



Documentary Standards for the Euroethics Database

Approved Version

October 2003

- **with Specifications for ENDEBIT (December 2004) -**

Comment for ENDEBIT participants

1) Introduction

The documentary standards on hand consist of the original 'Documentary Standards for the Euroethics Database, Approved Version, October 2003' (black text) and of the supplements for ENDEBIT participants, last update December 2004 (green text).

The central database ENDEBIT administrated by IZEW integrates the national databases of the ENDEBIT participants into the central database ENDEBIT. The central database ENDEBIT is obliged to provide an *output format* that follows the current EURETNET Documentary Standards based on the 'Documentary Standards of Euroethics, Approved Version, October 2003'. Therefore the national databases of the ENDEBIT participants have to provide an *export format* that is based on the following field definitions. Concerning the record syntax of the national databases it is recommended to follow Appendix 5.

So the following information is primarily a *technical instruction* for the developer of the local database structure and functions. The cataloguers and indexers should use the more user friendly *Endebit's Cataloguing Manual* and *Endebit's Manual for Subject Indexing* that are extracted from the Documentary Standards at hand.

2) Table 'Field Definitions'

- **Datafield EUROETHICS / ENDEBIT:**

If a translation is provided, other names or tags of the datafields might be used.

In case the ENDEBIT participant's export format provides in one datafield the content of several EUROETHICS / ENDEBIT datafields, the delivered data have to be structured clearly.

Additional datafields are allowed.

- **Definition**

The definition given here is the output format of the central ENDEBIT database managed by IZEW. The definition does not define the syntax, i.e. the cataloguing rules of the entries mandatorily, but it prescribes the content of the entries in the data fields.

Mandatory information for ENDEBIT participants is given in the 'Specification for ENDEBIT'.

- **Specification for ENDEBIT participants**

This specification defines the output format for the national databases of the ENDEBIT participants. For some data fields it is necessary to follow directly the 'definition' mentioned before. In other data fields the local cataloguing rules might be kept on, if only the content of the 'definition' is provided in a consistent structure.

If a new database is starting from the scratch, it is recommended to adopt as far as possible the definition mentioned above.

- **Examples**

The examples derive from Euroethics, but they are as well valid for ENDEBIT.

3) Translations

If the entries of the appendices (e.g. document types) are translated into other languages than English, it is necessary to provide the IZEW with the translation as a text file.

4) Transfer records from national databases of ENDEBIT participants to the central database ENDEBIT

See Appendix 5.

5) Transfer keywords from the central database ENDEBIT to the databases of ENDEBIT participants

The datafields PERSONAL NAME, INSTITUTIONAL NAME, LEGAL TEXT, PROJECT NAME, PATENT NAME, THESAURUS KEYWORDS are no input fields for ENDEBIT participants, because the data for those fields will be entered by the ENDEBIT participants via the thesaurus online tool directly (see *Endebit's Manual for Subject Indexing*). If the ENDEBIT participants are interested in importing those data into their local databases, they have to create an import interface.

DATA STRUCTURE FOR THE INFORMATION INTERCHANGE

Field Definitions

DATA FIELD EUROETHICS	DEFINITION	Specification for ENDEBIT	EXAMPLES
CREATOR	The acronym of the indexing centre in capital letters (see Appendix 4) This field must always be entered	Follow the definition aside.	CERISS EIU INRA IPDE IZEW UBC
CREATOR DATE	The date of the creation in the order „yyyymmdd“ ISO 8601 This field must always be entered	Follow the definition aside You might follow your own rule, if the rule at least covers the content in the sense of the definition aside. The entries must have a consistent structure. Example <i>yyyy.mm.dd</i> Update the creator date in case of updating the record.	20020416
DOCUMENT NO	Unique identifier (document number) of the national database This field must always be entered	Follow the definition aside. 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!	
IDENTIFICATION NO	Unique identifier (document number) in the central database. The number is created automatically by the software. This field should not be used in the national databases!	This field should not be used in the national databases!	

