



Endebit's Cataloguing Manual

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1) Introduction

The aim of this cataloguing manual is to support the cataloguers in feeding their local Endebit database. The cataloguing manual contains the rules for entering the administration fields and the bibliographic fields information of a record that is going to be included in the central Endebit database.

The instructions for the fields PERSONAL NAME, INSTITUTIONAL NAME, LEGAL TEXT, PROJECT NAME, PATENT NAME, THESAURUS KEYWORDS do refer to the separate *ENDEBIT'S Manual for Subject Indexing*. Those fields are not to be indexed by the local software, but by the Online Thesaurus Tool directly into the central Endebit database.

The rules of the cataloguing manual accord to the approved *Documentary Standards for the Endebit Database* whose target is more focussed on the technical aspects of data interchange.

Information on the export format of the local Endebit database for the central database ENDEBIT is given in appendix 5.

2) Comments on Often Returning Phrases

☹ mandatory

The field must always be entered. Sometimes a field is only mandatory in on a particular condition.

Entry scheme / Example scheme for accepted alternatives

Only if your local rules or software do not allow the preferred rule or scheme, choose an alternative. It is very important keeping on your alternative scheme permanently. Switch never to another scheme later on.

Note: if required by your local rule, ...

Note: You might follow your own rule, if the entry at least contains ...

You might use your local rule for cataloguing, if the standard rule of this manual cannot be followed. Use your local alternative rule always consequently and switch never to another rule later on.

AACR

Anglo-American cataloguing rules / prepared under the direction of the Joint Steering Committee for Revision of AACR, a committee of the American Library Association ..; [editors, Michael Gorman and Paul W. Winkler). 2. ed. Ottawa : Canadian Library Association ; London : Library Association Publishing ; Chicago : American Library Association. cop 1998. xli, 676 s.

see medline

See cataloguing rules for the database MEDLINE, see <http://medline.cos.com/docs/fielddesc.shtml>

more than one [author, editor, item etc.] can be filed

Use the command of your software for creating multiple entries, else separate the different entries by unambiguous separation characters, that cannot get confused with the entires themselves.

Background information:

Additional hints how to interpret the field

- do not enter the keywords in your local software, but use the Online Thesaurus Tool of the central Endebit database.

- indexing rules see ENDEBIT'S Manual for Subject Indexing

The ENDEBIT'S Manual for Subject Indexing refers to the fields PERSONAL NAME, IINSTITUTIONAL NAME, LEGAL TEXT, PROJECT NAME, PATENT NAME, THESAURUS KEYWORDS containing:

- rules for indexing subject with keywords of the Thesaurus Ethics in the Life Sciences
- manual how to use the Online Thesaurus Tool for adding the Thesaurus Keywords and proper names to the bibliographic records in the central Endebit database.

preferred

The listed examples derive from the preferred entry scheme or rule

alternative examples:

The listed examples derive from an allowed alternative entry scheme or rule.


3) Cataloguing Rules

Entry field	Example
- Administration fields -	
<p>CREATOR</p> <p>The acronym of the indexing centre in capital letters (see appendix 4)</p> <p>➔ mandatory, automatic entry by software preferred</p>	<p>CERISS EIU INRA IPDE IZEW UBC</p>
<p>CREATOR DATE</p> <p>➔ mandatory (automatic entry by software preferred)</p> <p>The date of the creation or update of the record in the order <i>yyyymmdd</i></p> <p>ISO 8601</p> <p>You might use your local rule or the automatism by your software, if at least the content is covered in the sense of the rule above. The entries must have a consistent structure.</p> <p>Example schemes for alternative local schemes: <i>yyyy.mm.dd</i> <i>yyyy/mm/dd</i></p>	<p><u>preferred:</u> 20020416</p> <p><u>alternative examples</u></p> <p>2004.02.12</p> <p>2003/12/01</p>
<p>DOCUMENT NO</p> <p>➔ mandatory (automatic entry by software preferred)</p> <p>Unique identifier (document number) of the national database</p> <p>Each record must have exactly one document number. If the record is going to be deleted, its document number is not allowed to be used for another document.</p> <p>If a document number in the sense above gets automatically generated by your software, use this automatism, otherwise enter the document number manually (and check the uniqueness carefully).</p>	<p>37/2002</p>
- Bibliographic fields -	
<p>SHELF CODE</p> <p>Location of the document in the library of the indexing centre. If several items of the document are stored in different libraries, put the special identifier or acronym of the library before the shelf code. Include the special identifier in <i>square brackets</i>.</p> <p>More than one entry can be filed.</p>	<p>W 92/34 phil J. 3.3. 12</p> <p>[21] 42 A 5040; [21/121] phil J.3.1. 81</p>

