

INIS Reference Series No. 1

INIS: Guide to Bibliographic Description

Revision 8, Amendment 3

(available in electronic form only)

**INTERNATIONAL ATOMIC ENERGY AGENCY
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PREFACE

This is the 3rd amendment of the *INIS: Guide to Bibliographic Description (IAEA-INIS-1, Revision 8)*. It includes further updates and modifications to the bibliographic data entry rules as well as additional examples for some data elements.

The *INIS: Guide To Bibliographic Description* presents the rules, standards and procedures to be applied by centers submitting input to INIS. It replaces INIS: Descriptive Cataloguing Rules (IAEA-INIS-1 (Rev.7)). Revision 8 of this document was published in January 1995 and was the result of co-operative work between the INIS Unit, IAEA and the Energy Technology Data Exchange Operating Agent, IEA. The publication of the *Guide To Bibliographic Description* was a milestone in the efforts of compatibility and close cooperation between INIS and ETDE: the cataloguing rules for inputting data for both systems became fully compatible.

The first draft of these rules was discussed at the INIS/ETDE Ad-Hoc Group Meeting on Bibliographic Control, held in Oak Ridge, Tennessee, United States in April 1991, with participants from Brazil, Denmark, Germany, Russia, United States, INIS and ETDE. The aim was to produce more consistent cataloguing rules which would be simpler to follow. This would lead to a higher quality of input.

As a result of that meeting, several changes in the cataloguing rules were proposed. These proposals were presented and approved at the 19th INIS Liaison Officers Meeting in May 1991. At the 20th INIS Liaison Officers Meeting, in May 1992 other proposals of changes in the cataloguing rules were presented and also approved by the Liaison Officers. All these changes and updates are included in this 3rd amendment of Revision 8.

Please note that, the 'INIS Character Set' and the 'List of Country and International Organization Names and Codes' are included in this version as appendices. They are no longer published as separate publications in the INIS Reference Series.

For the accomplishment of *INIS: Guide to Bibliographic Description (IAEA-INIS-1, Revision 8)*, some persons were very important. We must render special thanks to the participants of the INIS/ETDE Ad-Hoc Group meeting on Bibliographic Control for their proposals, suggestions and continuous enthusiasm during the whole work. Special thanks are due to Ms. Nancy Hardin, from the ETDE Operating Agent, who did an excellent job in the preparation of the several drafts produced during these two years.

The three amendments have been prepared by Ms. Seyda Rieder of the INIS Unit supported by the INIS bibliographic and subject matter experts.

The INIS Secretariat wishes to thank the national INIS Centres for their contribution to INIS. Correspondence concerning additions and corrections, as well as any comments and suggestions for improvements to this document should be addressed to:

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INTRODUCTION

The Guide to Bibliographic Description provides guidance on the rules, standards, and practices for the bibliographic analysis of publications being abstracted and indexed for the International Nuclear Information System (INIS) and Energy Technology Data Exchange (ETDE) databases. It also includes procedures for entering bibliographic and subject information into those databases. It is intended for use by INIS and ETDE members' staff who analyze the publications selected for input and who enter the bibliographic records which will be sent to the ETDE Operating Agent (ETDE/OA) and/or the INIS Unit of the International Atomic Energy Agency (IAEA) for input to their respective databases. It may be useful as well for searchers of the INIS and ETDE databases.

The Energy Technology Data Exchange (ETDE) is a multilateral information program of the International Energy Agency (IEA) established to allow participating countries to pool summaries of unclassified energy research information for common, decentralized use. ETDE also fosters international collaboration in research and development of energy technology information systems. ETDE presently has fourteen member countries as well as several IEA components participating. The Operating Agent for ETDE is the United States Department of Energy, acting through its Office of Scientific and Technical Information, Oak Ridge, Tennessee, USA.

The International Nuclear Information System (INIS) is a cooperative decentralized information system established by the International Atomic Energy Agency (IAEA). At the end of May 2009, INIS had 144 members: 121 countries and 23 international organizations. The aim of INIS is to provide comprehensive and reliable information and knowledge on the peaceful uses of nuclear science and technology. The INIS Unit, IAEA, Vienna, Austria, is the focal point of the system and is responsible for compiling and maintaining a database of nuclear information and knowledge, disseminating information related to nuclear science and technology, providing direct access to full text of nuclear information both within and beyond INIS, developing tailored products and services to meet its Members' needs, and promoting international cooperation to broaden information resources.

Member States and cooperating international organizations for both systems scan the scientific and technical literature published within their boundaries or confines, select from such literature those items which fall within the subject scope of the systems, and process the data according to the agreed upon standards, rules, and procedures. Publication descriptions, abstracts and, in certain cases, full texts of literature are then submitted to INIS and/or ETDE where data are merged, reviewed and the output products created.

To assist Member States in submitting input, a software package named FIBRE (Friendly Inputting of Bibliographic Records) was developed by INIS and two Member States, namely, the Russian Federation (former USSR) and Brazil. FIBRE is available to all INIS and ETDE members upon request.

This Guide is based on IAEA-INIS-1(Rev.7), INIS: Descriptive Cataloguing Rules, March 1988, and ETDE/OA-11, Energy Technology Data Exchange Procedures Manual, Section 2, 'ETDE Guide to Descriptive Cataloging', February 1990, (which, in turn, was derived from IAEA-INIS-1(Rev.7).) Major changes include:

- use of codes or text for country and language information
- use of either alpha or numeric characters in the first two positions of the sequential number segment of the TRN (Tag 001). Only numeric characters may be used in the last three positions

- implementation of the new INIS/ETDE common subject categorization scheme; categories have three-character alphanumeric codes
- use of Type of Record 'R' (Tag 008) for all scientific and technical reports, whether or not a valid report number has been assigned by the issuing organization
- the addition of fields for Funding Organization (Tags 109)
- entry of **e-mail addresses** using the @-sign and URLs in Personal Author (Tag 100), Funding Organization (Tags 109), Corporate Author (Tag 110), General Notes (Tag 610), Availability Note (Tag 611)
- discontinuation of standardization of corporate entries
- discontinuation of centralized maintenance of the Corporate Authority File
- discontinuation of centralized checking of corporate information, except for valid ISO country name or code, or standardized international organization name or code
- elimination of corporate codes: entry of only full names of affiliations, funding organizations or corporate authors allowed in Tags 100, 109, 110
- implementation of “*Simplified Guidelines for the Allocation and Formatting of Corporate Entries*”
- discontinuation of publications: *IAEA-INIS-6: Authority List for Corporate Entries and Report Number Prefixes* and *IAEA-INIS-21: Guidelines for Standardized Entry of Corporate Bodies*
- entry of the dissertation statement (Tag 111) according to national usage
- entry of numbers in titles (with the exception of part designations) as given on the publication
- for publications without a title, provision of titles by the subject specialists. These titles are enclosed in square brackets
- English-language title (Tag 200) optional for the C level
- elimination of Tags 201 (Primary Subtitle) and Tags 231 (Original Subtitle) from all bibliographic levels
- changed entry rule for acronyms in conference titles: conferences having two titles, one of which is short form, e.g., an acronym, the short form to be entered first, followed by the full form of the title (Tags 210 and 215)
- two (or more) conferences titles in Tags 210 and 215 are separated by a semicolon and space
- possibility to enter two (or more) conference dates in Tag 213, separated by a semicolon and space
- use of the standardized full journal title instead of the abbreviated journal title. The full journal title is to be entered in Tag 229
- Tag 229 (Full Journal Title) becomes a mandatory field for Type of Record J

- capitalization in Original Title (Tag 230) field according to national usage
- use of Edition (Tag 250) for non-print, as well as print publications
- renaming of Tag 320 to 'International Codes'
- use of 'Nat. Cl.' to identify national patent subject classification codes (Tag 320)
- new length of ISBN: 13-digit ISBNs for books published after 1 January 2007
- entry of multiple ISBNs separated by semicolon and space
- entry of ISSN (Tag 320) at the M level when S level cannot be used
- use of six-character CODEN (Tag 321)
- use of additional terms specifying the type of agreement in the contract number field (Tag 330)
- elimination of Tag 404 (Printing Date) for journal literature
- renaming of Tag 500 to 'Physical Description'
- inclusion of physical description information for non-print publications (Types F and T) in Tag 500
- use of an estimated number of pages enclosed in square brackets (term 'vp.' in Tag 500 discouraged)
- entry of pagination of articles from journals (ie. J Type of Records) at A level instead of S level (Tag 500); volume and issue information continues to be entered at S level
- new examples for physical description of literature available on CD-ROM and Web pages (Tag 500)
- renaming of Tag 600 to 'Publication Language'
- requirement of a publication language code or language name (Tag 600) for all records
- entry of maximum eight languages at Tag 600 (Publication Language)
- inclusion of information on references, figures and tables in Tag 610 (General Notes) instead of entry at the end of the abstract in Tag 860
- entry of **e-mail addresses** using the **@-sign** and URLs at Availability Note (Tag 611)
- entry of Digital Object Identifiers (**DOI**) in tag 611 for electronic scholarly literature
- elimination of Tags 709 and 710 from the INIS record
- elimination of Tag 850 (Abstract Language)
- increase of the maximum length of abstract to **6000 characters**
- for publications with text less than 6000 characters, allow entry of the full text (in English) in Tag 860 following the wording '**Full text:**'

- elimination of the phrase 'Short communication' for abstract text (Tag 860)
- redefinition of literary indicator **E**: “No Abstract Prepared” and its use
- entry of the entire text of the abstract in Tag 860 (Abstract)
- increase of the maximum length of record to **32000 characters**

Computer-based information systems operate successfully only if the input is prepared with a high degree of consistency and accuracy. Because both systems are highly decentralized, the procedures for the preparation of input must be followed carefully if the necessary standards of consistency and accuracy are to be achieved.

Comments concerning the contents of this Guide should be sent to the INIS Unit, IAEA, e-mail: INIS.Input@iaea.org or the ETDE Operating Agent.

GENERAL GUIDELINES AND DEFINITIONS.