SHELF CODE	<p>Location of the document in the library of the indexing centre</p> <p>If several items of the document are stored in different libraries, put the special identifier 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>Follow the definition aside.</p>	<p>W 92/34</p> <p>[21] 42 A 5040; [21/121] phil J.3.1. 81</p>
DOCUMENT DELIVERY STATUS	<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>Only file YES/NO in this field!</p> <p>For other values, use the field Document Delivery Notes.</p>	<p>Follow the definition aside. You might follow your own rule, if the rule at least covers the content in the sense of the definition aside. The entries must have a consistent structure. Example: 1/0</p>	<p>YES</p> <p>NO</p>
DOCUMENT DELIVERY NOTES	<p>Comments pertaining to delivery of the document</p>	<p>Follow the definition aside.</p>	<p>Can be delivered via another library only</p>
AUTHOR	<p>Name of the personal author</p> <ul style="list-style-type: none"> - sequence: surname, initials of the forenames - 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</p> <p>are abbreviated to initials</p> <p>Note: If required, forenames can be stored as the full names in the national database and transformed to initials during the export procedure</p> <p>compound surnames</p> <p>see AACR</p> <p>surname with prefixes</p> <p>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>ENDEBIT partners can follow their own rules.</p>	<p>Follow the definition aside.</p> <p>You might follow your own rule, if the rule at least covers the content in the sense of the definition aside. The entries must have a consistent structure, e.g.</p> <p><i>surname comma full forenames</i></p> <p><i>surname comma abbreviated forenames</i></p> <p><i>Concerning surnames with prefixes you can follow your own rule.</i></p>	<p>Wiesemann C</p> <p>Smith J</p> <p>Finberg AJ</p> <p>Schreiber HL</p> <p>LaCour P (FRA) Deurs JP van (NLD) Rercke E von der (GER)</p>

<p>AUTHOR</p>	<p><u>Danish</u></p> <p>prefix or part following prefix according to usage in country of origin</p> <p><u>English</u></p> <p><u>French</u></p> <p>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>CDEI can follow their own rules</p> <p><u>German</u></p> <p>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>IDEM can follow their own rules</p> <p><u>Dutch</u></p> <p>prefixes at the beginning of names following the forename</p> <p><u>Italian</u></p> <p><u>Spanish</u></p> <p>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></p> <p>prefix of German origin except Dutch prefix de other prefixes</p> <p><u>no author available</u></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 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 De la Gardie M</p>
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	<p>if no author, but editor - file in editor in editor field</p> <p>if no author or editor - file as Anonymous in author field</p> <p>The text "Anonymous" will be enclosed in square brackets in the presentation format</p> <p>More than one author can be filed</p>		Anonymous
EDITOR	<p>Name of the editor</p> <p>Use the conventions for the author field</p> <p>If a document has been edited by a corporate body, file the editor in the corporate author field</p> <p>More than one editor can be filed</p>	Follow the definition aside.	Smith J
CORPORATE AUTHOR	<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 organization • 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 <p>- file the CN even if the personal author is given</p> <p>- enter CN under the name which is the most likely to be known; the name by which the corporate body identifies itself</p> <p>- enter CN in its official language</p> <p>- enter International bodies with the English name</p> <p>- enter the following order: „<i>Main unit, subordinate name</i>“</p> <p>- To distinguish between bodies having a similar or identical name, add the name of the city in parentheses</p> <p>- The initial article will only be filed if it is necessary for grammatical reasons</p> <p>More than one corporate author can be filed</p>	<p>Follow the definition aside.</p> <p>You might follow your own rule, if the rule at least covers the content in the sense of the definition aside.</p> <p>The entries must have 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> <p>World Health Organization</p> <p>World Health Organization, Regional Office for Europe</p> <p>Aerztekammer (Hannover)</p>

