Q11. How to change width of the left panel of ASFA Data Entry window.**

**A:** The following procedure should be carried out:

1. Go to the ASFA directory and open the file **de.html** with Notepad
2. Increase the size of the frame (e.g. from 184 to 220) in the phrase:

```
<FRAMESET COLS="184,*" border="0" frameborder="0" framespacing="0">  
<NOFRAMES>  
<B>Sorry, wrong browser! – you must use Netscape 4.x or IE 4.x </B>  
</NOFRAMES>.
```

**Q12. Network Environment - If the www-ISIS-ASFA software is installed on the server, how can I run the DOS ISIS from a client machine?**

**A:** You can map the shared folder on a client machine (from Windows Explorer you should go to *Tools > Map Network Drive...* and choose one of the letters available, e.g. “X” drive) and then run *isis.exe*. All the parameters (paths) required by *isis.exe* are already defined relatively and do not have to be re-adjusted.

**Q13. How to uninstall the www-ISIS-ASFA software.**

**A:** The following procedure should be carried out:

1. Use the icon Add/Remove Programs available from the Control Panel
2. Find the system WWW-Isis-Asfa
3. Click on the REMOVE button

Note: some files might have to be manually removed.

**Q14. How to uninstall the XITAMI Web Server software.**

**A:** The following procedure should be carried out:

1. Use the icon Add/Remove Programs available from the Control Panel
2. Find XITAMI
3. Click on the REMOVE button
4. After carrying out this procedure some files remain in the XITAMI folder, therefore go to the directory XITAMI and manually delete the files contained in the folder and the folder itself.

## Part 2: Error codes and recurring problems during Data Entry

### Q15. Error code: - 1028 user not logged in. Please log in.

After successfully logging into the system, when attempting to create a NEW record or to update an existing one, the following Error message is displayed: “*Error code: - 1028 user not logged in. Please log in*”

**A:** The following procedures should be carried out:  
(note: these instructions are also presented below in **Spanish** and **French** versions)

#### English Instructions for Error code: - 1028 user not logged in. Please log in.

1. Open the file **isis3w.exe.cfg** (double click on the file or open it using Notepad), which is located in the **c:\xitami\cgi-bin** directory, and check the value of the parameter “Cookie Domain” (5th line); the value should be “**www.isis.org**” and it should be the same as the domain in the URL for calling the system. Starting from the eighth line you should have the following parameter definitions:

```
HtpFilePath      c:\xitami\webpages\Asfa\htp
IncludeFilePath  c:\xitami\webpages\Asfa\htp\eng
SearchDefinitionFile  c:\xitami\webpages\Asfa\database.def
EntryDefinitionFile  c:\xitami\webpages\Asfa\entry.def
BrowseDefinitionFile c:\xitami\webpages\Asfa\browse.def
```

2. Verify the URL in the icon “**ASFA Data Entry**”, contained in the folder **www-ISIS-ASFA** (in your desktop):
  - a. Double click on the folder **www-ISIS-ASFA**
  - b. Right click on the icon **ASFA Data Entry**
  - c. Click on Properties. The URL address should read:  
**<http://www.isis.org/Asfa/de.html>**
3. Verify the URL in the icon “**ASFA Search**” contained in the folder **www-ISIS-ASFA** (in your desktop):
  - a. Double click on the folder **www-ISIS-ASFA**
  - b. Right click on the icon **ASFA Search**
  - c. Click on Properties. The URL address should read:  
**<http://www.isis.org/Asfa/index.html>**
4. If Cookie Domain and URL correspond, you should check if your cookie option is **ON (activated)** in your browser. If you use Internet Explorer, open *Tools > Internet options*. Then select *Privacy* and click on the *Advanced* button: The option **Accept** should be activated in both First and Third party.
5. Finally you should make sure that your *Proxy Server* does not filter out the *Cookies* for the ASFA application. In order to check this, if you use Internet Explorer open *Tools > Internet options > Connections > LAN Settings*. Then, under *Proxy Server* check/click the option *Bypass Proxy server for local addresses* and click OK.

**Instrucciones en español con respecto al mensaje Error code: - 1028 user not logged in.  
Please log in.**

1. Abrir el fichero **isis3w.exe.cfg** (si no se logra abrir con el doble clic, abrirlo con el “Notepad”) que está en el directorio **c:\xitami\cgi-bin** (o en el directorio donde está instalado el sistema). Controlar el valor del parámetro “Cookie Domain” (quinta línea), el valor debería ser “**www.isis.org**” y debería ser lo mismo que el “domain” en el URL para llamar el sistema.

Empezando por la octava (8) línea, debería tener la descripción siguiente:

```
HtpFilePath      c:\xitami\webpages\Asfa\htp
IncludeFilePath  c:\xitami\webpages\Asfa\htp\eng
SearchDefinitionFile c:\xitami\webpages\Asfa\database.def
EntryDefinitionFile c:\xitami\webpages\Asfa\entry.def
BrowseDefinitionFile c:\xitami\webpages\Asfa\browse.def
```

2. Verificar la dirección URL en el icono “**ASFA Data Entry**” que se encuentra en la carpeta **www-ISIS-ASFA** localizada en la pantalla:
  - a. Hacer doble clic en la carpeta **www-ISIS-ASFA**
  - b. Hacer Clic con el botón derecho del ratón en el icono “**ASFA Data Entry**”
  - c. Hacer Clic sobre *Properties*. La dirección URL debería ser la siguiente:  
**http://www.isis.org/Asfa/de.html**
3. Verificar la dirección URL en el icono “**ASFA Search**” que se encuentra en la carpeta **www-ISIS-ASFA** localizada en la pantalla:
  - a. Hacer doble clic en la carpeta **www-ISIS-ASFA**
  - b. Hacer Clic con el botón derecho del ratón en el icono “**ASFA Search**”
  - c. Hacer Clic sobre *Properties*. La dirección URL debería ser la siguiente:  
**http://www.isis.org/Asfa/index.html**
4. Si el “Cookie Domain” y el URL corresponden, hay que controlar si la opción “Cookie Option” está **activada** en el browser. En el caso de que se use Internet Explorer, abrir *Tools > Internet options*. Después seleccionar *Privacy* y usar el botón *Advanced*: la opción **Accept** tiene que ser activada en ambas *First and Third party cookies*.
5. Verificar que el *Proxy Server* no va a bloquear los *Cookies* en la aplicación ASFA. A fin de hacer esta verifica, en el caso de que se use Internet Explorer, abrir *Tools > Internet options > Connections > LAN Settings*. Después en la sección *Proxy Server* marcar la opción *Bypass Proxy server for local addresses* y hacer Clic en el botón OK.

**Directives en français concernant le message Error code: - 1028 user not logged in.  
Please log in.**

1. Ouvrir le fichier **isis3w.exe.cfg** qui se trouve dans le répertoire **C:\xitami\cgi-bin** (si on ne peut pas l'ouvrir, utiliser le "Notepad"). Une fois dans le fichier **isis3w.exe.cfg** contrôler la valeur du paramètre "Cookie domain" dans la cinquième ligne. La valeur devrait être la suivante: **www.isis.org** et devrait être la même utilisée dans la direction URL pour activer le système.

A partir de la huitième ligne on devrait lire la description suivante:

```
HtpFilePath      c:\xitami\webpages\Asfa\htp
IncludeFilePath  c:\xitami\webpages\Asfa\htp\eng
SearchDefinitionFile c:\xitami\webpages\Asfa\database.def
EntryDefinitionFile c:\xitami\webpages\Asfa\entry.def
BrowseDefinitionFile c:\xitami\webpages\Asfa\browse.def
```

2. Vérifier le URL dans l'icône "**ASFA Data Entry**" contenue dans le dossier "www-ISIS-ASFA" qui se trouve sur l'écran:
  - a. Faire double clic dans le dossier www-ISIS-ASFA
  - b. Cliquer avec le bouton droit de la souris sur l'icône "ASFA Data entry".
  - c. Cliquer une fois sur "*Properties/Propriétés*": Dans la fenêtre qui apparaîtra à l'écran on devrait lire la direction URL suivante:  
**http://www.isis.org/Asfa/de.html**
3. Vérifier le URL dans l'icône "**ASFA Search**" contenue dans le dossier "www-ISIS-ASFA" qui se trouve sur l'écran:
  - a. Faire double clic dans le dossier www-ISIS-ASFA
  - b. Cliquer avec le bouton droit de la souris sur l'icône "ASFA Search".
  - c. Cliquer une fois sur "*Properties/Propriétés*": Dans la fenêtre qui apparaîtra à l'écran on devrait lire la direction URL suivante:  
**http://www.isis.org/Asfa/index.html**
4. Si le "Cookie Domain" et le URL correspondent, il faut contrôler si le "Cookie Option" est activé dans votre browser. Si on utilise Internet Explorer, ouvrir *Tools > Internet options*. Après avoir sélectionné *Privacy*, utiliser le bouton *Advanced*: L'option **Accept** doit être activée dans les deux First and Third party cookies.
5. Vérifier que les cookies ne soient pas bloqués dans l'application ASFA. Afin d'effectuer cette vérification, si on utilise Internet Explorer, ouvrir *Tools > Internet options > Connections > LAN Settings* et après, dans le Proxy Server cliquer sur l'option *Bypass Proxy server for local addresses* et cliquer sur OK.

