MANUAL OF THE BIBLIOGRAPHIC DATABASE IN HEALTH AND ENVIRONMENT

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World Health Organization
Pan American Health Organization
Division of Health and Environment

PAN AMERICAN CENTER FOR SANITARY ENGINEERING AND ENVIRONMENTAL SCIENCES
Los Pinos 259 Urbanizacion Camacho, Lima 12. PERU       P.O.Box 4337 Lima 100. PERU
Fax: (511) 4378289         Telephone: (511) 4371077       cepis@cepis.ops-oms.org
http://www.cepis.ops-oms.org
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Part 3: Examples of Bibliographic Records
INTRODUCTION

REPIDISCA is the Pan American Information and Documentation Network in Sanitary Engineering and Environmental Sciences, which formally started operations in 1981, after a two-year period of design and implementation.

The Network is composed by Cooperating Centers, National or Sub-regional Coordinating Centers and a Regional Coordinating Center, which is CEPIS. The main objective of the Network is to facilitate the exchange of information within the Region of Latin America and the Caribbean.

The instructions that are presented in this manual are used in order to standardize and record the information that is entered to the bibliographic database of REPIDISCA.

REPIDISCA adopted the Anglo-American Cataloguing Rules, 2nd edition (AAACR2), for the bibliographic description. These rules were modified according to our needs. ISO Country Code and ISO Language Code are used. Regarding the standardization, there are authority lists, either for corporate authors or for serial publication titles, acronyms of Cooperating Centers and geographical identifiers. The Thesaurus of Sanitary and Environmental Engineering, specially created for CEPIS, is used in order to elaborate the document indexing.

The current design of bibliographic data base is compatible with the Latin American and the Caribbean Center of Information in Health Sciences (BIREME) in accordance with the rules stated in the UNISIST Reference Manual (*), 2nd edition. In the past, both systems used worksheet, but now daily at CEPIS we input the data directly into the data base and the Cooperating Centers send us their ISO files.

The instructions presented in this Manual are used to register the information of the REPIDISCA bibliographic data base, which is available for consultation in Internet, through the WWW of CEPIS.

PART 1: SELECTION OF INFORMATION

1. Background and justification

The selection guidelines represent a significant advance in the evolution of general criterion, required to obtain a higher consistency of REPIDISCA Bibliographic Data Base, as well as to achieve a better efficiency level of the network in general, and the services provided through the database operation.

It is convenient to establish and apply selection criteria for REPIDISCA, since the functions of search and selection should be fulfilled in a decentralized way. Mainly, every national institution involved in the system is responsible for the identification of documents and for the elaboration of the input information produced in their country. Each participating country should decide on the material of international value to be disseminated through REPIDISCA.

The inappropriate information record in the system database may occur for several reasons, among them:

- Absence of selection criteria.
- Too strict or extremely wide interpretation and application of criteria.

There are some opinions about the inclusion of everything produced, regarding the large thematic areas covered by the system. Some of those opinions refer to the absence of trained and authorized personnel to carry out an appropriate selection. Others suggest that it is too difficult to decide in advance whether a material will be useful or will be in force subsequently.

The selection guidelines should be complemented in practice with the advisory of specialists in the corresponding areas.

When implementing mechanisms and selection criteria for a certain network, there is the risk of subjectivity. However, this may be lessened through the search of consensus, together with the specialists and through other means, such as the criterion further detailed.

The application of selection criteria should be flexible, keeping in mind that they are subject to revisions and modifications, whenever they are needed in order to maintain or improve the quality of the system, and also bearing in mind the autonomy of every country and their corresponding Cooperating Centers.

2. Mechanisms of selection within REPIDISCA

The existence of the system is primarily based on the impossibility that just one individual or one institution develops the information transference process and access to the documentation efficiently.
The users depend on intermediaries of information services with capacity to supply confidential, suitable and high-quality information. These intermediary mechanisms, between the generator and the user, have in their basis functions to serve as an intellectual filter of the registered information. This means to select, evaluate, synthesize, translate and elaborate summaries about the “state of art or the knowledge of a specific area”, establish correlations or make a critic data compilation in order to have useful information and facilitate its use.

The following tools and support mechanisms are highlighted in the selection process:

- Sources of printed information: catalogues, indexes, bulletins.
- Advisory of specialists and users.
- Thesaurus of Sanitary Engineering and Environmental Sciences.

The Thesaurus provides a complete reference frame of the system coverage to the selection process. However, it is not definitive.

The use of the Thesaurus is essential, as a support tool for the selection process, since it prevents the introduction of material which is not related to REPIDISCA specialization, as well as other documents that could be more useful in other information systems.

3. Users

REPIDISCA information services and products are provided to the following groups of users:

- **Policy designers**: On environmental health and sanitation subjects at national and international governmental and non-governmental levels.

- **Planners**: Of environmental health and several sanitation activities and programs, including short, medium and long-term plans, at national, regional and international levels, as well as their implementation, execution and evaluation.

- **Managers and administrators**: Of environmental health and sanitation programs and activities (projects, studies, public works and services) in central agencies or in the field.

- **Professionals and technicians**: In environmental health and sanitation fields, in charge of planning, designing, supervising, executing, operating or evaluating public works in these fields, as well as activities regarding community development and public education in environmental health.

- **Researchers, professors and students**: Also the ones involved in research, development and teaching processes in environmental and sanitation fields.
- **Advisors and agencies:** Regarding financing and technical cooperation who provide assessment, financing and contractual services in environmental health and sanitation fields.

- **Information and communication personnel:** In charge of handling and disseminating information and documentation dealing with the above-mentioned users.

From the point of view of institutional users, a first selection of institutions related to the subject and the activities covered by the system, will include the following categories:

- **Governmental agencies**
  - Institutions (Planning agencies or Ministries of Planning)
  - Ministries of Health (Sanitation services, Environmental Health)
  - Ministries of Public Works (Services of Water and Sanitation)
  - Ministries of Environment
  - Related agencies in other Ministries: Agriculture (soil and earth pollution, pesticides); Fisheries (river, lake and ocean pollution); Work (occupational health, industrial hygiene and safety), Mining, etc.
  - National agencies of natural resources
  - Sanitation agencies
  - Water authorities or commissions
  - Public Institutions of Sanitation

- **Professional and academic institutions**
  - Associations of Sanitary and Environmental Engineers
  - Advisory Enterprises of Sanitary and Environmental Engineering
  - Research Institutions related to the field

- **Industry**
  - Related industries (sanitation and occupational health aspects)

- **Private Institutions**
  - Environmental protection associations
  - Committees of water and community sanitation
  - Other community groups or citizens involved in environmental sanitation and health

- **Agencies and services of information and documentation**
  - Documentation and information centers, libraries, data banks, etc., involved in the subjects covered by REPIDISCA
  - News media
4. **Thematic scope**

Selection policies are not supposed to be strict regarding the subjects to be covered by the information system. It is necessary to consider that there are other information systems which cover several subjects of mutual interest more specifically. Thus, it is necessary to avoid effort and resource duplicity.

As for REPIDISCA, the initial delimitation of knowledge areas, reflected in its classification outline, has been created according to a consensus of the participation of national and international experts, representatives from other information systems and services at an international level and the participation of a selected group of users. The initial subject for the establishment of this outline was to take into consideration CEPIS’ approach regarding Sanitary Engineering and Environmental Sciences.

The Hierarchical Section of the Thesaurus is the reference frame to carry out this selection.

The Cooperating Centers are responsible for proposing modifications or including new disciplines and recent terminology, together with the corresponding justifications.

In order to provide more information on the thematic scope and to maintain the quality of data base, some steps and examples are shown next, regarding the type of documents that should be excluded.

a) Administrative documents, restricted to the interests of a certain enterprise or organization, such as:

- General balance of the Services Enterprise of Sanitation.
- Report on the activities developed during the first semester of 1980 by the Office of Sanitation Works.
- Functions and requisition of personnel for the central administration of the enterprise.
- Loan contract between the National Institute of Municipal Development and Municipal Public Enterprises of Neiva, Colombia.

- Documents of local scope, lacking projections or application in other geographic areas and not referred to a specific methodology, but describing a situation such as:

  - Construction of Rio Blanco tunnel of raw water, Km 14.

b) Comments or speeches on equipment and tool exhibitions as well as on inter-institutional agreements superficially treated, which generally appear in news
sections of periodical publications.

c) Descriptions and comments of monographic publications.

d) Material of commercial advertisement which does not include detailed information on the design, construction, advantages and restrictions for the use of certain equipment.

e) Announcement on conferences, seminars, courses or related meetings.

f) Interviews lacking a technical value and tributes paid to persons from the sector.

g) Dissemination material which does not include techniques or proceedings deeply treated.

h) Bibliographic unities which, according to their characteristics, have a temporary type, such as monthly and quarterly reports to be included in annual reports. Annual reports and proceedings of the current year are the only ones to be entered.

i) Articles published in conventional newspapers, unless they are presented jointly or as a news selection on an outstanding subject in a certain country or region. For example:


5. Geographic scope

The geographic scope presents the following levels:

The first one is composed of those publications and data produced in our countries whose content has an international value.

The second level corresponds to those documents which describe a technology that can be used at a Regional level (Latin America and the Caribbean).

The third level is represented by material of a very limited interest for a country or for a Region within a country.

The system has a Regional nature for Latin American and the Caribbean countries. Thus, data base will include material produced in the corresponding countries, being every Cooperating Center responsible for entering to the system all material produced in the country by authors or by national or international institutions.

They will also be responsible for feeding the system with the references of publications of their country, which have been produced elsewhere.
CEPIS will highlight the selection of documents produced outside the Region on appropriate technology, according to the needs and conditions of the people of the country.

CEPIS carries out an exhaustive revision of this literature, such as the search of cooperation among several agencies interested in REPIDISCA's objectives, and the establishment of agreements with extra-regional information sources. Examples of these contacts are already established with the Water Research Centre (WRC) from England, the International Reference Centre for Community Water Supply (IRC) from The Netherlands, and the Water and Sanitation for Health Project (WASH), International Development Agency from the United States.

6. Languages covered

Documents written in Spanish, Portuguese, English, French and German are selected.

The inclusion of documents published in other languages is not convenient -no matter if their content is considered relevant and interesting to the Region- since the number of potential readers is too small.

7. Chronologic scope

Information produced during the last five years has been incorporated to the network database. For example, material produced since 1998 further on, has been included during 2002.

It is possible that this chronologic delimitation of five years will not be strictly applied in specific and exceptional cases, such as when an older material, but relevant and interesting to the system, is identified.

8. Gathering of documents

Bearing in mind the type of documents useful for REPIDISCA, the personnel from the Cooperating Centers should constantly carry out an aggressive campaign of document gathering.

It has been verified that the best form to carry it out is to show them a REPINDEX or a list of a bibliographic searches, produced from the www of CEPIS, and to explain that if they send to REPIDISCA a copy of the documents (published or not, but pressed) they will be analyzed and registered in our database that is consulted worldwide through Internet.

It could also be asked to the authors to prepare the abstract of the documents of their institution or, at least, their own abstracts.

It is important to mention that we have developed an interface that permits the search for information from the bibliographic database through the www of CEPIS; as a result, the registered authors can become internationally famous (this it is the better
argument and we are sure will manage to capture the documents).

The second stage of the campaign is to request books, journals, etc. that the staff members consider of importance, to photocopy them in order to maintain a copy in the library and also to have them in our database.

A third stage would be to contact the institutions that cannot be integrated as Cooperating Centers but have documents related to the areas of interest of REPIDISCA. First of all, it would be necessary to request if they can register the name of that library, ensuring that subsequently they serve the order of information. If not, it would be necessary to request copy from the document.

Another source of information of great importance constitutes the web pages. We found a lot of information in Internet, but it varies from importance and quality, and, in many cases repetitive and unreliable. However, we can also find quite valuable information that goes from journal articles up to complete books. To be able to collect adequately this information and include it in our database, we should apply the five traditional criteria, used to evaluate the quality of the information:

a) **Accuracy:**

- The first step is to identify the responsible of the page. Is it a university, a professional association, a commercial host, or a personal editor?

- To confirm if the site express its purpose and the audience to which is destined.

- To confirm the information found in the web page, with the printed information.

b) **Authority:**

- To identify the type of Web page. If is it a personal page, from where do they obtain their information? If it is a commercial page, how reliable is the information?