<p>AFFILIATION</p>	<p>The institutional address of the first author in the following order:</p> <p>„subordinate unit, subordinate unit, main unit, city, country “</p> <p>see Medline</p> <p>use country names according to the list of country names in Appendix 1</p> <p>If there is no official English translation, you might provide your own translation. Enclose your own translation into square brackets. Use the character string <i>space equal sign space</i> in order to separate between the affiliation in original language and English</p>	<p>Follow the definition aside.</p> <p>You might follow your own rule, if the rule at least covers the content in the sense of the definition aside. The entries must have a consistent structure (clear separation marks and clear sequence of elements). If you don't accord to Appendix 1, provide a translation.</p>	<p>Department of pediatrics, University of Washington School of Medicine, Seattle, United States</p>
<p>E-MAIL ADDRESS</p>	<p>The e-mail address</p> <p>if several: the e-mail address of the first author</p> <p>entry of the private e-mail is accepted</p> <p>see MEDLINE</p>	<p>Follow the definition aside.</p>	
<p>ORIGINAL TITLE</p>	<p>The original title of the document</p> <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 „period-space“ - it is capitalized according to the original language of the document - the punctuation within the title should be retained <p>This field must always be entered</p>	<p>Follow the definition aside.</p> <p>Enter in ORIGINAL TITLE the title if the document is a journal article, a book chapter, a book or a an item of grey literature or an electronic document.</p> <p>The name of a book from which a book chapter derives goes to the field 'BOOK TITLE'</p> <p>The title elements might be separated by your own characters,. but the sequence of the elements and the separation characters must be unambiguous..</p>	<p>In-vitro- Fertilisation. Wissen wir, was wir tun?</p>

<p>ENGLISH TITLE</p>	<p>The English translation of the document title if the document is not written in English. If the document is in English, file the original title a second time in this field.</p> <p>Use author's translation if available. Otherwise, provide a translation.</p> <ul style="list-style-type: none"> - for the punctuation, see the filing area ORIGINAL TITLE - capitalize according to the written language <p>This field must always be entered</p>	<p>Follow the definition aside.</p> <p>You might leave the field blank, if only English is entered in the field LANGUAGE. (In this case the Original Title will be automatically copied and inserted here by the central ENDEBIT database.)</p> <p>If the document is multilingual or not written in English, 'English title' must always be entered.</p>	<p>In vitro fertilization. Do we know what we do?</p>
<p>HYPertext LINK</p>	<p>Link to the full text of the document at the provider's web site or other supplementary text. For more information on selection of hypertext links for indexing, please see indexing manual.</p>	<p>Follow the definition aside.</p> <p>Enter always the full URL including http:// or https:// etc.</p>	
<p>YEAR OF PUBLICATION</p>	<p>The year of publication shall be filed as given in the source, transcribed in arabic numerals yyyy</p> <p>This field must always be entered</p>	<p>Follow the definition aside.</p>	<p>1996</p>
<p>DATE OF PUBLICATION</p>	<p>The date of issue of a <u>court decision</u> and the date of publication of a <u>newspaper</u> in case of newspaper articles</p> <p>in the order: "yyyy mmm dd" (use the first three letters of the month in English)</p> <p>see MEDLINE</p>	<p>Follow the definition aside.</p> <p>The input format must allow time periods besides yyyy mmm dd</p> <p>You might follow your own rule, if the rule at least covers the content in the sense of the definition aside. The entries must have a consistent structure.</p>	<p>1996 Mar 09</p> <p>1996 Mar-Apr</p> <p>1996-97</p> <p>1996</p>