Entry field	Example
<p>DOCUMENT DELIVERY STATUS</p> <p>If a loan or photocopy of this document can be supplied to international users, file YES in this field. If a loan or photocopy cannot be supplied to international users, file NO.</p> <p>You might use your local default values, that are initialised by your software. At least one of two options for 'yes' or 'no' must be entered or selected.</p> <p>For other values, use the field DOCUMENT DELIVERY NOTES.</p>	<p><u>preferred:</u> YES / NO</p> <p><u>accepted alternatives</u> 1 / 0 y / n etc...</p>
<p>DOCUMENT DELIVERY NOTES</p> <p>Comments pertaining to delivery of the document</p> <p>Background information: In case that the field DOCUMENT DELIVERY STATUS is filed 'yes', a link will be added here automatically linking to a (stationary) page with the relevant lending information of the supplying library.</p> <p>In case that the field DOCUMENT DELIVERY STATUS is filed 'no', a link will be added here automatically linking to a (stationary) page with information how obtaining documents indicated as not deliverable.</p>	<p>Delivery conditons see www.uni-tuebingen.de/bib/service_en.html</p> <p>Can be delivered via another library only. Possible only after personal registration at the Utrecht University Library.</p>
<p>AUTHOR</p> <p>name of the personal author - sequence: <i>surname, initials of the forenames</i></p> <p><u>Note:</u> If required by your local rule, forenames can be stored as the full names in the national database. Furthermore it is accepted to separate surname and forename(s) by 'comma space'. But always use your rule consequently !</p> <p>Example scheme for accepted alternatives: <i>surname comma space forename1 forname2</i></p> <ul style="list-style-type: none"> - in the order in which the authors appear on the document - maximum filed authors 14, et.al. should follow the last author - capital letters are transcribed as they appear in the document <p>see MEDLINE</p> <p>forenames are abbreviated to initials</p> <p><u>Note:</u> If required by your local rule, forenames can be stored as the full names in the national database. Furthermore it is accepted separating surname and forename(s) by <i>comma space</i>.</p>	<p><u>preferred:</u> Wiesemann C Smith J</p> <p><u>alternative examples:</u> Armstrong, Susan Armstrong, S.</p> <p><u>preferred:</u> Finberg AJ Schreiber HL</p> <p><u>alternative examples:</u> Houdebine, Louis Marie Friedl, Harald A Tietenberg, T. H.</p>

Entry field	Example
<p>compound surnames see AACR (alternatively use your local rule)</p> <p><u>Note:</u> If required by your local rule, it is accepted to separate surname and forename(s) by <i>comma space</i>.</p> <p>surname with prefixes enter the name with a separately written prefix under the element being most commonly used as an entry element in the alphabetical listings in the person's language.</p> <p>Examples referring to the <u>person's languages</u>: (alternatively use your local rule)</p> <p><u>Danish</u> prefix or part following prefix according to usage in country of origin</p> <p><u>English</u></p> <p><u>French</u> if the name contains an article it is entered under the part following the preposition</p> <p>the French articles (also contractions and prepositions) are capitalized</p> <p><u>German</u> enter the name under „prefix“ if the prefix is an article or a contraction of a preposition and an article.</p> <p>If it includes a preposition (von) or a preposition followed by an article enter the name under the part following the prefix</p> <p><u>Dutch</u> prefixes at the beginning of names following the forename</p> <p><u>Italian</u></p> <p><u>Spanish</u> prefix consisting of an article prefix when article is regularly joined to the name with a hyphen, prefix which is a preposition or a preposition and article</p> <p>please note the use of two family names in Spanish</p> <p><u>Swedish</u> prefix of German origin except Dutch prefix de</p>	<p><u>preferred:</u> LaCour P (FRA) Deurs JP van (NLD) Rercke E von der (GER)</p> <p><u>alternative examples:</u> LaCour, P (FRA) Deurs, J. P. van (NLD) Rercke, E von der (GER)</p> <p>Van der Post L</p> <p>Des Cars G</p> <p>La Boétie E de</p> <p>Vom Brocke L</p> <p>Engelhardt D von</p> <p>Have H ten Coul J op de Hoen P `t</p> <p>De Rossi M Dall' Ongaro F</p> <p>Las Heras MA La-Rosa Toro A</p> <p>Vega F de la Pereda IM de</p> <p>Rosen G von Geijerstam G af</p>

Entry field	Example
<p>other prefixes</p> <p><u>Czech and Slovak</u> If the surname consists of a place name in the genitive case preceded by z, enter under the part following the prefix.</p> <p>no author available if no author, but editor - file in editor in the field EDITOR if no author or editor - file as Anonymous in field AUTHOR</p> <p>(The text "Anonymous" will be enclosed in square brackets in the presentation format of the central database Endebit.)</p> <p>More than one author can be filed.</p>	<p>De la Gardie M</p> <p>Žerotína, Karel z</p> <p>Anonymous</p>
<p>EDITOR</p> <p>Name of the editor</p> <p>Use the conventions for the field AUTHOR</p> <p>If a document has been edited by a corporate body, file the editor in the field CORPORATE AUTHOR</p> <p>More than one editor can be filed.</p>	<p>Smith J</p>
<p>CORPORATE AUTHOR</p> <p>The name of the first institution in the country responsible for the corporate authorship should be filed</p> <p>see AACR = corporate body</p> <p>it might be:</p> <ul style="list-style-type: none"> • an organisation • a group of persons that has a formal name <p>documents filed by corporate authors (CN)</p> <ul style="list-style-type: none"> • a work of administrative character (official reports; rules; regulations; newsletter) • annual report; decrees; administrative regulations - file the CN even if the personal author is given - enter CN under the name which is the most likely to be known; the name by which the corporate body identifies itself - enter CN in its official language - enter International bodies with the English name - enter the following order: „<i>Main unit, subordinate name</i>“ <p><u>Note</u>: You might follow your own rule, if at least the entry contains main unit and subordinated name in a consistent structure (clear separation marks and clear sequence of elements).</p>	<p>International Council of Nurses</p> <p>Akademie für Ethik in der Medizin</p>