1.1. Definitions

The following definitions are used throughout this Guide:

A publication is a book, a chapter in a book, an article in a journal, a scientific or technical report, a dissertation, the text of a paper presented at a conference, a piece of computer software, a data file on a floppy disk, a sound recording, a moving-picture film, or any other recorded information, irrespective of the carrier medium, ie. in print or in electronic format.

A record is the unit of information containing the description of the publication which is provided by the input center. A record contains a bibliographic description of the publication, subject descriptors, and abstract(s).

1.2. Carrier Language

The carrier language is English. Descriptive expressions are given in English, as is the mandatory subject information, including an abstract.

1.3. Character Set

The character set used for entering information into the database record is described in Appendix 3, 'INIS/ETDE Character Set'.

1.4. Transliteration

Rules and relevant tables for transcribing characters not provided for in the character set are found in Appendix 7, 'Rules for Transliterating Selected Non-Roman Characters'.

1.5. Record Parts

A record for a publication consists of min. three and max. four parts:

- (1) A **header** used for control purposes and for selection of data during searching: Mandatory
- (2) A **bibliographic description** of the publication: Mandatory
- (3) A set of **subject descriptors** identifying the subject content of the publication: Mandatory
- (4) An English-language **abstract** which provides a summary of the information contained in the publication. (One or more additional abstracts may be submitted in any of the languages that can be machine-processed.): Optional under certain circumstances. For further details see Tag 008 (Literary Indicators) and Tag 860 (Abstract), 5.3.3 and 5.3.4.

Descriptive catalogers are primarily concerned with selecting and entering the information comprising the header and the bibliographic description of the publication. Therefore most of this Guide is concerned with this information.

Subject specialists usually select the subject categories and subject descriptors and prepare the abstract. Instructions for these parts of the record are provided in ETDE/INIS-02: Subject Categories and Scope Descriptions, IAEA-INIS-4, INIS: Instructions for Submitting Abstracts, and ETDE/INIS-03: Manual for

Subject Analysis and in ETDE/OA-11, Energy Technology Data Exchange Procedures Manual. Frequently, however, descriptive catalogers are required to ensure that all the data for a record is prepared and input.

A brief description of the subject categories, subject descriptors, and abstract, as well as procedures for entering them into the database record, is therefore also included in this Guide.

1.6. Publication Selection

In view of the decentralized nature of both systems, specific criteria for selection of publications for the databases are not included in this Guide.

Note: See ETDE/INIS-03: Manual for Subject Analysis (Chapter 2. Preparatory Analysis)

Each country is responsible for reporting relevant literature published within its borders; likewise, each International Organization is responsible for reporting literature within its organizational confines.

'**Published**' in this context is not restricted to distribution of copies (printed and/or electronic) to the general public. It also **includes** the concept of '**making public**' or '**making generally known**', e.g., by the presentation of a paper at a conference, or by **being host country of a conference**.

According to the **original** Membership Arrangements, Members had to report only what is published in their country or by their organization. Therefore, publications prepared by authors working in a country or organization, but published in another country or by another organization, had to be submitted by the country or organization of publication.

In 2000, due to technical and economic difficulties experienced at some INIS inputting centres, the principles under which INIS operated since the early 1970s, was reviewed and changes were carried out to the "*Definition of Membership Arrangements*". Accordingly, in addition to covering the literature published within their national boundaries or organizational confines, Members are expected to assist other Members by preparing input of literature published in other countries having a disproportionately large volume of nuclear literature. This activity is now referred to as 'Voluntary Contributions'. For further details, refer to GOV/INF/2000/21 (5 Sep 2000), Definition of Membership Arrangements for INIS, available from the INIS Members' Area at: http://www.iaea.org/inisnkm/marea/restricted/restrictedpdf/2003/ginf2000_21.pdf.

Based on this and/or other special circumstances, National Input Centres can take over responsibility for preparing input on behalf of another Centre. However, before starting such effort, it is highly recommended that Centres coordinate the activity with their counterparts and/or the INIS Secretariat and inquire about the status of the literature in question to avoid duplication of time and resources.

1.6.1. Subject scope

Before information is entered into the record, a decision must be made as to whether or not any of the subjects of the publication being cataloged fall within the subject scope for the database as defined in ETDE/INIS-02: Subject Categories and Scope Descriptions. To simplify the explanations given in this Guide, it is assumed that the descriptive cataloger is not a subject specialist and therefore does not select publications.

1.6.2. Publication subunits

Some publications contain subunits, such as chapters. For these publications, in addition to the decision as to whether or not the publication is within the subject scope, a decision must also be made as to whether or not it should be cataloged only as a single publication (e.g., a book) or have some or all of its subunits (e.g., some or all of the chapters of the book) cataloged as separate records. When cataloged separately, the subunits are called analytics.

A publication can be cataloged as many separate records if it is composed of chapters on distinct subjects, some or all of which need to be described individually.

A publication must be cataloged as many records if it is the proceedings of a conference containing the texts of separate papers by different authors.

Quite often only some of the chapters fall within the subject scope. Even if the whole book is within the subject scope, the subject specialist may indicate that each subunit should be entered as a separate record.

Note that, in either case, a separate record for the entire publication must be supplied in addition to the records for the various parts of it. The rules for this procedure are given in Paragraph 2.1.2.1, 'Whole/Part Relationships'. The exception to this rule is the 'J' Type of Record for which only records for the journal articles (which are analytics of the journal issue) are provided; a record for the journal issue itself is not provided.

There are, of course, natural limits beyond which the subdivision of a publication cannot be carried. Discretion must be applied and, to some extent, this will require judgment about the importance of the information, both in the present and in the future.

1.7. The Levels

There are six levels. Four levels (named A, M, S, and C) relate to the bibliographic description of the publication; the other two levels (named 9 and X) relate to the subject content (i.e., the descriptors (level 9) and the abstract (level X) of the publication. Every record must include at least one bibliographic level as well as one descriptors level (level 9) for a minimum of two levels.

The cataloger determines the Type of Record and the bibliographic levels to be used for entering the information about the publication on the basis of how the publication is published or produced and on the presence or absence of subunits.

Consider the situation in which the chapters of a book need to be treated as distinct publications. Each record must then identify the specific chapter as well as the book. The chapter and the book are said to be at two different bibliographic levels, the A level and the M level, respectively. The record, therefore, should contain two bibliographic description sections, each representing a different level.

If the book were one volume in a series, the series would also need to be identified. In this case there would be three bibliographic levels represented: the chapter (A level) contained in the book (M level) which is part of the series (S level). The complete record would contain three bibliographic description sections, one for each level.

The most common example of multilevel records is that of articles in journals in which case the article and the journal represent two bibliographic levels, the A level and the S level, respectively. Other examples of multilevel records are chapters in reports (AM), conference papers in bound proceedings (AM), and reports in series (MS).

1.7.1. The bibliographic levels

The four bibliographic levels are the A (analytical), the M (monographic), the C (collective), and the S (serial), which are defined as follows:

- | | | |
|---|-------------|---|
| A | Analytical | The analytical level is used for publications which are part of a larger bibliographic entity, e.g., chapter of a book, journal article, individual paper in a conference proceedings. |
| M | Monographic | The monographic level is used for publications which are independently published self-contained units. They are complete at the time they are issued or are to be issued in a known number of parts; they may, however, be issued as part of a series. They include reports, patents, books, pre-conference papers, and monographs. |

- C Collective The collective level is used for groupings, or collections, of publications issued either at one time or over a predetermined and finite period. An example is a multivolume treatise (sometimes called 'Handbook' or 'Encyclopaedia') typically issued under the general editorship of one or more editors, but of which each volume may be separately titled or sub-titled and edited or written by a separate editor or author.
- S Serial The serial level is used for publications which usually have a common name, which are issued more or less regularly in successive parts usually bearing numerical or chronological designations, and which are intended to be continued indefinitely. Serials include journals (periodicals), monographic series, newspapers, annual reports, newsletters, the memoirs, proceedings, transactions, etc., of societies, etc.

It is often difficult to determine whether or not the publication being described should be treated as a serial. Particular problems occur with those serials for which the primary publication title is the same as the serial title except for the addition of a year, a number, or similar information (e.g, 'Annual Report of the XYZ Corporation for 1991') since there is not a Type of Record for such serials and since information should not be repeated in the record. Following are guidelines for several types of publications to assist in making such a determination.

- A journal, or periodical, is considered to be a serial which is generally published with a defined, fixed interval between issues, which usually has more than one issue a year, and which usually includes a mixture of articles, letters, summaries, etc., in the issues. The 'J' Type of Record is used for describing these subunits.

- The issues of annual publications which review the activities of a given subject area and/or which are an annual compilation of papers related to a given subject can be treated as journals ('J' Type of Record).

- For a series which is composed of the annual reports of the activities of an organization or project, describe the annual issues as monographs.

- The individual parts of monographic series and publishers' series are described as monographs with the series information entered at the S level.

- Although scientific and technical reports are serials (the series being represented by the report series prefix), individual scientific and technical reports are described as monographs using the 'R' Type of Record. Serial information, such as an ISSN, is entered in the appropriate tag at the M level.

- Articles from newspapers are described as 'J' Type of Records.

The bibliographic levels form a hierarchy with the A level at the bottom. The A level is included within the M level. The M level is included within the C or S levels. When the phrase, 'lowest bibliographic level' is used, it means that information should be reported at the A level if the publication has an A level (level combinations AM, AS, AMC, AMS) or at the M level if the publication does not have an A level (level combinations M, MC, MS).

Every publication must be assigned at least one bibliographic level.

For every publication submitted for input, determine the following:

- (a) the lowest level appropriate for describing the publication

Examples: the lowest level for a chapter in a book is the analytic, or A, level

 the lowest level for a patent is the monographic, or M, level

- (b) which higher levels must be used in order to describe the publication completely and to permit a user to locate it

Example: the next higher level for a book chapter is the monographic, or M, level. (The serial, or S, level or the collective, or C, level may also be assigned if the book containing the chapter is part of a series or collection.)

When these two points have been decided, the information which is needed for the database record can be determined.