### **Q16. Error code – unknown or illegal – Undefined error**

When launching the application and typing the default user name and password “dba dba” the above Error appears on the screen: “

*Error code – unknown or illegal – Undefined error.*

You try to enter again your user name and password but the same Error code is still displayed on the screen and you cannot access your database.

If you click on the “Edit record(s) by Browse” button and then on the update button next to any of the records displayed, you will receive a different Error code:

*Error code: - 1028 user not logged in. Please log in.*

**A:** The problem is with the WORK database. To keep the system from blocking it is recommended that the WORK database be cleaned from time to time.

The best way to clean it is to replace 8 of the 12 files which are contained in the directory **C:\Xitami\webpages\DB\Asfa\Work** with the 8 files contained in the zipped file Work.Zip, included in the same directory (and attached below for your easy reference). The following procedure is recommended:

Open the Work.zip file, and extract the 8 files contained there into the **WORK** folder (**C:\Xitami\webpages\DB\Asfa\Work**, unless you changed the destination drive during installation).

Note that the WORK database is NOT the database containing your ASFA records; it is a database within the system used for storing session details, therefore you don't have to worry about losing your ASFA records. The file containing your ASFA records is called (**ASFA.mst**) and it is located in another subdirectory (i.e. C:\Xitami\webpages\DB\Asfa\Asfa)

### **Q17. Error code: - 602: Record locked [IsisRecReadLock]**

Whilst editing records or attempting to save a newly created one, the following Error code appears on the screen: “*Error code: -602: Record locked [IsisRecReadLock]*”.

**A:** To unlock the record you must Reorganize the Database/Master file. The procedure below should be carried out:

1. Double click on the icon ISIS contained in the folder www-ISIS-ASFA
2. From the Main CDS/ISIS menu Select <I> (Inverted file services) and <F> (Full inverted file generation)
3. You will be presented with the phrase “Inverted file exists and will be cleared, OK (Y/N)?”: Type <Y>
4. The phrase “MFN limits?” will appear: Press Enter
5. The phrase “Full inverted file generation completed” will appear: Press Enter and then <X> to return to the Main Menu
6. From the Main CDS/ISIS menu Select <M> (Master file services)

7. Select <C> (Reorganize Master file). The phrase "Backup drive and/or directory?" will appear. Press <Enter>. When the process is finished Press <Enter> again and then <X> to return to the Main Menu
8. Select <I> (Inverted file services) and <F> (Full inverted file generation) and then continues as in points 3 to 5 . Then Type <X> to exit.

**Q18. Error codes - 101: Data base access denied (data entry lock); 602: Record locked [IsisRecReadLock]**

Whilst editing records or attempting to save a newly created one the following Error codes appear on the screen: "101: Data base access denied (data entry lock)"; "602: Record locked [IsisRecReadLock]"

**A:** You have to unlock the Database and then Reorganize the Master File. The procedure below should be carried out:

1. Double click on the icon ISIS contained in the folder www-ISIS-ASFA
2. From the Main CDS/ISIS menu Select <D> (Data base definition services)
3. Select <R> (Unlock data base): a prompt will appear < Data Base Name>; Type "asfa" and press Enter
4. Press <D> Data base locks
5. Press <X> twice to return to the Main Menu
6. From the main menu Select <I> (Inverted file services)
7. A prompt will appear <Data Base Name>; Type "asfa" and press Enter
8. Select <U> (Update inverted file) as inverted file update can be pending. When the phrase "Inverted file update completed" appears on the screen, press Enter and then X to return to the Main Menu
9. Select <M> (Master file services)
10. Select <C> (Reorganize Master file)
11. The phrase "Backup drive and/or directory?" will appear. Press <Enter>. When the process is finished Press <Enter> again and then <X> to return to the Main Menu
12. Select <I> (Inverted file services) and <F> (Full inverted file generation)
13. You will be presented with the phrase "Inverted File exists and will be cleared, OK (Y/N)?: Type <Y>
14. The phrase "MFN limits?" will appear: Press Enter
15. The phrase "Full inverted file generation completed" will appear: Press Enter and then <X> to return to the Main Menu
16. Press <X> to exit from DOS.

**Q19. Error code: - 1030 Data entry: Modify failed, because record has been changed during record modification.**

When modifying/amending an existing record the following Error appears on the screen:

*“Error code: - 1030*

*Data entry: Modify failed, because record has been changed during record modification”.*

**A:** When you modify/amend an existing record by clicking on the “Update” button and then on the “SUBMIT” button to save the modifications, you are presented with the verification format. If, by reading this verification format, you realize that additional error(s) should be corrected you **MUST NOT** use the Internet Explorer **Back** function to return to the worksheet. Instead, you **MUST** use the **Update** option on the verification format to make additional modifications. Should you **erroneously** use the Internet Explorer **Back** function to return to the worksheet to make the additional modifications, when you click again on the “SUBMIT” button to save these modifications you are presented with the above Error message. To get out of this Error message and be able to make the modifications to the record, Click on the **Edit record(s) by browse** button, Click on the **Update** button of the record which needs to be modified, carry out the additional modifications and then save the record again.

**Q20. After saving a record the system blocks (i.e. the screen goes blank).**

**A:** When you submit (i.e. save) a record where you have unknowingly exceeded the total character limit, the software may or may not block you (the screen may go blank) but it does **NOT** notify you that there may be a problem. The field which is most likely to be the cause of exceeding the total record length is the “Abstract field”. Therefore, if the system blocks you, i.e. the screen goes blank, you should go back to the worksheet (by clicking on the back button of the browser) and delete the whole abstract. Then, you should enter a shortened version of the abstract before re-submitting the record. Should the problem still persist, then we suggest deleting the record and creating a new one. It is highly recommended to carefully check the verification/view format when entering long abstract(s), to ensure that the entire abstract(s) text has been saved. This is because the system may permit you to type the text in the field but then, when submitting the record, the system will only save the maximum amount of characters allowed.

It may also happen that the abstract is exceeded by just a few characters in which case you can still save the record. However, should you need to return to this record for carrying out some modifications, the system does **NOT** allow you to save this modified record and it does not inform you where the problem lies. Should you experience this sort of problem, the first thing to be checked is the length of the abstract and eventually reduce it.

## **Q21. Abstract text automatically repeated in the abstract field.**

**A:** It may happen that the abstract entered in the abstract field has become corrupted and part of the text has automatically repeated itself so as to appear two or three times in the same abstract field. The two or more repeated abstract texts are separated by the word <WRAP> in triangular brackets. This problem is due to the fact that in the abstract text the double quotation mark (“...” have been typed in proximity with the HTML code for italics, subscript/superscript. The use of this combination of characters creates conflict.

To amend the corrupted abstract, you should call up the record, delete all the double quotes (or replace them with single quotes ‘...’), delete the abstract text which has been repeated and then save the record again. Should the problem still exist, you must call up the record again, delete all the content in the abstract field (i.e. leave the field empty), click on the SUBMIT button to save the record. Carry out the Full Inverted File. Then, call up the record, click on the UPDATE button, insert the correct abstract. Most probably, manually typing would be better rather than scanning or copying/pasting the HTML text, so as to avoid the possibility that some strange characters (or accents) may create a conflict and corrupt the abstract again. Save/Submit the record and check the verification/view format that the abstract is OK. Should the abstract not be repaired, then DELETE the corrupted record and create a new one.

