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PADIS MANUAL FOR DOCUMENT ANALYSIS
CDS/ISIS VERSION

March 1996

FOREWORD

This document was developed by the Pan African Development Information System (PADIS) of the United Nations Economic Commission for Africa (ECA) in the framework of the work of the Standardization Subcommittee no. 5: Computer networking, E-mail and On-line access supported by the Carnegie Corporation of New York.

The list of PADIS Standardization Subcommittees is as follows:

Subcommittee 1: PADIS Manual for document analysis.

Subcommittee 2: Selection and evaluation of criteria of textual data base programs

Subcommittee 3: Evaluation of textual data base formats and structures

Subcommittee 4: Selection and acquisition of microcomputer hardware configurations

Subcommittee 5: Computer networking, e-mail and on-line access

Subcommittee 6: Authority files

Subcommittee 7: CD ROM development

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INTRODUCTION

Organization of the manual.

The manual is organized into 7 parts.

The first part provides description of some of the Database management concepts, which may be useful for understanding subsequent sections, and of the terms that may appear most frequently in the manual.

Brief description of a sample CDS/ISIS worksheet, and of the four PADdev worksheets is provided in section two of the manual.

Explanations on how to select the four worksheets through the additional facility introduced in the Data entry services menu are provided in section three.

Section four presents description of each of the fields in the PADdev database.

Section five provides explanation on how to use PADdev printing services. Sample display outputs of the different display formats are also provided.

Finally, generation of various indexes through the PADdev sorting services is discussed in section six of this manual.

Purpose of the manual

The purpose of this manual is to give instructions on how to prepare input for the PADdev database. This manual is meant for documentalists who are using CDS/ISIS. CDS/ISIS is a database management program that has been developed and is being maintained by UNESCO. The current version of the program, based on which this manual is written, is version 3.07. Some instructions may become obsolete when later versions of the program come out. This manual is meant for documentation centres having the complete suit of database definition and worksheets as it is provided by PADIS to its input centres. If a different application is used for data entry, this manual can be used as a source of inspiration for the person who compiles a manual.

I. Background

1.1 Concepts

1.1.1 Database

This is not the place to give a formal definition of a database. Let us take as a working definition that a database is a computerized card file. Each card in a card file contains the description of a certain entity. In the case of a bibliographic data collection like PADdev it is the description of a piece of literature. Therefore, we can call a database as the electronic equivalent of a card file.

1.1.2 Record and Master File Number

Here we refer to the electronic equivalent of an individual card as a record. Each record in a database has its unique identification. In a CDS/ISIS database this identification is called the Master File Number. CDS/ISIS assigns this number automatically to a record, and the number may change if the system manager performs certain technical reorganization procedures on the database. Each record contains a description of a piece of literature. It may be a book, a compact disc, a report, a patent, the proceedings of a conference, etc. In this manual we will refer to any piece of literature as a document. In the case of a single book or a patent, a record in the database should contain the description of the document as a whole. In the case of documents like conference proceedings, the person who prepares the input has to make a choice. Either the record could contain a description of the proceedings as a whole, or one could prepare a separate record for each individual article in the proceedings. A book may also be

a volume from a multi-volume publication (e.g., a volume of an encyclopedia) in which case one may decide to describe the collection as a whole in one record. There is no unambiguous rule for these choices. One has to bear in mind the information needs of the potential users of the database. Articles from conference proceedings may be about different subjects. If you expect that there are different users who will be interested in different articles, it is advisable to enter the articles in separate records. As a rule of thumb, one can say that items should be described in different records if different keywords or descriptors are assigned to them.

1.1.3 Fields and occurrences

In a conventional card file, generally there may be a fixed place for each data element. For example, in a bibliographic card file we might type the author's name in the left upper corner, the title on the line below, and the call number that indicates where the actual document can be found in the right lower corner. If we look at these cards, we will recognize the pattern. The computer, however, must be instructed what the different data elements are supposed to mean. We do so by entering the different data elements in different fields. For example, on the title page of a document the following texts are found:

Code of conduct on transnational corporations.

Technical Preparatory Committee of the Whole, 4th meeting,
Addis Ababa, Ethiopia 14-22 Apr. 1983.

Conference of ministers of the Commission, 9th meeting; 18th
session of the Commission, 27 Apr-3 May 1983, Addis Ababa,
Ethiopia.

It is clear that the first data element is the title of the document, the other two are the names of conferences that are somehow connected to the document. We will enter the title and the conference names in different fields. In a CDS/ISIS database each field is identified by a tag, that should consist of three digits.¹ In this example, we will enter the title in field 230, and the conference names in field 710.

1.1.4 Repeatable fields and subfields

A data element may occur more than once in a document. A document may have been written by more than one person. In the example above, there were two meetings mentioned on the title page. CDS/ISIS allows data elements to be entered into repeatable fields. By default the occurrences of a data element are entered into a repeatable field separated by percentage sign (%). The system manager may choose to define any other separator if the percentage sign is not considered as convenient.

In the example of the conference names, we see that there are a number of data elements that occur in both descriptions of a conference, i.e., name, city, country and date. CDS/ISIS allows to enter these elements in different subfields of a field. The same subfields occur in different occurrences of a field. To enter a data element in a subfield of a CDS/ISIS database one has to type the data element preceded by a ^ (caret) and the letter that is assigned to the subfield for that particular data element. See the rules in section 4 for descriptions of the different subfields that have been defined for field 710. For the document in the example above, the conference field (field 710) has to be filled in as

¹ CDS/ISIS allows field tags consisting of four digits. However, fields with four digit tags cause problems with data exchange.

follows:

^aTechnical Preparatory Committee of the Whole, 4th meeting^bAddis Ababa^cET^d14-22 Apr 1983% ^aConference of ministers of the Commission, 9th meeting; 18th session of the Commission^bAddis Ababa^cET^d27 Apr-3 May 1983

Note that during data entry, you should not leave spaces or insert punctuation marks either before or after the subfield delimiter. The subfield value should immediately follow the subfield delimiter when entering it in the database. Furthermore, when entering the occurrences of a repeatable field, you should not insert spaces around % sign (assuming the % sign is the control character for repeatable fields).

1.1.5. Definition of terms

ABSTRACT:

An abstract is a brief accurate representation of the contents or an indication of the characteristics of a document without interpretation or criticism.

AFFILIATION:

An affiliation is the institution that charged the personal author to compile the document.

BIBLIOGRAPHIC LEVEL:

Bibliographic level refers to the position of the document in a set of hierarchical relationships.

DESCRIPTORS

Descriptions are words or phrases organized in a thesaurus, or controlled vocabulary, which are used to describe the subject content of a documentary unit.

These standardized indexing terms called descriptors are taken from a thesaurus.

DOCUMENT OR REPORT NUMBER:

A document or report number is a combination of letters and numbers attributed by the organization responsible for the production of the document. It is different from a monographic series number, which is usually more visible and less cryptic

EDITION:

An edition refers to all copies of an item produced from same type image or from one master copy and which are produced by a particular publisher or other issuing body. It is also used to indicate a draft or preliminary version.

INDEXING

Indexing, or subject analysis is description of a documentary unit in terms of its subject content through the use of terms selected from a controlled vocabulary. These terms are called DESCRIPTORS. The purpose of indexing is to allow retrieval of documents pertaining to a specific subject, as required. Indexing is, therefore, a very important component of document analysis, as descriptors provide one of the key points of access to the content of a database. Descriptors are also used to generate subject indexes. The effectiveness of information retrieval depends to a large extent on the quality of indexing.

MONOGRAPHIC SERIES:

Monographic series is group of separate items issued in succession. Each item bears, in addition to its own title (which is entered in field 230) a common title applying to the group as a whole, and which is on the cover or the title page.

It is issued by the same publisher, in a uniform style and format, and is numbered sequentially. Each issue in a monographic series has its own pagination.

This form of publication is often found in non-conventional literature, and the title of the series constitutes a useful means of identification.

PATENT:

A patent is a searched and examined certificate document granted to an inventor (person or institution) before the product is made available to the public.

PERIODICAL:

A journal or periodical is a publication issued at fairly regular intervals, with the same title appearing on the cover of each issue, which is identified usually by a volume and/or issue number. Each issue contains several articles or contributions.

PERSONAL AUTHOR:

A personal author is a person who is responsible for the intellectual content of a document (i.e., not a translator, illustrator, a person writing the introductory part of the document, etc.).

SERIAL:

A publication issued in successive parts bearing numerical or chronological designation and intended to be continued indefinitely. Serials are normally issued by the same publisher or organization, in a uniform style and format and have a common title that is found in every issue.

Serials include periodicals, newspapers, annual reports, year books, and monographic series.

TITLE:

A document title is composed of a word, group of words, or sentences assigned by the author(s) to designate the contents of a document.

II. Sample Data Entry Worksheets

A worksheet is an on-screen form used to enter and/or modify data in the database or to collect the parameters required to perform some functions. The following is an example of a CDS/ISIS worksheet with some of the fields filled in (having values).

PADdev Monographs /1_____	_____> [TITLE FIELD]
_____	_____> [FIELD TAG]
110 ID of input centre _____	_____> [FIELD NAME]
^aIG^b940001_ _____	_____> [FIELD VALUE]
120 Location of Document	
IGADD _____	

130 Bibliographic level indicator	

140 Relationship to other records	

150 Record Status indicator	
N	
160 Country of production	
KE	
170 Bibliographic type /indicator	

EDIT: Replace	More... MFN=120

A worksheet contains one or more of the fields from the database. Each field on the worksheet is composed of field name and field value. Field name is a label descriptive of the content of the field, and field value is the actual data to be entered into the database and processed.

In addition to those fields on the worksheet in which you enter or modify data, there are labels (such as worksheet headings) which are normally used to customize a worksheet by providing additional informations which may be useful during data entry.

A worksheet may be single or multiple pages. In case of a multiple page worksheet, CDS/ISIS provides you with a submenu prompt at the bottom of the screen which enables you to move from one page to another.

The PADdev database has got four data entry worksheets. Each worksheet is used to enter or edit records for different types of documents. These worksheets are given in Annex V of this manual. Although the worksheets look identical, there are some fields that are specific to a particular document type and hence appear only on the corresponding data entry worksheet. The next section describes how to go about selecting these worksheets during data entry operations.

III. Data entry procedures

When we start CDS/ISIS the main menu will appear:

Micro CDS/ISIS

- C - Change data base
- L - Change dialogue language

- E - ISISENT - Data entry services
- S - ISISRET - Information retrieval services
- P - ISISPRT - Sorting and printing services
- I - ISISINV - Inverted file services
- D - ISISDEF - Data base definition services
- M - ISISXCH - Master file services
- U - ISISUTL - System utility services
- A - ISISPAS - Advanced programming services

- X - Exit (to MSDOS)

?