- To search information on the same page concerning the author. Review if there are third parties (personnel or institutional) that have contributed to the page. Verify if the information placed in the Web page includes the references.

- To make sure that the owners of the page and the sponsors appear clearly and provide a contact.

- To review if the author of the Web page has published also in printed format. If that is the case, it should be reviewed to see if it provides additional information.
• To examine if the author(s) has created other pages webs. If so, review to obtain more information on the subject and the author.

c) **Objectivity:**

• To determine if the publicity and the contents of the information are provided by the same person or organization. If that is the case, review if the publicity could influence the content of the information

• To take into account that many Webs pages with excellent information are sponsored by commercial institutions or contain announcements.

d) **Actuality:**

• To determine when was the last updating of the page. It there are links broken and how many times appear new links in the Web page.

e) **Coverage:**

• To compare the information on the Web page with information found in other Webs. Review if there exist another page that provides more information, references and contacts than the found initially.

• To compare the information in the website with available information in printed sources as books, journals, reports, etc. (if there is found available). There is no limit to search information only in the Web; you can find information in other sources.
PART 2: FIELDS OF THE BIBLIOGRAPHIC DATABASE

The fields are logically grouped, and presented in the computer. In the past we used a Worksheet, but it is no longer utilized. Each field is identified by a code.

1. Field definition table

It presents every field used in the bibliographic record, the code corresponding to each field and the outstanding characteristics. The table has been structured in columns:

- **TAG**: Is the correlative number which identifies every field in the bibliographic record. You will notice that there are some numbers in the bibliographic record which have not been used. Those numbers have been saved for potential adjustments, additions or modifications to be done in the future. Also there are some numbers out of sequence because we have added a lot of fields to incorporate in the bibliographic data base, the information of the full text.

- **FIELD NAME**: Designation to identify every field.

- **REPEATABLE**: It indicates that the field may be recorded more than once. The number of characters assigned to the field is applied separately in each occurrence. For example, in the field 10: Personal Author, it could contain many names of authors, according to the document.

- **NUMBER OF CHARACTERS**: It indicates the maximum quantity of digits assigned to every field, in each occurrence.

- **MANDATORY**: It indicates the fields that should always be filled in the bibliographic record. Otherwise, the automatic control of the computer will refuse the record.
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</tr>
<tr>
<td>43</td>
<td>Price in dollars</td>
<td></td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>Institution - thesis</td>
<td></td>
<td>256</td>
<td></td>
<td></td>
</tr>
<tr>
<td>51</td>
<td>Academic degree - Thesis</td>
<td></td>
<td>64</td>
<td></td>
<td></td>
</tr>
<tr>
<td>52</td>
<td>Institution sponsor - Conference</td>
<td>X</td>
<td>256</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>53</td>
<td>Name and number - Conference</td>
<td></td>
<td>192</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
2. **Bibliographic record Description**

The bibliographic record is divided in 12 blocks.

### 2.1 Record identification

In this block appears the information to identify the type of document record analyzed and also fields for a document control in the library and web. These fields are:

- Cooperating Center: Field 01
- Topographic signature (only for CEPIS' Library documents) subdivided in:
  - Pre-signature: Field 103
  - Classification number: Field 203
  - Internal notation: Field 303
  - Access number: Field 403
  - Input date: Field 603
  - Access number 2nd copy: Field 503
  - Access number 3th copy: Field 503
- Type of literature: Field 05
  - Bibliographic level: Field 06

### 2.2 Full Text and Web

In this block appears the information to identify a document in full text in the web. These fields are:

- Full text - Date: Field 915
- Full text - Signature: Field 916
- Full text - 909hyg Address in html: Field 906
- Full text - Address in pdf: Field 918
- Web subject area: Field 920
- Web subject area (second level): Field 921

### 2.3 Bibliographic description of the analytical level

Data used to identify the author, title and pages at an analytical level. These fields are:

- Personal author – Analytical: Field 10
- Corporate author - Analytical: Field 11
- Title; subtitle – Analytical: Field 13
- Pages - Analytical: Field 14

### 2.4 Bibliographic description of the monographic level

Data used to identify the document at a monographic level. These fields are:

- Personal author – Monographic: Field 16
- Corporate author – Monographic: Field 17
• Title; subtitle – Monographic: Field 18
• Pages – Monographic: Field 20
• Volume – Monographic: Field 21

2.5 Bibliographic description of the collection level

Data used to identify the documents as collection. These fields are:

  23 Personal author – Collection
  24 Corporate author – Collection
  25 Title; subtitle – Collection
  27 Volumes – Collection

a. Serials

Besides the data registered at the corresponding bibliographic level to identify the magazines or monographic serials, the next fields should be filled out:

  30 Title; subtitle – Serial publication
  31 Volume, year – Serial publication
  32 Number – Serial publication
  35 ISSN – Serial publication

b. Etc.

Additional information with the next fields:

  38 Illustration
  40 Text language
  41 Abstract language
  43 Price in dollars

c. Thesis

Besides the data according to the corresponding bibliographic level, the theses are identified by the next fields:

  50 Institution – Thesis
  51 Academic degree – Thesis

d. Conference

Data used to identify the conference is registered. These fields are:

  52 Sponsoring institution – Conference
  53 Name and number – Conference
  54 Date – Conference
55 Standardized date – Conference  
56 City – Conference  
57 Country code – Conference  

i. Project

Besides the data registered within the corresponding bibliographic level, the next fields are also identified:

58 Institution – Project  
59 Name – Project  
60 Number – Project

j. Descriptive information

Data used to describe the documentary unit are registered. These fields are:

61 Special notes  
62 Publishing house  
63 Edition  
64 Date of publication  
65 Standardized date  
66 City of publication  
67 Country code of publication  
68 Code or number of the document  
69 ISBN

k. Contents analysis

Data describing the subject contents of the document is registered:

72 Number of bibliographic references  
80 Primary Countries  
81 Secondary Countries  
82 Geographic identifiers  
85 Abstract  
87 Main descriptors  
88 Postcoordination descriptors  
89 Proposed descriptors
<p>| AN ALI TIC | MON O NO G R A FI C | COL LE CI ON | SER | |---|---|---|---|---|---|---|
| 10 PERSONAL AUTHOR | 11 INSTITUTIONAL AUTHOR | 12 TITLE | 13 TRANSLATED TITLE | 16 PERSONAL AUTHOR | 17 INSTITUTIONAL AUTHOR | 18 TITLE | 19 TRANSLATED TITLE |
| 20 PAGES | 21 PERSONAL AUTHOR | 22 INSTITUTIONAL AUTHOR | 23 TITLE | 24 INSTITUTIONAL AUTHOR | 25 TITLE | 27 VOLUMES | 26 TITLE |
| | | | | | | | |
| 28 ILLUSTRATION | 30 TITLE | 31 VOLUME | 32 NUMBER | 33 VOLUME | 34 ISSN | 35 NUMBER | 36 SERIES |
| 38 ILLUSTRATION | 40 LANGUAGE TEXT | 41 LANGUAGE SUMMARY | 42 LANGUAGE SUMMARY | 43 COST IN DOLLARS | 44 COST IN DOLLARS | 45 COST IN DOLLARS | 46 COST IN DOLLARS |
| Ilus. Maps tables | De En Es Fr Pt | De En Es Fr Pt | De En Es Fr Pt | De En Es Fr Pt | De En Es Fr Pt | De En Es Fr Pt | De En Es Fr Pt |
| E T C | | | | | | | |
| 47 INSTITUTION | 48 ACADEMIC DEGREE | 49 NAME AND NUMBER | 50 INSTITUTION | 51 ACADEMIC DEGREE | 52 NAME AND NUMBER | 53 INSTITUTION | 54 INSTITUTION |
| 55 ACADEMIC DEGREE | 56 NAME AND NUMBER | 57 ACADEMIC DEGREE | 58 NAME AND NUMBER | 59 ACADEMIC DEGREE | 60 NAME AND NUMBER | 61 ACADEMIC DEGREE | 62 NAME AND NUMBER |
| 63 INSTITUTION | 64 ACADEMIC DEGREE | 65 NAME AND NUMBER | 66 INSTITUTION | 67 ACADEMIC DEGREE | 68 NAME AND NUMBER | 69 ACADEMIC DEGREE | 70 NAME AND NUMBER |
| 71 INSTITUTION | 72 ACADEMIC DEGREE | 73 NAME AND NUMBER | 74 INSTITUTION | 75 ACADEMIC DEGREE | 76 NAME AND NUMBER | 77 ACADEMIC DEGREE | 78 NAME AND NUMBER |
| 79 INSTITUTION | 80 ACADEMIC DEGREE | 81 NAME AND NUMBER | 82 INSTITUTION | 83 ACADEMIC DEGREE | 84 NAME AND NUMBER | 85 ACADEMIC DEGREE | 86 NAME AND NUMBER |
| 87 INSTITUTION | 88 ACADEMIC DEGREE | 89 NAME AND NUMBER | 89 INSTITUTION | 90 ACADEMIC DEGREE | 91 NAME AND NUMBER | 92 ACADEMIC DEGREE | 93 NAME AND NUMBER |
| 94 INSTITUTION | 95 ACADEMIC DEGREE | 96 NAME AND NUMBER | 97 INSTITUTION | 98 ACADEMIC DEGREE | 99 NAME AND NUMBER | 100 ACADEMIC DEGREE | 101 NAME AND NUMBER |</p>
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>58</td>
<td>INSTITUTION</td>
</tr>
<tr>
<td>59</td>
<td>NAME</td>
</tr>
<tr>
<td>60</td>
<td>NUMBER</td>
</tr>
<tr>
<td>61</td>
<td>NOTES</td>
</tr>
<tr>
<td>62</td>
<td>PUBLISHING HOUSE</td>
</tr>
<tr>
<td>63</td>
<td>EDITION</td>
</tr>
<tr>
<td>64</td>
<td>DATE</td>
</tr>
<tr>
<td>65</td>
<td>STANDARDIZED DATE</td>
</tr>
<tr>
<td>66</td>
<td>CITY</td>
</tr>
<tr>
<td>67</td>
<td>COUNTRY CODE</td>
</tr>
<tr>
<td>68</td>
<td>CODE DOCUMENT</td>
</tr>
<tr>
<td>69</td>
<td>ISBN</td>
</tr>
<tr>
<td>72</td>
<td>NUMBER OF REFERENCES</td>
</tr>
<tr>
<td>920</td>
<td>WEB SUBJECT AREA (SECOND LEVEL)</td>
</tr>
<tr>
<td>921</td>
<td>WEB SUBJECT AREA (SECOND LEVEL)</td>
</tr>
<tr>
<td>916</td>
<td>FULL TEXT SIGNATURE</td>
</tr>
<tr>
<td>918</td>
<td>ADDRESS IN PDF</td>
</tr>
<tr>
<td>906</td>
<td>ADDRESS IN HTML</td>
</tr>
<tr>
<td>80</td>
<td>PRIMARY COUNTRIES</td>
</tr>
<tr>
<td>81</td>
<td>SECONDARY COUNTRIES</td>
</tr>
<tr>
<td>82</td>
<td>GEOGRAPHICAL IDENTIFICADORES</td>
</tr>
<tr>
<td>83</td>
<td>ABSTRACT</td>
</tr>
<tr>
<td>87</td>
<td>MAIN DESCRIPTORS</td>
</tr>
<tr>
<td>88</td>
<td>POSTCOORDINACION DESCRIPTORS</td>
</tr>
<tr>
<td>87</td>
<td>MAIN DESCRIPTORS</td>
</tr>
<tr>
<td>88</td>
<td>POSTCOORDINACION DESCRIPTORS</td>
</tr>
</tbody>
</table>

Bibliographic
2003
February
FIELD DESCRIPTION

Each element of the bibliographic record is described in detail.

The fields are orderly and correlative shown, with some exception of fields added for the management of the CEPIS Library and the processing of the full text, according to the assigned number of the Field Definition Table.

Depending on each case, the fields are defined in terms of:

- Field name
- Field code
- Characteristics
- Purpose
- Selection
- Instructions
- Examples
Characteristics
- Mandatory
- 20 characters
- Repeatable
- Available for search

Purpose
- To identify the Cooperating Center who prepared the worksheet and owns the analyzed document.
- In the database, this field is repeatable since it may be included after the acronym of other Cooperating Centers which own the document.