<p>DATE OF CITATION</p>	<p>The date on which the electronic document was actually seen by the indexer, in the order: “yyyy mmm dd” (use the first three letters of the month in English).</p>	<p>Follow the definition aside.</p> <p>You might follow your own rule, if the rule at least covers the content in the sense of the definition aside. The entries must have a consistent structure.</p> <p>Examples: <i>yyyy.mm.dd</i> <i>yyyymmdd</i></p>	<p>2002 Nov 12</p>
<p>DATE OF UPDATE/REVISION</p>	<p>For electronic documents, the date of the update or revision being cited by the indexer, in the order: “yyyy mmm dd” (use the first three letters of the month in English)</p>	<p>Follow the definition aside.</p> <p>You might follow your own rule, if the rule at least covers the content in the sense of the definition aside. The entries must have a consistent structure.</p> <p>Examples: <i>yyyy.mm.dd</i> <i>yyyymmdd</i></p>	<p>2002 May 02</p>
<p>DOCUMENT TYPE</p>	<p>The English name of the document type in lower case (small) letters. See appendix 2 for a list of allowable entries.</p> <p>primary publication types (see appendix 2) are mandatory</p> <p>secondary publication types are a more specific description of the publication type and optional</p> <p>see BIOETHICSLINE, MEDLINE</p> <p>More than one document type can be filed</p> <p>The primary document type must always be entered</p>	<p>Follow the definition aside.</p> <p>You might use other languages than English for the document types. In this case provide a translation of appendix 2.</p> <p>It is allowed to use instead of the datafield DOCUMENT TYPE two datafields PRIMARY DOCUMENT TYPE (PTP) and SECONDARY DOCUMENT TYPE (PTS)</p>	<p>journal article</p> <p>monograph</p>

JOURNAL TITLE	<p>The name of the journal (for journal articles)</p> <ul style="list-style-type: none"> - the full name of the journal is filed - the initial article is not filed, e.g. "Der Frauenarzt" <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>Follow the definition aside.</p>	<p>Bulletin of Medical Ethics</p> <p>Frauenartz</p> <p>Medycyna wieku rozwojowego = Developmental Period Medicine</p>
TITLE OF ISSUE	<p>The title of a special (thematic) issue of a journal (for journal articles)</p>	<p>Follow the definition aside.</p>	
BOOK TITLE	<p>The title of a book For contributions of monographs (book chapters), the title and subtitle of the host document is filed</p> <p>see ISO 690</p>	<p>Follow the definition aside.</p>	<p>Ethics and Human Genetics: A cross-Cultural perspective.</p>
PERSONAL NAME	<p>Personal name as a subject</p> <p>see author field</p> <p>More than one personal name can be filed</p>	<p>This field is no entry field, because ENDEBIT participants will enter the terms into the ENDEBIT database directly via the thesaurus online tool.</p> <p>This field might be used for importing data from the ENDEBIT database.</p>	<p>Annan K</p>
INSTITUTIONAL NAME	<p>Institutional name, organizational name as a subject</p> <p>see corporate author field</p> <p>More than one institutional name can be filed</p>	<p>This field is no entry field, because ENDEBIT participants will enter the terms into the ENDEBIT database directly via the thesaurus online tool.</p> <p>This field might be used for importing data from the ENDEBIT database.</p>	<p>Karolinska Institutet, Centrum för genomforskning (CRG)</p>

LEGAL TEXT	<p>Legal text as a subject</p> <p>see under AACR under corporate body</p> <p>More than one legal text can be filed</p>	<p>This field is no entry field, because ENDEBIT participants will enter the terms into the ENDEBIT database directly via the thesaurus online tool.</p> <p>This field might be used for importing data from the ENDEBIT database.</p>	<p>Public Health Act</p>
PROJECT NAME	<p>Project name as a subject</p> <p>see under AACR under corporate body</p> <p>More than one project name can be filed</p>	<p>This field is no entry field, because ENDEBIT participants will enter the terms into the ENDEBIT database directly via the thesaurus online tool.</p> <p>This field might be used for importing data from the ENDEBIT database.</p>	<p>Human Genome Project</p> <p>HUGO</p>
PATENT NAME	<p>Patent name as a subject</p> <p>More than one patent name can be filed</p>	<p>This field is no entry field, because ENDEBIT participants will enter the terms into the ENDEBIT database directly via the thesaurus online tool.</p> <p>This field might be used for importing data from the ENDEBIT database.</p>	<p>Gene delivery vectors for stem cells</p> <p>WO 0229073</p>