Data base:
Max MFN :

Worksheet:
Format :

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If you press E you will be prompted to give the name of a database. If the name of an existing database has been entered, the submenu for the data entry services will appear. Suppose, you have entered the database name as 'MARDI'; then the following data entry submenu will appear. It may be noted that this is not the standard CDS/ISIS data entry menu; it has been slightly modified to suit the purpose of PADdev applications.

- L - Change dialogue language
- W - Select another worksheet
- N - Create new record
- E - Edit record (or range)
- R - Edit last search results
- D - Define default values
- P - Recall last record modified
- C - Clear default values
- T - PADdev worksheets
- X - Exit

? _

Data base: MARDI
Max MFN : 51

Worksheet: MARDI
Format : MARDI

Micro CDS/ISIS - Ver. 3.07 (c)Unesco 1993

You can choose now option N to enter a new record, or E to modify an existing record or a range of existing records. By default a data entry worksheet will be selected. This worksheet, which is the default data entry worksheet, allows you to fill in all fields that exist in the database. It may be more practical to select a worksheet with only those fields that have to be filled in for a certain type of document. One way of selecting a different worksheet is through option W that is a standard CDS/ISIS option. If you choose W, the program prompts you to give the name of a worksheet. Then you will enter the correct name of the worksheet, as long as you remember its name.

The PADdev application provides you with another option that is not a standard CDS/ISIS option and does not require you to memorise the names of the worksheets. If you choose option T, the following submenu will appear.

Service ISISENT

PADdev Worksheets

Menu EXPA

- M - Monographs
- A - Articles in monograph
- G - General (contains all fields)
- J - Journal article
- H - Help (Explanation Worksheets)
- X - Exit

?

Data base: MARDI
Max MFN : 51

Worksheet: MARDI
Format : MARDI

Micro CDS/ISIS - Ver. 3.07 (c)Unesco 1993

Options M, A, and J represent different worksheets for different types of documents. And option G represent a worksheet that contains all the fields in the database. If you choose any of these options the associated worksheet will be selected. The name of the selected worksheet will be displayed on the bottom right corner of the screen. Choosing option E displays a worksheet containing explanatory text on the menu options.

Once you are done with worksheet selection, you can choose option X to return to the data entry menu. If you choose option N in the data entry menu, the worksheet, which you have selected, will appear to be filled in. By doing so a new record will be created. If you choose option E, you will be prompted to give the Master File Number(s) (MFN) of a record or a range of records that you want to modify. If you enter a range, the numbers must be separated by at least one space.

Then the first page of the worksheet that you have selected will appear on the screen containing the record or the first record from the range of the records that you want to edit. A number of function keys can be used. They are summarized below.

3.1 Function keys available with data entry

KEYS PURPOSE

GENERAL

F1	display Help message (if any)
INSERT	toggle between insert and replace mode

CURSOR MOVEMENT

->	move one position to the right
CTRL ->	move one word to the right
<-	move one position to the left
CTRL <-	move one word to the left
HOME	Begin field
END	field
Cursor up	one line up within field
Cursor down	one line down within field
Enter	next field
TAB	previous field

DELETE

DEL	delete character at cursor position
BKSP	delete character one position to the left
F2	delete whole field and exit
F6	delete field from cursor position onwards
CTRL W	delete word at cursor
F4	delete block

CUT AND PASTE

F3 mark begin
F4 mark end and delete block
F5 insert block (anywhere)

LEAVING EDIT

ESC exit from field and cancel changes
PgDn exit from page
ENTER from last field on a page: exit from page

When you have finished editing a page of a worksheet the following lines will appear on the bottom of the screen:

← - Next page B - Previous page M - Modify N - New record
X - Exit D - Delete C - Cancel T - End revise

More ...

Pressing (return) will bring you to the next page of the worksheet.
Pressing B will bring you to the previous page of the worksheet.
Pressing M will enable you to modify the data on the page of the worksheet that is on the screen.

Pressing N will store this record and you will be offered the same worksheet to enter a new record.

Pressing X will store this record and bring you back to the data entry menu or to the next record if you have selected a range of records to edit.

Pressing D will delete the record that is on your screen.

Pressing C will not store the current record or the modifications in the current record.

Pressing T will not store the modifications in the current record and bring you back to the menu of the data entry services. If you have selected a range of records to edit, you will not go to the next record.

IV. Rules per field

In this section description of each of the fields will be presented. Description of each field include,

- Use - it describes the use for which the field as been designed.
- Attributes - indicates such attributes of the field as Repeatability and Subfields. These attributes are indicated using the keywords REPEATABLE and SUBFIELD. Note that the absence of these keywords indicates the absence of the attributes.
- Note - provides additional information which is useful for the understanding and use of the field.
- Data entry - describes how to enter the field values in a correct format during data entry. Examples are also included whenever necessary.

4.1 General

There are four groups of fields that serve different purposes:

Identification of Document : Field 110 - 170

These fields contain data that relate to this record, such as the identification of the input centre, status, relationship with other records.

Bibliographic description : Field 210 - 820

These fields contain data that uniquely identify a document, such as authors, titles, publisher.

Content analysis : Field 830 - 940

The codes and descriptors in these fields describe the subject contents of the document.

Identification of indexers : Field 950 - 970
and data input personnel

These fields identify when this record was entered into the database, and by whom.

If you use the predefined worksheets that are provided for data input in the PADdev database, the tag of the field to be filled in is given on the worksheet after its name. All fields on these worksheets are mandatory, unless their name is preceded by [O]. Fields with [O] are optional.

4.2 Fields for identification of document

4.2.1 110 ID of input centre

USE: This field is used to make a record identifiable within the co-operative PADdev system.

SUBFIELDS: a, b

DATA ENTRY:

Subfields:

- a Enter the country code (see Annex I) for the country of the national input centre, or a code assigned by the PADdev coordination centre for specialized input centres.
- b Enter the last two digits of the year of input, followed by a unique four digit number assigned by the input centre.

Example:

For the first record from the Burundi input centre submitted in 1994, enter the field value as,

^aBI^b940001

4.2.2 120 Location of Document

USE: This field is used to give information on the location of a copy of the actual document.

REPEATABLE.

SUBFIELDS: a, b

DATA ENTRY:

Subfields

a Enter name of the Library

b Enter call number

Example:

^aMinistere de l'Industrie^bQA 76.8 .I23

USE- It is used to indicate the bibliographic level of the document, and also the bibliographic level of the parent document if applicable.

There are four codes for bibliographic levels:

A (Analytical) indicates that the document is part of a larger physical unit, e.g. an article from a journal or a chapter from a book.

M (Monograph) indicates that the document is published in one or a known number of parts. E.g., a book or a volume of multivolume monograph.

S (Serial) indicates that a publication is intended to be published in an infinite number of parts. For example a periodical.

C (Collective) indicates that the document is a multivolume monograph issued either at the same time or over a period. For example a multivolume encyclopedia.

A record may contain data on different bibliographic levels.

SUBFIELDS: a, b

DATA ENTRY:

Subfields

a Enter bibliographic level of the document that is actually described in this record.

b Enter bibliographic level of the host document (if any) of which the document is a part.

Examples1:

If the document is a book or a single-volume report etc., which is complete on its own, enter the field value as,
^aM

Example2:

If the document is a chapter extracted from a book, enter the field value as,
^aA^bM

Example3:

If the document is an article from a periodical, enter the field value as,
^aA^bS

Example4:

If the document is a volume which is part of a monographic series, enter the field value as,
^aM^bS

Example5:

If the document is of a set of three volumes, each with its own title as well as a collective title, enter the field value as,
^aC

Example6:

If the document is one volume of multivolume collection, such as a volume of a multivolume encyclopedia or a volume of a two-volume report, each with its own title as well as a collective title, enter the field value as,

^aM^bC

USE- This field is used to indicate records in the PADdev database that have a relation with this record. A record may be related with another record in one of the following three ways. First, a record may contain a document which is translation of the document in another record. Second, a record may contain a document which is part of a in another record. Finally, a record may contain a document which is a host to the document in another record. These relationships are indicated by the three subfields given below.

REPEATABLE.

SUBFIELDS: a, b, c

DATA ENTRY:

Subfields

- a Enter the number of the document of which this document is a translation. Number must be preceded by T.
- b Enter the number of the host document (if it is already in the database) of which this document is a part. Number must be preceded by G.
- c Enter number of the specific document of which this document is the host document. Number must be preceded by S.

Numbers must be taken from field 110 of the related documents.

Example:

Suppose the current record contains the description of the proceedings as a whole. Furthermore, each article in the proceeding has been entered in a separate record. The values of field 110 for each of these articles are ^aBI^b940001 and ^aBI^b940002 respectively.

Then in field 140 of the current record, you will enter the field value as,

^CS940001%^CS940002

USE: It is used to indicate the status of a record in terms of whether the record is new, modified or deleted.

DATA ENTRY:

There are three codes corresponding to the different record status. Enter,

N - if this is a new record,

C - if it is a modified record, or

D - if the record should be deleted from the database.

4.2.6 160 Country of production

USE: It is used to indicate the country where the document was produced.

DATA ENTRY:

In selecting the country where the document is produced (or originated), you may use following as a guideline,

- In general, country of production is the country where the publisher or corporate author is located.
- If the document is an article from a serial, country of production is the country where the serial is published.
- If the document is produced simultaneously in two or more countries, select the country in which the participating centre is located. If no country corresponds to that of the participating centre, select, in order of preference, the country of the main publisher or the main corporate author.
- If the document is unpublished i.e. if it is reproduction (photocopy, micro-fiche) or a reprint, select the country in which the document was originally issued.

Use the codes from Annex I to indicate country of production.

Example1:

If a record was prepared in Mali, enter the field value as
ML (Country code for Mali)

Example2:

If the document was produced jointly by FAO in Rome and the Ministry of Agriculture in Zambia, enter the field value as, ZM (Country code for Zambia)

Example3:

The documentary unit is a reprint, which is produced in the USA, of a document originally produced in France.

FR (Country code for France)

USE: This field is used to indicate the bibliographic type and the intellectual form or nature of the contents of the document as defined by AGRIS.

REPEATABLE.

DATA ENTRY:

Enter one or more of the following codes separated by percentage sign (%). These codes have to be entered if the input centre is an AGRIS input centre.