Entry field	Example
<ul style="list-style-type: none"> - To distinguish between bodies having a similar or identical name, add the name of the city in parentheses - The initial article will only be filed if it is necessary for grammatical reasons <p>More than one corporate author can be filed.</p>	<p>World Health Organization</p> <p>World Health Organization, Regional Office for Europe</p> <p>Aerztekammer (Hannover)</p>
AFFILIATION	
<p>The institutional address of the first author in the following order:</p> <p><i>subordinate unit, subordinate unit, main unit, city, country</i></p> <p>see Medline</p> <p>use country names according to the list of country names in appendix 1 (ISO 3166), see also http://unstats.un.org/unsd/methods/m49/m49alpha.htm</p> <p><u>Note:</u> You might follow your local rule, if at least the entry contains the address elements in a consistent structure (clear separation marks and clear sequence of elements). If the country names do not accord to appendix 1, provide a concordance table to the administrator of the central ENDEBIT database.</p> <p>Enter at first the affiliation in the original language. If you find an official translation in English, add it. If there is no official English translation, you might provide your own translation. Enclose your own translation into square brackets</p> <p>Use the character string <i>space equal sign space</i> in order to separate between the affiliation in original language and English.</p> <p>If the author has more than one affiliation, enter only the first affiliation.</p>	<p>Department of pediatrics, University of Washington School of Medicine, Seattle, United States</p>
E-MAIL ADDRESS	
<p>The e-mail address of the author</p> <p>if several: the e-mail address of the first author. Entry of the private e-mail is accepted. (see MEDLINE)</p>	
ORIGINAL TITLE	
<p> mandatory (automatic entry by software preferred)</p> <p>The original title of the document (title of a journal article, a book chapter, a book or a an item of grey literature or an electronic document)</p> <p>(The title of a book from which a book chapter derives has to be entered into the field BOOK TITLE)</p>	<p>In-vitro- Fertilisation.</p> <p>Wissen wir, was wir tun?</p> <p>Environnement et agriculture : l'écologie humaine pour un développement durable</p> <p>Dier of ding : objectivering van dieren</p>

Entry field	Example
<p>see MEDLINE</p> <ul style="list-style-type: none"> - transcribe the title proper exactly as it appears on the work - the title proper is separated from other titles by <i>period space</i> - it is capitalized according to the original language of the document - the punctuation within the title should be retained <p><u>Note:</u> The title elements might be separated by special characters deriving from your local rule, (e.g <i>space colon space</i>). The sequence of the elements and the separation characters must be unambiguous.</p>	
<p>ENGLISH TITLE</p> <p>☛ mandatory, if the document language is multilingual or not English ! If the document is monolingually written only in English*, you might leave the field empty. (In this case the content of the field ORIGINAL TITLE will automatically be copied and inserted here by the central ENDEBIT database.).</p> <p>The English translation of the document title if the document is not written in English.</p> <p>The indexing centre must provide English translations of those titles that do not already have a translation provided by the author or publisher. If an English translation is already given, enter this one.</p> <ul style="list-style-type: none"> - for the punctuation, see the filing area ORIGINAL TITLE, capitalize according to the written language <p>Background information: Endebit is an international database. The hits of a search should contain English titles (book titles, titles of grey literature, titles of journal articles and book chapters etc) indicating to the user what the documents are about.</p> <p>* i.e. in the field LANGUAGE is only ENG resp. your local term for "English" allowed, but neither "ENG" plus other languages nor MULTI</p>	<p>In vitro fertilization.</p> <p>Do we know what we do?</p>

Entry field	Example
<p>resource as an alternative for disseminating them. BIOME has a "SUBMIT" link for users wishing to submit sites for inclusion in the link collection. Since the BIOME team does not speak all European languages, submissions of resources in languages other than English should contain a short English paragraph describing the nature of the content of the site.</p> <p>In addition to the considerations mentioned above, the quality of the resource should be taken into account. Suitable quality criteria may differ depending of the collection policy of the indexing centre. The criteria used by BIOME may serve as guidelines:</p> <p>http://biome.ac.uk/guidelines/eval/</p> <p>The key evaluation questions of BIOME are summarized in http://biome.ac.uk/guidelines/eval/summary.html</p>	
<p>YEAR OF PUBLICATION</p> <p>☛ mandatory</p> <p>The year of publication shall be filed as given in the source, transcribed in arabic numerals</p> <p>yyyy</p> <p>If the year of publication is not known, enter 0000 (mandatory field with obliged entry; some databases do only accept numerals, so it is not possible to file characters like ? or [] as AACR prescribes). After the data export the entry 0000 will be converted into "[?]"</p>	<p>1996</p>
<p>DATE OF PUBLICATION</p> <p>Enter only, if the document is an court decision or a newspaper article (see primary publication types, appendix 2)</p> <p>The date of issue of a court decision and the date of publication of a newspaper in case of newspaper articles</p> <p>yyyy mmm dd (use the first three letters of the month in English)</p> <p>see MEDLINE</p>	<p>1996 Mar 09 1996 Mar-Apr 1996-97 1996</p>