1.7.2. The subject-related levels, 9 and X

Both of the subject-related levels must be included in each record. The '9' Level is used for the subject descriptors assigned to the publication. The 'X' Level is used for the abstract(s) provided for the publication.

ETDE Note: Level 9 also may be used for the subject category codes.

1.8. Matrices of Bibliographic Data Elements

The 'Matrices of Bibliographic Data Elements' included in Appendix 2 provide assistance in determining which data elements can or cannot be used for each type of record and which data elements must be used with a given literary indicator.

1.8.1. Matrix of bibliographic data elements - types of record and levels

This matrix in Appendix 2 consists of tables indicating which data elements are **Mandatory (M)**, **Present (P)**, or **Forbidden (F)** for a given type of record and level. There is a separate table for each combination of levels.

Data elements which are mandatory (M) must be included in the record even when the publication does not provide the information directly; examples are subject category codes and publication date. Data elements which are present (P) must be included in the record if the information is included in the publication being described; examples are author affiliations and ISBN. 'P' also indicates permission to include the information in the record even if it is not present in the publication itself, e.g., a CODEN or ISSN which is obtained from the

INIS or ETDE serial title publications. Data elements which are forbidden (F) must not be included in the record; examples are a patent number is forbidden in a J Type of Record and a conference date is forbidden for a patent record.

Consulting these tables will help to determine the number of levels needed to describe specific types of literature and which data elements must be present in the description for each type.

1.8.2. Matrix of bibliographic data elements - literary indicators

This matrix in Appendix 2 is a table of literary indicators showing which data elements are mandatory at each level for the various literary indicators.

1.9. Conventional and Non-conventional Literature

One more concept must be understood before starting to prepare input. This is the distinction between conventional and non-conventional literature.

Conventional literature is defined as literature (in electronic or print format) which is commercially available through normal publishing, acquisition or distribution channels, such as books and journals. Full text of such literature is not submitted to INIS or to the ETDE Operating Agent with the bibliographic input. Types of Record B, F, J, and T are used for describing conventional literature.

Non-conventional literature (NCL), also known as Grey Literature, is defined as any literature (or documentary material) in electronic or print format which is normally not available through commercial publishing or distribution channels and which is generally difficult to locate.

Examples of non-conventional literature include but are not limited to the following types: scientific and technical reports, pre-conference papers, conference proceedings, booklets, bulletins, datasets, government reports and documents, legal documentation, manuals, newsletters, non-commercially published theses and dissertations, patents, preprints, reviews, standards and specifications, statistical surveys, websites, working documents, white papers.

The full text of non-conventional (grey) literature should be submitted to INIS and/or ETDE/OA for making it available in electronic format and providing online access to ensure easy retrieval as well as long-term preservation. Types of Record I, P, and R are used for describing non-conventional literature.

Note that conference proceedings may be considered either conventional or non-conventional literature. If conference proceedings are published commercially, they are treated as conventional literature and the full text is not submitted to INIS or ETDE/OA. On the other hand, conference proceedings which are not made available through commercial channels are treated as non-conventional literature.

Likewise, dissertations and theses may be considered non-conventional or conventional literature depending upon their availability.

If the full text of such literature cannot be provided to INIS or ETDE for a compelling reason, e.g. copyright restrictions, an availability information or a link (URL, PURL) should be provided at Tag 611 (Availability Note) to indicate where to obtain an electronic or printed version of the full text. Further details and examples are given in Paragraph 3.15.2.

THE HEADER

The header reflects in a concise form the kind of literature being recorded. It contains information which is very important for searching the database records and for control purposes. Header information includes the temporary record number, indication of relationship to other records, subject category codes, type of record code, number of abstracts, bibliographic level codes, and literary indicators.

2.1. Entering the Header

Tags 001 through 008 are included in the Header portion of the record. When a new record is prepared, data must be entered in tags 001 and 008 and, if required, also in tag 007; these tags are discussed in the following Paragraphs.

Tag 002 is no longer used, because input submission on worksheet is not accepted by the systems. Therefore, Appendix 12, 'Preparing a Worksheet' has been deleted from this version.

Tags 004 and 005 relate to changed and deleted records and are discussed in Appendix 13, 'Submitting Changed and Deleted Records in Machine-Readable Form to INIS or the ETDE/OA'.

Header information may be entered in either upper- or lowercase.

Tag 001

2.1.1. Temporary Record Number (Tag 001)

The Temporary Record Number (TRN) is a unique number assigned to an input record by the input center. It is composed of nine characters, divided into groups of two characters for 'country', two characters for 'Year', and five characters for 'Sequential Number'.

Example: The 123rd record reported in 1998 by a Japanese input center would have the TRN **JP9800123**

 The first record reported in the year 2000 by the Czech input center would read: **CZ0000001**

2.1.1.1. Country or International Organization Identification (Tag 001)

The first two characters in the TRN designate the country or the international organization for which the input center is reporting. Since an input center usually enters records only for publications published in that country or by that international organization, the code can be considered to designate the country or international organization of publication.

The country designation is the appropriate standardized two-letter code listed in ISO International Standard 3166, Codes for the Representation of Names of Countries. These standardized country codes, as well as standardized codes for selected international organizations, are listed in Appendix 9, 'Country and International Organization Names and Codes'.

Example: In TRN JP9800123, the country code 'JP' indicates the publication was reported by an input center in Japan

2.1.1.2. Year (Tag 001)

The year designation represents the calendar year during which the record is generated. It is not the year of publication.

Report the last two digits of the calendar year.

Example: In TRN AT0900123, the '09' indicates that the record was prepared in the year 2009.

2.1.1.3. Sequential Number (Tag 001)

Sequential numbers are composed of five characters. The first two characters may be alphabetic or numeric characters. The last three characters must be numeric characters.

Examples: **DE00F9951**
 NL03FA236
 AU0700566
 US0945678

Sequential numbers are assigned by the input center in ascending sequence.

Example: In TRN BR0800566, the '00566' indicates the record was the 566th record submitted in the year 2008.

The numbering sequence may be a continuous sequence regardless of the year, or the sequence may begin with '00001' again at the start of the new calendar year, depending on the input center's preference. Under no circumstances, however, may a TRN be used more than once, except for changes to existing records (see Appendix 13, 'Submitting Changed and Deleted Records in Machine-Readable Form to INIS or the ETDE/OA').

Note: The TRN is a temporary record number. When the record has been accepted for inclusion in the database, a Reference Number (RN), which will identify the record in all output products, will be assigned during central processing. The TRN will, however, continue to be carried in the record.

Please note that Tag 002 (Worksheet Control) is no longer used because input submission on worksheet is not accepted.

Please note that Tag 004 (Record Status), which is used to indicate that a record is a changed or deleted record, is discussed in Appendix 13, 'Submitting Changed and Deleted Records in Machine-Readable Form to INIS or the ETDE/OA'.

Please note that Tag 005 (Affected RN), which is used only when sending changed or deleted records in machine-readable form, is discussed in Appendix 13, 'Submitting Changed and Deleted Records in Machine-Readable Form to INIS or the ETDE/OA'.

Tag 007

2.1.2. Related RN/TRN (Tag 007)

The publication being cataloged may relate in some way to another publication that has been (or is being) submitted. The related RN/TRN field is used to indicate this relationship.

To relate one record to another, enter the volume number followed by the RN of the related publication at Tag 007. If the related publication has recently been submitted, and an RN has not yet been assigned, enter the TRN at Tag 007. The RN, if available, is preferred.

Only one relationship can be reported using Tag 007. Use Tag 610 (General Notes) for reporting additional relationships (see Paragraph 3.15.1.2.).

The main use of the related RN/TRN tag is to indicate whole/part relationships; other possible uses are also described in the following paragraphs.

2.1.2.1. Indicating whole/part relationships with Tag 007

When analytics are provided for monographic literature, such as a report or book, a record for the entire publication must be supplied in addition to the records prepared for the analytics. This record for the publication as a whole is called the 'lead record'. For example, the lead record for a report analytic is the record describing the report in which that analytic is included.

No lead record is prepared for a journal issue. Separate records are prepared, however, for each article selected for the database which is contained in the issue.

The subject specialist responsible for indexing and abstracting the publication should provide a separate set of descriptors and a separate abstract for the lead record in addition to the descriptors and abstracts prepared for the analytics.

The lead record should always be assigned the subject descriptor 'LEADING ABSTRACT'.

The RN/TRN of the lead record must be included in Tag 007 in all the records for the analytics relating to that publication.

2.1.2.2. Other relationships using Tag 007

Whenever there is a close relationship between two publications, Tag 007 can be used as though it were a 'see also' reference. Remember, however, that Tag 007 can be used to report only one such relationship.

Examples:

- (1) Over a period of time, a series of four papers on a particular subject is published by a journal. The journal may identify these as Parts I, II, III, and IV. When Part I is published, no relationship can be shown in the record since the other Parts do not yet exist. When Part II is published, a relationship can be shown to the record for Part I. When Part III is published, the best plan is to show a relationship to the record for Part II (not Part I). Similarly, when Part IV is published, show a relationship to the record for Part III. When this procedure is followed, a user discovering the record for the latest Part

can follow the chain of relationships that will lead back to the records for all the preceding parts.

- (2) If a journal article summarizes the detailed experimental results presented in a technical report, the records for the journal article and the technical report may be linked by using Tag 007.

*2.1.2.3. Relationships when Tag 007 **cannot** be used*

Do **not** use Tag 007 to show a relationship to a publication for which neither the RN nor TRN are known. Such a situation may arise:

- (a) If the related publication was published in a country other than the one for which you are reporting, and that country's center has not yet reported the publication.
- (b) If the related publication is outside the INIS or ETDE subject scope.

Note: In either of these cases, the relationship can be reported in Tag 610 (General Notes).

- (c) Never report a relationship to a publication which has not yet been submitted, even if the TRN under which it will be submitted in the future is known.

Example:

001^XA0812345

008^S98/00/J/AS/E

009^A

100^

etc..

009^9

800^IAEA Safeguards; etc...