- G Maps
- C Standards
- U Theses
- W Legislation (the text of the law or regulation itself)
- Z Bibliographies (text containing at least 20 references)
- Y Maps included
- E Summary
- V Non-conventional literature
- R Review article
- X Critic

4.3 Fields for bibliographic description

4.3.1 210 Personal author and affiliation

USE: It is used to enter the personal author and its affiliation.

REPEATABLE.

SUBFIELDS: a, b, c, d

DATA ENTRY:

Subfields

- a Authors name. Enter surname followed by a comma and a space, and the Christian name(s) (given names) or initials as they appear on the document. If it is not clear what is a surname or a given name, enter the name as it appears on the document. Do not enter academic or other titles such as Professor, Dr., Engineer, etc.
- b Enter name or acronym of the institution of the affiliation, followed by a comma and a space and the name of the city.
- c Enter the code for the country (See Annex I) of the affiliation.
- d Enter name or acronym of the subunit where the person is working.

When there are more than 5 authors, select the principal authors (if indicated), or else the first five mentioned.

If two or more authors (and affiliations) are mentioned, separate each occurrence with percentage sign (%).

Example1:

If a document is by Neveu, C. who is working at PGI subdivision of UNESCO, enter the field value as,
^aNeveu, C.^bUNESCO, Paris^cFR^dDivision PGI

Example2:

If a document is by C. Neveu and Maureen Sly who are working at PGI subdivision of UNESCO and Information Science Division of IDRC respectively, enter the field value as,
^aNeveu, C.^bUNESCO, Paris^cFR^dDivision PGI^e^f^g^h^i^j^k^l^m^naSly, Maureen^bIDRC, Ottawa^cCA^dInformation Science Division

USE: If it is indicated on the document that an institution is responsible for the intellectual content of a document rather than a person or persons, this field is used to enter information about the institution.

REPEATABLE.

SUBFIELDS: a, b, c

NOTE:

1. Select as a corporate author an institution which is
 - directly responsible for the intellectual content of the document;
 - requesting or funding a study and assuming responsibility for the intellectual content of a resulting document;
 - sponsoring a meeting cited in field 710, when the document is a report of the proceedings of the meeting;
 - granting the degree or diploma recorded in field 720;
 - sharing with a personal author the intellectual responsibility for the document;
 - the owner or assignee of proprietary rights, when the document is a patent.
2. The same institution is never entered both as an affiliation and a corporate author in the same record. Select corporate author rather than an affiliation in the following cases:
 - if the institution is both corporate author and affiliation;
 - if it is not clearly stated on the document whether

- the institution is corporate author or affiliation.
3. A document may have both personal and corporate authors.
 4. When more than one language version of an organization exists, select the one corresponding to the language of the document or, as a second choice, the language of indexing. If a document is written in several languages, choose the language of indexing.

DATA ENTRY:

Subfields

- a Enter name or acronym of the institution of the affiliation, followed by a comma and a space and the name of the city.
- b Enter the code for the country (See Annex I) of the affiliation.
- c Enter name or acronym of the subunit where the person is working.

If more than one institution are mentioned, separate each occurrence with percentage sign (%).

Example:

If a document is the result of a study by Forestry department of Food and Agriculture Organization (FAO), enter the field value as,

^aFAO, Rome^bIT^cForestry department

USE: It is used to enter the title of the document in the original language as it occurs on the document.

DATA ENTRY:

1. Enter one title (per document) that is found on the title page of the document. When the title on the title page and the cover are different, select the version on the title page, provided that it is the more complete one. Title is entered as it appears on the document, using capitals only for proper names and acronyms.
2. If a document is written either in English or French, enter the title as indicated in 1.
3. If two languages versions of the title are found on the same document, enter first the title corresponding to the language chosen for indexing followed by the second title. Separate the two titles by space = space.
4. If the document is written in a language other than English or French, select the original title as indicated in 1. And enter English, French, Arabic or other translations in fields 240, 250, 260, and 270 respectively.
5. The sub-title is entered after the main title preceded by a colon (:). There should be a space before and after the colon.

Examples:

Transfer and development of technology in Africa.

Report of a mission to Zambia: 25 June to 1 July 1979

4.3.4

240

Translated title English

USE: If there is a title translated in English and the original language is not English, this field is used to enter the translated title.

NOTE:

The translated title entered into this field is one that is supplied by the documentalist, and should not be confused with a parallel title.

Example:

Assuming that the language of indexing is English. If a document is written in French, and you want to incorporate English translation of the title in the current record, enter the French title in field 230 and translate the title into English, and enter it in field 240.

DATA ENTRY:

See the guidelines for data entry given under field 230.

4.3.5

250

Translated title French

USE: If there is a title translated in French and the original language is not French, this field is used to enter the translated title.

NOTE:

The translated title entered in this field is one that is supplied by the documentalist, and should not be confused with a parallel title.

Example:

Assuming that the language of indexing is French. If a document is written in English, and you want to incorporate French translation of the title into the current record, enter the English title in field 230, and translate the title into French and enter it in field 250.

DATA ENTRY:

See the guidelines for data entry given under field 230.

4.3.6 260 Translated title Arabic

USE: If there is a title translated in Arabic and the original language is not Arabic, this field is used to enter the translated title.

NOTE: and DATA ENTRY:

See the guidelines for data entry given under field 230

4.3.7

270

Translated title other language

USE: If the title is translated in any language other than English, French or Arabic, this field is used to enter the translated title.

NOTE: and DATA ENTRY:

See the guidelines for data entry given under field 230

4.3.8 310 Personal author of source document

USE: This field is used to enter the personal author(s) of the source document from which the current document is extracted.

REPEATABLE.

SUBFIELDS: a, b, c, d

NOTE:

Do not fill in this field if it is the same person as in field 210.

DATA ENTRY:

Subfields

- a Authors (Editors) name. Enter surname followed by a comma and a space, and the christian name(s) (given names) or initials as they appear on the document. If it is not clear what is a surname or a given name, enter the name as it appears on the document. Do not enter academic or other titles such as Professor, Dr., Engineer, etc.
- b Enter name or acronym of the institution of the affiliation, followed by a comma and a space and the name of the city.
- c Enter the code for the country (See Annex I) of the affiliation.
- d Enter name or acronym of the subunit where the person is working.

See the guidelines for data entry given under field 210.

Example:

If a document entitled "Qualification, productivity", which is authored by D. R. Leonard and K. Prewiti, is extracted from

a book by G. Hyden and A. Adedeji entitled "Developing research on Africa administration: some methodology issues", enter the fields values as,

^aLeanard, D. R.%^aPrewiti, K. in field 210;

Quantification, productivity and groups in field 210;

^aHyden, G.%^aAdedeji, A. in field 310;

Developing research on Africa administration: some methodologies issue. in field 330;

USE: This field is used to enter the corporate author(s) of the source document from which the current document is extracted if it is indicated on the document that an institution is responsible for the intellectual content of the source document rather than a person or persons.

NOTE:

See the guidelines for selecting corporate author given under field 220. Do not fill in this field if it is the same institution as in field 220.

REPEATABLE.

SUBFIELD: a, b, c

DATA ENTRY:

Subfields

- a Enter name or acronym of the institution of the affiliation, followed by a comma and a space and the name of the city.
- b Enter the code for the country (See Annex I) of the affiliation.
- c Enter the name or acronym of the subunit where the person is working.

See the guidelines for data entry given under field 220.

Example:

If the source document, from which the current document is extracted, is the result of study by Forestry department of Food and Agriculture Organization (FAO), enter the field value as,

^aFAO, Rome^bIT^cForestry department

4.3.10

330

Title of source document

USE- If the current record describes a document that is extracted from a larger physical whole, this field is used to enter the title of the whole as it appears on the document.

DATA ENTRY:

Select only one title for entry in this field.

If the documentary unit is a chapter or part of a monograph (book, report, etc), enter the title of the monograph in field 330.

Example1:

If the document is a monograph entitled "Comprehensive development planning" by W.F. Stopler extracted from a monograph "Economic planning in Africa", and the corporate author of the source document is ECA, Addis Ababa, enter the field values as,

^aStopler, W.F. in field 210;

Comprehensive development planning..... in field 230;

^aECA, Addis Ababa^bET in field 320;

Economic planning in Africa in field 330.

If the document is a volume in a collection where each volume has its own title as well, enter the title of the collection in this field.

Example2:

If the document entitled "1969 household budget survey, volume 1: income and consumption" is the first volume of a three-volume collection, entitled "1969 household budget survey", and the corporate author of both documents (child and parent)

is ECA, Addis Ababa, enter the field values as,

^aECA, Addis Ababa^bET in field 220;
1969 household budget survey, volume 1: income and
consumption in field 230;
(no need to repeat the same corporate name in field 320.)
1969 household budget survey in field 330;

For data entry of title see guidelines provided in field 230.

4.3.11 410 Title of serial

USE: This field is used to enter:

- a) the title of a monographic series when the document is a monograph or collection which is part of the series;
- b) the title of a periodical (journal, magazine, newspaper, etc.) when the document is an article extracted from the periodical.

REPEATABLE.

NOTE:

1. Select one serial title per record.
2. If the title of the serial is not found in either of the above, select the title on the title page or, if there is no title page, on the cover.
3. If a serial title appears in more than one language version choose in order of preference, the language version corresponding to:
 - language of indexing
 - language of text
 - first title on the publication.
4. Supplements and sub-series: when the document is a part of a supplement to a serial or sub-series with its own distinctive title, select the title of the supplement or sub-series to be recorded in field 410.

Example 1:

Parent publication: Economic Report

Supplements: The role of industries

Select as the serial title :- The role of industries

Example2:

Parent publication: Libri
sub-series: IFLA Communications

Select as the serial title :- IFLA Communications

When the supplement or sub-series does not have distinctive title, select the title of the parent publication, followed by that of the supplement or sub-series, as in the following examples.

Example3:

Parent publication: Canadian Statistical Review. Weekly
Supplement

Supplement: weekly supplement

Select as the serial title:- Canadian Statistical Review.
Weekly supplement

Example4:

Parent publication: African Trade

Sub-series: Series C. Trade Opportunities

Select as the serial title:- African Trade. Series C. Trade
opportunities

DATA ENTRY:

1. Enter the title as it appears on the document, or as found in the ISDS Bulletin or in the serials authority file.
2. Capitalize all important words in serial title.
Example1:
IDRC Reports
3. Some serial titles are not distinct enough to identify

the series in a unique way, as in the case of "Bulletin", "Working Papers", "Occasional Paper", etc. In this case, the title should be established in the following format:

Title - Corporate Author

Example2:

Economic Report - Somali National Bank

Statistical Yearbook - United Nations Statistical
Office

Special Study - Science Council of Canada

4. When the corporate author includes a main body, use the following format:

Title - Main body. Subordinate body

Examples: Discussion paper - University of Toronto.
Dept. of Geography

Statistical yearbook - Yemen Arab Republic
Planning Board. Technical Office. Central
Statistical Office

Working Papers - University of Cambridge.
Centre of African Studies

Report Series - Lagos University. Dept. of
Economics

5. Parallel titles are treated as different occurrences of field 410. Therefore, if a serial has parallel titles, enter these occurrences separated by percentaged sign (%).