## **Q22. Error code – 1025 Access denied.**

After saving a record the message “*ERROR CODE – 1025*” appears on the screen. When calling up the record and clicking on the option View, the record is displayed on the screen having data in some fields repeated twice. When clicking on the Update or Delete button the following message appears: “*ERROR CODE – 1025 Access denied*”.

**A:** In general, when the system does not allow you to Update or Delete a record, you may try using DOS/ISIS by carrying out the procedure described below. Note that this procedure is very useful for amending some errors which cannot be corrected with www-ISIS-ASF A.

1. Open the DOS/ISIS by double clicking on the icon ISIS contained in the folder www-ISIS-ASF A
2. Select <E> Data entry services from the CDS/ISIS Main Menu
3. Select <O> ODIN data entry interface from the Data Entry Services Menu
4. At the prompt <Data base ASF A> press <Enter>
5. At the prompt <MFN> type the number of the record which has the problem and needs to be modified and Press <Enter>
6. At the prompt <Worksheet> type <LONG> and Press <Enter>
7. The record is now displayed on the screen in the “Browse mode” therefore, for amending data in a specific field, you have to press <Enter> to be in the “Edit mode”. Carry out the necessary modifications, which could not be done using www-ISIS-ASF A (i.e. delete or add data) and then press <Enter> again to confirm the modifications into the field. Once you have completed all the necessary modifications, press <Esc> twice and then <[3] Save&Exit> to save the modified record. Press again <Esc> twice and then <X> to return to the main menu

8. From the Main CDS/ISIS menu Select <I> (Inverted file services)
9. Select <F> (Full inverted file generation)
10. You will be presented with the phrase "Inverted file exists and will be cleared OK (Y/N)?" Type <Y>
11. The phrase "MFN limits?" will appear: Press Enter
12. The phrase "Full inverted file generation completed" will appear: Press Enter and then <X> to return to the Main Menu. Press <X> to exit.
13. Return to www-ISIS-ASFA application, call up the record using "Edit record by browse" option, to ensure that the amendments have been correctly carried out.

### **Q23. Error Code: -1003**

One record is corrupted and when trying to amend/delete it the system blocks and you are presented with:

*"Error code: -1003*

*Unable to get error template (HTP) file. Wrong path or files structure. File: [c:\xitami\webpages\asfa\http//error.htm]. Submitted error code was: - 1002".*

**A:** There are two possibilities to solve this problem. The first is to delete the record using DOS/ISIS, carrying out the following procedure:

1. Open the DOS/ISIS by double clicking on the icon ISIS contained in the folder www-ISIS-ASFA
2. Select <E> Data entry services from the CDS/ISIS Main Menu
3. Select <O> ODIN data entry interface from the Data Entry Services Menu
4. At the prompt <Data base ASFA> press <Enter>
5. At the prompt <MFN> type the number of the record which has the problem and needs to be modified and Press <Enter>
6. At the prompt <Worksheet> type <LONG> and Press <Enter>
7. The record is now displayed on the screen in the "Browse mode" therefore, for deleting data in a specific field, you have to press <Enter> to be in the "Edit mode"
8. Delete data by pressing the F6 key and when the field is empty press <Enter> again to confirm the modifications into the field (i.e. empty field). When the record is completely empty, Press the key <Esc> twice and then [5] Delete Record. Press <Esc> twice and then <X> to return to the main menu
9. From the Main CDS/ISIS menu Select <I> (Inverted file services)
10. Select <F> (Full inverted file generation)
11. You will be presented with the phrase "Inverted File exists and will be cleared OK (Y/N)?" Type <Y>
12. The phrase "MFN limits?" will appear: Press Enter
13. The phrase "Full inverted file generation completed" will appear: Press Enter and then <X> to return to the Main Menu
14. Press <X> to exit.

**Note:** The quicker way of deleting a record using DOS (i.e. call up the record and then press “[5] Delete Record”) does NOT work for a corrupted record. It is necessary to first manually delete data in each field and then delete the empty record as explained above.

**The second possible solution to the Error code:-1003 is to export all the records in your database and then re-import them without importing the corrupted record.**

Below details are given of the procedures to follow in the case where, in a database comprised of 100 records, MFN 30 is corrupt. This record MFN 30 cannot be repaired using www-ISIS-ASFA. Therefore, the records of the database, except for MFN 30, have to be exported and then re-imported using DOS/ISIS. In this way, the database will then contain 99 valid records.

1. Double Click on the www-ISIS-ASFA folder icon
2. Double Click on the icon ISIS
3. Select <M> Master File Services from the CDS/ISIS Main Menu
4. Select <E> Export CDS/ISIS file from the Master file Services menu. The “Data Interchange Services – Export parameters” table now appears on the screen
5. The Database name <ASFA> will appear as default. Press <Enter>
6. The output ISO file name <CSA.ISO> will appear as default. Assign a name to the file. The name must not exceed the 10 characters including the extension **.ISO** (e.g. **Part1.ISO**)
7. Press <Enter> until the cursor arrives at the <MFN limits> field. Type the range of records to be exported, for this example **1/29**
8. Press <Enter> until you get to the field “Reformatting FST” and remove the default CSA from the field (the field must be empty)
9. Press <Enter> four times and you will be presented with the phrase “ Backup drive and/or directory?>. In this example, if you want to export the records onto a floppy disk and assuming that your floppy disk drive has been designated <A>, **Type A:** and press <Enter> (Should you wish to export the records onto another drive then you should type the letter that the drive has been designated e.g. C:)
10. At the prompt <Press CR when ready or C to cancel> press <Enter>
11. Once this procedure is completed, a prompt indicating the number of records exported will appear on the screen.
12. Press <Enter> to return to the Master File Services Menu, select <X> or press <Esc> to return to the CDS/ISIS Main Menu and then select <X> to exit. Records 1 to 29 have been exported as an ISO file named Part1.ISO

Repeat the above procedure but this time giving a different name to the ISO file (for example **Part2.ISO**). In the field <MFN limits> you should type **31/100** (i.e. you skip MFN 30 as it is corrupt). You have now two ISO files: the first ISO file containing 29 records (1-29) named Part1.ISO and the second ISO file containing 70 records (31-100) named Part2.ISO. In this way, the corrupted record MFN 30 has not been exported.

Now you have to import these two ISO files onto your computer, paying SPECIAL ATTENTION to the “Load/Merge/Update” parameters explained in point 6 below. The procedure is as follows:

1. Double Click on the www-ISIS-ASFA folder icon
2. Double Click on the icon ISIS
3. Select <M> Master File Services from the CDS/ISIS Main Menu

4. Select <I> Import External file from the Master File Services Menu. The “Data Interchange Services – Import Parameters” table now appears on the screen
5. The database name <ASFA> will appear as default. Press <Enter>
6. In the <Input ISO file name> field type the name of the ISO file containing the 29 records (i.e. **Part1.ISO**) and press <Enter> until you get to the field “Load/Merge/Update”. The letter <U> will appear as default. **Change** the <U> into <L>. Note that the letter <L> stands for **Load**. When the letter <L> is selected the system erases all the records in your database and replaces them with those contained in the ISO file just imported.
7. Press <Enter> until the prompt <Master file exists and will be cleared, OK(Y/N)? Type <Y>
8. The prompt <Backup drive and/or directory?> will appear. Type the letter of the drive where the ISO file Part1.ISO was previously exported (e.g. A:) and press <Enter>
9. At the prompt <X – no more diskettes> <CR – to continue after mounting new diskette>, press <Enter>
10. Once the import procedure is completed the same prompt appears on the screen, <X – no more diskettes> <CR – to continue after mounting new diskette> Press <X – no more diskette>. **N.B. DO NOT** press <Enter> otherwise the ISO file will be imported again.
11. A prompt will appear indicating <The next MFN to be assigned>. Press <Enter> to return to the Master File Services Menu, select <X> or press <Esc> to return to the CDS/ISIS Main Menu and then select <X> to exit.

You now have in your computer ONLY 29 records. To import the second ISO file (**Part2.ISO**) containing records 31 to 100, repeat the IMPORT procedure explained above (points 1 to 11) **but this time in point 6 you have to leave the default letter <U> (Update) in the field <Load/Merge/Update>**. The system will add the records contained in the ISO file (Part2.ISO) to the 29 already existing records in your database, assigning a sequential MFN number (i.e. the first record contained in Part2.ISO will no longer be MFN 31 but it will be MFN 30 and the last MFN will be 99, NOT 100).