CONGRESS NAME	<p>Information on a congress whenever information is not given in the title</p> <p>name (number : date : place : “organizational institution”)</p>	<p>Follow the definition aside.</p> <p>You might follow your own rule, if the rule at least covers the content in the sense of the definition aside. The entries must have a consistent structure, i.e. unambiguous sequence of the elements and unambiguous separation characters.</p>	<p>Ille Colloque international sur Les drogues (1994 : Paris : Association Internationale des Villes contre la drogue, Mairie de Paris)</p>
EDITION	<p>For books and contributions to monographs, the number of the edition is 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>Follow the definition aside.</p>	<p>1st ed. 1ère réd.</p>
VOLUME	<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 issue</p>	<p>Follow the definition aside.</p>	<p>94</p> <p>94 Suppl</p> <p>94 Suppl 3</p>
ISSUE	<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> <ul style="list-style-type: none"> - Do not use parentheses in connection with the input. The issue will be enclosed in parentheses in the presentation format 	<p>Follow the definition aside.</p>	<p>5</p> <p>5 Suppl</p> <p>5 Suppl 1</p>

PAGINATION	<p>For component parts (chapters, articles etc.), the detailed information of the pages</p> <ul style="list-style-type: none"> - for one page - for several pages - for one article of a host document which is printed in different sequences (the paging is non-continuous) 	<p>Follow the definition aside.</p>	<p>13 210-5 or 210-215 34-6,40-2,68 or 34-36,40-42,68</p>
COLLATION	<p>For books, independent or grey literature: the total number of all pages (the extent)</p>	<p>Follow the definition aside.</p>	<p>324</p>
PLACE OF PUBLICATION	<p>The first place appearing in the prescribed source of information is filed or, if it is missing, the city of the corporate body (<u>for books; articles of books; grey literature</u>)</p> <p>see AACR</p>	<p>Follow the definition aside.</p>	<p>Paris</p>
PUBLISHER	<p>Name of the publisher (<u>for books, articles of books, and possibly grey literature</u>)</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>Follow the definition aside.</p>	<p>Penguin books - Penguin</p> <p>Franklin Watts, Inc. - Watts</p> <p>Springer Verlag - Springer</p>
SERIES	<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 space-semicolon-space - no parentheses in connection with input. The series statement will be enclosed in parentheses in the presentation format. <p>More than one serial can be filed</p>	<p>Follow the definition aside.</p> <p>You might follow your own rule, if the rule at least covers the content in the sense of the definition aside. The entries must have a consistent structure, i.e. unambiguous sequence of the elements and unambiguous separation characters.</p>	<p>Grove ethical studies ; 72</p>
ISBN	<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>Follow the definition aside.</p>	<p>3-89131-028-5</p>

ISSN	<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>Follow the definition aside.</p>	<p>0093-0334</p>
COUNTRY	<p>Country of publication in three letter code (see Appendix 1)</p> <p>See ISO 3166</p>	<p>Follow the definition aside.</p> <p>You might use differing abbreviations or names for the countries. In this case provide the translation of appendix 1 and ISO 3166</p>	<p>AUT DEU</p>
LANGUAGE	<p>Language of the original document in three letter code (see Appendix 1)</p> <ul style="list-style-type: none"> - English translation of abbreviations of ISO 639 <p>More than one language can be filed</p> <p>For items containing contributions in several languages, MUL may be entered</p> <p>This field must always be entered</p>	<p>Follow the definition aside.</p> <p>You might use your own names for the countries. In this case provide the translation of appendix 1 and ISO 639.</p>	<p>DUT FRE</p> <p>MUL</p>
REFERENCES	<p>Number of references</p> <ul style="list-style-type: none"> - the total number of references with the addition „ref“ - in case of an <u>extensive number of references</u> <u>the total number of pages</u> with the addition „p“ - in case there are no references, file nothing in this field 	<p>Follow the definition aside.</p>	<p>33 ref</p> <p>33 p</p>
NOTES	<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 	<p>Follow the definition aside.</p>	