4.3.12 420 Volume and part number of serial

USE: It is used to enter the volume and part number of a serial publication whose title has been entered in field 410.

DATA ENTRY:

1. Convert Roman numerals to Arabic.
2. Enter the volume and part number in the language of indexing preceded by the following abbreviations:

volume	V.
number	No.
supplement	Suppl.
special issue	Spec. issue
3. Do not enter a space after a hyphen, period or a number.
4. When a volume and issue number are used, follow the volume number by a comma, a space and the issue number.

Example1:

If an article is from "Eastern Africa Economic Review", volume XXI number 3, enter the field values as,

Eastern Africa Economic Review in field 410;
V.21, No.3 in field 420;

Example2:

If an article in French is from "Etudes Internationales", volume VIII, part 4, enter the field values as,

Etudes Internationales in field 410;
V.8, No.4 in field 420;

Example3:

If a document is number 1/2 in the series "African Trade", enter field values as follows,

African Trade in field 410;
No.1-2 in field 420;

Example4:

If a document is a multivolume collection entitled "Approaches to planning and design of health care facilities in developing areas". The individual volumes in this collection are numbered 29, 37, and 45 in the monographic series "WHO Offset Publication.", enter the field values as,

Approaches to planning and design of health care
facilities in developing areas in field 230.
WHO Offset Publicationin field 410.
No.29/37/45 in field 420.

4.3.13

430

ISSN

USE- It is used to enter the International Standard Serial Number (ISSN) which provides a unique identification for a serial title.

DATA ENTRY:

Enter the ISSN number as it occurs on the document or in the ISDS Bulletin, not preceded by 'ISSN'.

Example:

If the ISSN of the serial "African Development" is 0046-9963, enter the field value as,

African Development in field 410;

0046-9963 in field 430;

4.3.14

510

Form of text

USE: It is used to indicate the form of the document that was used to prepare this record.

DATA ENTRY:

Enter one of the following codes:

- A - (abstract) The document was examined in a condensed form
- O - (other) The document was examined in another form, such as a translation
- P - (primary) The document was examined in its original form.

4.3.15 540 Language of text

USE: This field is used to enter the language(s) in which the document is written.

REPEATABLE.

NOTE:

Do not enter the languages in which only a summary or abstract of the text appears. Enter these languages in field 560 (Languages of summaries).

This field enables to retrieve documents written in a specific language.

DATA ENTRY:

Use the codes from Annex II to represent the language(s).

If the document is written in multiple languages, separate each occurrences using percentage sign.

Example1:

If the document is written in English with summaries in French and Spanish, enter the field values as,

EN in field 540;

FR&ES in field 560;

4.3.16 **550**

Language of indexing

USE: This field used to enter the language used to index the document.

DATA ENTRY:

Enter in this field if the language of indexing is different from the language of the text. Use the codes from Annex II to represent the language.

Example:

If the language of indexing is French, enter the field value as,

FR

USE: This field is used to enter the language(s) of any summary(s) or abstract(s) included in the document.

REPEATABLE:

DATA ENTRY:

Enter in this field if the language(s) of summary(s) is/are different from the language of the text. Use the codes from Annex II to represent the language.

If two or more summaries exist, enter each language code separated by a percentage sign (%).

Example1:

If a document is written in English, with summaries in English and French, enter the field value as,

FR

Example2:

If a document is written in Arabic, with summaries in English, French and Spanish, enter the field value as,

EN%ES%FR

USE: This field is used to enter the name and location of the publisher or other organization or person responsible for the production and distribution of nonserial publications.

REPEATABLE.

SUBFIELDS: a, b, c

NOTE:

1. If there is more than one publisher, select, in order of preference:
 - the publisher located in the same country as the input center;
 - the first publisher named on the document.Entry of a second publisher is optional.
2. In case of non-conventional literature, i.e unpublished material such as theses, reports, etc, do not enter publisher if it is the same as the corporate author.
3. When no issuing body can be determined, field 610 is left blank. Enter a note describing the nature of the document, such as "unpublished typescript", in field 820 (Ancillary notes).
4. When the document is a reprint issued by a publisher other than the original document, enter data relating to the reprint publisher in field 610. Enter data relating to the original publication (publisher and date) in field 820 (Ancillary notes). Note that the country of origin entered in 610 is the country in which the document was originally issued.

5. When several levels of an organization appear as a publisher, enter the name of the most generic part of the organization. Intermediate levels or sub-bodies may be omitted if they do not add to the identification of the publisher.

(Note that a printer is not necessarily a publisher.)

DATA ENTRY:

Subfields:

- a Publishers' name. Enter the publisher name as it appears on the document. Unessential words, such as Company, Limited, Incorporated, Industry, Publishers, and Sons, may be omitted or abbreviated.
- b Place of publication. Enter the name of the city or town where the publisher is located. When two cities are cited for the same publisher, enter only the first one.
- c Enter the Code (Annex I) for the country of publication.

If more than one publisher is mentioned, separate each occurrence with percentage sign.

Example1:

If the document is published by Elsevier located in Amsterdam and NEA in DAKAR, enter the field value as,

`^aElsevier^bAmsterdam^cNL%^aNEA^bDakar^cSN`

Example2:

If the publisher is shown on the document as "Computerized

Documentation Section, ILRI, Addis Ababa".

^aILRI^bAddis Ababa^cET

4.3.19 620 Date of publication (free form)

USE: This field is used to enter the date of publication or issues of a document, i.e.,

- date of publication of a book, report or nonserial publication;
- date of issue (volume, number) of the serial publication to which the document belongs;
- date of submission of a thesis or dissertation;
- date of publication of a document pertaining to patent.

NOTE: It is also useful to produce indexes according to Islamic, Ethiopian or other calenders.

DATA ENTRY:

1. Enter the date of publication as found on the document, on the title page or the reverse of the title page, on the copyright statement.
2. When the document is a reprint or subsequent edition, enter the date of publication of the edition in hand. The date of the original publication is recorded in field 820 (Ancillary date).

Example1:

If a report is originally published in 1980; the document in hand is the second edition, dated in 1983, enter the field values as,

1983in field 620;
originally published in 1980 in field 820.

3. When no date of publication is specified, supply a

probable date of publication by checking references, tables, etc. Select the latest date mentioned and enter this date between square brackets.

Example2:

If a document entitled "Programme of work and priorities for 1982-1983" has no date of publication, enter the field value as,

(1981)..... in field 620;

4. When a document is published over several years, enter the beginning and ending dates.

Example:

If a document is a collection published over the years, 1979, 1980, 1981, enter the field value as,

1979-1981 in field 620.

5. When the document is a chapter or a serial article and bears a date different from the date of the generic document from which it is extracted, enter the date of publication of the generic document. The date of publication of the document can be entered in field 820.

Example:

If a document is an article entitled "Organizational form and control of parastatals in Tanzania" and dated 1981, from a serial entitled "Africa Development" dated 1983, enter the field values as follows,

1983 in field 620;

originally published in 1981 in field 820.

6. Standardize and abridge the date and enter it on one of the following formats:

Day month year
Month year
Season and year
Year

7. Abbreviate the names of the months in the language of analysis. Do not include a period after the abbreviation.
8. Do not include a space before or after a hyphen.

Months are abbreviated as follows:

ENGLISH

Jan	Feb	Mar	Apr	May	Jun
Jul	Aug	Sep	Oct	Nov	Dec

FRENCH

jan	fév	mar	avr	mai	jun
jul	août	sep	oct	nov	déc

Example1:

On document

17 February 1981

1er décembre 1960

October/November 1975

Fall 1968

1955-1965

no date

1981

August 1978

29 December 1980 to 5 January 1981

Enter the data in field 620 as

17 Feb 1981

1 déc 1960

Nov 1975

Fall 1968

1965

(1937) (supplied date)

1981

Aug 1978

5 Jan 1981

4.3.20 630 Date of publication (standard numeric form)

USE: This field is used to enter date of publication in standardized form. It is used for retrieval purposes, to identify all items produced in a given year or over a period of several years. It corresponds to the date entered in 620.

PATTERN FIELD. (9999-99-99)

DATA ENTRY:

Enter the date of publication in the following format:

YYYY-MM-DD

Where:

Y= Year of publication

M= Month (00-12)

D= Day (00-31)

Example1:

<u>On document</u>	<u>In field 620</u>	<u>In field 630</u>
30 July 1981	30 Jul 1981	1981-07-30
Fall 1977	1977	1977-00-00
1-5 February 1967	5 Feb 1967	1967-02-05
June 1987	Jun 1987	1987-06-00
1975 to 1976	1976	1976-00-00
No date	(1972)	1972-00-00

4.3.21 640 Collation

USE: This field is used to enter the physical description of a document: pagination, number of volumes, duration of a film or sound recording, film or map size, presence of illustrative material, etc.

SUBFIELDS: a, b

DATA ENTRY:

Subfields:

- a Pagination. Enter the number of pages of a monograph followed by p., or the first and the last page number of an article or chapter, preceded by p., or an indication of the volume number of a multi-volume monograph. A pagination in Roman numerals should be transcribed to Arabic numerals.
- b Bibliographic notes. Separate notes by a comma and a space. If you use abbreviations they must be according to ISO 832.

Example1:

For a document containing 92 pages with illustrations and bibliography, enter the field value as,
^a92p.^billustrations, bibliography.

Example2:

For a chapter from a monograph on pages 86-158, enter the field value as,
p.86-158

Example3:

If an article is in one issue of a periodical located on pages 1, 13-15, and 29-30, enter the field value as,
p.1, 13-15, 29-30

Example4:

For a three volume collection with a total 1722 pages, enter the field value as,
1722p.; in 3v.

Example5:

For a monograph with 301 pages and a preface of XXXII pages, enter the field value as,
301+32p.

Example6:

For a multivolume work containing 6 volumes, enter the field value as,
6v.

Example7:

If the document is a map, enter the field value as,
map

USE: This field is used to enter report or document number that identify a document.

REPEATABLE.

NOTE:

The document number is generally found on the cover or title page; it is often located in the upper-right or lower left corner.

Do not confuse a document number with contract, grant or sales numbers and ISBN, which are usually identified as such.