**IMPORTANT:** Each time you import records into www-ISIS-ASFA you MUST generate the Inverted File (i.e. from the Main Menu you select <I> Inverted file services and then <F> Full inverted file generation. If this procedure is not carried out the new imported records are not available for retrieval, although they are physically in the system.

**Q24. This server is currently overloaded – please try again later; Error code: - 102 data base access denied (probably write lock).**

While working the system blocks and the following Error messages appear on the screen:  
*“This server is currently overloaded – please try again later  
 Error code: - 102 data base access denied (probably write lock)”.*

**A:** The problem is with the WORK database. To keep the system from blocking it is recommended that the WORK database be cleaned from time to time.

The best way to clean it is to replace 8 of the 12 files which are contained in the directory **C:\Xitami\webpages\DB\Asfa\Work** with the 8 files contained in the zipped file Work.Zip, included in the same directory (and attached below for your easy reference). The following procedure is recommended:

Open the Work.zip file, and extract the 8 files contained there into the **WORK** folder (**C:\Xitami\webpages\DB\Asfa\Work**, unless you changed the destination drive during installation).

Note that the WORK database is NOT the database containing your ASFA records; it is a database within the system used for storing session details, therefore you don't have to worry about losing your ASFA records.



Work.zip

Please note that it is also advisable to delete the Internet Temporary files on your computer from time to time, since some of these files may interfere with the system.

## **Q25. Error codes 101, 201, 301**

One or more of the following Error messages appear on the screen:  
*“Error codes 101, 201, 301”.*

**A:** To solve the above error codes, you must Reorganize the Database/Master File. The procedure is as follows:

1. Double click on the icon ISIS contained in the folder www-ISIS-ASFA
2. From the Main CDS/ISIS menu Select <I> (Inverted file services) and <F> (Full inverted file generation)
3. You will be presented with the phrase “Inverted File exists and will be cleared OK (Y/N)?”: Type <Y>
4. The phrase “MFN limits?” will appear: Press Enter
5. The phrase “Full inverted file generation completed” will appear: Press Enter and then <X> to return to the Main Menu
6. From the Main CDS/ISIS menu Select <M> (Master File services)
7. Select <C> (Reorganize master file)
8. The phrase "Backup drive and/or directory" will appear. Press <Enter>. When the process is finished Press <Enter> again and then <X> to return to the Main Menu
9. Select <I> (Inverted file services) and <F> (Full inverted file generation) and then continues as in points 3 to 5. Press <X> to exit.

**NOTE:** For an efficient working system it is recommended that the above ISIS procedures for Master File Reorganization and Full Inverted File Generation are carried out from time to time, depending on the dynamics of the changes to your database.

**Q26. “No matches found!”**

After having correctly imported some records in the ASFA database and carried out a Search to display them in the Browse Mode, the following message appears on the screen: “*No matches found!*”.

**A:** After having correctly imported some records, it is NECESSARY to update/generate the “**Inverted File**”, as this is not automatically done by the system. If the “Inverted File” is not updated, the new imported records are not available for retrieval, although they are physically present in the system. The procedure to generate the “Inverted File” is as follows:

1. From the Main CDS/ISIS menu Select <I> (Inverted file services)
2. Select <F> (Full inverted file generation)
3. You will be presented with the phrase "Inverted file exists and will be cleared OK (Y/N)?" Type <Y>
4. The phrase “MFN limits?” will appear: Press Enter
5. The phrase “Full inverted file generation completed” will appear: Press Enter and then <X> to return to the Main Menu
6. Press <X> to exit.

**Q27. The system gives an Error message and the record cannot be saved.**

**A:** This problem occurs when in the same field (e.g. English title, Non English title, Abstract etc.) double quotes (“...”) are used in combination with HTML coding such as <i>...</i> to indicate italics, <sup>...</sup> to indicate superscript, and <sub>...</sub> to indicate subscript. This combination creates conflict. The solution to this problem is to replace double quotes (“...”) with single quotes (‘...’).

**Q28. After having installed www-ISIS-ASFA, the ODIN Data Entry interface available in DOS/ISIS does not work.**

**A:** Although DOS/ISIS environment within the www-ISIS-ASFA application is not used for data entry, it is sometimes necessary to use it for repairing a corrupted record that was created with www-ISIS-ASFA. When using the icon ISIS contained in the www-ISIS-ASFA folder and selecting <E> Data Entry services and then <O> ODIN data entry interface, it may happen that the system blocks. The problem is linked to the expanded memory and extended memory settings. Therefore, the memory parameters should be set up following the procedure below. **Note**, however, that this procedure may not work with some operating systems.

1. Right click on the ISIS icon contained in the www-ISIS-ASFA folder
2. Select *Properties*
3. Click on *Memory*: the parameters should read as follows:
  - a. Under *Total* select AUTO
  - b. Under *Initial Environment* select AUTO

- c. Under *Expanded (EMS) Memory Total* select 192
  - d. Under *Extended (XMS) Memory Total* select NONE
  - e. Check/Mark the field *Uses HMA*
  - f. Under *MS-DOS Protected Mode (DPMI) Memory Total* select AUTO
4. Click on APPLY and then OK.

**Q29. How to extract a debug log from the system (i.e. so as to alert the software developer to your problem).**

**A:** In the event that you cannot find the solution to your problem in these FAQs or the suggested procedures do not solve the problem, you can extract a “log file” from the system, which can then be sent to the software developer (and FAO) in order to identify the root cause of the error.

The procedure to extract the log file is as follows:

1. Open the file **isis3w.exe.cfg** in the directory **C:\Xitami\cgi-bin**
2. Identify the line containing **DebugLevel 0**
3. Change **DebugLevel 0** to **DebugLevel 20000** and save the file **isis3w.exe.cfg**
4. Return to the application, sign on and after receiving the “Error” exit from the system
5. Return to the file **isis3w.exe.cfg** and change **DebugLevel 20000** back to **DebugLevel 0** and save the file
6. Identify the file **debuglog** and send it to Dr Rybinski (with copy to FAO)
7. For example the **debuglog** could be located in **C:\Xitami\webpages\debuglog.txt**

**Q30. TRN (11): (followed by the TRN number of the record) already exists in the database (page 1).**

When amending an existing record, the system may give the following Error message concerning duplicate TRN number and the modifications cannot be saved: “*TRN (11): (followed by the TRN number of the record) already exists in the database (page 1)*”.

**A:** When the system displays the above message, it is not possible to save the modified existing record. To solve the problem the following procedure is suggested:

1. Click on the “Update” button of the record which needs to be modified
2. Slightly modify the TRN number of the record, for example if the record is TRN 25 you modify it to 25a, carry out the necessary amendments and then save the record.
3. Click on the “Edit records by browse” button and type in the “Start from” box TRN 25 and then Click on the “Browse button”.
4. The records 25 and 25a will be displayed in the Browse Mode
5. Delete record TRN25 and leave record TRN25a which is the record containing the modifications
6. Change the TRN 25a back to 25.

**Q31. How to make a Back-up of your database to ensure that you always have a copy of your ASFA records should any damage occur to your computer**

**A:** This is common advice for all work done on any computer. Computers can break down, files can become corrupted and you, yourself, can mistakenly delete your ASFA records. The solution is to regularly make back-ups (i.e. at least once a week) . The procedure to back-up your work is as follows:

1. Double click on the ISIS icon contained in the www-ISIS-ASFA folder
2. Select <M> Master file services
3. Select <B> Master file backup
4. The phrase “Backup drive and/or directory?” will appear on the screen
5. If you press <Enter> the back-up of your ASFA work will automatically be stored as the file ASFA.BKP in the directory: **C:\Xitami\webpages\DB\Asfa\Isis**. It is advisable to copy this back-up file on to another disk drive such as a floppy disk or CDROM, so that should your hard disk drive (C:) become damaged you always have a copy of your ASFA records
6. Press <ESC> and then <X> to exit

It may happen that after pressing “<B> Master file backup” you will be presented with the phrase “You cannot back-up while inverted file is pending”. In this case, you have to return to the Main Menu, perform the “Update inverted file” and then the “Back-up” as follows:

1. Select <I> Inverted files services from the CDS/ISIS Main Menu
2. Select <U> Update inverted file
3. The phrase “Inverted file update completed” will appear on the screen. Press <Enter> and then <X> to return to the Main Menu
4. Select <M> Master file services
5. Select <B> Master file backup and then continue as in points 4 to 6.