Instructions
1. Enter the acronym that identifies the name of the institution.
2. The acronym will have been confirmed by CEPIS, in order to avoid duplication.
3. In the case of institutions with largest structures, first enter the highest level, then a hyphen, and then continue with the following level.
4. If you wish to enter this field through Microisis package, separate each item with a percentage mark, without leaving blanks and without punctuation at the end.

Examples
1. The Library of the Public Utility Authority Commission of Trinidad and Tobago
   01: PUC

2. The Information Center of the Caribbean Environmental Health Institute
   01: CEHI

3. The Information Center of the Women and Development Unit that belongs to the University of the West Indies
   01: UWI-WDU-IC
TOPOGRAPHIC SIGNATURE

103 TYPE 103

Characteristics
- 6 characters
- Available for search

Purpose
1. To identify if the document is reference material, audiovisual material, software or any important document for your library, maybe maps.

Selection
- Mainly, the material used for quick reference is considered as reference material. For example, dictionaries, encyclopedias, directories, vocabularies, glossaries, bibliographies, indexes, atlases and catalogues. Audio-visual materials may be slides, cassettes, films or videos.

Instructions
- Write the REF or AUD code in the field.

Examples
1. British Encyclopedia
   103: REF

2. A video
   103: AUD
Characteristics

- 4 characters
- Available for search

Purpose

- To find the document within the REPIDISCA classification outline, so that the documents may be physically arranged, according to the pertaining subject.

- The semantic part of the Thesaurus of Sanitary and Environmental Engineering elaborated by REPIDISCA acts as a Classification Outline.

Instructions

- Enter the corresponding code, according to the semantic part of the Thesaurus.

Examples

1. Document about wastewater treatment
   203: 5300

2. Document of environmental management
   203: 2102
TOPOGRAPHIC SIGNATURE

303 INTERNAL NOTE 303

Characteristics

- 6 characters
- Available for search

Purpose

- To assign a code according to the author, in order to keep together all the documents of an author, within each subject. In case of magazine articles that take part of periodical collection, write down the acronym of the serial.

Instructions

1. Record the code which identifies the first three letters of either the author's surname or the institution name. If the first three letters are already presented, use the fourth one.

2. For journal articles, record the abbreviation (3-6 letters) corresponding to serial title.

Examples

1. The author James Smith
   303: SMI

2. The author Henry Smith (It is the second Smith in the database)
   303: SMT
TOPOGRAPHIC SIGNATURE

403 ACCESS NUMBER 403

Characteristics

- 6 characters
- Available for search

Purpose

- To find out the number of documents available at the Library.

Instructions

1. To assign the corresponding correlative entry number, covering six digits with ceros. Example: 000047

2. If you dispose of documents, use again their corresponding numbers.

3. In case of analytics of monographies or collections, write down the access number of the document.

Examples

1. The access number of a book is 345
   403: 000345

2. A video has the access number 754
   403: 000754
TOPOGRAPHIC SIGNATURE

603 INPUT DATE 603

Characteristics

8 characters
Available for search

Purpose

Record the input date of the document

Instructions

Write the date according to the rule ISO-st-2014-1976.

- **Year**: Code completely, occupying the first four characters of the field.
- **Month**: Use two digits of 01 to 12. Code the month in the fifth and sixth character.
- **Day**: Use two digits of 01 to 31. Code in the seventh and eighth character.

Example

A document input on January 18, 2003
603: 20030118
Characteristics

- 6 characters

Purpose

- To record access number of the second copy or volume

Instructions

1. Assign the corresponding number, always with 6 characters, fill with ceros.

Example

The copy 2 has the access number 1048
- 503: 001048
Characteristics

- 6 characters

Purpose

- To record access number of the third copy or volume

Instructions

1. Assign the corresponding number, always with 6 characters, fill with ceros.

Example

1. The copy 3 has the access number 1049
   513: 001049

2. The British Encyclopedia, volume 1 has the access number 2491, volume 2 has the access number 2492, volume 3 has the access number 2493
   403: 002491
   503: 002492
   513: 002493
**Characteristics**

8 characters. Available for search.

**Purpose**

Record the date in which the document was input in full text in the bibliographic data base.

**Instructions**

Input the date accordance with the standard ISO-st-2014-1976.

- **Year**: Code completely, occupying the first four characters of the field.
- **Month**: Use two digits of 01 to 12. Code the month in the fifth and sixth character.
- **Day**: Use two digits of 01 to 31. Code in the seventh and eighth character.

**Example**

A full text document input December 28, 2002
915: 20021228
Characteristics

Mandatory.
2 characters.
Available for search.

Purpose

Record that the document input in the bibliographic data base is available in full text

Instructions

Input the code TC.

Example

916: TC
Characteristics

300 characters.

Purpose

Indicate the location of the HTML document to full text.

Instructions

Input the route where the HTML document is record in the web.

In CEPIS we adopt some rules in order to establish a logical structure of the Web.

Example

- The full text of a document in English with the word Accident in the title:

  906: /bvstox/e/fulltext/accidents/accidents/html

- A document in an external Web

  906: http://www.uanl.mx/publications/respyn/2/ tests/toxicologia.htm
**Characteristics**

100 characters.

**Purpose**

Indicate the location of the document of a full text in PDF (format of document portable)

**Instructions**

Input the route where the PDF document is recorded in the web. In CEPIS we adopt some rules in order to establish a logical structure of the Web

**Example**

- The full text of a document in English with the word landfill in the title:
  
  918: /bvsars/e/fulltext/landfill/landfill.pdf

- A document in an external Web

Characteristics

50 characters.
Repeatable
Mandatory
Availability of search

Purpose

Classified the subject where is going to appear the record in the Web’s portals

Instructions

Input the corresponding codes according to the topics of the document:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI</td>
<td>Air quality</td>
</tr>
<tr>
<td>TP</td>
<td>Appropriate technology</td>
</tr>
<tr>
<td>NA</td>
<td>Children’s health and environment</td>
</tr>
<tr>
<td>PC</td>
<td>Citizen participation</td>
</tr>
<tr>
<td>DE</td>
<td>Disasters</td>
</tr>
<tr>
<td>EA</td>
<td>Epidemiology</td>
</tr>
<tr>
<td>PR</td>
<td>Hazardous waste</td>
</tr>
<tr>
<td>IA</td>
<td>Health &amp; environmental impact assessment</td>
</tr>
<tr>
<td>SV</td>
<td>Health in housing</td>
</tr>
<tr>
<td>IR</td>
<td>Information: REPIDISCA</td>
</tr>
<tr>
<td>DI</td>
<td>Institutional development</td>
</tr>
<tr>
<td>LA</td>
<td>Laboratory</td>
</tr>
<tr>
<td>PI</td>
<td>Natives populations</td>
</tr>
<tr>
<td>RE</td>
<td>Repamar</td>
</tr>
<tr>
<td>RS</td>
<td>Solid waste</td>
</tr>
<tr>
<td>TA</td>
<td>Toxicology</td>
</tr>
<tr>
<td>AR</td>
<td>Wastewater</td>
</tr>
<tr>
<td>CG</td>
<td>Water quality</td>
</tr>
<tr>
<td>RG</td>
<td>Water resource management</td>
</tr>
<tr>
<td>TR</td>
<td>Water treatment</td>
</tr>
<tr>
<td>ST</td>
<td>Workers’ health</td>
</tr>
</tbody>
</table>
Examples

- A record that deals with Workers’ health
  920: ST

- A record that deals with hazardous waste and toxicology
  920: PR
    TO
Characteristics
50 characters.
Repeatable

Purpose
Subclassified the subject where is going to appear the record in the Web’s portals

Instructions
• Input the corresponding codes according to the topics of the document.
• The codes presented in the manual are only for Toxicology

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL</td>
<td>Pesticides</td>
</tr>
<tr>
<td>PD</td>
<td>Domestic pesticides</td>
</tr>
</tbody>
</table>

Examples
• A record that deals with domestic pesticides
  920: TO
  921: PD
Characteristics
  - Mandatory
  - 6 characters

Purpose
  - To identify the name of the data base, in view there are several data bases in the VLEH.

Note
  - It does not appear on the Worksheet, since the computer assigns it automatically - "REPIDI".

Example
  04: REPIDI
Characteristics

- Mandatory
- 3 characters
- Repeatable
- Available for search

Purpose

- To record the type of literature of the analyzed document, according to the UNISIST rules stating:

  - **(S) Serial publications**: printed document or not, to be published indefinitely, generally at fixed or settled intervals in consecutive parts. Each of these parts contains numeric or chronological indications. The serial publications are divided in two groups:

    a) **Periodical series**: periodical publications including magazines, periodical bulletins, and annuals or year-books.

    b) **Monographic series**: Including monographies belonging to a serial.

  - **(M) Monograph**: document that constitutes a unit in itself, with a publisher responsible for the publication, a cover (not necessarily hard) and a title page, with the essential information for its identification (author, title, publisher, place and date of publication). Thesis are excepted from this category.

  - **(P) Project**: it identifies the document generated in a project or the project itself.

  - **(T) Thesis**: original document of investigation, presented in a University of Study Center, as a requisite to obtain an academic degree or a professional title.

  - **(C) Conferences**: this identifies the document or group of documents ("proceedings") presented in a conference. The term conference designates generically conferences, seminars,
congresses, meetings, workshops, courses, etc.

- (N) Unconventional: due to the characteristics of its presentation, it cannot be considered among the categories previously defined. This category may include: forms, microfiche, audio-visuals, letters, diskettes, etc. (REPIDISCA DO NOT USE)

**Selection**

Enter the code or combination of codes foreseen for the categorization of Type of Literature category, according to the document:

- **S** - Article published in a serial publication
- **SC** - Presentation of a conference published in a serial publication
- **SP** - Document of a project published in a serial publication
- **M** - Document published in a monograph
- **MC** - Presentation of a conference published in a monograph
- **MCP** - Document of a project presented in a conference and published in a monograph
- **MP** - Document of a project published in a monograph
- **MS** - Document published in a monographic series
- **MSC** - Presentation of a conference published in a monographic series
- **MSP** - Document of a project published in a monographic series
- **MSCP** - Document of a project, presented in a conference and published in a monographic series
- **T** - Thesis (published or not)
- **TS** - Thesis published in a monographic series
- **TC** - Thesis presented and published in a conference proceeding
- **TP** - Thesis published as a project
- **TCP** - Thesis presented as a project and published in a conference proceeding
- **N** - Unconventional document (REPIDISCA doesn't use)

**Instructions**

1. Circle the corresponding code
2. Be sure that you are not confusing the type Conference (C) with the level collection (c) corresponding to field 06.

**Examples**

1. Article of the Water Research magazine
   05: (S) M T C P N  (Serial)

2. Manual of a course developed by CEHI
   05:  S M T (C) P N  (Conference)

3. Thesis
   05:  S M (T) C P N  (Thesis)
Characteristics

- Mandatory
- 4 characters
- Available for search

Purpose

- To determine the bibliographic level for the description of the document, which indicates the fields block of bibliographic identification to be filled out in order to obtain a complete bibliographic description.

The treatment levels are:

- **a - analytics**: this level indicates the description of part of a document. It could be a monograph (book), a serial publication or a collection.

- **m - monograph**: level to describe a document as a unit in itself.

- **c - collection**: collection is a document composed of a definite number of parts (volumes) with own titles besides the collective title that gathers them.

- **s - serial**: this level is used when describing a serial publication, considering it as a unique document. It includes periodical publications and monographic series.

Selection

The possible bibliographic levels of description are:

- **m - monographic level**: this level is used alone when describing a document that has no relationship with a serial publication or a collection. A monograph may be physically divided in several volumes.

- **mc - monographic level of collection**: this level is used when describing a document belonging to a collection. In order to describe the document correctly, it is required to have information on the corresponding collection.

- **ms - monographic level of series**: it is used when describing a document belonging to a series. In this treatment level, the right
description of the document requires information on the corresponding series level.

- **mcs - monographic level of collection in series**: it refers to the description of a document belonging to a collection which, at the same time, takes part of a serial. It requires information on the monographic levels, collection and series.

- **am - monographic analytical level**: this level is used when describing one part of a monograph, that may be a chapter within the monograph. At this treatment level, the right description of the document (chapter or article) requires information on the largest monographic level to which it belongs.

- **amc - monographic analytical level of collection**: it is used when describing part of a document, mainly a monograph that takes part of a collection. For the correct description of the document (chapter or article), it also requires information on the corresponding monographic level and collection level.