	<ul style="list-style-type: none"> - thesis. Information on the year and place are obligatory! - book review e.g. title (author (year)) - appendix information concerning the translation - if more than one area is to be included in the note, separate the two areas by a <u>full stop and two spaces</u>. 		<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>
ORDER ADDRESS	<p>for grey literature</p> <p>address filed according to the original document</p>	<p>Follow the definition aside.</p>	
THESAURUS KEYWORDS*)	<p>Keywords from the Thesaurus Ethics in the Life Sciences</p> <p>written in English</p> <p>the <u>major aspects</u> should be indicated by asterisks (*)</p> <p>More than one thesaurus keyword can be filed</p> <p>This field must always be entered</p>	<p>This field is no entry field, because ENDEBIT participants will enter the terms into the ENDEBIT database directly via the thesaurus online tool.</p> <p>This field might be used for importing data from the ENDEBIT database.</p>	<p>*Abortion</p>
MESH TERMS	<p>Keywords from the MeSH thesaurus</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>Follow the definition aside.</p> <p>If you don't use the MESH terms leave this field blank.</p>	<p>Burkholderia infections</p>

UNCONTROLLED TERMS	<p>Terms from the thesauri (other than the MeSH and Thesaurus Ethics in the Life Sciences) used in the national databases. In the central database, a term that is entered into the field Thesaurus Keywords without being a recognized thesaurus term will end up here.</p> <p>List of Biogea MeSH Pallas Literature System RESARGI Thesaurus Bioethicsline</p> <p>More than one uncontrolled term can be filed</p>	<p>Follow the definition aside.</p> <p>Examples of thesauri: RESAGRI, Keywordlist of CERISS or IZEW</p>	
ABSTRACT	<p>English abstract</p>	<p>Follow the definition aside.</p>	
ABSTRACT CREATOR	<p>The signature of the indexing centre that provided the abstract if not derived from the original document</p>	<p>Follow the definition aside.</p> <p>Mandatory, if the abstract does not derive from the original document.</p>	

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.

APPENDIX 1

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

Language	Abbreviation
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** COUNTRY and AFFILIATION

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

	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.
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APPENDIX 3**LIST OF FIELD ABBREVIATIONS**

NAME OF THE DATA FIELDS	TAG
CREATOR	CRE
CREATOR DATE	CRD
DOCUMENT NO	DNO
IDENTIFICATION NO	INO
SHELF CODE	SCO
DOCUMENT DELIVERY STATUS	DDS
DOCUMENT DELIVERY NOTES	DDN
AUTHOR	AUT
EDITORS	EDS
CORPORATE AUTHOR	CAU
AFFILIATION	AFF
E-MAIL ADDRESS	EMA
ORIGINAL TITLE	OTI
ENGLISH TITLE	ETI
HYPertext LINK	URL
YEAR OF PUBLICATION	PYR
DATE OF PUBLICATION	DPU
DATE OF CITATION	DCI
DATE OF UPDATE	DUP
DOCUMENT TYPE	DTY
Comment for ENDEBIT It might be easier to use instead of DOCUMENT TYPE two datafields: PRIMARY PUBLICATION TYPE SECONDARY PUBLICATION TYPE	PTP PTS
JOURNAL TITLE	JTI
TITLE OF ISSUE	ITI
BOOK TITLE	BTI
PERSONAL NAME	PER
INSTITUTIONAL NAME	INS
LEGAL TEXT	LEG
PROJECT NAME	PRN
PATENT NAME	PAN
CONGRESS NAME	CON
EDITION	EDI
VOLUME	VOL
ISSUE	ISU
PAGINATION	PAG
COLLATION	COL
PLACE OF PUBLICATION	PLA
PUBLISHER	PUB
SERIES	SER
ISBN	ISB
ISSN	ISS
COUNTRY	COU
LANGUAGE	LAN
REFERENCES	REF
NOTES	NOT

ORDER ADDRESS	ORD
THESAURUS KEYWORDS	DES
MESH TERMS	MES
UNCONTROLLED TERMS	UTE
ABSTRACT	ABS
ABSTRACT CREATOR	ABC

APPENDIX 4

Acronyms of the ENDEBIT participants delivering records to the ENDEBIT Database

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

Appendix 5

Exporting records of local databases of ENDEBIT participants 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...
```

///