### 13. WHAT ARE ASFA “INPUT CENTER CODES”?

Below, in the left hand column is a list of all the ASFA Partner organizations. In the right hand column, are the two letter ASFA Input Center Codes which correspond to or represent each ASFA Partner. Each ASFA record appearing in the ASFA database includes a field which contains the “Input Center Code”, therefore, for each record on the database, one can identify the ASFA Partner organization responsible for preparing that record.

The field containing the “Input Center Code” is called “**Input Center, ASFA**” and it is always followed by a number, for example:

**Input Center, ASFA MX0600192**

The “**MX**”, in the example above, is the two letter “Input Center Code” and it represents the ASFA Partner in Mexico (UNAM). The “**06**” refers to the year that the record was submitted to the database by UNAM and the number “**192**” refers to the number of records prepared by UNAM up to and including that record for that year (therefore in the above example, the 192 refers to the 192<sup>nd</sup> record prepared by Mexican ASFA Partner during the year 2006). One can limit a search in the ASFA database to Input Center Code only (for example a search of: **TR=MX05\*** would retrieve all records prepared and submitted to the database by UNAM in 2005), **however** because there were a number of years in which the ASFA records did **not** contain the two letter Input Center Codes, such a search would **not** be an accurate means to identifying the **total** number of records prepared by any given ASFA Partner. Note, in some cases the Input Center Codes correspond to well known standard ISO standard abbreviations and sometimes they do not. This is because many years back when we started assigning these codes a number of abbreviations had to be avoided, because they interfered with the computer processing of those times and our system.

AdriaMed. Scientific Cooperation to Support Responsible Fisheries in the Adriatic Sea, Rome	AA
ARGENTINA. Instituto Nacional de Investigación y Desarrollo Pesquero (INIDEP), Mar del Plata	AR
AUSTRALIA. CSIRO Marine Research, Hobart, Tasmania	AU
BELGIUM. VLIZ Vlaams Instituut voor de Zee vzw Flanders Marine Institute, Oostende	BE
BRAZIL. Universidade de São Paulo, São Paulo	BR
CANADA. Fisheries and Oceans Canada/Pêches et Océans Canada, Ottawa	CA
CHILE. Instituto de Fomento Pesquero (IFOP), Valparaiso	CL
CHINA. National Marine Data and Information Service (NMDIS), Tianjin	CH
CÔTE D'IVOIRE. Centre de Recherches Océanologiques (CRO), Abidjan	CI
CSA. Cambridge Scientific Abstracts, Bethesda, Maryland	CS
CUBA. Centro de Investigaciones Pesqueras (CIP), La Habana	HV
ECUADOR. Instituto Nacional de Pesca (INP), Guayaquil	EC
ESTONIA. Estonian Marine Institute (MEI), Tallinn	EE
FAO. Food and Agriculture Organization of the United Nations, Rome	FA
FRANCE. Institut Français de Recherche pour l'Exploitation de la Mer (IFREMER), Brest	IF
GERMANY. Bundesforschungsanstalt fuer Fischerei (BF), Hamburg	BF
GREECE. Hellenic Centre for Marine Research (HCMR), Athens	GR
GUINEA. Centre National des Sciences Halieutiques de Boussoura (CNSHB), Conakry	GN
ICCAT. International Commission for the Conservation of Atlantic Tunas, Madrid	TU
ICELAND. Marine Research Institute (MRI), Reykjavik	IS
ICES. International Council for the Exploration of the Sea, Copenhagen	CE
ICLARM. – The World Fish Center, Penang	IC
INDIA. National Institute of Oceanography (NIO), Goa	DP

INDONESIA. Centre for Scientific Documentation & Information- Indonesian Institute of Sciences (PDII-LIPI), Jakarta	ID
IOC. Intergovernmental Oceanographic Commission, Paris	IO
IOTC. Indian Ocean Tuna Commission, Seychelles	SC
IRAN. Iranian Fisheries Research Organization (IFRO), Tehran	IN
ITALY. Società Italiana di Biologia Marina (SIBM), Genova	IT
IUCN. The World Conservation Union, Gland	IU
JAPAN. Fisheries Research Agency (FRA), Yokohama-shi, Kanagawa	JA
KENYA. Kenya Marine and Fisheries Research Institute (KMFRI), Mombasa	KE
KOREA. Korea Ocean Research and Development Institute (KORDI), Seoul	KR
LAOS. Living Aquatic Resources Research Center (LARReC), Vientiane	LA
MAURITANIA. Institut Mauritanien de Recherches Océanographiques et des Pêches (IMROP), Nouadhibou	MR
MEXICO. Universidad Nacional Autónoma de México (UNAM), Mexico	MX
MOROCCO. Institut National de Recherche Halieutique (INRH), Casablanca	MA
MOZAMBIQUE. Instituto Nacional de Hidrografia e Navegação (INAHINA), Maputo	MZ
NACA. Network of Aquaculture Centres in Asia-Pacific, Bangkok	AC
NAFO. Northwest Atlantic Fisheries Organization, Dartmouth, Nova Scotia	FO
NIGERIA. National Institute for Freshwater Fisheries Research (NIFFR), New Bussa	NG
NORWAY. Institute of Marine Research (IMR), Bergen	SK
PIMRIS. Pacific Islands Marine Resources Information System, Suva	PI
PERU. Instituto del Mar del Perú (IMARPE), Callao	PE
POLAND. Sea Fisheries Research Institute (SFI), Gdynia	PL
PORTUGAL. Ministério da Agricultura, Desenvolvimento Rural e Pescas, Lisbon	PT
RUSSIA. Russian Federal Research Institute of Fisheries and Oceanography (VNIRO), Moscow	VN
SENEGAL. Direction des Pêches Maritimes, Dakar	SN
SIPAM. Information System for the Promotion of Aquaculture in the Mediterranean, Tunis	SP
SPAIN. Instituto Español de Oceanografía (IEO), Madrid	ES
SPC. Secretariat of the Pacific Community, Nouméa	CP
SWEDEN. Institute of Marine Research (IMR), Lysekil	SE
TANZANIA. Institute of Marine Sciences (IMS), Zanzibar	TZ
THAILAND. Phuket Marine Biological Center, Phuket	TA
TUNISIA. Institut National des Sciences et Technologies de la Mer (INSTM), Salammbô	TN
UKRAINE. Southern Scientific Research Institute of Marine Fisheries and Oceanography (YugNIRO), Kerch	UA
UNITED KINGDOM. Marine Biological Association (MBA), Plymouth	MB
UN/DOALOS. United Nations/Division for Ocean Affairs and the Law of the Sea, New York	UN
UNEP. United Nations Environment Programme, Nairobi	EP
URUGUAY. Instituto de Investigaciones Pesqueras (IIP), Montevideo	UY
USA. National Oceanic and Atmospheric Administration (NOAA), Silver Spring, MD	NO
VIET NAM. Ministry of Fisheries of Viet Nam, Fisheries Informatics Centre (FiCen), Hanoi	VI
Western and Central Pacific Fisheries Commission (WCPFC) Pohnpei, Federated States of Micronesia	WP

(FAQ: list by Luciana Lombardi (contact: [richard.pepe@fao.org](mailto:richard.pepe@fao.org)), updated May 2007)



ملخصات علوم الأحياء المائية ومصايد الأسماك « أسفا »

水产科学和渔业文摘

Aquatic Sciences and Fisheries Abstracts

Résumés des sciences aquatiques et halieutiques

Рефераты по водным наукам и рыболовству

Resúmenes sobre las ciencias acuáticas y la pesca

Aquatic Sciences and Fisheries Abstracts (ASFA) is an abstracting and indexing service covering the world's literature on the science, technology, management, and conservation of marine, brackish water, and freshwater resources and environments, including their socio-economic and legal aspects. The overall objective of ASFA is to disseminate information on aquatic sciences and fisheries world-wide using the ASFA database.

The ASFA bibliographic database contains more than 1 million references, with coverage since 1971. About 3,200 new bibliographic references are added each month to the database. Each bibliographic reference includes: the title of the document in its original language (all non-English titles are also translated into English), an English and/or non-English language abstract, and subject, taxonomic and geographic index entries as relevant.

ASFA is produced through the co-operative efforts of all the ASFA Partners. Each Partner contributes to ASFA by monitoring the aquatic science literature published within their own country or organization and by producing bibliographic references to this literature.