- **ams - monographic analytical level of serial**: used when describing part of a monography that takes part of a serial. The right description of the document also requires information on the corresponding monographic and serial levels.

- **amcs - monographic analytical level of serial collection**: it is used to describe a document belonging to a monograph that takes part of a collection and also belongs to a serial. In order to describe it correctly, fill out the information at the four levels.

- **c - collection level**: used to describe a collection that is considered as a unique document.

- **as - analytical level of serial**: this level is used when describing part of a periodical or serial (e.g. an article). In this treatment level, the correct description of the document requires information at the corresponding analytical level (article) and series level.

**Instructions**

1. Circle the code referred to the bibliographic level.

2. Be sure you do not confuse the level collection (c) with the type Conference (C) corresponding to field 05.

**Examples**

1. Report published independently: (monographic)

2. **Magazine article**: (analytical/serial)


3. **Annual report**: (monographic/serial)


4. **Dictionary published in two volumes**: (monographic)


5. **Chapter of a book**: (analytical/monographic)


6. **Chapter of a book that takes part of a collection**: (analytical/monographic/collection)


7. **Chapter of a book belonging to a monographic series**: (analytical/monographic/series)


8. **Volume that takes part of a collection**: (monographic/collection)

06: a (m) (c) s
Characteristics

- 64 characters
- Repeatable (unlimited)
- Available for search

Purpose

- To record the names of the persons (all of them) who are responsible for the intellectual content of the document at an analytical level (authors, editors, compilers).

Selection

1. Select all the personal authors responsible for the document.
2. Consider the editors and compilers as authors (without specification).
3. Do not consider as authors the translators, illustrators or those who elaborated the introduction or preface.
4. Every document should have an author, either personal or corporate. If this has not been specified, the author must be selected among the ones that apparently could be, according to criterion.

Instructions

1. Enter all the authors responsible for the document.
2. First write the surname(s), followed by a comma, and next the name(s). If there is no possibility to find out the full name, write down the initial only. Separate every initial with a dot and do not leave blank between them.
3. Separate each author with a percentage mark without leaving a blank, and no punctuation at the end, since this is the way that the repeatable fields should be separated in Microisis.
4. Do not include either rank or title indicators such as: Jesuit priest, professor, general, engineer, doctor, etc.
- By Dr. Sebastián Meza, Professor of the Faculty Civil Engineering, in collaboration with Eng. Jaime Noy and Eng. Alfonso Sánchez.
  10: Meza, Sebastián, Noy, Jaime, Sánchez, Alfonso

- By Patricia Ferreira, illustrated by Enrique Barrios and César Salazar
  10: Ferreira, Patricia

- Edited by Luis Devoto
  10: Devoto, Luis

5. Surnames: Write down the surname(s), followed by a comma and next the name(s). If it is not possible to find out the full name, enter the initial only. Separate every initial with a dot. In case of authors indicating two surnames, it is suggested to go through the cases specified next:

5.1 Spanish, French or Italian: Enter the first surname, then the second one, followed by the first name.

- Antonio Granda Ibarra (Spanish)
  10: Granda Ibarra, Antonio

- Jean Brasseur Laroche (French)
  10: Brasseur Laroche, Jean

- Enrico Rovere Massarini (Italian)
  10: Rovere Massarini, Enrico

5.2 English and Portuguese: They use the father's surname after the mother's one. In this case, enter first the father's surname and, followed by a comma, the first name and the mother's surname. Neither nobiliary titles nor familiar relationships should be considered.

Exception: Hyphenated surnames. These are entered as an only surname.

- John Stuart Mills (English)
  10: Mills, John Stuart

- Maria Lucia Poubel Bastos (Portuguese)
  10: Bastos, Maria Lucia Poubel

- Peter Bayce-Jones (hyphenated)
  10: Bayne-Jones, Peter

- João Oliveira Fonseca Filho (Portuguese)
  10: Fonseca, João Oliveira
5.3 **Surnames with prefix:** They are considered part of the surname and are entered at the beginning.

- Julio A'Brot
  10: A'Brot, Julio
- William O'Connor
  10: O'Connor, William
- Jeffrey O'Connell
  10: O'Connell, Jeffrey
- Frederick A. Mc Junkin
  10: Mc Junkin, Frederick A.
- Pierre Saint Lorenz
  10: Saint Lorenz, Pierre
- Eduardo San Cristóbal
  10: San Cristóbal, Eduardo

5.4 **Surnames starting with a preposition, article or contraction:** These are put in second place and entered after the first name.

**Exceptions**

- Articulated prefixes and articles of French surnames (Du, Des, Le, La, Les)
- Articles of Italian surnames (La, le, L', Il, Gli, Lo)
- Antonio de Musset
  10: Musset, Antonio de
- José Luis de la Cruz
  10: Cruz, José Luis de la
- Gianfranco Degli Alberti
  10: Alberti, Gianfranco Degli
- Alexander von Humboldt
  10: Humboldt, Alexander von
- Tjiers van Andel
  10: Andel, Tjiers van
- Jean Le Bean (article of French surname)
  10: Le Bean, Jean
- Phillipe Du Barey (articulated prefix of French surname)
  10:  Du Barey, Phillipe

- Dominique Des Granges (articulated prefix of French surname)
  10:  Des Granges, Dominique

- Enzo Lo Savio (article of Italian surname)
  10:  Lo Savio, Enzo

- C. van der Veen
  10:  Veen, C. van der

5.5 **Chinese surnames**: In view the documents of Chinese authors which are entered to the Network, generally come from Anglo-Saxon countries, they appear as the Anglo-Saxon surnames.

- Tai-Chien Chen
  10:  Chen, Tai-Chien

- Hsi Fan Fu
  10:  Fu, Hsi Fan

5.6 **Surnames of married women**: They are entered in the same way they appear in the publication.

- Marie Curie
  10:  Curie, Marie

- Luisa Hastings de Gutiérrez
  10:  Hastings de Gutiérrez, Luisa

The title of Mrs. used by English women is kept only in those cases when the author uses her husband's full name.

- Mrs. John Smith
  10:  Smith, Mrs. John

5.7 In case of authors who do not indicate their full name, enter the initial and a full stop.

**Example**

- J.R. Thompson
  10:  Thompson, J.R.
Characteristics
- 256 characters
- Repeatable (unlimited)
- Available for search

Purpose
- To record the institutions, organizations, departments, etc., that have a certain responsibility for the contents of the document at an analytical level.

Selection
1. Select all the corporate authors.
2. If the affiliation of the personal author may be considered as a corporate author, record it in this field.
3. Every document should state an author, either personal, corporate or both. If this has not been specified, the author must be selected among the ones that apparently could be, according to criterion.

Instructions:
1. General
   1.1 Record the name of the institution in its original language and, following the Anglo-American Cataloguing Rules, Second edition, AACR2
   1.2 If the name of the institution appears in different languages, use the form in the official language of the entity. In case of doubt, use the English, Spanish, Portuguese, French or German form, in this priority order.
   1.3 Separate every author with a percentage mark without leaving blanks and no punctuation at the end, since this is the way to separate the repeatable fields in Microosis.

- 11: American Society for Testing and Materials%Deutsches
2. International, Regional Organizations

If the institutional author is either an international agency or is operating at a regional level, it is entered by the acronym in its most accepted way in English, Spanish, Portuguese, French or German in this priority order.

- 11: CAREC
- 11: CEHI
- 11: OPS
- 11: UNESCO

3. Governmental institutions

If the corporate author is a governmental institution such as ministries or any other institution of the Central Government, it is entered following the next order: (a) name of the country, in its Spanish form, followed by a dot and two blanks; (b) name of the ministry or major institution in its official language.

- 11: Jamaica. Ministry of Health and Environmental Control
- 11: México. Presidencia de la República

4. Directions, Divisions or Departments

If the corporate author is a Direction, Division or Department of the Ministries, it is entered in such a way that it may clearly express its hierarchic level, following the next order: (a) name of the country, followed by a dot and two blanks; (b) name of the ministry in its official language with a dot; (c) leaving two blanks; the name of the section in its official language.

In this case, as well as in the universities' sections, the name of the institution goes first, followed by the administrative section or faculty. This enables us to generate an index of institutional authors without changing the alphabetical order of its sections.

- 11: USA. Department of the Interior. Federal Water Pollution Control Administration
- 11: Canada. Department of the Environment
- 11: Canada. Department of the Environment. Inland Waters Directorate
5. **Independent or autonomous governmental agencies**

If the corporate author is an independent or autonomous governmental agency, it is directly entered with the name of the agency.

- 11: Caribbean Basin Water Management
- 11: Public Utilities
- 11: Caribbean Food and Nutrition Institute
- 11: Water and Sewage Authority

6. **State agencies in federal countries**

If the institutional author is at a state level in federal organized countries such as Brazil, the United States, or Mexico, and which have autonomous provinces such as Argentina, they are entered in the next order: (a) the name of the state followed by a dot and two blanks; (b) the name of the institution.

- 11: Bahía. Secretaria de Planejamento, Ciencia e Tecnologia
- 11: California. Bureau of Air Sanitation
- 11: Rio de Janeiro. Superintendência Estadual de Rios e Lagoas

7. **Municipalities/townhalls**

The municipalities, townhalls and local councils are directly entered by the name of the council.

- 11: Municipio de Niterói
- 11: Municipalidad de La Paz
- 11: Conselho Municipal de Defensa do Meio Ambiente de Santa Isabel

8. **Universities**
If the institutional author is a university, it is directly entered by the name of the university. The sections are entered next, after a dot and two blanks.

- 11: College of Arts, Science and Technology
- 11: Canaan Training Center
- 11: University of the West Indies

9. Commercial enterprises

Private companies, enterprises and industries should be entered as they appear in the document, including the acronyms which indicate the type of enterprise.

- 11: Andrade y Cía. S.R.L.
- 11: PELDAR
- 11: Gitec Consult. GmbH

10. Legal documents: laws, decrees, legislative texts. They are entered according to the Anglo American Rules. Mainly, the country, dot, two blanks "Laws, decrees, etc."

- 11: Jamaica. Laws, decrees, etc.

11. Documents prepared by a consulting company at the request of another institution. In this field record the name of the consulting company that carried out the study, and the name of the institution ordering the study will be entered on field 61 (special notes).

The Ministerio de Obras Públicas de Venezuela requests a study about types of pumps to Peruvian Enterprise Worthington.

- 11: Worthington Ltda.

- 61: Elaborated at the request of the Ministerio de Obras Públicas de Venezuela

**Example**

- 11: Island Resources Foundation
Characteristics
- Mandatory (when field 06 contains a)
- 384 characters
- Available for search

Purpose
- Record the title and subtitle of the analytical level of the document in the original language.

Selection
1. To select the title according to the most common way of referring to the document; this is usually the one highlighted in the title page.

2. When the document lacks a title page, select the one appearing in the cover. If the latter does not appear either, select from the introduction.

3. In those unusual cases when the title does not appear in the document, create one according to the content.

4. Whenever it is essential, include a subtitle so that the title can make sense or become clearer.

Instructions
1. Enter the title exactly as it appears in the document, using the same order but keeping in mind the following exceptions:
   1.1 Omit the articles at the beginning of the title. If you wish to enter this field through Microosis package, enter the article in diagonal brackets < >.

   1.2 Correct the evident typographical errors.

   1.3 Do not enter the dots following the acronyms and do not leave blanks between them.

   1.4 Use capital letter for the first word of the title. The rest of them will be in small letters, with the exception of those words that,
according to grammatical rules of the corresponding language, should be in capital letters.

1.5 Write in uppercase the first letter of each significant word of the corporate names and conferences that appear in the title.

1.6 When a subtitle is included, it should follow a semicolon (;) and a blank. Whenever it is necessary to clarify the title or subtitle, additional punctuation should be included.

1.7 When the title is too long and may be abbreviated by omitting words, indicate the omission with three dots (...), only if the meaning of the information will not be lost.

1.8 When the same title appears in different languages, select in order of preference: first, the title in the language of the document, and second the title in Spanish.

1.9 When the title includes numerals, these are entered in the same way appearing in the document.

**Examples**

1. The pesticide formulating industry  
   12: Pesticide formulating industry


3. Billions will still lack supply in 1990; Water Decade review  
   12: Billions will still lack supply in 1990, Water Decade review
Characteristics

- Mandatory (if field 06 contains a)
- 25 characters

Purpose

1. To describe the physical extension of the document specifying the total number of pages.

2. To be used as a guide for the user, with reference to the price of the corresponding photocopy.

Selection

- If a Worksheet does not contain information on this field and field 06 contains "a", it will not be entered into the REPIDISCA Data Base.