Entry field	Example
<p>DATE OF CITATION</p> <p>Enter only, if the document is an electronic document (see primary publication types, appendix 2)</p> <p>The date on which the electronic document was actually seen by the indexer</p> <p style="text-align: center;"><i>yyyy mmm dd</i> (use the first three letters of the month in English)</p> <p><u>Note:</u> You might follow your own rule, if the entry at least contains year (always 4 numerals), month and day in a consistent structure.</p> <p>Example schemes for allowed alternative local rules:</p> <p style="text-align: center;"><i>yyyy.mm.dd</i> <i>yyyymmdd</i></p>	<p><u>preferred:</u> 2002 Nov 12</p> <p><u>alternative examples:</u> 2002.11.12 20021112</p>
<p>DATE OF UPDATE/REVISION</p> <p>Enter only, if the document is an electronic document (see primary publication types, appendix 2)</p> <p>For electronic documents, the date of the update or revision being cited by the indexer</p> <p style="text-align: center;"><i>yyyy mmm dd</i> (use the first three letters of the month in English)</p> <p><u>Note:</u> You might follow your own rule, if the entry at least contains year (always 4 numerals), month and day in a consistent structure.</p> <p>Example schemes for allowed alternative local rules:</p> <p style="text-align: center;"><i>yyyy.mm.dd</i> <i>yyyymmdd</i></p>	<p><u>preferred:</u> 2002 May 02</p> <p><u>alternative examples:</u> 2002.05.02 20020502</p>
<p>DOCUMENT TYPE</p> <p>➔ Primary document type mandatory (see appendix 2) Secondary publication types are a more specific description of the publication type and optional.</p> <p>The English name of the document type (<u>primary and secondary publication types</u>) in lower case (small) letters. See appendix 2 for a list of allowable entries.</p> <p><u>Note:</u> You might use other languages than English for the document types. In this case provide a concordance table with translations to the administrator of the central ENDEBIT database.</p> <p>More than one document type can be filed.</p>	<p>journal article</p> <p>monograph</p>

Entry field	Example
<p>JOURNAL TITLE</p> <p>Enter, if the document is an journal article (see primary publication types, appendix 2)</p> <p>The name of the journal from which the article derives.</p> <ul style="list-style-type: none"> - the full name of the journal is filed - the initial article is not filed <p>If the journal title is given in both the original language and in English, enter both</p> <p>If there is no official English translation, you might provide your own translation. Enclose your own translation into square brackets</p> <p>Use the character string <i>space equal sign space</i> in order to separate between the affiliation in original language and English.</p>	<p>Ecologie Politique Die Philosophin → Philosophin</p> <p>Medycyna wieku rozwojowego = Developmental Period Medicine</p>
<p>TITLE OF ISSUE</p> <p>Enter, if the document is an journal article (see primary publication types, appendix 2)</p> <p>If the document to be indexed is a special thematic issue of a journal (a supplement), enter the title of the thematic issue.</p>	
<p>BOOK TITLE</p> <p>Enter only, if the document is an analytic (see primary publication types, appendix 2).</p> <p>The title and subtitle of the book from which the book chapter derives.</p> <p style="text-align: center;">see ISO 690</p>	<p>L'environnement en France</p>
<p>EDITION</p> <p>Enter, if the document is a book or a analytic (e.g. book chapter), see primary publication types, appendix 2</p> <p>The number of the edition gets filed</p> <p>see ISO 832</p> <p>Preferably, the English abbreviation should be used Otherwise, abbreviate according to the conventions of the national language.</p>	<p><u>preferred:</u> 1st ed.</p> <p><u>allowed alternative</u> 1ère réd.</p> <p>etc.</p>

Entry field	Example
<p>VOLUME</p> <p>The number of the volume of a serial</p> <ul style="list-style-type: none"> - an unnumbered supplement to a volume - a numbered supplement to a volume <p>see MEDLINE</p> <p>if the volume is filed – it is mandatory to file the field ISSUE</p>	<p>94</p> <p>94 Suppl 94 Suppl 3</p>
<p>ISSUE</p> <p>➔ Mandatory, if the volume is filed</p> <p>Numerical characters designating the position of that part in the publication sequence</p> <ul style="list-style-type: none"> - an unnumbered supplement to an issue - a numbered supplement to an issue <p>see MEDLINE</p> <p>Do not use parentheses in connection with the input. The issue will be enclosed in parentheses in the presentation format.</p>	<p>5</p> <p>5 Suppl 5 Suppl 1</p>
<p>PAGINATION</p> <p>Enter, if the document is a component part, e.g. journal article, analytic (e.g. book chapter), or newspaper article (see primary publication types, appendix 2)</p> <p>The detailed information of the pages</p> <ul style="list-style-type: none"> - for one page - for several pages <p>for one article of a host document which is printed in different sequences (the paging is non-continuous)</p>	<p>13</p> <p>210-5 or 210-215</p> <p>34-6,40-2,68 or</p> <p>34-36,40-42,68</p>
<p>COLLATION</p> <p>Enter, if the document is a book, independent or grey literature (see primary publication types, appendix 2)</p> <p>The total number of all pages (the extent)</p>	<p>324</p>
<p>PLACE OF PUBLICATION</p> <p>Enter, if the document is a book, analytic (e.g. book chapter) or grey literature (see primary publication types, appendix 2)</p> <p>The first place appearing in the prescribed source of information is filed or, if it is missing, the city of the corporate body</p> <p>see AACR</p>	<p>Paris</p>