Note: the last tag entered in the record should be Tag 800 (or 810, if proposed descriptors are entered)

Tag 008

INIS Note: One or more non-English-language abstracts may be submitted in a record sent to INIS. Enter the number of abstracts being sent in Tag 008. For example, enter **03** if the English-language abstract and two non-English-language abstracts are included in the record.

ETDE Note: One non-English-language abstract may be submitted in a record sent to ETDE. Enter **02** in Tag 008 if both an English-language abstract and a non-English-language abstract are being submitted to the ETDE/OA.

2.1.3.3. Type of Record (Tag 008)

The third subsection of Tag 008 contains a one-letter code which indicates the type of literature represented by the publication. When the type has been determined, enter the appropriate letter in Tag 008. Only one Type of Record code is entered for each record. Valid Types of Record are:

B Book Assign B if the publication is a commercially published book or monograph. (A monograph is defined as a systematic and complete treatise on a particular subject, usually detailed in treatment but not extensive in scope.) In contrast to a serial publication, a book or monograph is not intended to be continued indefinitely, although it may be issued in parts over a period of time.

Also assign B if the publication is an analytic from a publication cataloged as a B Type, e.g., a chapter in a book, a paper in the proceedings of a conference, or an article or one volume from a set of books, such as an encyclopedia or handbook, published in a predetermined number of volumes.

F Audiovisual Assign F if the publication is audio and/or visual material, e.g., moving-picture film, a slide or a collection of slides, a filmstrip, a sound recording, a video, a clip.

I Miscellaneous Assign I for a publication which is not commercially available and which is not a scientific and technical report. Examples include some theses and dissertations, pamphlets, brochures, booklets, conference proceedings, collections of abstracts of conference papers, conference programs, individual conference papers, newsletters, reviews, websites.

Also assign I if the publication is an analytic from a publication cataloged as an I.

J Journal article Assign J if the publication is a journal article.

A journal, or periodical, is considered to be a serial which is generally published (print and/or online) with a defined, fixed interval between issues, which usually has more than one issue a year, and which usually includes a mixture of articles, letters, summaries, etc., in the issues.

Tag 008

A non-journal serial is usually cataloged as a 'B', 'R', or 'I' Type. See Paragraph 1.7.1. for additional information.

P Patent Assign P if the publication is a patent, patent application, or any other patent document.

Note: When describing patents, refer to the correspondence table of Tags and INID Codes given in Appendix 5, 'WIPO Patent Information and Documentation: Recommendation Concerning Bibliographic Data on and Relating to Patent Documents' for help in selecting data elements.

Note: Usually only the country of first filing of an application or patent reports it. The appearance of a priority claim on an application or patent is indicative of a filing elsewhere, and therefore such an item need not be submitted unless the first priority filing is in the USA or the Russian Federation.

R Report Assign R if the publication is a scientific or technical report.

Also assign R if the publication is an analytic from a publication cataloged as 'R'.

If a scientific or technical report does not have a report number assigned by the issuing organization, a report number will be assigned by the organizations which make the report available (see Paragraph 3.11.1.)

T Computer Medium Assign T if the publication is a computer medium, e.g., machine-readable data.

Types of Record B, F, J, and T are considered conventional literature as described in Paragraph 1.9. Copies of publications assigned these Type of Record codes should not be submitted to INIS or the ETDE/OA.

Types of Record I, P, and R are considered non-conventional literature as described in Paragraph 1.9. In order to improve access to such literature, the full text (printed or electronic version) should be submitted with the bibliographic input to INIS or the ETDE/OA.

Note: If the full text of a publication of types I, P, or R will not be sent to INIS or ETDE/OA, the literary indicator 'X' must be entered in Tag 008 and availability (incl. URL, PURL, if available) must be entered in Tag 611 (see Paragraphs 2.1.3.5. and 3.15.2.).

2.1.3.4. Bibliographic Level (Tag 008)

The fourth subsection of Tag 008 contains the one-letter code(s) representing each bibliographic level assigned to the publication. The bibliographic levels, and the codes associated with them, are described in Paragraph 1.7.1. At least one code must be assigned; two or three codes may be assigned.

Before assigning any bibliographic levels, refer to the following listing of permitted bibliographic level combinations and to the tables in Appendix 2, 'Matrices of Bibliographic Data Elements' (see Paragraph 1.8.). Identify what kind of publication you are working with, e.g., book, journal article, patent. Determine the bibliographic levels needed to catalog the publication. Then locate the Type of Record code assigned to the publication on the table for this combination of bibliographic levels.

For example, if the publication has been identified as a patent, look for 'Patents' in the table. Since 'Patents' is found under the 'Monographic Level' (M), assign M to the publication. Because only one bibliographic level code has been assigned, the record will include only one bibliographic description section.

As another example, if the publication is a book, look for 'Books' in the row of headings for 'Type of Record'. Since 'Books' comes under the 'Monographic Level' (M), only M should be assigned. Since only one bibliographic level code has been assigned, the record will include only one bibliographic description section.

However, if the publication is, in fact, a chapter of this book, the record also involves an 'analytical entry', and both an M and an A need to be assigned. Since two bibliographic level codes have been assigned, the record will include two bibliographic description sections.

Finally, if this book is one volume of a series, an S should also be assigned. The record for this publication will then have three bibliographic level codes, AMS. Since three bibliographic level codes have been assigned, the record will include three bibliographic description sections.

An article in a journal involves two levels - the article itself (analytical level) and the journal issue containing the article (serial level). Both A and S must therefore be assigned. Since two bibliographic level codes have been assigned, the record will include two bibliographic description sections.

A special problem arises when a journal is published in several series, e.g., Proceedings of the Royal Society (London), Series A, and Proceedings of the Royal Society (London), Series B. Such series are treated as though they were independent journals. An article in such a series is assigned only the bibliographic levels A and S, and the series is identified by including the series designation (e.g., 'Series A' or 'Series B') in the standardized journal title.

An encyclopedia or a handbook published in a predetermined number of volumes is treated either simply as a book or as a book within a collection, depending on its individual organization. Use the collective (C) level if each volume treats a specific separate subject, has its own title, and is perhaps also edited or written by an editor or author who is not the general editor. Chapters from particular volumes are then assigned bibliographic levels AMC. When not treated as part of a collection, encyclopedias and handbooks and chapters from particular volumes are assigned bibliographic levels M and AM respectively.

The permitted bibliographic level combinations are:

<u>Permitted Levels</u>	<u>Matrix No.</u>	<u>Examples of Use</u>
AS	A2.1	article in a journal
M	A2.2	book, patent, report, preconference paper
AM	A2.3	article in an encyclopedia, chapter of a book or report, conference paper in a bound set of proceedings

Tag 008

<u>Permitted Levels</u>	<u>Matrix No.</u>	<u>Examples of Use</u>
AMC	A2.4	chapter of a book in a collection
AMS	A2.5	chapter of a book in a series
MC	A2.7	report or brochure or patent in a collection
MS	A2.6	book in a series

The level combinations MCS and AMCS are not permitted. When all four levels are present, the information for the collective (C) level should be included in level M.

2.1.3.5. Literary Indicator (Tag 008)

The fifth subsection of Tag 008 contains the one-letter codes (called literary indicators) which emphasize certain literary characteristics of a publication independent of the type of record.

Assign as many codes as are applicable to the publication. When more than one code is assigned, enter them without any separation between the codes.

Example: **KNT**

Use of some literary indicators requires that information be included in other fields and/or that specific subject descriptors (Tag 800) be used. The following descriptions include these requirements. Appendix 2, 'Matrices of Bibliographic Data Elements', includes a matrix showing these relationships.

Valid literary indicators are:

E	No Abstract Prepared	Assign E whenever no abstract is submitted for a publication which itself is a summary or abstract of a conference paper or other publication. Special instructions are included in Tag 860 (Abstract).
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Example:

001^XA9912345
008^S98/00/J/AS/E
009^A
100^
etc..
009^9
800^IAEA Safeguards; etc..

Note: the last tag entered in the record should be Tag 800 (or 810, if proposed descriptor entered)

K	Conference	Assign K whenever the publication is the proceedings of a conference or other kind of meeting or if it is a paper given at such a meeting.
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When this literary indicator has been assigned, details of the conference must also be included in Tags 210 (Conference Title), 211 (Conference Place), and 213 (Conference Date) at the lowest bibliographic level.

- N Numerical Data
- Assign N whenever the publication contains useful numerical data. The data could be single numerical values presented in tables, or in graphical form, e.g., tables of mathematical functions, tabulations of physical data, or graphs showing variations of physical properties for different parameters. At least one of the following subject descriptors must be assigned when this literary indicator is used: COMPILED DATA, EVALUATED DATA, EXPERIMENTAL DATA, NUMERICAL DATA, STATISTICAL DATA, THEORETICAL DATA.
- ETDE note: Literary Indicator N must also be assigned when the subject descriptor FINANCIAL DATA has been assigned.
- Q Legislative Material
- Assign Q whenever the publication is a piece of legislation, i.e., a law, statute, regulation, or other governmental or parliamentary instrument.
- This literary indicator should not be assigned to publications which treat legislation as subject matter.
- The subject descriptor LEGISLATIVE TEXT must be assigned when this literary indicator is used.
- T Translation
- Assign T whenever the publication is a translation.
- This literary indicator must be accompanied by a citation for the source, i.e., original, document in Tag 610 (General Notes).
- U Thesis
- Assign U whenever the publication is a thesis or dissertation written for the purpose of obtaining a degree from an academic institution or for obtaining a level of membership in an academic institution.
- This literary indicator must be accompanied by the awarding institution in Tag 110 (Corporate Entry) and the academic degree and academic dissertation in Tag 111 (Academic Degree).
- V Computer Program Description
- Assign V whenever the publication is a description of a computer program, code, user manual, or other software or program documentation necessary to run the program. For example, assign V to program documentation such as a user's program maintenance manual, but not to a report describing an application or the user's experience.
- If the title does not contain the program name, the program name must be entered in Tag 620 (Title Augmentation).