Instructions

1. Write down the pagination in Arabic numerals.

2. Record the number of the initial and last pages, separated by a hyphen (without spacing). Do not precede the abbreviation "p".

3. If the document lacks pagination or is irregular, count the total number of pages, and write down it preceded by a "1- ".

4. In case of pagination composed of numbers and letters, this should be recorded as it appears in the document. Example: A1-A9.

5. When the pagination is composed just by number and number, separate with a slash. Example: 2/1-2/9.

Examples

1. A chapter of a book covers from page 25 to 51
14: 25-51
2. An article of a magazine from page 6 to 10 and continues from 12 to 16.  
14: 6-10, 12-16

3. An article without pagination but composed of 6 pages.  
14: 1-6
Characteristics

- 64 characters
- Repeatable (unlimited)
- Available for search

Purpose

- To record the names of the persons responsible for the intellectual contents of the document at a monographic level.

Selection

1. If the author is the same from field 10, do not fill out this field. Follow the same selection steps given in field 10.

2. Every document should have an author, either personal or corporate. If this has not been specified, the author must be selected among the ones that could be applicable, according to criterion.

Instructions

- Follow the same instructions given in field 10.

Examples

1. From the book "Water renovation and reuse", developed by Hillel Shuval, the chapter "Advances wastewater treatment technology in water reuse", prepared by F.M. Middleton, is analyzed.
   10: Middleton, F.M.
   16: Shuval, Hillel

2. From the book "Examination of water pollution control; a reference handbook" written by A.L. Wilson, the part "Design of sampling programmes" from the same author, is summarized.
   10: Wilson, A.L.
   16: -------
Characteristics

- 256 characters
- Repeatable (unlimited)
- Available for search

Purpose

- To record the institutions, organizations, sections, etc. which -to a certain extent- are responsible for the intellectual contents of the document at a monographic level.

Selection

1. If the corporate author is the same one given in field 11, leave this space in blank.
2. Every document should have an author, either personal or corporate. If this has not been specified, the author must be selected among the ones that could be applicable, according to criterion.

Instructions

- Follow the same instructions of field 11: Analytical-Corporate Author.

Example

1. From the book "Manual for a course on the environmental aspects of industrial development" prepared by the University of North Carolina, the chapter "Environmental impact statement" written by R. Barre, is analyzed.
   10: Barre, R.
   17: University of North Carolina
2. The chapter "well drilling bit rebuilding, India" is part of the book "Handbook on appropriate technology", both prepared by the Canadian Hunger Foundation
   11: Canadian Hunger Foundation
   17: ------
Characteristics
- Mandatory (when field 06 contains m)
- 256 characters
- Available for search

Purpose
- To record the title of the document at a monographic level.

Selection
1. Follow the same selection steps given in field 12: Analytical - Title.

2. When the document analyzed is a chapter of a book included in a monographic serial, data at analytical level is filled out: fields 10 to 14; data at monographic level: fields 16 to 21 and data at series level: fields 30 to 35 are filled out as well.

3. In case of a chapter of a book included in a collection, fill out data at analytical level of the chapter, at monographic level of the book, and the collection data at collection level.

Instructions
- Follow the same instructions given in field 12: Analytical - Title.

Examples
1. From the collection of four volumes "Appropriate technology" the volume "Non conventional energy generation" is summarized.
   18: Non conventional energy generation
   25: Appropriate technology

2. The chapter "Planning of sewage systems in developing countries" from the book "Civil engineering problems overseas" is analyzed.
12: Planning of sewage systems in developing countries
18: Civil engineering problems overseas
3. The chapter "Sanitation and low-cost housing" included in volume 3 entitled "Water quality" is analyzed. This volume belongs to a collection composed of four volumes entitled "Water supply".

12: Sanitation and low-cost housing
18: Water quality
25: Water supply
Characteristics

- Mandatory (when field 06 contains m)
- 20 characters

Purpose

1. To describe the physical extension of the document, specifying the total number of pages.
2. To serve as a guide for the user regarding the cost of the corresponding photocopy.
3. When the monograph is composed of various volumes, the number of volumes should be recorded here before the total number of pages.

Selection

- If a worksheet does not contain information on this field and field 06 contains m, it will not be entered to REPIDISCA Data Base.

Instructions

1. Pagination should consider the pages of the introductory material, such as table of contents, forewords, introduction, etc.
2. Write down the pagination in Arabic numerals.
3. In case of monograph, record the total number of pages, without entering abbreviation "p".
4. If the document does not have pagination, or is irregular, count the total number of pages. For large documents, make an estimation of them.
5. When the pagination is not correlative, consider the total number of pages.
6. Should the document contains various volumes, parts or tomes, add the pagination.
7. Precede the total number of volumes, parts or tomes, using the corresponding alternative:

Part pt.
Tome t.
Volume v.

(followed by a comma and space)

**Examples**

1. A book of 47 pages
   20: 47

2. A book of two volumes; the first one has 230 pages and the second one 370 pages
   20: 2 v., 600
Characteristics

- Mandatory (when field 06 contains mc)
- 20 characters

Purpose

- To identify the volume number, tome and/or part of a document included in a collection

Instructions

1. Enter the number of the volume, tome, fascicle or part, through the corresponding abbreviation in Spanish:

   Part  pt.
   Tome  t.
   Volume  v.

2. Leave a blank between the abbreviation and the corresponding number.

3. If there is a volume and it has subdivisions such as fascicle or part, enter each one separated by a comma.

Example

1. Volume 2 first part
   21:  v. 2, pt. 1

2. Volume 3 of a collection
   21:  v. 3

3. Part 4 of a collection
   21:  pt. 4
Characteristics

- 64 characters
- Repeatable (unlimited)
- Available for search

Purpose

- To record the names of the persons responsible for the intellectual content of the document at a collection level.

Selection

1. If the author is the same from field 10 or 16, do not fill out this field.
2. Follow the same selection rules given in field 10.
3. Every document should have an author, either personal or corporate. If this has not been specified, the author must be selected among the ones that could be applicable, according to criterion.

Instructions

- Follow the same instructions given in field 10: Personal Author - Analytical.

Examples

1. The collection Appropriate technology under the responsibility of Eng. John Ford
   23: Ford, John

2. From the collection Water resources, whose director is Mr. James Smith, the volume Water for Human Consumption, elaborated by Mr. James Smith, was analyzed.
   16: Smith, James
   23: _______________
Characteristics

- 256 characters
- Repeatable (unlimited)
- Available for search

Purpose

- To record the institutions, organizations, sections, etc. that are to a certain extent responsible for the intellectual contents of the document at a collection level.

Selection

1. If the corporate author is the same given in field 11 or 17, leave this field in blank.

2. Every document should have an author, either personal or corporate. If this has not been specified, the author must be selected among the ones that could be applicable, according to criterion.

Instructions

- Follow the same instructions given in field 11: Analytical - Corporate Author.

Example

1. Collection of Water Resources Management in the Caribbean, compiled by the University of the West Indies
24: University of the West Indies
Characteristics

- Mandatory (when field 06 contains c)
- 384 characters
- Available for search

Purpose

- To record the title of the document at a collection level.

Selection

1. If it is a collection.

2. For a chapter of a book included in a collection, the data of a chapter is filled out at analytical level; at a monographic level the data of the book; and the data of collection at a collection level.

3. If the document analyzed is a chapter of a book included in a monographic series and is also a collection, you should fill out data at the four levels: fields 10 to 35 of analytical level, monographic level, collection level and series level.

Instructions

- Follow the same instructions given in field 12: Analytical - Title.

Examples

1. From the collection of five volumes "Basic Sanitation" the volume "Low-cost latrines and sewerage" is summarized
   18: Low-cost latrines and sewerage

   25: Basic sanitation
Characteristics
- Mandatory (when field 06 contains c)
- 20 characters

Purpose
- To identify the total number of volumes included in a collection.

Instructions
1. Enter the total number of volumes taking part of the collection, omitting the corresponding abbreviation.
2. Use Arabic numerals.
3. If possible, precede the total number of pages of the collection: space "p" dot, comma and space.

Examples
1. A collection containing six volumes whose pages add up to 1,420 27: 1,420 p., 6
2. A collection of three volumes whose pages add up to 834 27: 834 p., 3
Characteristics

- Mandatory (when field 06 contains s)
- 300 characters
- Available for search

Purpose

- To record the title of the serial publication or monographic series from where the document has been extracted.

Instructions

1. Record the title itself or the main one, transcribing all the elements and in the same order they appear in the cover.

2. Respect the orthography of the document language, but consider the following exceptions:
   - Correct the obvious typographical mistakes.
   - Omit the articles at the initial of the title. If you wish to enter this field through Microisis package, enter the article in brackets < >.

3. Do not abbreviate the titles.

4. Do not enter the dots after the acronym letters and do not leave blanks among them.

5. Use capital letter for the first word of the title. Write down the rest of them in small letter, except from those words that, according to grammatical rules of every language, should appear in capital letters.

6. When a subtitle is included, it should be preceded by a colon (:) and two blanks. Additional punctuation is included whenever necessary to clarify the title or subtitle.

7. When the title is too long, it may be abbreviated taking out words, only if the sense of the information will not be lost because of this omission.

8. When the same title appears published in different languages, select in
order of preference: first, the title in the language of the document, then
the title in English.

9. When the title includes either numerals, abbreviations, initials, punctuation
marks or other symbols, these should be transcribed such as they appear
in the document.
- Article of the serial publication Water, Air & Soil Pollution
  30: Water, air & soil pollution

10. Include the responsibility mention, if it appears included in the title.
- Serial publication with responsibility mention as part of the title
  30: Journal of the American Water Works Association

11. If the periodical publication has no other title but the responsibility
mention, transcribe it as the publication title itself.
- Serial publication without title, but with responsibility mention of
  ACODAL
  30: ACODAL

12. For homonymous titles though published in different places, record the city
of edition after the title and between parenthesis.
- Serial publications with homonymous titles
  30: Medio ambiente (Lima)
  30: Medio ambiente (Valdivia)

13. Monographic serials The institution name or acronym should always
 precede the title
- Monographic serial of the World Health Organization
  30: WHO OFFSET publication

14. Supplements with title: Record the title of the serial publication, a dot,
two blanks and the title of the supplement. Apply the same criterion for
serial publications with sections or parts.
- Article of serial publication Sciences et techniques de l’eau, with
  supplement Historie de l’eau au Quebec
  30: Sciences et techniques de l’eau. Historie de l’eau au Quebec

15. If the title of the serial publication is the same as the title of the
supplement, record the title, a dot, two blanks and the word supplement.
- Supplement with the same title of the magazine
  30: Acta amazónica. Supplement

16. Serial and subserial: Enter both, separated by a dot and two blanks.
- Monographic serial with subserial
  30: UNI technical collection. Technical Library
17. For serial publications such as magazines, do not fill out field 62: Publishing House.

**Example**

- 30: Journal of environmental management
- 30: Water and wastes engineering
Characteristics

- 5 characters

Purpose

- Enter the volume and year of the serial publication.

Instructions

1. Enter the numbers in Arabic.

2. Enter the number of volume or year (not the chronological year) of the serial publication.

3. In case of monographic series without indication of volume, fill out the number or fascicle in this field.

Examples

1. Magazine of year II
   31: 2

2. Vol. I
   31: 1

3. Volume 16
   31: 16

4. Wash report, number 34 without volume
   31: 34
Characteristics

- 25 characters

Purpose

- To record the number or fascicle of the serial publication or monographic series and additional information.

Instructions

1. Enter the numbers in Arabic.

2. After the number of fascicle, record the additional information such as: special number, supplement, etc., separated by a comma and a blank.

3. Use abbreviations for the additional information:

   Special number sp.n.
   Part pt.
   Supplement suppl.

4. For monographic series with number but without volume, write the number in field 31.

5. In case of issues including two numbers, write both separated by a slash (/).

6. For serial publications without a number but with an indication of the season, write it in the same language of the document in this field.

7. For serial publications without number but with indications of the month, write down the date in field 64.
Characteristics
- 9 characters

Purpose
- To enter the International Standard Serial Number (ISSN) as a unique identification of the title of serial publication. ISSN is a code of eight characters divided in two groups of four characters separated by a hyphen.