Entry field	Example
<p>PUBLISHER</p> <p>Enter, if the document is a book, an analytic (e.g. book chapter) or grey literature (see primary publication types, appendix 2)</p> <ul style="list-style-type: none"> - shortened as much as possible but must be internationally identifiable <p>for more detailed information, see AACR (deviations are possible)</p>	<p>Penguin books → Penguin</p> <p>Franklin Watts, Inc. → Watts</p> <p>Springer Verlag → Springer</p>
<p>SERIES</p> <p>Name and volume of a series</p> <ul style="list-style-type: none"> - a series is „a publication in any medium issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely“ - if the series title includes a number it is separated from it by <i>space semicolon space</i> - no parentheses in connection with input. The series statement will be enclosed in parentheses in the presentation format. <p><u>Note:</u> you might follow your local rule, if the entries have a consistent structure, i.e. unambiguous sequence of the elements and unambiguous separation characters.</p> <p>More than one serial can be filed.</p>	<p><u>preferred:</u></p> <p>Grove ethical studies ; 72</p>
<p>ISBN</p> <p>International standard book number</p> <ul style="list-style-type: none"> - a hyphen is used to separate the four parts of the ISBN <p>see ISO 9115</p> <p>More than one ISBN can be filed</p>	<p>3-89131-028-5</p>
<p>ISSN</p> <p>International standard serial number</p> <ul style="list-style-type: none"> - a hyphen is used to separate the first four digits from the last four alphanumeric characters <p>see ISO 9115</p> <p>More than one ISSN can be filed.</p>	<p>0093-0334</p>

Entry field	Example
<p>COUNTRY</p> <p>Country of publication in <i>three letter code</i> (see Appendix 1)</p> <p>See ISO 3166 (see http://unstats.un.org/unsd/methods/m49/m49alpha.htm)</p> <p>You might use differing abbreviations or names for the countries. In this case provide a concordance table to the administrator of the Central Endebit Database.</p>	<p><u>preferred:</u> ITA CZE</p>
<p>LANGUAGE</p> <p>⊖ Mandatory Language of the original document in <i>three letter code</i> (see Appendix 1)</p> <ul style="list-style-type: none"> - English translation of abbreviations of ISO 639 (http://www.loc.gov/standards/iso639-2/enlangn.html) <p>For items containing contributions in several languages, MUL may be entered, but entering the specific languages is preferred.</p> <p><u>Note:</u> You might use differing abbreviations or names for the countries. In this case provide a concordance table to the administrator of the Central Endebit Database.</p> <p>More than one language can be filed</p>	<p><u>preferred:</u> DUT FRE POL</p> <p>MUL</p>
<p>REFERENCES</p> <p>Number of references. Consider only bibliographic references and ignore those which refer the author's comments.</p> <ul style="list-style-type: none"> - the <u>total number</u> of references with the addition <i>ref</i>. In case the references are spread out in the whole document, estimate their number. - in case of an <u>extensive number of references the total number of pages</u> with the addition <i>p</i> - in case there are no references, file nothing in this field 	<p>33 ref</p> <p>33 p</p>

Entry field	Example
<p>NOTES</p> <p>Notes amplify the formal description given in previous fields, providing information that can not be included there</p> <ul style="list-style-type: none"> the national practice can be kept up <p>The following suggestions for the order are not mandatory, but the different information units (e.g. the city of the thesis) are required:</p> <p><u>examples of various kinds of notes:</u></p> <ul style="list-style-type: none"> number of footnotes thesis. Information on the year and place are obligatory! book review e.g. title (author (year)) <p>if more than one area is to be included in the note, separate the two areas by a <i>full stop two spaces</i>.</p>	<p>Ethics and human genetics: A cross-cultural perspective (Wertz, D.C.; Fletcher, J.C. eds. (1989))</p> <p>2nd ed. Translated into Dutch by Fred Emery</p>
<p>ORDER ADDRESS</p> <p>Enter only, if the document is grey literature (see primary publication types, appendix 2)</p> <p>File the address according to the original document</p> <p>File, if the address appears somewhere on the document.</p> <p>- Abstract -</p>	
<p>ABSTRACT</p> <p>English abstract</p>	
<p>ABSTRACT CREATOR</p> <p>☛ <u>Mandatory, if the abstract does not derive from the original document.</u></p> <p>The signature of the indexing centre that provided the abstract if not derived from the original document</p>	