Tag 008

- The subject descriptor COMPUTER PROGRAM DOCUMENTATION must be assigned when this literary indicator is used.
- W Standard or Specification**
- Assign W whenever the publication is a standard or a specification. Use is not restricted to official publications of national or international standardization organizations.
- The subject descriptor STANDARDS DOCUMENT must be assigned when this literary indicator is used.
- X Non-conventional Literature**
- Assign X whenever the publication is non-conventional literature for which the full text, for a compelling reason, cannot be made available to INIS or ETDE.
- When an 'X' is assigned for a lead record (M level), an 'X' also must be assigned for each analytic record (A level) related to that lead record.
- When this literary indicator is assigned, an availability note must be included in Tag 611 (Availability Note).
- Y Progress Report**
- Assign Y whenever the publication is a progress report.
- The subject descriptor PROGRESS REPORT must be assigned when this literary indicator is used.
- NOTE: Progress reports are reports issued to inform people about research being conducted or recently completed by an organization or one of its components. The activities described may relate to one project or to more than one project. Progress reports are usually issued at intervals throughout the life of the project with a final report being issued after the project is completed. The reports may be called 'progress' or 'status' reports. They usually indicate the time period covered and contain information concerning progress made during that reporting period; thus they provide important information although they may not include the history or objectives of the research and often need to be used along with other reports in the series.
- Z Bibliography**
- Assign Z whenever the publication is a bibliography, e.g., a list of citations (with or without abstracts) covering a specific field of knowledge or the publications of a specific organization.
- The subject descriptor BIBLIOGRAPHIES must be assigned when this literary indicator is used.

2.2. Submitting Changed or Deleted Records

If a record which already has been submitted must be changed or deleted, use the procedure described in Appendix 13. Submitting Changed and Deleted Records in Machine-Readable Form to INIS or ETDE/OA.

DATA ELEMENTS FOR THE BIBLIOGRAPHIC LEVELS A, M, S, AND C

Part 3 describes the procedures for selecting information for the data elements at the A, M, S, and C bibliographic levels and for entering that information into a machine-readable record.

3.1. How to Determine the Data Elements and Their Sequence

The Type of Record selected for a publication and the bibliographic levels needed to describe that publication are used to determine the data elements needed to complete the bibliographic portion of a record.

Use the relevant table in Appendix 2, 'Matrices of Bibliographic Data Elements', to determine what information must or should be entered for the Type of Record and bibliographic levels chosen for the publication being described.

Tag 009

3.2. Level Indicator (Tag 009)

When used with a bibliographic description section, Tag 009 indicates the bibliographic level (A, M, C, or S) assigned to the data elements which follow it. Always begin assigning information with the lowest bibliographic level required for the publication. Work upwards through the levels if more than one level is required. Repeat Tag 009, assigning the appropriate code, each time analysis of information for a new level is begun.

For example, if the Type of Record selected is a 'J' for a journal article, data will be assigned for the two bibliographic levels A and S. The column under 'A' in the matrix for levels A/S shows the data elements which can be used for assigning information about the article itself. The letter 'M' (Mandatory) indicates information that must be entered, and the letter 'P' (Present) indicates information that must be provided if it is present on the publication or which can be included even if it is not present in the publication itself, e.g., a CODEN or ISSN which is obtained from the INIS or ETDE serial title publications. The letter 'F' (Forbidden) indicates data elements which are never used for the J Type. The column for the 'S' level likewise indicates the information about the journal itself that must or should be provided at that level.

Unless otherwise indicated, use only the information which is available from the publication itself. Change the format as appropriate, for example, for the date of publication. Note that an authority or other reference source may be used to determine the format.

Remember also that information is included only once in the record, even when applicable to more than one level, i.e., information is not repeated. For example, in the description of a report where the personal author affiliation is the same as the corporate body, the affiliation is omitted. (An exception to this rule occurs for certain types of translations; see Paragraph 3.8.1.)

3.3. Personal Authors (Tag 100)

The personal author is defined as:

The person, including the inventor of a patent, chiefly responsible for the creation of the intellectual content of the publication.

A personal author must be included if one is indicated on the publication. If there is not a personal author, refer to paragraph 3.3.4.

3.3.1. Selecting personal authors

All persons responsible for the intellectual content are treated as personal authors and their names are included in the personal author fields. Thus the following should be selected:

- Name(s) preceded by the word 'by'
- Name(s) not specified as author(s) but which, because of their location on the publication, may be assumed to be the author(s)
- Person(s) preparing the publication (especially if a report)
- Person(s) submitting the publication (especially if a report)
- Editor(s)
- Compiler(s)
- Principal investigator(s)
- Inventor(s) of patents
- Others who are designated as responsible parties

The authors' names usually appear on the cover or title page of a publication. Check other pages to verify an author's name, if necessary.

Project or program managers or directors are not selected as authors unless it is specified that the publication was 'prepared by' or 'submitted by' that person.

Inventors of patents are treated as personal authors. For identification of the inventor of a patent, see Appendix 5, 'WIPO Patent Information and Documentation: Recommendation Concerning Bibliographic Data on and Relating to Patent Documents'.

For translations, the author of the source document is selected. The name of the translator is not entered in the record.

3.3.2. Entering personal authors' names

Enter personal authors according to the 'Headings for Persons' in the Anglo-American Cataloguing Rules, 2nd Edition, with the following recommendation:

- enter initials when more than one forename is given except for cases cited below;
- if only one forename is given, it may be spelled out in full or entered as a single initial;
- always enter forenames in full when so given on publications for those languages where each

Tag 100

surname occurs very frequently and the full forename(s) are required for unambiguous identification, e.g., Japanese or Korean names;

- enter Chinese names according to the rules provided in Appendix 6, 'INIS Rules for Entering Romanized Chinese Personal Names';
- omit all titles and degrees;
- transliterate names from non-Roman alphabets as specified in Appendix 7, 'Rules for Transliterating Selected Non-Roman Characters'. If the name is in a non-Roman alphabet (such as Japanese) which is not included in Appendix 7, use the transliteration scheme adopted by your input center. If the author's name as it appears in the publication is already a transliteration, try to determine the original spelling. Then re-transliterate the name according to the appropriate rules, if necessary;
- treat diacritical signs and accents as specified in Appendix 3, 'INIS/ETDE Character Set'.

3.3.2.1. *Entry for a single personal author*

Unless otherwise indicated, the information for a personal author is entered in the following sequence: the surname, forename initial(s), name fragment, editor or compiler relationship, affiliation. Using this sequence, the entry for a single personal author would be developed as described in the following paragraphs. (Examples referenced in the following paragraphs are included in Table 1)

3.3.2.2. *Surname*

First enter the surname, with its first letter capitalized.

Example: **Taylor**

Note: Spanish compound surnames sometimes appear with an initial instead of the matronymic, i.e., the second part of the surname. A period, however, is not permitted before the comma that separates the surname from the forename. Therefore, if the full matronymic is easily determined, it should be spelled out. If it cannot be easily determined, enter the initial(s) representing the matronymic without a period.

Example: source enter
 Juan Morales A. **Morales A, J.**

3.3.2.3. *Forenames*

The full forename(s) or the initial(s) of the forename(s), except as indicated below, are entered next. If a single forename is spelled-out, the forename is separated from the surname by a comma and a space. When more than one forename is entered, separate them with a space. When the initials are entered, they are separated from the surname by a comma and a space. A period follows each initial. Any number of initials may be entered; if two or more initials are entered, do not separate them with a space.

Example: **Taylor, Paul James** **or** **Taylor, P.J.**

An initial may consist of more than one character, as, for example, in transliterated initials.

Example: **Cheplakov, Kh.Yu.**

<u>Source</u> (Arabic names)	<u>enter</u>
Khalid Emin Abd El-Azim	Abd El-Azim, K.E.
or	Abd El-Azim, Khalid Emin
Mohammad Omar J. Al-Achkar	Al-Achkar, M.O.J.
or	Al-Achkar, Mohammad Omar J.

3.3.2.4. Name fragments

Some names contain fragments that are not forenames. Examples include 'Jr.', 'III', 'de' (French names), 'von' (German names). If, under the Anglo-American Cataloguing Rules, 2nd Edition, these are transposed to the end of the name, they are separated from the preceding information by a space, but not by punctuation marks (see Table 1., example 2).

<u>Source</u>	<u>enter</u>
W J de La Fontaine	La Fontaine, W.J. de
Juan Moreno Alcantara	Moreno Alcantara, J. or Moreno Alcantara, Juan
Manuel de Falla	De Falla, M. or De Falla, Manuel

3.3.2.5. Relationships

A person may be related to a publication in a number of different ways other than as an author, i.e., as the person initially creating or responsible for the contents of the publication. Examples of such relationships are 'editor', 'compiler', 'translator', 'collaborator'. These other relationships may be indicated by the use of a specific term, or 'relator', which identifies the type of relationship.

For input to the INIS and ETDE databases, a relator is used only for a person whose relationship to a publication is that of an 'editor' or a 'compiler'. A relator is not assigned if the relationship is that of an author only.

For a person whose relationship is that of an 'editor', use the abbreviation 'ed.' (plural form 'eds.'). For a person whose relationship is that of a 'compiler', use the abbreviation 'comp.' (plural form 'comps.').

The relator is separated from the author's name by a space and is enclosed in parentheses.

Example: **Taylor, P.J. (ed.)**

When both a relator and an affiliation are to be entered, enter the relator first, followed by a space, and then enter the affiliation, e.g. **Taylor, J.P. (ed.) (McGill University, Montreal, PQ (Canada))**.

Other information related to a personal author, such as a pseudonym, a former name, or a designation as a chairman of a committee or conference session, may be entered in Tag 610 (General Notes).

3.3.2.6. Affiliation [with or without e-mail]

The affiliation provides the name and location of the laboratory or other organization where the author was employed when carrying out the work being described. It is included in the record only if it is given in the publication being cataloged. Do not use the author's current affiliation if it differs from the affiliation where the author was employed when the work was carried out.