The ASFA Partnership currently includes:

- 4 United Nations Co-sponsoring ASFA Partners: [FAO](#), [IOC](#), [UNDOALOS](#), [UNEP](#)
- 11 International ASFA Partners: [ADRIAMED](#), [ICCAT](#), [ICES](#), [IOTC](#), [IUCN](#), [NACA](#), [NAFO](#), [PIMRIS](#), [SPC](#), [WCPFC](#), [WorldFish Center](#)
- 48 National ASFA Partners: Argentina, Australia, Belgium, Brazil, Canada, Chile, [China \(People's Republic of\)](#), Côte d'Ivoire, Cuba, Ecuador, Egypt, Estonia, France, Germany, Ghana, Greece, Guinea, Iceland, India, Indonesia, [Iran \(Islamic Republic of\)](#), Italy, Japan, Kenya, Republic of Korea, Lao Peoples's Democratic Republic, Mexico, Mauritania, Morocco, Mozambique, Nigeria, Norway, Peru, Poland, Portugal, [Russian Federation](#), Senegal, Spain, Sweden, Thailand, Tunisia, Uganda, Ukraine, Uruguay, United Kingdom, [United Republic of Tanzania](#), United States of America, Viet Nam
- 1 Publishing ASFA Partner: ProQuest.

(for the full names and addresses of all Partners see : <http://www.fao.org/fi/asfa/partners.asp> )

The ASFA Partners submit their bibliographic references in computer readable format to the ASFA publisher, ProQuest. The Publisher processes the input, and merges it to create a Master File (i.e. the ASFA database). From the Master File, the ASFA information products and services are produced (ASFA CD-ROM, Internet access, and printed journals). These products are distributed back to the ASFA Partners for use in their respective information systems. The ASFA products are available commercially to the public from ProQuest (<http://www.csa.com>).

The ASFA Partnership Agreement explains the rights and responsibilities of the ASFA Partners.

( <ftp://ftp.fao.org/docrep/fao/006/ad644e/ad644e00.pdf> )

All ASFA Partners are represented on the ASFA Advisory Board, which meets once a year and produces annual Board Meeting Reports ( <http://www.fao.org/fi/asfa/boardrep.asp> ).

FAO, besides submitting input to the database, also provides the [ASFA Secretariat](#).

Organizations interested in having references to their publication included in the ASFA database (or in joining the ASFA Partnership), should contact the ASFA Partner in their country or the ASFA Secretariat at FAO (E-mail: [richard.grainger@fao.org](mailto:richard.grainger@fao.org) or [richard.pepe@fao.org](mailto:richard.pepe@fao.org)).

For further information, see the ASFA Home page (<http://www.fao.org/fi/asfa/asfa.asp> ), and in particular the FAQ page ( <http://www.fao.org/fi/asfa/faq/faq.asp> ).

(May 2008)



ASFA, [Résumés des sciences aquatiques et halieutiques](#), est un service d'analyse et d'indexation qui couvre la littérature mondiale dans le domaine des sciences, de la technologie, de l'aménagement et de la conservation des environnements et des ressources des eaux marines, saumâtres et douces, y compris les aspects socio-économiques et juridiques. L'objectif d'ensemble du partenariat ASFA est de diffuser l'information sur les sciences aquatiques et halieutiques dans la communauté mondiale, en tenant compte des intérêts particuliers des pays en développement dans ce domaine.

La [base de données bibliographiques ASFA](#) compte plus de 1 000 000 références répertoriées depuis 1971. Environ 3 500 nouvelles références sont ajoutées chaque mois à la base de données. Chacune d'elles inclut: le titre du document dans sa langue originale (les titres sont aussi le cas échéant traduits en anglais), un résumé en anglais et/ou dans la langue originale, et des références thématiques, taxonomiques et géographiques, comme il convient.

ASFA est le fruit des efforts coopératifs de tous ses partenaires. Les partenaires ASFA sont responsables du suivi des publications en séries, monographies et autres informations intéressant le domaine d'ASFA, publiées dans leur propre pays ou organisation, ainsi que de la préparation de citations bibliographiques, d'indexations et de résumés de la littérature pertinente à insérer dans ASFA.

Les associés d'ASFA incluent actuellement:

- [Organismes du système des Nations Unies coparrainant ASFA](#) (FAO, COI, UNDOALOS, PNUE)
- [Partenaires internationaux](#) (ADRIAMED, CICTA, CIEM, CPS, NACA, NAFO, IOTC, UICN, PIMRIS, WCPFC, WorldFish Centre)
- [Partenaires nationaux](#) (Allemagne, Argentine, Australie, Belgique, Brésil, Canada, Chili, Côte d'Ivoire, Cuba, Égypte, Equateur, Espagne, Estonie, Etats-Unis d'Amérique, Fédération de Russie, France, Ghana, Grèce, Guinée, Islande, Inde, Indonésie, Italie, Japon, Kenya, Nigéria, Mauritanie, Maroc, Mexique, Mozambique, Norvège, Ouganda, Pérou, Pologne, Portugal, République de Corée, République démocratique populaire lao, République populaire de Chine, Royaume-Uni, Sénégal, Suède, Tanzanie, la République islamique d'Iran, Thaïlande, Tunisie, Ukraine, Uruguay et Viet Nam)
- [Partenaire éditeur](#) (ProQuest)

Les partenaires ASFA soumettent leurs contributions (sous format électronique) au partenaire éditeur ProQuest, aux États-Unis (ProQuest lui-même établit également un grand nombre d'entrées ASFA). ProQuest traite les entrées reçues des partenaires ASFA par ordinateur et les fusionne pour créer un fichier principal (à savoir la base de données ASFA). A partir du fichier principal, ProQuest extrait les produits et les services d'information ASFA, qu'il diffuse alors aux partenaires ASFA pour exploitation dans leurs systèmes respectifs de traitement de l'information. ProQuest met aussi les produits ASFA à la disposition du public, contre redevance.

[L'Accord de partenariat ASFA](#) établit les droits et les responsabilités des partenaires ASFA.

Tous les partenaires ASFA sont représentés au Comité consultatif ASFA, qui se réunit une fois par an et établit des [rapports sur les réunions du Comité consultatif ASFA](#). La FAO assure les fonctions de secrétariat de l'ASFA, et fournit également l'entrée pour la base de données ASFA.

Pour plus d'information, voyez le Home Page d'ASFA: <http://www.fao.org/fi/asfa/asfaf.asp>  
ou entrez en contact chez FAO (Richard Pepe, e-mail : [richard.pepe@fao.org](mailto:richard.pepe@fao.org)).



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[Resúmenes sobre las ciencias acuáticas y la pesca \(ASFA\)](#) es un servicio de resúmenes y índices sobre las publicaciones mundiales de ciencia, tecnología y ordenación de recursos y ambientes marinos, de aguas salobres y de agua dulce, incluidos sus aspectos socioeconómicos y jurídicos. El objetivo general de la asociación ASFA es difundir información sobre ciencias acuáticas y la pesca en todo el mundo, teniendo en cuenta los intereses especiales de los países en desarrollo en este terreno.

La [base de datos bibliográficos de ASFA](#) contiene más de 1 000 000 referencias, catalogadas desde 1971. Cada mes se incorporan a la base de datos unas 3 500 nuevas referencias bibliográficas. Cada una de estas referencias contiene los siguientes elementos: título del documento en su idioma original (con traducción al inglés cuando el título original es en otro idioma), un resumen en inglés y/o en otro idioma y un índice temático, taxonómico y geográfico, cuando resulta oportuno.

Los asociados de ASFA se encargan de la supervisión de las publicaciones periódicas, monografías y otra información de interés para el ámbito de ASFA, publicadas en sus propios países u organización, así como de la preparación de citas bibliográficas, índices y resúmenes de las publicaciones científicas sobre las ciencias acuáticas y la pesca, para su incorporación en la base de datos ASFA.