Entry field	Example
<p>- Subject fields -</p>	
<p>THESAURUS KEYWORDS*)</p>	
<p>☛ Mandatory Keywords from the Thesaurus Ethics in the Life Sciences (http://www.drze.de/BELIT/thesaurus/)</p> <p>- do not enter the keywords in your local software, but use the Online Thesaurus Tool of the central Endebit database.</p> <p>- indexing rules see <u>ENDEBIT'S Manual for Subject Indexing</u></p>	<p>*Environmental ethics</p>
<p>MESH TERMS</p>	
<p>Keywords from the MeSH thesaurus</p> <p>If you don't use the MESH terms leave this field blank.</p> <p>written in English</p> <p>the <u>major aspects</u> should be indicated by asterisks (*)</p> <p>More than one MeSH term can be filed.</p>	<p>Burkholderia infections</p>
<p>UNCONTROLLED TERMS</p>	
<p>Terms from the thesauri (other than the MeSH and Thesaurus Ethics in the Life Sciences) used in the national databases.</p> <p>List of Biogea MeSH Pallas Literature System RESARGI Thesaurus Bioethicsline</p> <p>More than one uncontrolled term can be filed.</p>	<p>CONSOMMATION ALIMENTAIRE</p>
<p>CONGRESS NAME</p>	
<p>Information on a congress whenever information is not given in the title. The majority of the bibliographic information entered into this field will be on congresses as subjects. Furthermore this field should be entered, if more descriptive information on a congress is found elsewhere beside the title, and the indexer wants to add this information to distinguish the congress from other congresses.</p> <p><i>name (number : date : place : organizational institution)</i></p> <p><u>Note:</u> You might follow your own rule, if the entries have a consistent structure, i.e. unambiguous sequence of the elements and unambiguous separation characters.</p>	<p><u>preferred:</u> Ille Colloque international sur Les drogues (1994 : Paris : Association Internationale des Villes contre la drogue, Mairie de Paris)</p>

Entry field	Example
<p>PERSONAL NAME</p> <p>Personal name as a subject of the document. Do not confuse with the descriptive field AUTHOR.</p> <p>- do not enter the keywords in your local software, but use the Online Thesaurus Tool of the central Endebit database.</p> <p>- indexing rules see <u>ENDEBIT'S Manual for Subject Indexing</u></p>	<p>Annan K</p>
<p>INSTITUTIONAL NAME</p> <p>Institutional name, organizational name as a subject. Do not confuse with the descriptive field CORPORATE AUTHOR.</p> <p>- do not enter the keywords in your local software, but use the Online Thesaurus Tool of the central Endebit database.</p> <p>- indexing rules see <u>ENDEBIT'S Manual for Subject Indexing</u></p>	<p>Karolinska Institutet, Centrum för genomforskning (CRG)</p>
<p>LEGAL TEXT</p> <p>Legal text as a subject</p> <p>- do not enter the keywords in your local software, but use the Online Thesaurus Tool of the central Endebit database.</p> <p>- indexing rules see <u>ENDEBIT'S Manual for Subject Indexing</u></p>	<p>Public Health Act</p>
<p>PROJECT NAME</p> <p>Project name as a subject</p> <p>- do not enter the keywords in your local software, but use the Online Thesaurus Tool of the central Endebit database.</p> <p>- indexing rules see <u>ENDEBIT'S Manual for Subject Indexing</u></p>	<p>Human Genome Project</p> <p>HUGO</p>
<p>PATENT NAME</p> <p>Patent name as a subject</p> <p>- do not enter the keywords in your local software, but use the Online Thesaurus Tool of the central Endebit database.</p> <p>- indexing rules see <u>ENDEBIT'S Manual for Subject Indexing</u></p>	<p>Gene delivery vectors for stem cells</p> <p>WO 0229073</p>

Appendix 1

List of Language Abbreviations
 (English translation of abbreviations according to ISO 639 12 three letter codes)
 For the field **LANGUAGE**

Language of the document	Field LANGUAGE (enter three letter code)
Bulgarian	BUL
Czech	CZE
Danish	DAN
Dutch	DUT
English	ENG
Finnish	FIN
French	FRE
German	GER
Hungarian	HUN
Italian	ITA
Lithuanian	LIT
Norwegian	NOR
Polish	POL
Slovak	SLO
Slovenian	SLV
Spanish	SPA
Swedish	SWE

List of Country Names and Abbreviations
 (according to ISO 3166 as three letter code)
 For the fields **AFFLIATION** and **COUNTRY**

AFFLIATION (enter country name)	COUNTRY (enter three letter code)
Austria	AUT
Belgium	BEL
Bulgaria	BGR
Canada	CAN
Czech Republic	CZE
Denmark	DNK
Finland	FIN
France	FRA
Germany	DEU
Great Britain (United Kingdom Great Britain and Northern Ireland)	GBR
Hungary	HUN
Ireland	IRL
Italy	ITA
Lithuania	LTU
Netherlands	NLD
Norge	NOR
Poland	POL
Slovakia	SVK
Slovenia	SVN
Spain	ESP
Sweden	SWE
Switzerland	CHE
United States	USA