Tag 100

Avoid repetition of data, if possible, ie: when there is one author and if the affiliation is the same as the corporate body which will be included in the record, do not include the affiliation in the author field.

Note: The **e-mail** address of an author may be entered here using the @-sign, as well as at Tag 610 (General Notes) and Tag 611 (Availability Note).

For **new** examples with e-mail addresses, see *Table 1A: Additional Examples*, and also paragraph 3.15.2.1).

Note: If there is no personal author, but an organization is listed, enter the full name and the location of the organization as a corporate entry in Tags 110 (Corporate Entry). Do not enter an affiliation without a personal author in Tag 100.

The affiliation is entered as free text followed by the standardized country code. The affiliation is enclosed in parentheses and is separated from the author's name or the relator by a space.

Examples of author entries with affiliations and e-mail address:

Zinkle, S.J. (ed.) (Oak Ridge National Lab., TN (United States))

Toezer, S. (KFKI Atomic Energy Research Institute, Budapest (HU)), E-mail: tozser@sunserv.kfki.hu

Note: The place name should be entered in the standard format, i.e., enter the English-language version of the name of the city followed by a space and the standardized country code or country name . The country code or country name must be enclosed in parentheses. If a state or province code is entered, separate it from the city name by a comma and a space and from the country code or country name by a space.

Example: **Toronto, ON (Canada)**

Standardized country codes and country names are listed in Appendix 9, 'Country and International Organization Names and Codes'. Standardized state and province codes are listed in Appendix 10, 'State and Province Codes'.

For the spelling of city names, consult Webster's New Geographical Dictionary or the section 'Geographic Names' in Webster's New Collegiate Dictionary. (If more than one version is given, the first is usually the English-language version unless another version is so designated.) If the place is not listed in these sources, enter it in the original language, transliterated, if necessary, according to the procedures given in Appendix 7, 'Rules for Transliterating Selected Non-Roman Characters'.

The affiliation should be entered followed by the country code or country name for the country where the organization is located. The country code or country name must be enclosed in parentheses. The e-mail address must be entered after the closing parenthesis of the country code or country name.

Examples: Duniec, S. (Ringhals Power Station (Sweden))
De la Cal, Eduardo (Autoridad Regulatoria Nuclear, Buenos Aires (AR))
Vatulin, A. (VNIINM, PO Box 369, Moscow 123060 (RU)), e-mail: vat@bochvar.ru

Note: If there are two or more affiliations associated with an author or group of authors, separate the affiliations with a semicolon and a space.

Example: **Kenley, Z.F. (Ontario Ministry of Natural Resources, Toronto, Ontario (Canada); Earth Sciences, Inc., Golden, CO (United States))**

3.3.3. Entry of multiple personal authors

When a publication has multiple authors, the input procedure varies depending on the total number of authors. Regardless of the procedure used, authors are separated from each other by a semicolon and a space.

Example: **Pichette, R. J. (Ontario Ministry of Natural Resources, Toronto, Ontario (Canada)); Braun, J.F. (Earth Sciences, Inc., Golden, CO (United States))**

Acosta-Avalos, Daniel; El-Jaick, Lea J.; Cunha, Alexandra D.M.; Malheiros, Maria G.; Wajnberg, Eliane (Centro Brasileiro de Pesquisas Físicas (CBPF), Rio de Janeiro, RJ (Brazil))

Takeda, Mitsuhiro; Ohnuki, Somei; Watanabe, Seiichi (Hokkaido Univ., Sapporo (Japan). Dept. of Materials Science)

When fewer than 10 authors are listed, enter all of the authors in the record. Except as indicated below, the authors should be entered in the sequence shown on the publication (see Table 1., example 4).

When 10 or more authors are listed, one of the following options may be used:

- (a) Enter only the names of the first three authors, including the appropriate affiliations. Enter a space after the third author and then the phrase 'and others' enclosed in parentheses instead of the names of the remaining authors (see Table 1., example 10),
- (b) Enter all the authors and their affiliations. (This option is recommended for the lowest bibliographic level only.)

3.3.3.1. Relationships in multiple author entries

If the first and one or more of the following authors share a common relator, enter the relator in the form, '(eds.)' or '(comps.)' after the last author in the group (see Table 1., example 5). When there is a mixture of authors and/or editors and/or compilers, transpose the names of the authors to the end of the list.

Examples of multiple author entries with relators:

Rehn, L.E. (ed.) (Argonne National Lab., Materials Science Div., IL (United States)); Lucas, Henry Jr. (ed.) (Univ. of California, Santa Barbara, CA (United States))

Lucas, Henry Jr.; Williams, Charles.S. (eds.) (Univ. of California, Santa Barbara, CA (United States))

Sangurdekar, P.R.; Kurien, Thomas (comps.) (Radiation Safety Systems Div., Bhabha Atomic Research Centre, Mumbai (India))

Tag 100

3.3.3.2. *Affiliations in multiple author entries with or without e-mail addresses*

If each author has a different affiliation, enter the affiliation after each author.

If all the authors share the same affiliation, enter the affiliation (in parentheses) only once, i.e., after the entry for the last author. An exception occurs when the corporate entry in Tag 110 would be identical with this affiliation; in such a case, the affiliation entry in Tag 100 is omitted. If several authors listed consecutively share the same affiliation (forming a subgroup within the list), enter the affiliation after the last author in the subgroup. Repeat this procedure for each subgroup of authors in the list (see Table 1).

Examples: **Acosta-Avalos, Daniel; El-Jaick, Lea J.; Cunha, Malheiros, Maria G.; Piracicaba, SP (Brazil). Lab. de Isotopos Estaveis, E-mail: jmortatt@cena.usp.br; Takeda, Mitsuhiro; Ohnuki, Somei; Watanabe, Seiichi (Hokkaido Univ., Sapporo (Japan). Dept. of Materials Science)**

To avoid repetition of affiliations when the authors are not listed consecutively, the listing of authors may be rearranged so that all authors with the same affiliation are grouped together; the affiliation is then entered only after the last author in the group. The first author, however, must always remain in first place.

3.3.3.3. *Affiliations in multiple author entries with e-mail addresses*

If there are multiple authors, multiple affiliations and multiple e-mail addresses, enter each affiliation in parentheses and enter the email address only after the close parentheses separated with a comma.

Attention: the country code portion, eg. 'uy' in the e-mail address should not be followed by a closing parentheses.

Example:

100^ Burgos, M. (Uruguay Catholic University, Engineering Faculty, Montevideo (Uruguay)), email: mburgos@ucu.edu.uy; Berne, P. (Commissariat a l' Energie Atomique, Grenoble (FR)), email: Berne@chartreuse.cea.fr

For **additional** examples combining 'Authors, Affiliations, e-mail addresses', see Table 1A.

3.3.4. *No personal author*

If no personal author is given, and a corporate body will be entered in Tag 110, then leave Tag 100 blank.

If neither a personal author nor a valid corporate body can be found at any level, include 'Anon.' (the abbreviation for 'anonymous') in Tag 100 at the lowest bibliographic level.

Table 1. Personal Author Input: Examples

	<u>Source</u>	<u>Input</u>	<u>Rules</u>
1	Edith Maria Leinweber	Leinweber, E.M. Leinweber, Edith Maria	Initials or full names
2	Jean de La Fontaine, W. L. Weaver III	La Fontaine, J. de; Weaver, W.L. III	Name fragment with initials (or full names)
3	Juan Morales A., Pedro Lopez M. del C.	Morales A, J.; Lopez M del C, P.	Matronymic entered without a period (with initials or full names)
4	Miklos Norikov, Leo Dorikens-Vanpreat, and Czeslaw Bobrowski	Norikov, Miklos; Dorikens- Vanpreat, L.; Bobrowski, Czeslaw	Multiple authorship (with initials or full names)
5	Edited by Paul Ralph Johnson and Albert Charles Morris; Larry B. Ashe-Kroft, Yoshio Matsuura, and Teresa R. D'Ottario, compilers	Johnson, P.R.; Morris, A.C. (eds.); Ashe-Kroft, L.B.; Matsuura, Yoshio; D'Ottario, T.R. (comps.)	Relators
6	D.O. Hummel, Christel Schneider, R.C. Potter, G. Ley, J. Denaxas, D. Widdershofen, Institut fuer Physikalische Chemie und Kolloidchemie, University of Cologne Cologne, Federal Republic of Germany and M. Ryska, Institute for Macromolecular Chemistry, Academy Science, Prague, (Czech Republic)	Hummel, D.O.; Schneider, C.; Potter, R.C.; Ley, G.; Denaxas, J.; Widdershofen, D. (University of Cologne, Cologne (Germany)); Ryska, M. (Institute for Macromolecular Chemistry Academy of Science, Prague (CZ))	Multiple authors with different affiliations entered in unstandardized form. The country code or country name <u>must</u> be entered in standardized form and enclosed in parentheses.

Tag 100

Table 1. Personal Author Input: Examples (cont.)

	<u>Source</u>	<u>Input</u>	<u>Rules</u>
7	H.H. Aly, K. Schilcher, International Centre for Theoretical Physics, Trieste, Italy	Aly, H.H.; Schilcher, K. (International Centre for Theoretical Physics, Trieste (IT))	Multiple authors with the same affiliation
8	B. Larson, E. J. Brash, O. Haeusser, Simon Fraser University, Burnaby, Canada, G. Casini, M. Bini, A. A. Stefanini, Universita di Firenze, Italy, R. Freifelder, M. H. Tanaka, A. Gobbi, J. Wessels, Gesellschaft fuer Schwerionenforschung, Darmstadt, Germany; J. O. Newton, J. X. Chen, Department of Nuclear Physics, Research School of Physical Sciences, Australian National University, Canberra, Australian Capital Territory, Australia	Larson, B.; Brash, E.J.; Haeusser, O. (Simon Fraser University, Burnaby (Canada)) (and others)	More than 10 authors given; only 3 are entered, followed by a space and the phrase, 'and others ' enclosed in parentheses.

Table 1A: Authors, Affiliations, e-mail address, web address: Examples

In case of multiple authors, affiliations and/or e-mail addresses, each affiliation must be entered in parentheses. The email address must be entered only after the close parentheses separated by a comma and a space.