Instructions
- Enter the ISSN corresponding to the title of the serial publication in full, including the hyphen.

Examples
1. 35: 0157-7944
2. 35: 0072-193X
Characteristics

- 5 characters
- Repeatable

Purpose

- To be recorded in case the document contains illustrative material.

Instructions

1. Circle the corresponding item.
2. Illustrations are photographs, drawings, charts, plans, etc.
3. In order to enter this field using Microisis package, separate each item by a percentage mark, without leaving blanks and no punctuation at the end.

Examples

1. Document with illustrations and three plans
   38: (Illus) maps, tables

2. Document containing six photographs in color
   38: (Illus) maps tables
Characteristics

- Mandatory
- 2 characters
- Repeatable
- Available for search

Purpose

- To indicate the ISO language code in which the text has been written.

Instructions

1. Circle the languages used in the text, according to the ISO Language Code (see Annex 1).
   - Document elaborated in Spanish.
     40: De En (Es) Fr Pt ........................

2. If the ISO Language Code of the text is not in the worksheet, enter the corresponding code, according to Annex 1.
   - Document in Italian.
     40: De En Es Fr Pt ... It .............

3. If you wish to enter this field through Microisis package, separate each item by a percentage mark without leaving blanks and no punctuation at the end.
   - Document in English and Spanish
     40: En%Es
Characteristics
- 2 characters
- Repeatable

Purpose
- To indicate the ISO Language Code used in the abstract.

Instructions
1. Circle the languages used in the abstract, according to the ISO Language Code presented in Annex 1.
   - Document elaborated in Spanish but containing abstracts in Spanish and English
     40: De En (Es) Fr Pt .................
     41: De (En) (Es) Fr Pt .................

2. If the ISO Language Code of the abstract does not appear in the worksheet, enter the corresponding code, according to Annex 1.
   - Document with abstracts in English and Russian
     41: De (En) Es Fr Pt ..(Ru)..

3. To digit this field using the Microisis Package, separate each item by a percentage mark without leaving blanks and no punctuation at the end.
   41: En%Es
Characteristics
- 10 characters

Purpose
- To record the cost of the document being analyzed, exchanged into US$.

Instructions
1. Record the quantity in numbers, preceding the dollar sign ($) without leaving blank.

Example
1. 43:$7.50
Characteristics

- Mandatory (when field 05 contains T)
- 256 characters
- Available for search

Purpose

- To record the name of the University or Study Center where the thesis is presented and which grants the degree or professional title.

Selection

1. Follow the same selection steps given in field 11.

2. In case of thesis, do not consider the institution as a corporate author, unless the institution assumes the responsibility for the official publication. We recommend to enter the corresponding data in field 50, instead of fields 11, 17 or 24.

Instructions

1. Follow the same instructions given in field 11: Analytical - Corporate Author.

Characteristics

- Mandatory (when field 05 contains T)
- 64 characters

Purpose

- To record the academic degree or title granted by the institution for the presentation of the document analyzed.

Selection

1. It is advisable to record in field 61 (Notes) the name of the professor or advisor.

Instructions

1. Enter the title or degree obtained and the corresponding discipline in the original language.

2. Do not specify whether it is a thesis or a lecture.

Example

1. the Imperial College of Science and Technology of the University of London has granted the degree of Master of Science (M.Sc.)
   50: University of London. Imperial College of Science and Technology

   51: Master of Science
Characteristics

- 256 characters
- Repeatable
- Available for search

Purpose

- To record the institution which is sponsoring the meeting, conference, etc.

Selection

- Leave this field in blank, if the institution is the same given in fields 11, 17 or 24.

Instructions

1. Follow the same steps given in field 11: Analytical - Corporate Author.

2. If you wish to enter this field through Microisis package, separate each item with a percentage mark, without leaving blanks and no punctuation at the end.

Example

- 52: Barbados. Ministry of Health
Characteristics

- Mandatory (when field 05 contains C)
- 192 characters
- Repeatable
  - Available for search

Purpose

1. To record the name and number of a meeting or conference, workshop, course, symposium, etc. referred to the document. It may be:

   - Report of proceedings
   - Abstract of the papers presented
   - Selection of the papers presented
   - Paper presented in the meeting

2. A meeting may be either specifically referred or included in a general description. The name is found in the title page, covering or introductory material of the document.

Instructions

1. Enter the name of the conference, a comma, a blank and, if applicable, the ordinal number in Arabic.

2. Write in uppercase the first letter of the significant words.

3. Consider the name of the committee session as a name of a meeting, and enter the number of the session subsequently.

4. If you wish to enter this field through Microisis package, separate each item with a percentage mark, without leaving blanks and no punctuation at the end.

Examples

1. 9th. Microbiology Annual Congress
   53: Microbiology Annual Congress, 9
2. XXI Session of the Joint Committee IDRC-CEPAL on Information Systems
   53: Session of the Joint Committee IDRC-CEPAL on Information Systems, 21

3. Sixth International Congress of Sanitary Engineering and Fourth National Congress
   53: International Congress of Sanitary Engineering, 6%National Congress of Sanitary Engineering, 4
Characteristics

- Mandatory (when field 05 contains C)
- 25 characters

Purpose

- To record the full date when the conference realized.

Instructions

1. Enter the date of the conference, from the beginning to the end, including if possible, day, month, and year.

2. Abbreviate the months, always in English, according to the next table:

<table>
<thead>
<tr>
<th>Month</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Jan.</td>
</tr>
<tr>
<td>February</td>
<td>Feb.</td>
</tr>
<tr>
<td>March</td>
<td>Mar.</td>
</tr>
<tr>
<td>April</td>
<td>Apr.</td>
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<tr>
<td>May</td>
<td>May</td>
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<tr>
<td>June</td>
<td>Jun.</td>
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<td>July</td>
<td>Jul.</td>
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<tr>
<td>August</td>
<td>Aug.</td>
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<tr>
<td>September</td>
<td>Sep.</td>
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<tr>
<td>October</td>
<td>Oct.</td>
</tr>
<tr>
<td>November</td>
<td>Nov.</td>
</tr>
<tr>
<td>December</td>
<td>Dec.</td>
</tr>
</tbody>
</table>

3. Do not leave blanks between the hyphen.

4. Estimate the year. If it is not possible to determine either the day or the month, though you may infer the year, record the year followed by a question mark.

5. When it is not possible to estimate even the year, enter the abbreviation "s.d." which means "sine data".

Examples

1. Meeting carried out from 8 to 12 February 1996
54: 8-12 Feb. 1996
2. Conference celebrated from 28 November to 4 December 1995

3. Conference supposedly realized in 1997
   54: 1997?

4. Conference without date
   54: s.d
Characteristics
- Mandatory (when field 05 contains C)
- 8 characters
- Available for search

Purpose
- To record the initial date according to rule ISO-st-2014-1976

Instructions
1. Translate the same information of the previous field.
2. **Year**: Codify in full, using the first four characters of the field. If information is missing, write down "0000".
   **Month**: Use two digits from 01 to 12. Codify the month in the fifth and sixth characters. If there is no information, write down "00".
   **Day**: Use two digits from 01 to 31. Codify the day in the seventh and eighth characters. If there is no information, write down "00".
3. You should always record the initial date.
4. When the year is 0000, the rest should be 0000 as well.
5. When the month is 00, the day should also be 00.
6. When you are not sure of the year, record this information anyway.

Example
1. A conference which started on 28 April 1991 and ended on 2 May 1996
   55: 19960428

2. A conference where year 1996 appears in field 54
   55: 19960000

3. A conference where s.d appears in field 54
   55: 00000000
Characteristics
- Mandatory (when field 05 contains C)
- 128 characters
- Available for search

Purpose
- To record the city where the meeting took place.

Selection
- Select the name of the city where the meeting took place.

Instructions
1. In case of cities whose name is common for various places, specify its corresponding state or department separated by a comma.
   - Clayton in Melbourne
     56: Clayton, Melbourne
   - Springfield in the State of Virginia
     56: Springfield, VA
   - Washington in the District of Columbia
     56: Washington, D.C.

2. For those cities which have a qualifier to distinguish them from the country or state, enter only the name of the city. Except from Washington, D.C. and Mexico, D.F.
   - Bogotá, D.E.
     56: Bogotá

3. When the words "City of" or "City" appear, enter only the name of the city, except from Havana City, whose denomination differs it from Havana Province.
   - City of Guatemala
     56: Guatemala
- New York City
  56: New York

4. Enter "s.l." which means "sine loco" (without place), when this information does not appear in the document.

**Example:**

1. 56: s.l.
Characteristics

- 2 characters

Purpose

- To record the ISO Country Code corresponding to the city entered in field 56, according to the rule ISO-ST-3166-1981.

Instructions

1. Enter the ISO Country Code (Annex 2) corresponding to the city entered in field 56.

Example

- 56: Castries  
  57: LC

- 56: Kingston  
  57: JM
Characteristics
- 256 characters
- Repeatable
- Available for search

Purpose
- To record the institution sponsoring the project.

Selection
- If the institution is the same of field 11, 17 or 24, leave this field in blank.

Instructions
1. Follow the same steps given in field 11: Analytical - Corporate Author.
2. If you wish to enter this field through Microisis package, separate each item with a percentage mark, without leaving blanks and no punctuation at the end.
Characteristics

- Mandatory (when field 05 contains P)
- 128 characters
- Available for search

Purpose

- To record the name of the project or programme that is being announced, described or evaluated in the document.

Selection

1. When you see different ways to name a project, select the most complete and official one.

2. If the official designation appears in different languages, select the one used in the text.

3. The institutions with intellectual responsibility for the project are recorded in the field of corporate author at the corresponding level.

4. The sponsoring institutions are recorded in field 58.

Instructions

- Write down in uppercase the first letter of the significant words.

Example

- 59: Special Project of Technological Information
Characteristics
- 20 characters

Purpose
- To enter the number or project code announced or described in field 59.

Instructions
- Enter the number or project code exactly as it appears in the document.

Examples
1. 60: FAO/SIDA/MTR-12
2. 60: PLA674/024
Characteristics

- 200 characters
- Repeatable

Purpose

- To record any significant information referred to the document which has not been entered in any other field.

Instructions

1. Enter the note in English, Spanish or Portuguese.

2. End the note WITHOUT full stop.

3. **Glossary.** Include this note when the document contains either a glossary, vocabulary or list of useful terms.
   - Write down the word "Glossary" and if possible the corresponding pages.
   - If the glossary is written either in other language than the one of the document, or in more than one language, write this characteristic with the help of the ISO Language Code (Annex 1). This code is entered in parenthesis.
   - When the whole document is a glossary, dictionary or encyclopedia, do not record the note.
   - A document containing a glossary in pages 6 to 10
     61: Glossary p. 6-10
   - A document in Spanish, but containing a vocabulary of terms in English
     61: Glossary (En) p. 120-142

4. **Non-conventional or non-printed document.** Indicated when the document is a film, cassette, microfiche, microfilm, diskettes, videos, etc., recording the information related to type, size, duration, etc.

   61: Film of 16 mm, of 45 min
   61: 3 cassettes of 90 min
   61: 2 microfilm strips
   61: 2 microfiches (145 boxes)
61: 1 VHS video, PAL, 50 min

5. Related documents. Include this note whenever you wish to relate the document analyzed to other documents previously entered to the database. Always include in parenthesis the reference number that appeared edited in the REPINDEX for the next cases:
- Other parts of the same paper published separately
- The same paper published in another version
- Supplementary documents of the paper being entered or vice versa (abstracts, chapters or appendixes published separately).
- The same document previously entered in another language.
  61: First part of this article published in the same magazine, vol. 4, No. 6, June 1982 (Ref. No. 1678)
  61: Preliminary version of this document published with the same title (Ref. No. 2100)
  61: Original version published in English (Ref. No. 987)

6. Thesis adviser professor. It is indicated when the name of the professor advising the thesis is known.
   - Thesis advised by professor Juan Pérez
   61: Adviser professor: Juan Pérez

7. Institution in charge of the execution of a work. The name of the institution which requested the elaboration of the work is indicated.
   - The Ministerio de Obras Públicas of Venezuela requests a study on types of pumps to the enterprise Gould from Peru
     11: Gould
     61: Developed upon request of the Ministerio de Obras Públicas of Venezuela

8. Reprintings. Record the publisher of the original publication.

9. If you wish to enter this field through Microisis package, separate each item with a percentage mark, without leaving blanks and no punctuation at the end.