Appendix 2

Allowable Document Types

Primary Publication Types (Mandatory)

At least one of these types should be entered by the indexer. The primary type(s) may be supplemented with (a) secondary type(s) when applicable.

analytic	A chapter or essay in a monograph, book contribution.
audiovisual material	A non-print material such as a motion picture, a video recording, a sound recording, or a CD-ROM.
electronic document	Electronic documents (with or without ISSN numbers), including journal articles whenever the www version is indexed.
journal article	An article from a periodical (with ISSN number) other than a newspaper.
monograph	A book or other print publication with an ISBN number.
newspaper article	A news item printed in a general interest newspaper or other news periodical, containing information of current and timely interest.
grey literature	A document that has not been formally published .

Secondary Publication Types (Optional)

(used along with the primary publication types)

The secondary types should be used along with a primary type whenever the primary types are not specific enough. As for the selection of a primary type to go with the secondary type, choose the closest match. For example, items taken from a journal (such as letter or comment) should go with the primary type "journal article".

Normative Texts

bill	A draft of a statute presented to a legislature for enactment.
court decision	A ruling issued by a court of law.
decree	An official proclamation; includes royal decrees.
governmental publication	A publication issued by the government.
guidelines	A set of directions or principles to assist professionals. Guidelines may be developed by government agencies at any level, institutions, organizations such as professional societies or governing boards, or by the convening of expert panels.
law	A statute enacted by the highest legislative body of a state or nation.
parliamentary publication	A publication issued by the parliament.
statement	Declaration of guiding principle or course of action issued by an association, organization, or group such as advisory committee or task force; includes position statements.

Other Texts

abstract	A summary of the contents of another document.
academic dissertation	Formal written discourse presented to fulfil requirements for an academic degree.
bibliography	A list of books, articles and/or other sources, usually on a single subject or related subjects.
biography	An account of the events, works, and achievements, personal and professional, during a person's life.
book review	A critical analysis of a book.
business information	A document produced for commercial purposes.
case study	Account of the facts of a situation that presents a moral dilemma, presented for the purpose of stimulating discussion or ethical analysis.
comment	A critical or explanatory note written to discuss, support, or dispute an article or other presentation.
comparative study	A study comparing the attitudes, laws, policies, practices etc. of different groups or places.
directory	An alphabetic or classified list of names, organizations etc., usually containing titles, addresses, affiliations, interests or other data.
dossier item	A document belonging to a dossier of related documents or the collection of related documents.
editorial	A statement of the opinions, beliefs, and policy of the editor or publisher of a journal, usually on current matters of bioethical significance; includes guest editorials; always co-occurs with the publication type journal article or newspaper article.
evaluation study	A study determining the effectiveness or value of processes, personnel, or equipment.
exhibition catalogue	A document describing the items of an exhibition.
festschrift	A document published in celebration of one or more persons.
fiction	Novels and other fictional works. Primary type: monograph
interview	A conversation with an individual regarding his or her background and other personal and professional details, opinions on specific subjects posed by the interviewer, etc.
lecture	A discourse given before an audience.
letter	Correspondence to the editor published by a journal or newspaper.
manual	Instructional reference source such as a handbook.
manuscript	A document that is not reproduced in multiple copies, such as a document written by hand or typed.
multicentre study	A study conducted by several co-operating institutions.
news	A description of recent or current events with bioethical implications; always co-occurs with the publication type journal article or newspaper article.
patent specification	Specifications of an invention, as presented by the inventor or the patent office.
personal experience	Accounts of personal experiences. Use for fictional works and other documents that do not qualify as case studies.
picture book	A document that consists mainly of pictures.

poster	A placard, in most cases intended for display or posting in a public place.
proceedings	A published record, or a summarized account, of a meeting, conference, congress, seminar, symposium, or workshop.
questionnaire	A set of questions compiled for the purpose of collecting data.
reference work	A work designed to be consulted for facts, rather than read consecutively. Often presented as articles in an alphabetical arrangement. Includes dictionaries, encyclopedias, atlases etc.
report	Documents like activity reports, research reports, official reports.
review	An article or book examining published material on a subject.
special issue	A thematic issue of a journal.
statistics	A presentation of numerical data that are subject to random variation.
survey	A presentation of data collected for the purpose of obtaining a representative view of the attitudes, living conditions, opinions etc of a population.
teaching materials	Instructional materials used in teaching.
textbook	A book containing a systematic presentation of a subject for educational purposes.