Attention: the country code portion, eg. 'uy' in the e-mail address must not be followed by a closing parentheses.

Case 1) 2 authors, 1 affiliation, 2 E-mails:

100^Goso, C.; Ubilla, M. (Dpto. de Evolucion de Cuencas Facultad de Ciencias, Montevideo (Uruguay)), e-mail: goso@fcien.edu.uy, e-mail: ubilla@fcien.edu.uy

Case 2) 2 authors, 2 affiliations, 2 E-mails:

100^Jun, Byung Jin (HANARO Center, Korea Atomic Energy Research Institute, P.O.Box 105, Yusong, Taejon, 305-600 (Korea, Republic of)), E-mail: bjjun@nanum.kaeri.re.kr; Lee, Byung Chul (HANARO Center, Korea Atomic Energy Research Institute, P.O.Box 105, Yusong, Taejon, 305-600 (KR)), E-mail: bjjun@nanum.kaeri.re.kr

Case 3) Multiple authors, 1 affiliation, 1 E-mail:

100^Steinmeyer, S.; Kolbesen, B.O. (Johann Wolfgang Goethe-University, Institute of Inorganic Chemistry/Analytical Chemistry, Marie Curie Strasse 11, 60439 Frankfurt am Main (Germany)), email: kolbesen@chemie.uni-frankfurt.de

100^Gaucher, C.; Cernuschi, F.; Chiglino, L. (Departamento de Geologia, Facultad de Ciencias, Montevideo (Uruguay)), E-mail: gaucher@chasque.apc.org

Case 4) Multiple authors, 1 affiliation, multiple E-mails:

100^Herdeiro, C.; Hirano, S.; Kallosh, R. (Department of Physics, Stanford University, Stanford, CA (United States)), Email: carlos@het5.stanford.edu, e-mail: hirano@itp.stanford.edu, e-mail: kallosh@stanford.edu

Case 5) Multiple authors, multiple affiliations, multiple E-mails:

100^Burgos, M. (Uruguay Catholic University, Engineering Faculty, Montevideo (Uruguay)), Email: mburgos@ucu.edu.uy; Berne, P. (Commissariat a l' Energie Atomique, Grenoble (FR)), Email: Berne@chartreuse.cea.fr

Case 6) Multiple authors, one affiliation, one E-mails & one authors, 1 affiliation, 1 E-mail:

100^Mortatti, Jefferson; Bortoletto Junior, Milton Jose; Oliveira, Helder de; Lopes, Renato Alessandro (Centro de Energia Nuclear na Agricultura (CENA), Piracicaba, SP (Brazil). Lab. de Isotopos Estaveis), E-mail: jmortatt@cena.usp.br; Probst, Jean-Luc (Ecole Nationale Superieure Agronomique de Toulouse (ENSAT), Castanet Tolosan Cedex (France)), Email: jean-luc.probst@ensat.fr

Case 7) Multiple authors, no affiliation, only 1 E-mail:

100^Beaujean, R., E-mail: r.beaujean@email.uni-kiel.de; Kopp, J.; Burmeister, S.; Petersen, F.; Reitz, G.

Case 8) Multiple authors, affiliations, web address

[*Note: web address is normally entered at tag 611 (Availability Note), however, it is also accepted here:*]

100^Mandela, N. (Make Poverty History, London (United Kingdom)). www.makepovertyhistory.com; Carter, J. (Carter Center (United States)); Gorbachev, M. (Green Cross International, Geneva (Switzerland))

Case 9) Multiple authors, no affiliation, 1 E-mail, 1 web address:

100^Kentsch, U.; Landgraf, S.; Schmidt, M.; Tyrroff, H.; Zschornack, G., E-mail: zschornack@physik.tu-dresden.de; <http://www.physik.tu-dresden.de/apg>; Grossmann, F.; Ovsyannikov, V.P.; Ullmann, F.

100^Reifarth, R., E-mail: reifarth@lanl.gov; <http://www.reifarth.com>; Haight, R.C.; Heil, M.; Kaeppler, F.; Vieira, D.J.

(Pls. also note that the different writings of the word 'email' are accepted)

3.4. Collaborations (Tag 107)

This field contains the name of the collaboration or collaborations conducting the research being reported. The concept of collaborations, so far limited to the high energy physics field, is based on the requirement for groups of laboratories and/or individual scientists to work as a single entity on a project. Such groupings are established for a limited period of time with the aim of performing certain experiments.

Enter the collaboration or collaborations as given on the publication. Multiple entries are separated by a semicolon and a space.

Examples: **WA80 Collaboration**

CERN-Dortmund-Heidelberg-Warsaw-Ames-Bologna Collaboration; CERN-Heidelberg-Lund Collaboration

A record may have only a collaboration, or it may have a collaboration in combination with a personal author/affiliation (Tag 100) and/or corporate entry (Tag 110), depending on the information contained in the piece of literature being described.

Note: When used in phrases such as 'Produced in collaboration with the University of New Mexico' or 'Mark Andrew and James Jensen, collaborators', the words 'collaboration' or 'collaborator' may not refer to a named collaboration such as those given in the examples above. Such information should not be selected for Tag 107 unless it actually refers to a named collaboration. It can, however, be entered as a note in Tag 610 (Notes).

Tag 109

3.5. Funding Organizations (Tag 109)

This field is used to identify the funding and/or monitoring organization(s) identified in the publication as being financially responsible for the report or for monitoring the work.

ETDE Note: Also use this field to identify sponsoring organizations which provided support for the research (e.g., staff, facilities), whether or not that sponsorship included funding.

The full name of the organization followed by the standardized country name or code is entered in Tag 109.

Multiple entries are separated by a semicolon and a space.

Example: **Ontario Ministry of Natural Resources, Toronto, Ontario (Canada); Earth Sciences, Inc., Golden, CO (United States)**

3.6. Corporate Entry (Tag 110)

The corporate entry is the name and location of the corporate body or corporate bodies responsible for the publication being described.

3.6.1. Determination of corporate bodies

Corporate bodies are defined as:

Corporate Author: A corporate body is a non-personal entity (i.e. organization) which performed, funded, or monitored the research and development described in the publication or which published the publication reporting the research and development or other scientific or technical information. A corporate entry includes basically the name and location of the corporate body.

Issuing Body/Assignee: the organization(s) identified on the publication as:

- (1) technically, editorially or contractually responsible for its contents (in conjunction with a personal author);
- (2) the assignee(s) of a patent;
- (3) the academic institution granting a degree;
- (4) the organization(s) sponsoring a scientific meeting.

Note 1. For identification of the assignee of a patent, see Appendix 5, 'WIPO Patent Information and Documentation: Recommendation Concerning Bibliographic Data on and Relating to Patent Documents'.

Note 2. For legislative literature, i.e., laws, statutes, regulations, and other parliamentary and legislative instruments, the corporate entry is the name of the country, state, municipality or other political or administrative unit in which the document was issued and has the force of law.

Note 3. For translations published in report form, the corporate entry is the organization identified on the source, or original, document. If that organization cannot be identified, the issuing body responsible for the translation should be selected.

Note 4. Regulatory literature which is issued by government agencies should, however, still be entered under the issuing agency.

Example: Nuclear Regulatory Commission, Washington, DC (US)

Note 5. Funding and monitoring organizations are reported in Tag 109 (Funding Organization).

Tag 110

3.6.2. Entry of corporate entries

3.6.2.1. Corporate Name

The corporate name is entered as it appears on the publication, including all subelements. Elements are separated by a comma and a space.

Example:

source: Department of Interior, Geological Survey, Water Resources Division, Denver Colorado, United States of America

enter: **Department of Interior, Geological Survey, Water Resources Division, Denver, CO (US)**

When organizational names are entered in the original language the capitalization rules of that language should be followed for the use of upper- and lowercase characters. Non-roman characters are transliterated. When both an English-language and a non-English-language name are used by the organization, the English-language name should be preferred.

Location Information

Location information is added after the last element of the corporate name, separated from the last element by a comma and a space. It includes the city name followed by a space and the country name or code according to ISO or standardized international organization name or code in parentheses. If the location information includes a state or province code, it should be separated from the city name by a comma and a space. A zip, or postal code, may be entered according to country usage.

When the English language version of the corporate body is used, the English language version of the city/state/province should be used according to Webster's New Geographical Dictionary or the section 'Geographic Names' in Webster's New Collegiate Dictionary.

Example:

source: Biology Dept. of the Harvard University, Cambridge, Massachusetts, United States of America

enter: **Biology Dept. of the Harvard University, Cambridge, Massachusetts (US)**

or enter: **Biology Dept., Harvard Univ., Cambridge, MA (United States)**

or enter: **Harvard Univ., Biology Dept., Cambridge, MA (US)**

When the non-English version of the corporate body is used, city/state/province names should be entered according to the member country's usage.

Example:

source: Laboratoire de Physique du Solide, Universite de Nice, France

enter: **Laboratoire de Physique du Solide, Universite de Nice, Nice, 06 (FR)**

City/state/province names are included in the location information even when they are part of the name of the organization.

Example:

source: St. Gallen Graduate School of Economics, Law, Business and Public Administration (Switzerland)

enter: **St. Gallen Graduate School of Economics, Law, Business and Public Administration, Sankt Gallen (CH)**

If the corporate body has no permanent seat, or the location of such an organization cannot be traced, then the location may be replaced by (ZZ) when a county is not known, by (AA) when the location of the international organization is not known.

Examples:

source: Nordic Council of Ministers NORDNORM Commission

enter **Nordic Council of Ministers NORDNORM Commission (ZZ)**

source: International Astronomical Union

enter: **International Astronomical Union (AA)**

More than one corporate entry may be provided.

When a report is authored and/or published jointly by two or more elements of the same organization, a complete separate corporate entry for each of these elements must be provided. Multiple corporate entries are separated with a semicolon and a space.