Example

- 61: 2 VHS videos, PAL, 3 hours
Characteristics

- Mandatory (excepting when field 05 is "S" or "T")
- 164 characters
- Available for search

Purpose

- To record the name of the publishing house, editorial or the institution responsible for the publication of the document.

Selection

1. Record the publisher as it appears in the document. If it is not clear (among various) which one is the publisher, enter the first one indicated in the document.

2. When the name of the publisher does not appear in the document, select in priority order:
   - The printer
   - The corporate author or the personal author affiliation, when it may be logically assumed that the document has been published by the institution.
   - When it is not possible to determine the publisher, enter the abbreviation "s.n." ("sine nomine").

3. Reprintings: If the document is a reprinting edited by different publishers, enter the information related to the reprinter in this field. The one referred to the publisher of the original publication should be recorded as a note in field 61.

   62: CEPIS
   64: 1992
   65: 19920000
Programa de Assistencia Técnica para o Desenvolvimento
Institucional das Empresas Estaduais de Saneamento, 1988

Instructions

1. Enter the name of the publisher such as it appears in the document, omitting the unessential words such as: Company, Limited, Incorporated, Limited Company, Publisher, Printing, Brothers.

2. Abbreviations. Use abbreviations either if the name has been previously entered in the field of corporate author, or if the publisher is an internationally well-known organization.

3. Subordinate entities. When an address or office of the institution generating the document appears as a publisher, enter only the highest level, if the section or department was previously mentioned in the field of corporate author.

4. For governmental entities, use the short form.

5. Do not fill out this field if the document is an article of a magazine or a thesis.

Examples

- The Center of Environmental Research Information of the Environmental Protection Agency
  62: Environmental Protection Agency
- In the document appears Companhia de Tecnologia de Saneamento Ambiental
  62: CETESB
- A document published by the Ministry of Health of Trinidad and Tobago
  62: Ministry of Health
Characteristics
- 20 characters

Purpose
- To record the number of edition and/or information related to the second or next editions. The editions refer to the number of times the document has been published with or without modifications or revisions. It is recorded starting from the second edition. This field is also used to indicate whether the document is a draft or preliminary edition.

Instructions
1. Always use the number in Arabic, followed by a dot and a blank.
2. Use these abbreviations:
   ed. = edition
   rev. = reviewed
   abbr. = abbreviated
   corr. = corrected
   prel. = preliminary
   draft = draft

Examples
1. Document where the 2nd. edition appears corrected
   63: 2nd. ed. corr

2. Third edition
   63: 3rd. ed

3. Preliminary edition
   63: prel. ed

4. Draft
   63: draft
Characteristics

- Mandatory
- 24 characters
- Available for search

Purpose

To record the date of publication or edition of the document.

- Date of publication of a book, report or collection
- Date of publication of a conference report
- Date of issue of a serial or periodical publication
- Date of presentation of the thesis or lecture
- Date of record for the patent or technical standard

Selection

- Select the last date of publication appearing in the document

Instructions

1. Year. Enter the four digits
   64: 1997

2. Without year. When the year is not specified, try either to find the date of publication in the references, tables, or estimate the date. This information is followed by a question mark.
   - Supposedly it was published in 1995
   64: 1995?

3. Month. Abbreviate the months, according to the next table:
<table>
<thead>
<tr>
<th>Month</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
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<td>November</td>
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</tr>
<tr>
<td>December</td>
<td>Dec.</td>
</tr>
</tbody>
</table>

4. **Date of copyright.** When the year of publication and the copyright are stated, select the date of publication.

5. **Editions.** When the document is the second or other consecutive edition, select the date of publication of the document being analyzed.

6. **Reprintings.** Select the date of reprint and enter the original date as a note in field 61.

   - An article of "Effluent + Water Treatment Journal" magazine, volume 20, number 9 from September 1994 is reprinted by the Reprinting Series of the Faculdade de Saúde Pública from the Universidade de São Paulo as No. 51 Nov. 1995.

     64: 1995

7. **Extended dates (Serial publications).** When the serial covers several months, record the initial and final month, separated by a hyphen without a blank, and then the year.

   - A magazine from January to March of 1996

     64: Jan.-Mar. 1996

8. **If source document date is different from one part or chapter analyzed.** Select the date of the source document.

   - The document is a chapter dated on 27 December 1990 and published as a book in 1991

     64: 1991

**Example**

- 65: 1991
Characteristics

- Mandatory
- 8 characters
- Available for search

Purpose

- To record the initial date according to the rule ISO-st-2014-1976

Instructions

1. Translate the same information of the previous field.
2. Year: Codify in full, using the first four characters of the field. In case information is missing, write down "0000".
3. Month: Use two digits from 01 to 12. Codify the month in the fifth and sixth characters. Write down "00" when there is no information.
4. Day: Use two digits from 01 to 31. Codify the day in the seventh and eighth characters. Write down "00" when there is no information.
5. Always record the initial date.
6. When the year is 0000, the rest should be 0000 as well.
7. When the month is 00, the day should be also 00.
8. When you are not sure of the year, record this information anyway.

Example

1. A magazine covering from April 1996 to May 1996
   55: 19960400

2. A document without year or month
   55: 00000000

3. A document supposedly from 1994
   55: 19840000
Characteristics

- Mandatory
- 40 characters
- Available for search

Purpose

- To record the city where the document was published.

Selection

1. Select the name of the city where the publishing house is located.

2. If two cities are shown, enter only the first one.

Instructions

1. In case of cities whose name is used for different places, specify its corresponding state or department separated by a comma.

   - Clayton in Melbourne
     66: Clayton, Melbourne

   - Springfield in the State of Virginia
     66: Springfield, VA

   - Washington in the District of Columbia
     66: Washington, D.C.

2. For those cities which have a qualifier to distinguish them from the country or state, enter only the name of the city. Except from Washington, D.C. and Mexico, D.F.

   - Bogotá, D.E.
     66: Bogotá

3. When the words "City of" or "City" appear, enter only the name of the city, except from Havana City, whose denomination differs it from Havana Province.
- City of Guatemala
  66: Guatemala

- New York City
  66: New York

4. Enter the name of the city in the language of the text, such as it appears in the title page.

5. Enter "s.l." which means "sine loco" (without place), when this information does not appear in the document.

Example

1. 66: s.l.

2. 66: Port Antonio
Characteristics

- 2 characters
  - Available for search

Purpose

- To record the ISO Country Code corresponding to the city entered in field 66, according to the rule ISO-st-3166-1981.

Instructions

1. Enter the ISO Country Code (Annex 2) corresponding to the city entered in field 66.

Examples

1. 66: Kingstown
   67: VC

2. 66: Kingston
   67: JM

3. 66: s.l.
   67:
Characteristics
- 20 characters

Purpose
- To record the number or code that identifies the document.

Selections
1. the document code is found in a great variety of either published or unpublished literature, and is not limited just to reports.
2. The document code or number is a combination of letters and numbers. It is different from:
   - Monographic serial number
   - Contract number
   - Budget number
   - Sale number
   - List of initials and/or abbreviations without number

Instructions
1. Enter the document code such as it appears including capital and small letters, punctuation marks, etc.
2. Ignore such words as "original", "final", etc., that precede the report code.
3. End without full stop.

Examples
1. "Provisional SC.74/WS/20" appears in the document
   68: SC.74/WS/20
Characteristics

- 13 characters

Purpose


- ISBN. - It is the standardized code for the identification of books, which is assigned to the publishers by the International Agency ISBN, and is used every time it is necessary to either record or communicate information on books in particular.

- This code is composed of 10 digits preceded by the abbreviation ISBN. The first digit indicates the geographical limits of the publication, the second group of digits identifies the publisher, the third group is the title code of the book assigned by the publishing house, and the last one is a control digit.

Selection

- When different ISBN appear (each of them referring to one edition), enter the one corresponding to the edition currently being analyzed.

- The document is an American edition with ISBN 0 7204 2836 9, but presenting also the ISBN 9 8765 2836 5 from the Canadian edition.

```
69: 0-7204-2836-9
```

Instructions

- Enter the ISBN number following the order previously described in order to standardize the input.

Example

1. ISBN 0 5710 8989 5 appears in the document.

```
69: 0-5710-8989-5
```
Characteristics

- 4 characters

Purpose

- To record the number of bibliographic references presented in the document.

Instructions

1. Enter only the total number of bibliographic references, since the computer will automatically enter "refs.".

2. Do not record the pages where they appear.

Example

- A document with 40 references

72: 40
Characteristics

- 135 characters
- Repeatable
- Available for search

Purpose

- To record regions or countries in Latin America and the Caribbean that are studied in the document.

Selection

- Assign the countries or regions of Latin America and the Caribbean studied in the document.

Instructions

1. If you wish to enter this field through Microsis package, separate each item with a percentage mark, without leaving blanks and no punctuation at the end.

   - Antigua and Barbuda%Bahamas%Dominica

2. The country or Region of latin America and the Caribbean is always entered in English.

3. When the geographical formation analyzed by the document covers more than one country, enter each country in this field and the geographical formation in field 82: Geographic Identifier.

   - Titicaca lake which covers Peru and Bolivia
     80: Peru%Bolivia
     82: Titicaca lake

4. When the document refers up to three cities or geographical formation in the same country, write the name of the country in this field, and register in field 82 the other information. If there are more than three cities or geographical formation in the same country, write only the name of the
country in field 80

- Christ Church, Nichola Town, Saint Anne Sandy Point parishes from Saint Christopher and Nevis
  80: Christopher and Nevis%Christopher and Nevis%Christopher and Nevis
  82: Christ Church%Nichola Town%Saint Anne Sandy Point

- Study on Carriacou, St. Andrew, St. David and St. John cities of Grenada
  80: Grenada

5. In case of countries, select a maximum of five. If the document refers to more than five, record the geographic region where they are located.

- A document which studies: Virgin Islands, Anguilla, Barbuda, Antigua, St. Kills, Nevis and Montserrat
  80: Caribbean Islands

Examples

1. 80: Barbados
   82: Constitution River

2. 80: Antigua and Barbuda
   82: Codrington Lagoon

3. 80: Jamaica
   82: St. Andrews%Portmore
Characteristics

- 135 characters
- Repeatable
- Available for search

Purpose

- To record countries or regions outside Latin America and the Caribbean, that are studied in the document

Selection

- Assign the country or region outside Latin America and the Caribbean, studied in the document.

Instructions

1. If you wish to enter this field through Microsis package, separate each item with a percentage mark, without leaving blanks and no punctuation at the end.
   - Spain%Great Britain%Germany
2. The country or region is always entered in English.
3. In case of countries, select a maximum of five. If the document refers to more than five, record the geographic region where they are located.
   - A document which studies: all the countries of Asia
     81: Asia
4. Cities or geographic formations outside the American Continent. Write down just the name of the country to which they belong.
   - Document about biogas in Bangalore and Madras (India)
     81: India
     82: -----

Examples

1. 81: France%Italy
Characteristics
- 135 characters
- Repeatable
- Available for search

Purpose
- To record the geographical regions, cities and geographical formations that are studied in the document.

Selection
- Assign the identifiers that delimitate the geographical area studied in the document.

Instructions
1. If you wish to enter this field through Microisis package, separate each item with a percentage mark, without leaving blanks and no punctuation at the end.
   - Mississippi river%Amazonas river

2. The geographical identifier is always entered in English.
   - County of Caroni in Trinidad and Tobago
     80: Trinidad and Tobago
     82: Caroni
   - District of Choiseul in Saint Lucia
     80: Saint Lucia
     82: Choiseul
   - Black river in Jamaica
     80: Jamaica
     82: Black river
Characteristics

- Mandatory
- 1,650 characters
- Available for search

Purpose

- Condense the contents of the document with the same terminology used by the author and in the same order of the original document, to present the information contained therein, avoiding interpretation or criticism.

Instructions

1. Try to elaborate an abstract of 150 words in average.

2. Write down and/or digit the abstract, leaving two blanks after the period. Do not double-space between paragraphs within the abstract.

3. Do not digit the full stop.

4. Useful words for the elaboration of abstracts

<table>
<thead>
<tr>
<th>Alerts</th>
<th>Differs</th>
<th>Indicates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analyzes</td>
<td>Discusses</td>
<td>Inform</td>
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<td>Approaches</td>
<td>Distinguishes</td>
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</tbody>
</table>
5. The document should be carefully reviewed previous to the elaboration of the abstract.