Appendix 3

List of Field Abbreviations

NAME OF THE DATA FIELDS	TAG
ABSTRACT	ABS
ABSTRACT CREATOR	ABC
AFFILIATION	AFF
AUTHOR	AUT
BOOK TITLE	BTI
COLLATION	COL
CONGRESS NAME	CON
CORPORATE AUTHOR	CAU
COUNTRY	COU
CREATOR	CRE
CREATOR DATE	CRD
DATE OF CITATION	DCI
DATE OF PUBLICATION	DPU
DATE OF UPDATE	DUP
DOCUMENT DELIVERY NOTES	DDN
DOCUMENT DELIVERY STATUS	DDS
DOCUMENT NO	DNO
DOCUMENT TYPE	DTY
EDITION	EDI
EDITORS	EDS
E-MAIL ADDRESS	EMA
ENGLISH TITLE	ETI
HYPertext LINK	URL
IDENTIFICATION NO	INO
INSTITUTIONAL NAME	INS
ISBN	ISB
ISSN	ISS
ISSUE	ISU
JOURNAL TITLE	JTI
LANGUAGE	LAN
LEGAL TEXT	LEG
MESH TERMS	MES
NOTES	NOT
ORDER ADDRESS	ORD
ORIGINAL TITLE	OTI
PAGINATION	PAG
PATENT NAME	PAN
PERSONAL NAME	PER
PLACE OF PUBLICATION	PLA
PROJECT NAME	PRN
PUBLISHER	PUB
REFERENCES	REF

SERIES	SER
SHELF CODE	SCO
THESAURUS KEYWORDS	DES
TITLE OF ISSUE	ITI
UNCONTROLLED TERMS	UTE
VOLUME	VOL
YEAR OF PUBLICATION	PYR

Appendix 4

Acronyms of the ENDEBIT Database Providers

(for the field CREATOR)

Acronym	Indexing Centre
CERISS	Center for Education, Research and Information on Science and Society (CERISS), Milan, Italy
EIU	Ethiek Instituut (EIU), University of Utrecht, The Netherlands
INRA	National Institute for Agricultural Research (INRA), Paris, France
IPDE	Bioethcis and Medical Education Information and Documentation Centre (IPDE), University of Warsaw, Poland
IZEW	Interdepartmental Center for Ethics in Sciences and Humanities (IZEW), University of Tübingen, Germany
UCB	University Centre for Bioethics (UCB), University of Brno, Czech Republic

Appendix 5

Data Export from Local ENDEBIT Databases to the Central ENDEBIT Database

- **Field acronyms:**
It is recommended to choose the field acronyms given in the 'data structure for information interchange', appendix 3. If that is not practicable, the ENDEBIT participant has to deliver a text file with concordant acronyms of its local and the ENDEBIT data structure to the IZEW (administrator of the Central ENDEBIT database).
- **Empty data fields (without values):**
In case of empty data fields the local databases are free in their decision whether only the field acronyms without values are exported or the data fields are left out on the whole.
- **File format / character set:**
The export is to be done as text files (txt). Please inform the IZEW about the character code. If practicable, choose UTF-8 resp. Unicode.
- **Data delivering:**
The data should be pushed (the national database provider decides on the export date). The transfer is done via scp or sftp.
If it is practicable, each data export should contain all records of the whole database, otherwise only new and updated records should be exported.
- **Syntax of export files:**
 - Each record must contain a document number (DNO) obligatorily !
The document number must be an unique identifier. That means that in case that a record is deleted its document number is not allowed to be used for a new record. No double document numbers are allowed.
 - Each record must have clear character strings each for the beginning and the end of the record. Those character strings must not be confusable with values of the data fields. It is recommended to use special characters as angle brackets that include 'start' and 'end' or the like. Prefer XML tags.
 - The field abbreviations must be distinguishable clearly from the values of the data field, e.g. included in XML tags or marked by character strings with special characters, e.g. \\\
 - Multiple data fields: Several entries within one data field have to be separated clearly by XML tags or special characters.
 - **Well formed XML is appreciated.**

Examples:

a) XML (favourite option !)

```
<record>
<DNR>1</DNR>
<EDS>Anthony Dyson </EDS>
<OTI> Ethics and biotechnology </OTI>
<PYR>1994</PYR>
<PLA>London</PLA>
et cetera...
</record>
```

Example for multiple entries in the field Author (AUT)

```
<record>
<DNR>2</DNR>
<AUT>Matthias Kaiser</AUT>
<AUT>Stellan Welin</AUT>
<OTI> Ethics of biotechnology : controversial views, conflicting values and some recommendations ;
summary of a conference</OTI>
<BTI> Ethical aspects of modern biotechnology : proceedings from a conference 10-11 November 1993
</BTI>
et cetera...
</record>
```

b) Special character string

```
DNR\\
1
T\\
L'environnement au XXIe siècle : 1. Les enjeux. 2. Visions du futur.
3. Démocratie et politique ... long terme
AU\\
Theys, J. (éd.)
L4\\
Colloque : Quel environnement pour le XXIe siècle ? Matrise du long
terme et démocratie, Fontevraud, 1996/09 - Ministère de l'Environnement,
Paris ; Association des ingénieurs du génie rural et des eaux et forêts,
Paris ; CNRS, Centre National de la Recherche Scientifique, Paris.
- Paris : Germes, 2000, 2113 p.
et cetera...
```

///

Example for multiple entries in the field Author (AU). used separation mark between authors : blank semicolon blank.

```
DNR\\
2
T\\
Entre l'homme et l'animal : une nouvelle alliance ?
AU\\
Ewald, F. ; Gollier, C. ; De Sadeleer, N.
L4\\
Paris : PUF, 2001, 127 p.
et cetera...
```

///