If a document has several document numbers, select a maximum of four document numbers.

Example:

SC.74/WS/20

UNIDO/LIB/SER.D121

E/CN.14/SIB/12

BREDA/79/POP/Sem.1/w.p.4

A string of initials and/or acronyms is not a document number. NRD/WR/UNESCO/WHO/ECA is not to be entered as a document number.

DATA ENTRY

Enter each document number exactly as it appears on the document, including all punctuation and spaces.

Ignore such words as "provisional", "final", etc., at the

beginning of a document number.

Example1:

If the document number on the document is
Provisional/ST/CS/SER.F/309, enter the field value as,
ST/CS/SER.F/309

Example2:

If there are two or more document numbers to be entered, enter
them separated by percentage sign.

DP/UN/LES-71-503/8%DP/UN/LES-73-029/9

4.3.23 660 ISBN

USE: This field is used to enter the International Standard Book Number (ISBN).

NOTE:

The ISBN is a ten-character numerical code used to standardize internationally the numbering of books. It identifies one title, or edition of a title of a published book, uniquely. ISBNs are generally assigned by the national Library of a country and are usually found on a document with the publisher information.

DATA ENTRY:

1. Enter the ISBN as it occurs on the document, not preceded by 'ISBN'.

Example1:

If the ISBN appears on the document as ISBN 0-582-55608-2, enter the field value as follows,
0-582-55608-2

2. When several ISBNs appear, relating to different editions of the same document, enter the ISBN corresponding to the edition in hand.

Example2:

The documentary unit is simultaneously published by North Holland and American Elsevier. Two ISBNs are provided:

ISBN (North-Holland) 0-7204-2831-9

ISBN (American Elsevier) 0-4444-40848-3

If the edition in hand is the North-Holland edition,
enter the field value as,
0-7204-2831-9

3. Enter the ISBN replacing the blanks by hyphens.

Example3:

If the ISBN is shown on the document as,
90 7000 2345, enter the field value as follows,
90-7000-234-5

4.3.24

670

Edition

USE: This field is used to enter an indication of the number of the edition if it occurs on the document.

DATA ENTRY:

Enter the edition statement in the Language of indexing as it occurs on the document.

Example:

2nd edition, revised.

USE: This field is used to enter the name, number, city, and date pertaining to a meeting, conference, workshop, symposium, course, seminar, etc. when the document is a report or the proceedings of a meeting, or a preparatory document for a meeting.

REPEATABLE.

SUBFIELDS: a, b, c, d

DATA ENTRY:

1. Subfields:

- a Name of the conference. Enter the official name of the conference pertaining to the document. Capitalize the first letter of all significant words. For numbered meetings, follow the meeting name with a comma and a space and the original number denoting the number.

Example1:

^aMeeting of experts of the Trans-African Highway
Coordinating Committee

^aExecutive Committee, 15th meeting

When the conference name appears in more than one language, enter in order of preference, the language version corresponding to:

- Language of indexing;
- the first one mentioned on the title page of the document.

- b City. Enter the name of the city or town in which the meeting was held.
- c Country code (See Annex I). Enter the country code that

- corresponds to the city or town entered in subfield b.
- d Date. Enter the date as it occurs on the document. Separate first and last date by hyphens.

Example2:

^aConference des Ministres^bKigali^cRW^d2-7 fevrier 1992

2. Document pertaining to two or three meetings:

If a document refers to more than one conference, enter each occurrence separated by a percentage sign (%).

Example3:

^aWorld forestry congress, 7th^bParis^cFR^d3-10 Jan. 1995%Joint conference of African planners, statisticians and demographers, 2nd session^bAddis Ababa^cET^d28 Sep-2 Oct. 1994

USE: This field is used to enter the type of academic paper and degree granted by an institution as a result of the submission of the document in hand followed by the name of the institution.

DATA ENTRY:

Enter the degree or diploma as it appears on the document abbreviating it when possible. Do not enter spaces following periods.

Example1:

Ph.D.

M.A.

M.sc.

Dr.Med.

M.Ed.

Example2:

M.Sc. Addis Ababa University

4.3.27 730 Patent classification

USE: This field is used to enter information on patent number, the International patent classification (IPC) number, National classification number provided on the document and the country issuing the National classification number.

REPEATABLE.

SUBFIELDS: a, b, c

DATA ENTRY:

Subfields:

- a International patent Classification. Enter here a number attributed by the World Intellectual property organization (WIPO) or by the African Intellectual property organization (AIPO) as it appears on document.
- b National classification. Enter here a patent number attributed by a national authority.
- c Enter the code for the country that issued the National classification (See Annex I).

4.3.28 740 Development project

USE: This field is used to enter the number or code of a development or technical assistance project if the document describes, or is the result of the development project.

SUBFIELDS: a, b

DATA ENTRY:

- a Enter the acronym of the institution responsible for the project, followed by the code for the country where the project is carried out, and the project number as it appears on the document.
- b Enter the total amount invested on the project as a real number, specifying the currency

Example:

^aUSAID / GM / MTR-12^b50000 (US\$)

4.3.29 810 Availability

USE: This field is used to enter information on how to obtain copies of documents that are not available from the system either because the system does not offer a document delivery service or because access to a particular document has been restricted by the issuing agency. It is used to enter information like price, order, number, restrictions, etc.

NOTE:

This field is particularly relevant for items not available through normal commercial channels (i.e. non-conventional material). It is also used to indicate restricted and confidential documents. In such cases enter "Restr." followed by the acronym of the organization responsible for the production and distribution of document.

DATA ENTRY:

Enter the information in a free format.

Example1:

If a document is available in microfiche from OECD for 5 FF, enter the field value as,
microfiche 5 FF

Example2:

If a document is available from OMVS, photocopied, free of charge, enter the field value as,
OMVS; photocopy

Example3:

If a document is a restricted document from ECA, enter the field value as,
Restr. ECA

4.3.30

820

Ancillary notes

USE: This field is used to enter all the notes that you can not enter in other fields.

DATA ENTRY:

Enter ancillary data in the Language of indexing. This field should be used sparingly.

Examples:

Original title:.....

Also published in Arabic

Provisional version

Incomplete document

Prepared under contract for USAID West Africa Bureau

4.4 Fields for content analysis

4.4.1 830 Geographic codes

USE: This field is used to enter the code(s) of the country (See Annex I) to which the document being indexed is applicable or relates.

SUBFIELDS: a, b

DATA ENTRY:

Subfields:

- a Primary geographical descriptor. Enter country code(s) pertaining to the entire document or to a significant part thereof, to a maximum of 3. These codes will be associated with the descriptors to generate the subject indexes. The first primary geographic code entered serves to sort the main bibliographic index.
- b Secondary geographical descriptors separated by a space. Enter country codes relating to a part of the document only, or which are of less importance in the discussion, separated by a space.

Example1:

If a document describes rural cooperatives in Burkina Faso and Senegal, enter the field value as,
^aBF SE

Example2:

If a document is entitled "Country profile: Botswana", enter the field value as,
^aBW

4.4.2 840 PADIS purpose code

USE: This code is used to determine the heading under which this record appears in DEVindex. It is also used to indicate the purpose for which the document has been prepared.

DATA ENTRY:

Enter a three letter code from Annex III which most closely reflects the purpose for which the document was prepared.
Enter only one code per record.

Example1:

A10

4.4.3 B50 PADIS sectoral code(s)

USE: This field is used to enter up to three sectoral codes for a record as input to the PADIS system. These codes represent the main sectors of socioeconomic development planning. Sectoral codes may be used to limit document retrieval to a specific sector to produce specialized bibliographies, etc.

REPEATABLE.

DATA ENTRY:

Enter code(s) in the appropriate space on the worksheet. Enter a maximum of three codes from Annex IV, if applicable. If you enter more than one code, separate the codes from one another using percentage sign (%). Do not select a sectoral code when the document deals with socioeconomic development in general.

Example:

010%030

4.4.4 870

Participation in other information systems

USE: This field is used to enter the acronym(s) of other information systems into which this record will be entered.

REPEATABLE.

DATA ENTRY:

Example:

If the record being created is also entered in AGRIS and ARCTIS databases, enter the value for field 870 of the current record as follows,

AGRIS%ARCTIS

USE: This Field is used to enter the descriptors that reflect the subject content of a document.

NOTE:

In general, descriptors must be chosen carefully, to give the most faithful account possible of the contents of the document. Choose the most specific descriptors available to translate a given concept, bearing in mind the user who will consult the system with the help of the same thesaurus. PADIS is using the OECD Macrothesaurus.

Assign descriptors sparingly, avoid assigning too many descriptors or superfluous ones, which may lead to retrieval of material having little or no interest for the user. A maximum of 15 descriptors is usually adequate except in a few cases where it could be extended to 20.

In assigning descriptors to a document, it may be useful to take note of the following.

1. Read the summary, introduction, table of contents, and conclusion; these are the most reliable indicators of the subject content of the document.
2. Scan the document, paying particular attention to headings, subheadings, illustrations, tables, charts, etc. Read the first few paragraphs of the text.
3. Formulate the major concepts treated in the document and make a list of preliminary terms that describe these concepts. Note the names of important organizations and geographic entities.

4. Consult the alphabetical list of descriptors in the thesaurus under each preliminary term.
5. When a preliminary term is found as descriptor:
 - a) Read the scope note (SN) if there is one, and the descriptors listed as broader term (BT), narrower term (NT), and related term (RT) terms to determine whether the original descriptor, or one of those listed under it, corresponds to the concept expressed by the preliminary term- preference should be given to the most specific descriptors applicable to the concept.
 - b) consult the appropriate descriptor group to avoid improper use of a descriptor and to find other descriptors relating to the same subject area.
6. When appropriate descriptor is not found for the preliminary term, look up synonyms and more general expressions.

Consulting the bibliography is often useful when it is difficult to translate keyword concepts into appropriate descriptors. A related title may offer a helpful lead.

7. When no descriptor is found to correspond to an essential concept discussed in the document, use field 920 (proposed descriptors).
8. The user's needs must be kept in mind at all times. For each descriptor selected, ask the question: 'if a user were doing a search on this particular topic, would he/she find this document pertinent ?'

Following is a list of ways to avoid PITFALLS in selecting descriptors.

DO NOT rely on the title, which might be misleading, or on the summary on the dust jacket or the back cover, which may be superficial.

DO NOT read the whole document except in those instances where an introduction, table of contents, chapter headings, conclusions etc, are lacking or when necessary for adequate understanding of the subject matter.

DO NOT select a broader term (BT) when a narrower term (NT) is more appropriate.