ASFA es el resultado de la colaboración de los siguientes asociados

- [Asociados de las Naciones Unidas copatrocinadores de ASFA](#) (FAO, [COI](#), [UNDOALOS](#) Y [PNUMA](#))
- [Asociados internacionales de ASFA](#) ([ADRIAMED](#), [CICAA](#), [CIEM](#), [IOTC](#), [IUCN](#), [NACA](#), [NAFO](#), [PIMRIS](#), [SPC](#), [WCPFC](#) y [WorldFish Center](#))
- [Asociados nacionales de ASFA](#) (Alemania, Argentina, Australia, Bélgica, Brasil, Canadá, Chile, Côte d'Ivoire, Cuba, Ecuador, Egipto, España, Estados Unidos de América, Estonia, Francia, Ghana, Grecia, Guinea, India, Indonesia, Islandia, Italia, Japón, Kenya, Mauritania, Marruecos, México, Mozambique, Nigeria, Noruega, Perú, Polonia, Portugal, Reino Unido, República de Corea, República Democrática Popular Lao, República Popular China, Rusia, Senegal, Suecia, Tailandia, Tanzania, la República Islámica del Irán, Túnez, Ucrania, Uganda, Uruguay y Viet Nam)
- [El Asociado editor de ASFA](#) (ProQuest)

Los asociados de ASFA presentan sus aportaciones (en un medio con posibilidad de búsqueda por ordenador) al asociado editor de ASFA, ProQuest, con sede en los Estados Unidos (por su parte, el editor prepara una gran parte del material de ASFA). ProQuest elabora las aportaciones recibidas de los asociados de ASFA, mediante ordenador, y las fusiona para crear un archivo maestro (es decir, la base de datos ASFA). A partir de este archivo maestro, el editor elabora los productos y servicios de información de ASFA para su utilización en los respectivos sistemas de información ya sea en papel, en CD-ROM y en línea. ProQuest distribuye también al público, en forma comercial, los productos ASFA.

[El "Acuerdo de Asociación ASFA"](#) establece los derechos y responsabilidades de los asociados de ASFA.

Todos los asociados de ASFA están representados en la Junta Consultiva de ASFA, que se reúne una vez al año y prepara también anualmente los [Informes de las Reuniones de la Junta Consultiva de ASFA](#). La FAO, además de contribuir a la preparación del material presta los servicios de secretaría de ASFA.

Para la información adicional vea el Home Page de ASFA: <http://www.fao.org/fi/asfa/asfas.asp>

(May 2008)



Реферативно-поисковая служба АСФА (Aquatic Sciences and Fisheries Abstracts – ASFA) индексирует и систематизирует мировую литературу в области науки, технологии, управления и охраны ресурсов морских, солоноватых и пресных вод и окружающей среды, включая социально-экономические и законодательные аспекты. Основной целью АСФА является всемирное распространение информации по водным наукам и рыболовству с использованием базы данных АСФА.

Библиографическая база данных АСФА содержит более 1 миллиона рефератов, освещающих мировую литературу, начиная с 1971 года. Ежемесячно в базу данных АСФА поступает около 3,200 новых библиографических реферативных ссылок. Каждая из них включает: название документа на языке оригинала и переведенное на английский язык, реферат на английском и/или другом языке, а также, по мере необходимости, предметные, таксономические и географические дескрипторы.

АСФА создается общими усилиями всех партнеров – участников АСФА. Вклад каждого из партнеров АСФА заключается в анализе (мониторинге) научной литературы по водным наукам, издающейся внутри его страны или в его организации, а также в составлении библиографической ссылки-реферата на эту литературу.

В настоящее время в Содружество АСФА входят:

- 4 спонсора – партнера АСФА от ООН: FAO, IOC, UNDOALOS, UNEP
- 11 международных партнеров АСФА: ADRIAMED, ICCAT, ICES, IOTC, IUCN, NACA, NAFO, PIMRIS, SPC, WCPFC, WorldFish Center
- 48 национальных партнеров АСФА: Австралия, Аргентина, Бельгия, Бразилия, Великобритания, Вьетнам, Гана, Гвинея, Германия, Греция, Египет, Индия, Индонезия, Исламская Республика Иран, Исландия, Испания, Италия, Канада, Кения, Кот-д'Ивуар, Куба, Лаосская Народная Демократическая Республика, Мавритания, Марокко, Мексика, Мозамбик, Народная Республика Китай, Нигерия, Норвегия, Объединенная Республика Танзания, Перу, Польша, Португалия, Республика Корея, Российская Федерация, Сенегал, Соединенные Штаты Америки, Таиланд, Тунис, Уганда, Украина, Уругвай, Франция, Чили, Швеция, Эквадор, Эстония, Япония
- 1 издатель партнер АСФА: ProQuest.  
(полные имена и адреса всех партнеров указаны по адресу <http://www.fao.org/fi/asfa/partners.asp> )

Партнеры представляют издателю АСФА, ProQuest, свои библиографические ссылки-рефераты (записи) в формате, доступном для компьютерной обработки. Издатель обрабатывает эти записи и затем объединяет их для создания главного файла (то есть базы данных АСФА). Из главного файла затем создаются информационные продукты, которые представлены в различных видах (база данных АСФА на компакт-дисках, в Интернете и в печатных журналах). Эти продукты направляются обратно партнерам АСФА для использования на месте соответствующими информационными системами. Не участвующим в подготовке записей для АСФА, Издательство ProQuest предоставляет продукты на коммерческой основе (<http://www.csa.com>).

Права и обязанности партнеров АСФА разъяснены в Партнерском Соглашении АСФА (<ftp://ftp.fao.org/docrep/fao/006/ad644e/ad644e00.pdf> )

Все партнеры АСФА представлены в Консультативном Совете АСФА, который собирается один раз в год, заслушивает и публикует отчеты заседаний (<http://www.fao.org/fi/asfa/boardrep.asp>).

FAO, помимо работы с рефератами для базы данных, представляет и Секретариат АСФА.

Организации, заинтересованные в размещении в базе данных АСФА реферативных ссылок на свои публикации (а также в присоединении к партнерству АСФА), должны обратиться к партнеру АСФА в своей стране или в Секретариат АСФА в FAO ( E-mail: [richard.grainger@fao.org](mailto:richard.grainger@fao.org) или [richard.pepe@fao.org](mailto:richard.pepe@fao.org) ).

Подробная информация указана на главной странице АСФА (<http://www.fao.org/fi/asfa/asfa.asp>) и, в частности, на FAQ-странице (<http://www.fao.org/fi/asfa/faq/faq.asp>).



ملخصات علوم الأحياء المائية ومصايد الأسماك « أسفا »

水产科学和渔业文摘

Aquatic Sciences and Fisheries Abstracts

Résumés des sciences aquatiques et halieutiques

Рефераты по водным наукам и рыболовству

Resúmenes sobre las ciencias acuáticas y la pesca

水产科学和渔业文摘（ASFA）提供摘录和索引服务，其范围涵盖全世界海洋、半咸水和淡水资源及环境领域的科学、技术、管理和保护，包括其社会经济和法律问题等方面的文献信息。ASFA的总目标是利用ASFA数据库，在世界范围内传播有关水产科学和渔业方面的情报信息。

ASFA参考书目数据库包含有自1971年以来的100多万条书目信息，每月新增加记录约3200条。每条书目信息包括：文献的原文标题（所有非英文标题被译成英文），英文和/或非英文的摘要，及有关的主题、分类和地理索引条目。

ASFA是其所有合作伙伴共同努力的成果。每个伙伴通过以下活动对ASFA做出贡献；监控其本国或本组织的水产科学文献，提供相关文献的参考书目信息。

目前，ASFA伙伴包括：

- **4个联合国共同主办伙伴：**联合国粮食及农业组织（FAO）、政府间海洋学委员会（IOC）、联合国海洋事务和海洋法司（UNDOALOS）、联合国环境规划署（UNEP）；
- **11个国际伙伴：**支持亚得里亚海负责任渔业科学合作组织（ADRIAMED）、国际大西洋金枪鱼资源养护委员会（ICCAT）、国际海洋勘探理事会（ICES）印度洋金枪鱼委员会（IOTC）、国际自然和自然资源保护联盟（IUCN）、亚洲和太平洋水产养殖中心网（NACA）、西北大西洋渔业组织（NAFO）、太平洋岛屿海洋资源信息系统（PIMRIS）、太平洋共同体秘书处（SPC）、世界鱼类中心、中西太平洋渔业委员会（WCPFC）、世界鱼类中心；
- **48个国家伙伴：**阿根廷、澳大利亚、比利时、巴西、加拿大、智利、中国（人民共和国）、科特迪瓦、古巴、厄瓜多尔、埃及、爱沙尼亚、法国、德国、加纳、希腊、几内亚、冰岛、印度、印度尼西亚、伊朗（伊斯兰共和国）、意大利、日本、肯尼亚、大韩民国、老挝人民民主共和国、墨西哥、摩洛哥、毛里塔尼亚、莫桑比克、尼日利亚、挪威、秘鲁、波兰、葡萄牙、俄罗斯联邦、塞内加尔、西班牙、瑞典、泰国、突尼斯、乌干达、乌克兰、乌拉圭、英国、坦桑尼亚联合共和国、美利坚合众国、越南；
- **1个出伙伴：**坎布里奇科学文摘社（ProQuest）  
（全部ASFA伙伴的全称和地址见：<http://www.fao.org/fi/asfa/partners.asp>）