6. Try to follow the technical terminology of the author, using simple sentences which should constitute a coherent idea, understandable by itself.

7. Do not qualify or express any personal criticism of the document.

8. Small charts, equations, structural formulas or outlines will be included only when they are essential to clarify the abstract, and if there is no other acceptable alternative.

9. Do not include either information or approaches which do not appear in the original document.

10. If possible, follow the sequence of an abstract containing:

10.1 **Purpose:** Unless the title is self-explanatory, to establish the objectives and scopes of the study, or the reason why the document was prepared.

- **85:** Studies the phenomenon of the apparent recurrence of three major subgroups from the coliform collection (Escherichia coli, Klebsiella sp. and Enterobacter sp.) in a chlorinated wastewater effluent...

10.2 **Methodology:** To describe the techniques used, if this will make the abstract more understandable. To identify the new techniques, the operation and accuracy rank obtained. For those documents which do not refer to experimental works, describe the source and data processing.

- **18:** Study of solutions to the problem of wastes coming from cured meat industry in the metropolitan area

- **85:** Nine industries were surveyed, being five of them sampled in three opportunities. The pollution level of the effluents was quantified, analyzing the technical and economic feasibility of treatment systems implementation to these wastewater. A survey was carried out in order to collect the necessary background, determining the physicochemical quality of the effluents, in order to define
exactly the design parameters for the different treatment units. Two systems of biologic treatment, biofiltration and oxidation ditches were measured, analyzed and evaluated, with the result that the removal efficiencies as for suspended solids, fats and BOD are very similar in both cases. It was concluded that the most feasible alternative is the biofiltration as secondary treatment. However, the information obtained demonstrated that none of the industries surveyed has the sufficient area to build and implement the solution mentioned above.

10.3 Results: To describe the findings as briefly and explanatorily as possible. They may be experimental or theoretic results, data collection, or description of relations and correlations of effects observed.

- 18: Comparative study of estimation methods and optimization of water networks

85: It analyzes the methods of Newton Raphson and Cross by the pressure equilibrium and expenses equilibrium. It presents the method called loss of lineal load, obtaining initial values of the unknown quantities which enable the convergency of the Newton Raphson method. From this comparison, it was determined that this is the most appropriate method for the estimation of networks from a great number of knots and sources. Regarding the optimization, ramified networks are analyzed, presenting the application of the generalized multipliers of Lagrange from the binary program and a mathematic model in continuous diameter. The necessity of methods with solutions was concluded, considering moderate commercial diameters, being the binary lineal programming the most adequate.

10.4 Conclusions: To describe the result implications, specially how they are related to the purpose of the research. The conclusions may be related to the recommendations, evaluations, applications, or suggestions of the document.

- 18: How Bengali villagers choose sources of domestic water

85: Referred to a research carried out in rural areas of Bangladesh in order to determine the reasons of using certain water sources to satisfy the domestic needs of water. The results demonstrated that drinking water quality, instead of the distance, was a strong determinant
for the high-income families, and that the conflicts to have access to water affected adversely to the poorer. The theoric sustenance of the field research is presented, as well as the methodology used and the results obtained.

11. **Style and vocabulary.** Unless it is clearly stated in the preceding title, it should begin with a phrase exposing the main subject of the document.

The abstract should be composed of a coherent group of full sentences, instead of a disconnected enumeration of subjects. Avoid phrases such as: the author believes, the author concludes, etc.

The most important qualities regarding the abstract style are: **clarity, concision and accuracy.**

- **18:** Meteorology of meso-scale in problems of urban atmospheric pollution

- **85:** It describes three essential meteorologic elements which condition the dissemination and transportation of pollutants in an environment with radioactive climatic characteristics: thermal inversions, local winds and caloric island...

11.1 The way in which the author approaches the subject or the nature of the document should be explained.

- **85:** Technical research on water disinfection systems in rural areas...

- **85:** Audio-visual course addressed to instructors in charge of the training of personnel working in operation and maintenance of water treatment plants...

- **85:** Report on the background, present situation and projections of biogas technology in India...

- **85:** Presentation of 10 case-studies referred to modification of behavior and attitude regarding the adoption of water and sewereage systems in rural zones from Africa and Asia...

11.2 Preferably use verbs in active voice and in third person.

- **85:** It describes the special containers for the preparation of solid wastes such as discarded bags, hermetic containers, scale containers and exchangeable containers...
11.3 Avoid the use of abbreviations, initials or symbols. If this is not possible, define them whenever they appear for the first time in the abstract.

- 85: ...It presents the characterization of waste water, organic content, Bio-chemical Oxygen Demand (BOD).

11.4 Though you may use the table of contents of the document to describe it, you should be careful with the style and the logical enumeration of the subjects treated.

- 18: Environmental sanitation plan for the cholera prevention and control

- 85: Manual addressed to Colombian personnel of sanitation, with the policies, guidelines and rules to avoid the dissemination of cholera in that country. It contains the disease epidemiology, the causal agent, vibrium surviving in water and food, primary and secondary prevention. It also includes general information on the Colombian situation as well as the Peruvian background. It presents a description of the basic activities to be executed and a model of the control sheet of cholera focus.

- 18: Guidelines for cholera control

- 85: Guides elaborated for the Program of diarrhoeal disease control for the implementation of cholera control activities. It contains: Recent discoveries on cholera bacteriology and epidemiology; preparation for cholera control at a national level; control activities during the epidemic phase; post-control epidemic activities
Characteristics

- Mandatory
- 50 characters
- Repeatable (unlimited)
- Available for search

Purpose

- Enter the descriptors which reflect the contents of the document being analyzed

Selection

1. Choose all the descriptors needed to describe the thematic contents of the document.

2. Do not include those descriptors which mean either type of documents or subject topics. These ones should go in field 88: Postcoordination Descriptors.

3. If a certain term does not appear in the Thesaurus but is considered important for information recovering purposes, and in case its repercussion in literature is frequent, its proposal as a descriptor is then justified. Write it down in field 96: Proposed Descriptors.

4. Notice the following steps for the assignment of descriptors:

4.1 Identification of the document subject or topics

Carry out a general review of the document through a revision of:
- Title
- Introduction, in order to know the purpose and scope of the document
- Table of contents or index, in order to have a view of the subject treated.
- Abstract
- Subtitles or headings of the chapters
Conclusions

- The descriptors or key-words provided by the authors or editors.

This is global review is an essential step, since it will enable to determine the concepts contained in the document.

4.2 Selection of concepts

The revision of the document enables the abstracter to identify the concepts developed therein.

For instance, when analyzing the document ”Technical aspects of the cleaning service”, after reviewing the introduction, table of contents and the first paragraphs, the next have been found:

- It deals with the service of wastes collection and transportation
- It contains chapters developing extensively the operation and maintenance of cleaning vehicles and equipment
- It is specifically referred to the city of Caracas.

After this analysis the next concepts are determined:

- Waste collection
- Waste transportation
- Operation and maintenance of cleaning vehicles
- Operation and maintenance of cleaning equipment
- Caracas

After finishing this step, you proceed with the conversion of concepts to descriptors.

4.3 Conversion of concepts to descriptors

For this conversion, it is necessary to pay special attention to the assignment of the most appropriate descriptors.

When searching the concepts in the Thesaurus, the corresponding synonyms should be determined, in order to enable the different search options, since the descriptor will not always coincide with the language used in the document. In some cases, it will be necessary to ask for the advise of specialists or to review reference sources in order to state clearly the subject or to establish the synonymity.

- After searching the concept WASTE COLLECTION in the Thesaurus, Alphabetic Section, directly under the term WASTE COLLECTION, we do not find it. Then, it is necessary to look for another term: SOLID WASTE COLLECTION, which is included in the Thesaurus. Thus, it is necessary to assign this descriptor.
After searching under SOLID WASTES COLLECTION, among its relations we find the descriptor SOLID WASTES TRANSPORT.

When we go to the descriptor SOLID WASTES TRANSPORT, we find the following descriptors as related terms:
COLLECTION ROUTES
RECOLLECTION FREQUENCY
SOLID WASTES COLLECTION
TRANSFER STATIONS
URBAN CLEANING EQUIPMENT
URBAN CLEANING

which, since they are actually more specific regarding the contents of the document, will not be selected as descriptors.

Another option to find the most outstanding descriptor consists of identifying the subject and going to the Hierarchical Section, where the descriptors portraying the subject will appear in alphabetical order under a certain topic.

It is also advisable, once selected the descriptor, to find it in the alphabetical section in order to review its relations.

Then we proceed with the concept OPERATION AND MAINTENANCE OF CLEANING VEHICLES.

If we search under VEHICLES, we will not find the descriptors. Thus, we should go through other alternatives such as:
COMPACTOR COLLECTION TRUCKS
OPEN TRUCKS
COLLECTION TRUCKS

These descriptors are quite specific for the document presently analyzed, which also includes a variety of vehicles. Thus, it is convenient to select the generic term to these three descriptors. As a result, we obtain the descriptor URBAN CLEANING EQUIPMENT.

In this case, the concept of OPERATION AND MAINTENANCE is an aspect of the subject. In the Thesaurus, there is no pre-coordinated descriptor which specifies the operation and maintenance of cleaning equipment. Thus, the descriptor OPERATION AND MAINTENANCE is in this case a postcoordination descriptor, and will be recorded in field 88 of the bibliographic record: Postcoordination Descriptors.
It should be emphasized that the descriptor OPERATION AND MAINTENANCE may be considered as a postcoordination descriptor, such as in the preceding example, and also as a descriptor which indicates a subject itself. Thus, it will be assigned to those documents dealing with the organization and administration of operation and maintenance services.

As an outcome, we have selected the following descriptors for the document "Technical aspects of the cleaning service":
87: Solid wastes collection%Solid wastes transport%Urban cleaning equipment
88: Operation and maintenance

4.4 Coordination of descriptors

When a certain concept is not clearly expressed in a descriptor, it is necessary to coordinate two or more descriptors in order to achieve a desirable accuracy.

The concept RURAL ENVIRONMENT which does not appear in the Thesaurus, may be expressed by means of the coordination of two descriptors:

RURAL ENVIRONMENT = ENVIRONMENT + RURAL ZONES

Examples

- 18: Characteristics of waste water coming from the leather industry in Tucumán
- 87: Waste water characteristics%Leather industry%industrial effluents
Characteristics

- 50 characters
- Repeatable (unlimited)
- Available for search

Purpose

1. Enter the descriptors that generally reflect the type of document or subject topics and which will be used only to carry out postcoordinations in the searches through computers.
2. The postcoordination descriptors do not mean a subject themselves, but they refer either to the formal presentation of a document, or to a certain topic or approach related to another descriptor.

Selection

1. Descriptors reflecting the type of document being analyzed.

Instructions

1. Verify that the descriptor is included in the Thesaurus with a code 0000.
2. If you wish to enter this field through Microisis package, separate each item by a percentage mark, without leaving blanks and no punctuation at the end.
3. Start every descriptor with uppercase.

Example

- "Appropriate technology in the social context: a written bibliography"
  87: Appropriate technology
  88: Bibliographies%Social aspects
Characteristics

- 50 characters
- Repeatable (unlimited)
- Available for search

Purpose

- To record the descriptors which do not appear in the Thesaurus and that should be included, upon the judgment of the abstracter.

Instructions

1. Record the proposed descriptor.
**ANNEX 1**

**ISO LANGUAGE CODES**

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## ANNEX 2

### ISO COUNTRY CODES

The list is arranged in alphabetical order according to the English name of the country.

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PART 3:

SAMPLES OF BIBLIOGRAPHIC RECORDS

WITH DIFFERENT LEVELS OF

BIBLIOGRAPHIC DESCRIPTION
During recent years in several developing countries, cost of education has increased while average academic performance of pupils has often declined. IMPACT (Instructional Management by Parents, Community and Teachers) was developed by a group of educators in Southeast Asia to reverse these trends. They proposed to replace conventional educational components with programed instruction and learning, students and community volunteers and instructional supervisors. First launched in the Philippines and Indonesia, aspects of the new concept were subsequently introduced in Malaysia, Jamaica, Liberia and Bangladesh. This book examines the history of the concept, presents case studies and provides 25 lessons which should be of interest to educational planners, researchers, educational administrators and donors.
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