Example:

Do not use /trade/ when the document deals with
/international trade/

DATA ENTRY:

Enter descriptors, in the language of indexing, enclosed between slashes (/) and separated by commas.

Do not hyphenate descriptors between two lines

Example:

/Common fund/, /Commodity agreements/, /Commodity market/,
/Commodity prices/, /Market stabilization/,
/Indebtedness/, /Africa/

5.4.6 920 Proposed descriptors

USE: It is used to enter proposed descriptors that describe concepts discussed in a document but are not yet covered in the thesaurus.

NOTE:

A new descriptor is proposed after subject descriptors have been assigned (see field 910, descriptors), and only when an exhaustive search of the macrothesaurus has failed to yield an appropriate descriptor.

DATA ENTRY:

Enter descriptors surrounded by / (slashes) and separated by commas, in the language of indexing.

Example

/ MULPOC/, /LAGOS PLAN OF ACTION/, /INDIGENIZATION/

4.4.7 930 Abstracts / French

See field 940 for details.

4.4.8 940 Abstracts / English

USE: This is used to enter a free-text abstract in English.

DATA ENTRY:

The abstract should not exceed 1500 characters, including spaces, punctuation etc. The style should be kept as simple and concise as possible while giving a reliable representation of the subject matter of the work in hand.

Example:

Reviews briefly the food situation in Africa in terms of production, import aid, and post-harvest losses. Examines major food policy issues and proposes topics for discussion towards the evolution of an effective assistance and development strategy for the prevention of post harvest losses.

Discusses problems affecting multinational and national institutions involved in planning, statistics and demography.

4.5 Fields for the identification of indexers and data input personnel

4.5.1 950 Indexer and date of indexing

USE: This field is used to enter the code for the indexer and date of indexing.

SUBFIELDS: a, b

DATA ENTRY:

Subfields:

- a Enter the code for the person who did the indexing (this code is assigned by the input centre)
- b Enter the date of indexing according to the pattern YYYY-MM-DD

4.5.2

960

Modified by, and date of modification

USE: This field is used to enter the code for the person who did the modification and date of modification.

SUBFIELDS: a, b

DATA ENTRY:

Subfields:

- a Enter the code for the person who did the modification
(this code is assigned by the input centre)
- b Enter the date of modification according to the pattern
YYYY-MM-DD

4.5.3 970 Input by, and date of input

USE: This field is used to enter the code for the person who entered the data in the database, and date of input.

SUBFIELDS: a, b

DATA ENTRY:

Subfields:

- a Code for the person who entered the data in the computer
 (this code is assigned by the input centre)
- b Date of input according to the pattern YYYY-MM-DD

4.5.4 994-999 Reserved fields

NOTE:

The first 139 records in PADdev database contain the Country codes (Field 994), Country names (Field 995), Sectoral codes (Field 996), Sectoral heading (Field 997), Purpose code (Field 998), and Purpose heading (Field 999). Micro CDS/ISIS uses the data in these records to replace codes that are entered in other fields of the database with the appropriate country name, sectoral heading or purpose heading during online display or printing the database records.

V. Use of PADdev Printing Services

This section presents you with one of the services in PADdev applications which facilitates selection of some of the predefined display formats available with PADdev database.

A display format is a set of formatting language commands which specify the format in which records will be displayed or printed or saved to a disk file. You can change or modify an existing display format through option C (Change display formats) of the Information Retrieval Services menu.

To go to the information retrieval menu, choose option S from CDS/ISIS main menu. Assuming that the database MADRI has been selected, the following submenu will be displayed.

Service ISISRET

Information Retrieval ServicesMenu EXDEN

- L - Change dialogue language
- B - Browse Master file
- T - Display terms dictionary
- S - Search formulation
- D - Display search results
- G - Execute previous search
- C - Change display format
- R - Recall query formulations
- P - Save search results
- X - Exit

? _

Data base: MARDI
Max MFN : 51

Worksheet: MARDI
Format : MARDI

Micro CDS/ISIS - Ver. 3.07 (c)Unesco 1993

In the standard CDS/ISIS menu, when you choose option F (Change display format), CDS/ISIS retrieves the currently selected display format and allows you to modify it by displaying it in a field editor. While the current display format is displayed in the field editor, you can also change it with another display format by clearing the current display format using F2 key and entering the name of the other display format preceded by @ sign in field editor.

In this application, however, the option has been extended to allow easier way of selecting three display formats while maintaining its previous functionality. Hence, when you choose option C, the application displays the following submenu.

Service ISISENT

Choose format

Menu EXDEN

- L - Short representation
- B - Long representation
- T - Diagnostical (field numbers)
- S - Give your own format
- X - Exit

? _

Pan African Development Information System

Data base: MARDI
Max MFN : 51

Worksheet: MARDI
Format : MARDI

Micro CDS/ISIS - Ver. 3.07 (c)Unesco 1993

The first three options correspond to three different display formats. Therefore, when you choose either of these options, the corresponding display format will automatically be selected. And its name will be displayed at the bottom-right corner of the screen after the label Format.

S - Short representation

This option selects a display format which enable to have brief display of the record. The display will consists of following fields:

TAG	Field name
230	Document title
210	Personal author / affiliation
220	Corporate author
410	Title of serial
420	Volume / part number of serial
330	Title of source document
610	Publishers name and location
640	Collation

L - Long representation

This option selects a display format which provides detailed display of the records in the database. The display will consists of most of the fields from the database.

D - Diagnostical (field numbers)

This option selects the display format which enables to display all fields in the database as entered including their tags. The display includes control characters such as subfield delimiters, search term delimiters, occurrence separator in repeatable field (% sign), etc. It is useful for checking records for data entry errors.

K - Give your own format

This option functions just like option C of the standard CDS/ISIS menu. It allows to modify or change the currently selected display format.

X - Exit

Allows you to return to the Information Retrieval Services menu.

After having selected one of the above display format options, CDS/ISIS will display the records in the database according to the chosen format up to a time when you decide to change it again or you get out of CDS/ISIS. The following are sample display outputs for the different display formats.

Option S - Short representation

000107

Forum on camel production, marketing and research in IGADD member

states: proceedings.

/By: IGADD, Djibouti, DJ, Agricultural Marketing Department.

Published by IGADD, Djibouti, DJ. 7p., 6 Appendices.

000109

Study of traditional farm storage and food reserves at different levels of the IGADD region.

/By: IGADD, Djibouti, DJ, Agriculture Department.

Published by IGADD, Djibouti, DJ. 209+11p.

000112

1994 Draft annual report of IGADD executive secretariat and planned activities for 1995 and 1996.

/By: IGADD, Djibouti, DJ.

Published by IGADDD, jibouti, DJ.

000114

Study of traditional farm storage and food reserves at different levels of the IGADD region. Main report.

/By: IGADD, Djibouti, DJ, Agriculture Department.

Published by IGADDD, jibouti, DJ.

More...

Option L - Long representation

MFN 000107	
Location of Document	IGADD
Bibliographic level indicator	M
Record Status indicator	N
Country of production	DJ
Corporate author	IGADD, Djibouti, DJ, Agricultural Marketing Department
Document title	Forum on camel production, marketing and research in IGADD member states: proceedings
Language of text	EN
Language of indexing	EN
Publishers name and location	IGADD, Djibouti, DJ
Publication date (free form)	June 1989
Publication date (standard)	1989-06-07
Collation	7p., 6 Appendices
Conference, meeting, symposium	Forum on camel production, marketing and research in IGADD member states
[O] Ancillary notes	The proceedings includes country reports from member states
More...	
Geographic codes	Djibouti; Ethiopia; Kenya; Somalia; Sudan; Uganda
Descriptors	/Animal production/, /Marketing/, /Camels/, /Research/
[O] Abstracts / english	Examines the major constraints in camel development and

Option D - Diagnostical (field numbers)

Master file number: 000107

Field no. 110: IG-94-000002

Field no. 120: IGADD

Field no. 130: M

Field no. 150: N

Field no. 160: DJ

Field no. 220: ^aIGADD, Djibouti^bDJ^cAgricultural Marketing
Department

Field no. 230: Forum on camel production, marketing and
research in IGADD member states: proceedings

Field no. 540: EN

Field no. 550: EN

Field no. 610: ^aIGADD^bDjibouti^cDJ

Field no. 620: June 1989

Field no. 630: 1989-06-07

Field no. 640: ^a7p.^b6 Appendices

Field no. 710: Forum on camel production, marketing and
research in IGADD member states

Field no. 820: The proceedings includes country reports from
member states

Field no. 830: <Djibouti><Ethiopia><Kenya><Somalia><Sudan>
<Uganda>

Field no. 910: /Animal production/, /Marketing/, /Camels/,
/Research/

More...

Field no. 940: Examines the major constraints in camel
development and marketing and recommends ways
to improve the livelihoods of camel owners

Field no. 950: ^AJBK^B1994-12-15

Field no. 970: ^AJBK^b1994-12-15

VI. Use of PADdev sorting services

Standard CDS/ISIS Sorting and printing services menu allows one to generate outputs such as bibliographic indexes, reports etc, either in the form of printed output or disk file, in a user defined format. This option provides sorting and printing worksheets which are used for specifying the sorting and printing requirements from scratch which may not be suitable for novice users.

The PADdev application, on the otherhand, allows to generate a number of outputs in a predefined formats through the additional option introduced in Sorting and printing services menu. To go to the Sorting and printing services menu, choose option P from the CDS/ISIS main menu. Assuming again the MARDI database has been selected, the following submenu will be displayed.

As you can see this is not a standard CDS/ISIS menu due to the additional option I - PADdev indexes which enables you to produce various outputs in a predefined format. Again choosing option I will display the following submenu.

SERVICE ISISPRT

INDEXES

Menu EXI2

- S - Sectoral code index
- P - Purpose code index
- A - Authors index
- K - Keyword index
- G - Geographical index
- H - Shelf list
- C - Comma delimited export
- E - Explanation
- X - Exit

Pan Africa Development Information System

Data base: MARDI
Max MFN : 105

Worksheet: MARDI
Format : MARDI

S - Sectoral code index

This option enables you to generate Sectoral code index which consists of the sectoral code and sectoral heading and the MFNs' of the records in which the sectoral code occurs. The following is the sample output from this option.

```

                                PADdev Sectoral Code Index

010 Agriculture, forestry, fisheries: rural development
000106

140 Tourism
000108

150 Transport
000108
```

P - Purpose code index

This option enables you to generate an Purpose code index which consists of the Padis Purpose code, Purpose heading and the MFNs' of the records in which the Purpose code occurs. The following is the sample output from this option.

```

                                PADdev Purpose Code Index

A10 Basic information and data: national and regional
000106

C20 Commentaries on official policies and activities
000108

D10 Studies of particular projects
000107

E10 Impact
000109
```

A - Authors index

This option enables you to generate an Author's index which consists of the Author's name and the MFN's of the records in which the Author name occurs. The following is the sample output from this option.