ASFA伙伴以计算机可读格式向ProQuest提供书目文献资料（ASFA输入）。ProQuest对这些资料进行处理，将其合并而建立一个主文件（即ASFA数据库），制作、提供ASFA信息产品与服务（如ASFA光盘、互联网获取、印刷版杂志等），并将这些产品免费提供给ASFA伙伴，用于各自的信息检索系统。公众还可以通过商业渠道从ProQuest（<http://www.csa.com>）获得ASFA产品。

《ASFA协议》解释了ASFA伙伴的权利和责任。  
(<ftp://ftp.fao.org/docrep/fao/006/ad644e/ad644e00.pdf>)

所有ASFA伙伴均参加ASFA咨询委员会。该委员会每年举行一次会议，并编写委员会年度会议报告 (<http://www.fao.org/fi/asfa/boardrep.asp>)。

FAO除了向数据库提供输入之外，还提供ASFA秘书处。

凡愿意向ASFA数据库提供书目信息（或加入ASFA伙伴计划）的组织，应与其本国的ASFA伙伴，或者粮农组织ASFA秘书处联络（*E-mail: [richard.grainger@fao.org](mailto:richard.grainger@fao.org)或 [richard.pepe@fao.org](mailto:richard.pepe@fao.org)*）。

关于进一步的情况，见ASFA主页（<http://www.fao.org/fi/asfa/asfa.asp>），特别是FAQ网页（<http://www.fao.org/fi/asfa/faq/faq.asp>）。

2008年2月



ملخصات علوم الأحياء المائية ومصايد الأسماك « أسفا »  
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هي خدمة لاستخراج المصطلحات وفهرستها من مختلف المؤلفات (أسفا) ملخصات علوم الأحياء المائية ومصايد الأسماك العالمية في مجالات العلوم، والتكنولوجيا، وإدارة الموارد البحرية، وفي المياه المالحة والحلوة وبيئاتها وصونها، بما يشمل النواحي الاجتماعية والاقتصادية والقانونية ذات الصلة. والهدف الرئيسي من "أسفا" هو نشر المعلومات عن العلوم المائية ومصايد الأسماك حول العالم بواسطة قاعدة بيانات "أسفا".

وتحتوي قاعدة البيانات المفهرسة لملخصات "أسفا" على أكثر من مليون مرجع تقريباً اعتباراً من سنة 1971. ويضاف كل شهر نحو 3200 مرجع مفهرس جديد إلى قاعدة البيانات. ويتضمن كل منها: عنوان الوثيقة بلغتها الأصلية (تترجم جميع العناوين بغير اللغة الإنكليزية إلى اللغة الإنكليزية) ومستخرج باللغة الإنكليزية و/أو بلغة أخرى، فضلاً عن فهراس بالمواضيع والتصنيف الفئوي والجغرافي حسب المقتضى.

و"أسفا" هي ثمرة التعاون بين مختلف الشركاء فيها. ويساهم كل منهم في "أسفا" من خلال رصد المؤلفات العلمية عن الموارد المائية التي تنشر في البلدان أو المنظمات التي ينتمون إليها وبتعداد مراجع مفهرسة عن تلك المؤلفات.

#### أما الشركاء الحاليون في "أسفا" فهم:

- 4 شركاء في الأمم المتحدة يشاركون في رعاية "أسفا": منظمة الأغذية والزراعة، اللجنة الحكومية الدولية لعلوم المحيطات، قسم شؤون المحيطات وقانون البحار في الأمم المتحدة، برنامج الأمم المتحدة للبيئة.
- 11 شريكاً دولياً: التعاون العلمي لدعم الصيد الرشيد في بحر الأدرياتيك، الهيئة الدولية لصيانة التونة في الأطلسي، المجلس الدولي لاستكشاف البحار، هيئة مصايد أسماك التونة في المحيط الهندي، الاتحاد العالمي لصون الطبيعة، شبكة مراكز تربية الأحياء المائية في إقليم آسيا والمحيط الهادي، منظمة مصائد الأسماك في شمال غرب المحيط الأطلسي، نظام المعلومات عن الموارد البحرية في جزر المحيط الهادي، جماعة المحيط الهادي، جنة مصائد الأسماك في غرب ووسط المحيط الهادي، المركز العالمي للأسماك.
- 48 شريكاً قطرياً: الأرجنتين، أستراليا، بلجيكا، البرازيل، كندا، شيلي، جمهورية الصين الشعبية، كوت ديفوار، كوبا، إكوادور، مصر، إستونيا، فرنسا، ألمانيا، غانا، اليونان، غينيا، آيسلندا، الهند، إندونيسيا، جمهورية إيران الإسلامية، إيطاليا، اليابان، كينيا، جمهورية كوريا، جمهورية لاو الديمقراطية الشعبية، المكسيك، موريتانيا، المغرب، موزامبيق، نيجيريا، النرويج، بيرو، بولندا، البرتغال، الاتحاد الروسي، السنغال، إسبانيا، السويد، تايلند، تونس، أوغندا، أوكرانيا، أوروغواي، المملكة المتحدة، جمهورية تنزانيا المتحدة، الولايات المتحدة الأمريكية، فييت نام.

- شريك ناشر واحد: ProQuest  
(يمكن الاطلاع على القائمة الكاملة بأسماء الشركاء وعناوينهم على الموقع التالي:  
<http://www.fao.org/fi/asfa/partners.asp>)

. فيقوم ProQuest بتقديم شركاء "أسفا" مراجعهم المفهرسة على شكل تسهل قراءته على جهاز الكمبيوتر إلى ناشر "أسفا" الناشر بمعالجة المدخلات ودمجها توصلاً إلى ملف رئيسي (أي إلى قاعدة بيانات "أسفا"). وتستخرج من الملف الرئيسي المعلومات والخدمات الإعلامية التي تقدمها "أسفا" (مثل القرص المدمج الخاص بـ "أسفا" وإمكانية الوصول إلى شبكة الإنترنت والمجلات المطبوعة). وتوزع هذه المنتجات بعد ذلك على شركاء "أسفا" لاستخدامها في نظم المعلومات لديهم. كما (<http://www.csa.com>) ProQuest يمكن لعامة الناس شراء منتجات "أسفا" من

يشرح اتفاق الشراكة مع "أسفا" حقوق شركاء "أسفا" ومسؤولياتهم.  
(<ftp://ftp.fao.org/docrep/fao/006/ad644e/ad644e00.pdf>)

جميع شركاء "أسفا" ممثلون في المجلس الاستشاري في "أسفا" الذي يعقد اجتماعاً واحداً له في السنة ويصدر تقارير سنوية  
(<http://www.fao.org/fi/asfa/boardrep.asp>) عن اجتماع المجلس )

تؤمن منظمة الأغذية والزراعة خدمات الأمانة لأسفا فضلاً عن تقديم المدخلات في قاعدة البيانات.

يتعين على المنظمات الراغبة في إدراج مراجعها من المطبوعات الصادرة عنها ضمن قاعدة بيانات "أسفا" (أو الراغبة في الانضمام إلى الشراكة مع "أسفا") الاتصال بشريك "أسفا" في البلد الموجودة فيه أو بأمانة "أسفا" في منظمة الأغذية والزراعة (البريد الإلكتروني: [richard.pepe@fao.org](mailto:richard.pepe@fao.org) أو [richard.grainger@fao.org](mailto:richard.grainger@fao.org))

:للمزيد من المعلومات، يرجى زيارة صفحة "أسفا" الرئيسية على الإنترنت  
(، لا سيما صفحة الأسئلة المتكررة <http://www.fao.org/fi/asfa/asfa.asp> )  
(<http://www.fao.org/fi/asfa/faq/faq.asp>).

فبراير/شباط 2008