Author's Index	
IGADD, Djibouti	
000106, 000107, 000108, 000109, 000110, 000111, 000112,	
000113, 000114, 000115, 000116, 000117, 000118, 000119,	
000120, 000121, 000122	
Neveu, C.	
000125	
Sly, Maureen	
000126	
Smith, William	
000127	

K - Keyword index

This option enables one to generate a keyword index which consists of sorted keywords together with the corresponding MFNs of the records from which the keywords are taken. The following is sample output from this options.

PADdev Keyword Index

Agriculture

000108, 000110, 000115, 000122

Animal production

000107

Annual report

000112

Arid and semi-arid lands

000106, 000113

Arid zones

000106

Camels

000107

G - Geographical index

This option enables one to generate geographical index consisting of sorted country names, which are taken from Country of origin field, together with the corresponding MFNs of the records from which the the country names are taken. The following is sample output from this options.

Djibouti

000106, 000107, 000108, 000109, 000110, 000111, 000112,
000113, 000114, 000117, 000119, 000121

Ethiopia

000116, 000120

Kenya

000115

Other countries

000122

Uganda

000118

H - Shelf list

This option enables to generate Shelf list which consists of the Call number, Author, Title and Master file number (MFN). A shelf list is useful to check if the items that should be on the shelf according to your catalogue are actually there.

Shelf List			
Call Number	Author	Title	MFN
.	.	.	.
GF 13.S56 1989	Simmons, I. G.	Changing the face of the	000124
HB 74 .M3 E4	Lamberton, D. M	Economics of Information	000123
HF 78.4 .S6	IGADD, Djibouti	Forum on environmental p	000106
Q 188.55.M4 M6	Moore, Nick	How to do research	000125
QA 76.5 D38	Davis, Gordon B	Computer Data Processing	000126
.	.	.	.

C - Comma delimited export

This option enables to export the in comma delimited format for exchange with other application programs such as xBASE, Lotus 1-2-3 etc. The output from this option will be saved into a file with filename EXPORT.CDL. The following is sample output from this option.

```
"", "", "", "", "", "", "", "", "", "", "", "", "", "", "", "", "", "", "",  
"", "", "", "", "", "", "", "", "", "", "", "", "", "", "", "", "", "", "",  
"", "", "", "", "", "", "", "", "", "" ^aIG^9400001; ", "DJ-IGADD;  
", "M; ", "", "N; ", "DJ; ", "", "", "" ^aIGADD,  
Djibouti^bDJ^bEnvironment Department; ", "Forum on  
environmental protection and development of subregional  
strategy to combat desertification, 1990;  
", "", "", "", "", "", "", "", "", "", "", "", "", "EN; ", "EN; ", "EN;  
", "" ^aIGADD^bDjibouti^cDJ; ", "1990; ", "1990-00-00; ", "2v;  
", "", "", "", "", "", "", "", "", "", "", "", ""  
<Djibouti><Ethiopia><Kenya><Somalia><Sudan><Uganda>;  
", "A10; ", "O10; ", "", "/Desertification/, /Arid zones/,  
/Environmental protection/, /Arid and semi-arid lands/,  
/Drought/; ", "/Eastern Africa/; ", "", "The report provides  
an overview of the state of the environment in the IGADD  
subregion, with particular emphasis on the drylands. A  
strategy to combat desertification and protect the  
environment is proposed for the countries of Djibouti,  
Ethiopia, Kenya, Somalia, Sudan and Uganda.; ", "JBK/  
15-12-94; ", "", ""
```

E - Explanation

This option displays a worksheet containing explanatory text on the above menu options.

X - Exit

This option will take you back to Sorting and Printing services menu.

Annex I

Alphabetical list of codes for names of countries

(From ISO 3166:1988)

Note: At the moment that this manual is written there are no codes available that take into account the political developments in the world after 1988.

Afghanistan	AF
Albania	AL
Algeria	DZ
American Samoa	AS
Andorra	AD
Angola	AO
Anguilla	AI
Antarctica	AQ
Antigua and Barbuda	AG
Argentina	AR
Aruba	AW
Australia	AU
Austria	AT
Bahamas	BS
Bahrain	BH
Bangladesh	BD
Barbados	BB
Belgium	BE
Belize	BZ
Benin	BJ
Bermuda	BM
Bhutan	BT
Bolivia	BO
Botswana	BW
Bouvet Island	EV
Brazil	BR
British Indian Ocean Territory	IO
Brunei Darussalam	BN
Bulgaria	BG
Burkina Faso	BF
Burundi	BI
Byelorussia	BY
Cameroon	CM

Canada
Cape Verde
Central African Republic
Chad
Chile
China
Christmas Island
Cocos (Keeling) Islands
Colombia
Comoros
Congo
Cook Islands
Costa Rica
Cote d'Ivoire
Cuba
Cyprus
Czechslovakia
Denmark
Djibouti
Dominica
Dominican Republic
East Timor
Ecuador
Egypt
El Salvador
Equatorial Guinea
Ethiopia
Eritrea
Falkland Islands (Malvinas)
Faroe Islands
Fiji
Finland
France
French Guiana
French Polynesia
French Southern Territories
Gabon
Gambia
German Democratic Republic
Germany, Federal Republic

CA
CV
CF
TD
CL
CN
CX
CC
CO
KM
CG
CK
CR
CI
CU
CY
CS
DK
DJ
DM
DO
TP
EC
EG
SV
GQ
ET
ER
FK
FO
FJ
FI
FR
GF
PF
TF
GA
GM
DD
DE

Ghana
Gibraltar
Greece
Grenada
Guadeloupe
Guam
Guatemala
Guinea
Guinea-Bissau
Guyana
Haiti
Heard and McDonald Islands
Honduras
Hong Kong
Hungary
Iceland
India
Indonesia
Iran
Iraq
Ireland
Israel
Italy
Jamaica
Japan
Jordan
Kampuchea
Kenya
Kiribati
Korea, Democratic Republic
Korea, Republic of
Kuwait
Laos
Lebanon
Lesotho
Liberia
Libya
Liechtenstein
Luxembourg
Macau

GH
GI
GR
GD
GP
GU
GT
GN
GW
GY
HT
HM
HN
HK
HY
IS
IN
ID
IR
IQ
IE
IS
IT
JM
JP
JO
KH
KE
KI
KP
KR
KW
LA
LB
LS
LR
LY
LI
LU
MO

Madagascar
Malawi
Malaysia
Maldives
Mali
Malta
Marshall Islands
Martinique
Mauritania
Mauritius
Mexico
Micronesia
Monaco
Mongolia
Montserrat
Morocco
Mozambique
Myanmar
Namibia
Nauru
Nepal
Netherlands
Neutral Zone
New Caledonia
New Zealand
Nicaragua
Niger
Nigeria
Niue
Norfolk Island
Northern Mariana Islands
Norway
Oman
Pakistan
Palau
Panama
Papua New Guinea
Paraguay
Peru
Philippines

MG
MW
MY
MV
ML
MT
MH
MQ
MR
MU
MX
FM
MC
MN
MS
MA
MZ
MM
NA
NR
NP
NL
NT
NC
NZ
NI
NE
NG
NU
NF
MP
NO
OM
PK
PW
PA
PG
PY
PE
PH

Pitcairn Island	PN
Poland	PL
Portugal	PT
Puerto Rico	PR
Quatar	QA
Reunion	RE
Romania	RO
Rwanda	RW
St. Helena	SH
St. Kitts and Nevis	KN
Saint Lucia	LC
St. Pierre and Miquelon	PM
Saint Vincent and the Grenadines	VC
Samoa	WS
Sam Marino	SM
Sao Tome and Principe	ST
Saudi Aribia	SA
Senegal	SE
Seychelles	SC
Sierra Leone	SL
Singapore	SG
Solomon Islands	SB
Somalia	SO
South Africa	ZA
Spain	ES
Sri Lanka	LK
Sudan	SD
Suriname	SR
Svalbard and Jan Mayen Islands	SJ
Swaziland	SZ
Sweden	SE
Switzerland	CH
Syria	SY
Taiwan	TW
Tanzania	TZ
Thailand	TH
Togo	TG
Tokelau	TK
Tonga	TO
Trinidad and Tobago	TT

Tunisia	TU
Turkey	TR
Turks and Caicos Islands	TC
Tuvalu	TV
Uganda	UG
Ukraine	UA
United Arab Emirates	AE
United Kingdom	GB
United States	US
United States Minor Outlying Islands	UM
Uruguay	UY
USSR	SU
Vanuatu	VU
Vatican City State	VA
Venezuela	VE
Viet nam	VN
Virgin Islands (British)	VG
Virgin Islands (US)	VI
Wallis and Futuna Islands	WF
Western Sahara	EH
Yemen	YE
Yemen (Democratic)	YD
Yugoslavia	YU
Zaire	ZR
Zambia	ZM
Zimbabwe	ZW

Annex II
Language codes (from ISO 639:1988E)

Abkhazian	Ab
Afar	Aa
Afrikaans	Af
Albanian	Sq
Amharic	Am
Arabic	Ar
Armenian	Hy
Assamese	As
Aymara	Ay
Azerbaijani	Az
Bashkir	Ba
Basque	Eu
Bengali	Bn
Bhutani	Dz
Bihari	Bh
Bislama	Bi
Breton	Br
Bulgarian	Bg
Burmese	My
Byelorussian	Be
Cambodian	Km
Catalan	Ca
Chinese	Zh
Corsican	Co
Croatian	Hr
Czech	Cs
Danish	Da
Dutch	Nl
Faroese	Fo
Fiji	Fj
Finnish	Fi
French	Fr
Frisian	Fy
Galician	Gl
Georgian	Ka
German	De
Greek	El
Greenlandic	Kl
Guarani	Gn
Gujarati	Gu
Hausa	Ha
Hebrew	Iw
Hindi	Hi
Hungarian	Hu
Icelandic	Is
Indonesian	In

Interlingua	Ia
Interlingue	Ie
Inupiak	Ik
Irish	Ga
Italian	It
Japanese	Ja
Javanese	Jw
Kannada	Kn
Kashmiri	Ks
Kazakh	Kk
Kinyarwanda	Rw
Kirundi	Rn
Korean	Ko
Krigizh	Ky
Kurdish	Ku
Laothian	Lo
Latin	La
Latvian	Lv
Lingala	Ln
Lithuanian	Lt
Macedonian	Mk
Malagasy	Mg
Malay	Ms
Malayalam	Ml
Maltese	Mt
Maori	Mi
Marathi	Mr
Moldavian	Mo
Mongolian	Mn
Nauru	Na
Nepali	Ne
Norwegian	No
Occitan	Oc
Oriya	Or
Oromo	Om
Pashto	Ps
Persian	Fa
Polish	Pl
Portuguese	Pt
Punjabi	Pa
Quechua	Qu
Rhaeto-Romance	Rm
Romanian	Ro
Russian	Ru
Samoan	Sm
Sangho	Sg
Sanskrit	Sa
Scots Gaelic	Gd
Serbian	Sr
Serbo-Croatian	Sh

Sesotho	St
Setswana	Tn
Shona	Sn
Sindhi	Sd
Singhalese	Si
Siswati	Ss
Slovak	Sk
Slovenian	Sl
Somali	So
Spanish	Es
Sudanese	Su
Swahili	Sw
Swedish	Sv
Tagalog	Ti
Tajik	Tg
Tamil	Ta
Tatar	Tt
Telugu	Te
Thai	Th
Tibetan	Bo
Tigrinya	Ti
Tonga	To
Tsonga	Ts
Turkish	Tr
Turkmen	Tk
Twi	Tw
Ukrainian	Uk
Urdu	Ur
Usbek	Uz
Vietnamese	Vi
Volapük	Vo
Welsh	Cy
Wolof	Wo
Xhosa	Xh
Yiddish	Ji
Yoruba	Yo
Zulu	Zu

Annex III

Annotated PADIS purpose codes

(Note: the codes that are used for input consist of a capital letter and two digits. The headings of one capital letter have been inserted for readability)

A	Facts, trends and analyses
A10	Basic information and data: national and regional
A20	Extrapolations and forecasts: national and regional
A30	Existing situations: national and regional
B	Prescriptions for decision-making
B10	Prescriptions for development policy or action: national and regional
C	Official policies, plans, programmes and activities
C10	Official statements of development policy
C20	Commentaries on official policies and activities
C30	Development plans
C40	Commentaries on development plans
C50	Legal, financial and administrative arrangements: international
C60	Commentaries on international arrangements: legal, financial and administrative
C70	Legal, financial and administrative arrangements: national
C80	Commentaries on national arrangements: legal, financial and administrative
D	Development action: operational experience
D10	Studies of particular projects
D20	Development resources (particular projects)
D30	Announcements and descriptions of new projects
D40	Operational experience (particular projects)
D50	Operational experiences (general)
E	Consequences and evaluation

E10	Impact
E20	Evaluations
F	Resources and tools for development
F10	Research policy and surveys of research capacities and research personnel for development purposes
F20	Information
F30	Men, money and materials
F40	Models, methodologies, techniques and tools
G	Scientific, technological and other information relating to development activities
G10	Scientific, technological and other information generated in the African continent and relating to any area of social and economic development which has not been entered into an international data base or international indexing or abstracting service
G20	Scientific and technological information which is considered important within the framework of the transfer of technology among developing countries.

Annex IV

PADdev Sectoral codes

010	Agriculture, forestry, fisheries:: rural development
020	Communications
030	Education and training
040	Energy
050	Handicrafts and cottage industries
060	Industry (excluding handicrafts and cottage industries)
070	Labour, management and employment
080	Law and regulation
090	Minerals, mining and water resources (for coal,, oil, natural gas use 040 Energy)
100	Population
110	Public health
120	Public administration, social welfare
130	Science and technology
140	Tourism
150	Transport
160	Urban development
180	Environmental issues
190	Statistics
170	Cartography, remote sensing
200	Trade
210	Women in Development

Annex V. PADdev Data Entry Worksheets

A) Worksheet for Monographs

Worksheet / Menu name: MONO / 1

PADdev Monographs /1_____

110 ID of input centre

120 Location of Document

130 Bibliographic level indicator

140 Relationship to other records

150 Record Status indicator

160 Country of production

170 Bibliographic type /indicator

Worksheet / Menu name: MONO / 2

PADdev Monographs /2_____

210 Personal author / affiliation

220 Corporate author

230 Document title

240 Translated title English

Worksheet / Menu name: MONO / 3

PADdev Monographs /3 _____

250 Translated title French

260 Translated title Arab

270 Translated title other

310 Personal author of source

320 Corporate author of source

Worksheet / Menu name: MONO / 4

PADdev Monographs /4 _____

330 Title of source document

410 Title of serial

420 Volume / part number of serial

430 ISSN

510 [O] form of text

540 Language of text

550 Language of indexing

Worksheet / Menu name: MONO / 5

PADdev Monographs / 5

560 Language(s) of summaries

610 Publishers name and location

620 Publication date (free form)

630 Publication date (standard)

640 Collation

650 Document or report number

660 ISBN

670 Edition

Worksheet / Menu name: MONO / 6

PADdev Monographs / 6

710 Conference, meeting, symposium

720 Academic degree of diploma

730 Patent number

740 Development project

810 [O] Availability

820 [O] Ancillary notes

830 Geographic codes

840 PADIS purpose code

Worksheet / Menu name: MONO / 7

PADdev Monographs / 7

PADIS sectoral code(s)

870 [O] Participation other systems

910 Descriptors

920 [O] Proposed descriptors

930 [O] Abstracts / french

940 [O] Abstracts / english

Worksheet / Menu name: MONO / 8

PADdev Monographs / 8

950 Indexer and date of indexing

960 Modified by, and date

970 Input by, and data of input

B.) Worksheet for Articles in Monographs

Worksheet / Menu name:JAS / 1

PADdev Journal Articles/1_____

110 ID of input centre

120 Location of Document

130 Bibliographic level indicator

140 Relationship to other records

150 Record Status indicator

160 Country of production

170 Bibliographic type /indicator

Worksheet / Menu name:JAS / 2

PADdev Journal Articles /2_____

210 Personal author / affiliation

220 Corporate author

230 Document title

240 Translated title English

Worksheet / Menu name:JAS / 3

PADdev Journal Articles /3_____

250 Translated title French

260 Translated title Arabic

270 Translated title other language

410 Title of serial

420 Volume / part number of serial

Worksheet / Menu name:JAS / 4

PADdev Journal Articles /4_____

430 ISSN

510 [O] Form of text

540 Language of text

550 Language of indexing

560 Language(s) of summaries

620 Publication date (free form)

630 Publication date (standard)

640 Collation

Worksheet / Menu name:JAS / 5

PADdev Journal Articles /5____

820 [O] Ancillary notes

830 Geographic codes

840 PADIS purpose code

850 PADIS sectoral code(s)

870 [O]Participation in other Information Systems

Worksheet / Menu name:JAS / 6

PADdev Journal Articles /6____

910 Descriptors

920 [O] Proposed descriptors

930 [O] Abstracts / French

940 [O] Abstracts / English

Worksheet / Menu name:JAS / 7

PADdev Journal Articles /7____

950 Indexer and date of indexing

960 Modified by, and date

970 Input by, and date of input

C.) Worksheet for Journal Articles

Worksheet / Menu name:AM / 1

PADdev Analytic Monograph /1__

110 ID of input centre

120 Location of Document

130 Bibliographic level indicator

140 Relationship to other records

150 Record Status indicator

160 Country of production

170 Bibliographic type /indicator

Worksheet / Menu name:AM / 2

PADdev Analytic Monograph /2__

210 Personal author / affiliation

220 Corporate author

230 Document title

240 Translated title English

Worksheet / Menu name:AM / 3

PADdev Analytic Monograph /3__

250 Translated title French

260 Translated title Arab

270 Translated title other

310 Personal author of source

320 Corporate author of source

Worksheet / Menu name:AM / 4

PADdev Analytic Monograph /4__

410 Title of serial

420 Volume / part number of serial

510 [O] form of text

540 Language of text

550 Language of indexing

560 Language(s) of summaries

620 Publication date (free form)

630 Publication date (standard)

Worksheet / Menu name:AM / 5

PADdev Analytic Monograph /5__

640 Collation

650 Document or report number

670 Edition

710 Conference,meeting,symposium

720 Academic degree of diploma

740 Development project

810 [O] Availability

Worksheet / Menu name:AM / 6

PADdev Analytic Monograph /6__

820 [O] Ancillary notes

830 Geographic codes

840 PADIS purpose code

850 PADIS sectoral code(s)

870 [O]Participation other systems

910 Descriptors

920 [O] Proposed descriptors

Worksheet / Menu name:AM / 7

PADdev Analytic Monograph /7__

930 [O] Abstracts / french

940 [O] Abstracts / english

950 Indexer and date of indexing

960 Modified by, and date

970 Input by, and data of input

D.) Worksheet containing all the fields in the database - General

Worksheet / Menu name:GENRL / 1

PADdev General /1_____

110 ID of input centre

120 Location of Document

130 Bibliographic level indicator

140 Relationship to other records

150 Record Status indicator

160 Country of production

170 Bibliographic type /indicator

210 Personal author / affiliation

Worksheet / Menu name:GENRL / 2

PADdev General /2_____

220 Corporate author

230 Document title

240 Translated title English

250 Translated title French

Worksheet / Menu name:GENRL / 3

PADdev General /3_____

260 Translated title Arabic

270 Translated title other language

310 Personal author of source

320 Corporate author of source

330 Title of source document

Worksheet / Menu name:GENRL / 4

PADdev General /4_____

410 Title of serial

420 Volume / part number of serial

430 ISSN

510 [0] Form of text

540 Language of text

550 Language of indexing

560 Language(s) of summaries _____

610 Publishers name and location

Worksheet / Menu name:GENRL / 5

PADdev General /5_____

620 Publication date (free form)

630 Publication date (standard)

640 Collation

650 Document or report number

660 ISBN

670 Edition

710 Conference,meeting,symposium

720 Academic degree or diploma

Worksheet / Menu name:GENRL / 6

PADdev General /6_____

730 Patent number

731 Patent holder

732 Patent application

733 Patent priority

734 Patent / coming into force

740 Development project

810 [O] Availability

820 [O] Ancillary notes

830 Geographic codes

Worksheet / Menu name:GENRL / 7

PADdev General /7_____

840 PADIS purpose code

850 PADIS sectoral code(s)

870 [O]Participation in other Information Systems

910 Descriptors

920 [O] Proposed descriptors

930 [O] Abstracts / French

Worksheet / Menu name:GENRL / 8

PADdev General /8_____

940 [O] Abstracts / English

950 Indexer and date of indexing

960 Modified by, and date

970 Input by, and date of input