Example:

source: Department of Interior, Geological Survey, Water Resources Division, Denver Colorado Institute for Atomic Studies and School of Physical Sciences of the Flinders University of South Australia, Bedford Park, Australia

enter: **Department of Interior, Geological Survey, Water Resources Division, Denver, CO (US); Institute for Atomic Studies, Flinders University of South Australia, Bedford Park, SA (AU); School of Physical Sciences, Flinders University of South Australia, Bedford Park, SA (AU)**

Numerals and Articles

Numerals and articles may be entered as given on the publication, even if the organizational name begins with a numeral or a definite or indefinite article.

Examples:

source: 1st National City Bank, New York

enter: **1st National City Bank, New York, NY (US)**

source: Le Fonds pour Ia FCAR, Quebec - PQ, Canada

enter: **Le Fonds pour Ia FCAR, Quebec, PQ (CA)**

or enter: **Le Fonds pour Ia FCAR, Quebec, PQ (Canada)**

Abbreviations and Acronyms

Abbreviations may be given as they appear on the publication, even if the organizational name begins with an abbreviation. In addition, common abbreviations of the language in which the organizational name is given may be used (for reference see: *INIS: Guide to Bibliographic Description, IAEA-INIS-1 App. 8. Corporate Abbreviations*).

Example:

source: IBM Corp., Boca Raton, Florida

enter: **IBM Corp., Boca Raton, FL (US)**

Acronyms are given as they appear on the piece of literature. An acronym may be added to the name of the corporate entry, even if not given on the publication. This is entered in parentheses separated by a space.

Example:

source: Deutsches Hydrographisches Inst., Hamburg, Deutschland

enter: **Deutsches Hydrographisches Inst. (DHI), Hamburg (DE)**

Please note: an acronym enclosed in parentheses **must not** duplicate any of the valid country or international organization codes. If it does, the parentheses should be deleted.

Example:

source: Sean Associates (SA), London, United Kingdom

enter: **Sean Associates SA, London (GB)**

3.6.2.2. *Entry of political units*

If the corporate entry is the name of a country, enter the name of the country as it is given in Appendix 9, 'Country and International Organization Names and Codes'. Do not enter the country code. Multiple entries are separated by a semicolon and a space.

Note: This situation usually occurs only when the publication is legislative material and Literary Indicator Q has been assigned.

Examples: (110) **Australia**
 (110) **Australia; Indonesia; New Zealand**

If the corporate entry is an administrative or political subunit of a country, enter the name of the country in Tag 110 the form given in Appendix 9, then a period. and a space, and finally the name of the subunit in the English-language version, if available, or in the vernacular version (transliterated if necessary) if there is not an English-language version. (For the spelling of subunit names, consult Webster's New Geographical Dictionary or the section 'Geographic Names' in Webster's New Collegiate Dictionary. If more than one version is given, the first is usually the English-language version unless another version is so designated. If an English-language version for the subunit is not listed, enter it in the original language, transliterated, if necessary, according to the procedures given in Appendix 7, 'Rules for Transliterating Selected Non-Roman Characters'.) Note that the country code should not be used in this instance either.

Example: **Australia. New South Wales**

3.6.2.3. *Entry of a patent assignee*

The organizational name is entered as given in the publication following the guidelines in paragraph 3.6.2.1.

Tag 111

3.7. Academic Degree (Tag 111)

This field is composed of two parts: 1), the designation of the academic dissertation and 2), the academic degree for which the publication was prepared.

When information is entered in this field, Literary Indicator U must also be assigned (Tag 008).

The name and location of the academic institution granting the degree are entered in Tag 110 (Corporate Entry).

First enter the designation of the academic dissertation (thesis, Habilitationsschrift, These, etc.) following national conventions. Next enter a space. Finally enter the academic degree abbreviated according to national conventions and enclosed in parentheses.

Examples: **Thesis (Ph.D.)**
 Thesis (Dr.Med.)
 Thesis (Quimica Farmaceutica)
 Diss. (Dr.jur.)
 These (D. es Sc.)
 Tesis doctoral

[from source having title page notation as follows: THESE
PRESENTEE A LA FACULTE DES SCIENCES DE
L'UNIVERSITE DE GRENOBLE POUR OBTENIR LE
GRADE DE DOCTEUR ES-SCIENCES PHYSIQUES]

If the academic dissertation designation is given, and no degree is listed, enter only the academic dissertation designation.

Example: These

If one of the corporate bodies is a university granting a degree, enter it last. The degree granted and designation of the academic dissertation are entered in Tag 111 (Academic Degree).

3.8. Publication Titles (Tags 200,201,229, 230,231)

Publication titles are the names given to the publications themselves. A publication may have one or more titles.

The complete title should be entered in the record. Unless indicated otherwise, publication titles are entered in free form and special characters may be used (see Appendix 3, 'INIS/ETDE Character Set').

Note: If a title does not convey sufficient information about the contents of the publication, the title should be augmented by a subject specialist. Such title augmentation is entered in Tag 620 (Title Augmentation). Relevant instructions are found in *ETDE/INIS-03, Manual for Subject Analysis*.

Example: (200) **Chapter 1; Annual Report**
 (620) **Boiler Division, 1992**

Note: If there is no title on the publication, the subject specialist should provide a title for entry in Tag 200 (Primary Title). This title should be enclosed in square brackets when entered in the record. If the publication is in a non-English language, the subject specialist should provide both a non-English-language title and an English-language title; the non-English-language title is entered in Tag 230 (Original Title) and the English-language title is entered in Tag 200.

3.8.1. Determining which title fields to use

The fields used will depend on:

- the Type of Record chosen for the publication,
- the bibliographic levels assigned to that publication,
- the language in which the publication is written, and
- whether or not the publication is a translation.

A record for a book chapter written in English, for example, must have a primary title for the chapter (entered at the A level) and a primary title for the book which contains it (entered at the M level).

Title fields required for a journal article are the primary title at the A level and the serial title at the S level. If the title of the journal article is in a non-English language the original language title is also entered.

As another example, the record for a report written in a non-English language must have an English language translation of the report title entered as the primary title. The original language title would be entered in a separate field. An additional title field might be the original language series title. All of these titles would be entered at the M level except the series titles which would be entered at the S level.

Tags 200,201,229,230,231

Titles for translations must be chosen carefully since the fields used will depend on whether or not the translation is a) from a non-English language into English; b) from a non-English language into another non-English language; c) from English into a non-English language. (Remember that the title of the source, or original, document, (i.e., the publication from which the translation was made), is entered only in Tag 610 (General Notes).) The following general guidelines can be used to select the appropriate fields:

- (a) from a non-English language into English: The English title of the translation is entered in Tag 200 (Primary Title).

Example: (200) **Matrix of fuel cells**
 (610) **Translation of Nenryo denchi no matorikkusu, Japanese Patent Application No. 1983-28022, February 21, 1983.**

- (b) from a non-English language into another non-English language: The non-English title of the translation is entered as the Original Title (Tag 230). The English-language version of this title is entered in Tag 200 (Primary Title).

Example: (200) **Matrix of fuel cells**
 (230) **Matrice des piles a combustible**
 (610) **Translation of Nenryo denchi no matorikkusu, Japanese Patent Application No. 1983-28022, February 21, 1983.**

- (c) from English into a non-English language: The non-English title of the translation is entered as the Original Title (Tag 230) and an English-language version of this non-English title is entered in Tag 200 (Primary Title). (Note that the English-language version of the title will usually be the same as the corresponding title of the source document, and thus the English title may be entered twice, once in the Primary Title field and once in Tag 610 (General Notes). This is an exception to the rule that information should not be repeated in a record.)

Example: (200) **Matrix of fuel cells**
 (230) **Matrice des piles a combustible**
 (610) **Translation of Matrix of fuel cells, U.S. Patent Application 6-132,456, February 21, 1983.**

3.8.2. Primary Title (Tag 200)

The 'primary title' is the distinguishing or identifying name of a publication. It is taken from the part of the publication which provides the most meaningful and complete title information, such as the title page, cover, or report documentation page. For analytics, it may be the title of an article or chapter or conference paper.

A primary title is required for all Types of Record. It must be an English-language title or a good English-language translation of the title for the A and M levels.

3.8.2.1. *Selecting primary titles*

3.8.2.1.1. *Selecting titles for monographs (M level)*

There should be one primary title at the monographic level for Types B, F, I, P, R, and T.

Two titles may appear on the title page for reports and other non-conventional monographic literature. One of these titles is usually a specific (i.e., distinctive) title, while the other is a description (i.e., non-distinctive title) such as 'Final Report', 'Technical Report', or 'Progress Report'. Select both the distinctive and non-distinctive titles for the primary title field. Enter the distinctive title first, followed by a period, a space, and the non-distinctive title.

Example:

<u>source</u>	Nuclear power reactors in the world Final Report	[distinctive title] [non-distinctive title]
<u>enter</u>	(200)	Nuclear power reactors in the world. Final report

3.8.2.1.2. *Selecting titles for analytics (A level)*

The record for an analytic cataloged as a B, I, or R Type will have at least two primary titles, one for the analytic at the A level and one for the whole publication at the M level. For example, if the publication is a chapter in a book, select the title of the chapter for Tag 200, level A, and select the title of the book for Tag 200, level M.

When an analytic, such as a book or report chapter, has a number, that number is treated as though it were part of the title. (This is the only place where a chapter number can be recorded for analytic entries.)

If an analytic has no title other than something of the form 'Chapter 5', that is all which is selected for Tag 200. In this case, a subject specialist should provide title augmentation for entry in Tag 620 (Title Augmentation).

If the analytic is identified both by a designation such as 'Chapter 5' (the non-distinctive title) and by a specific title (the distinctive title), select both titles for Tag 200. Enter the distinctive title first, followed by a period and a space, and then the non-distinctive title.

Tag 200

Example:

<u>source</u>	Nuclear power reactors in the world Chapter 5 [non-distinctive title]	[distinctive title]
<u>enter</u>	(200)	Nuclear power reactors in the world. Chapter 5

For journal articles, which are cataloged as a J Type of Record, the only primary title is the title selected for the journal article at the A level. There is no 'primary title' field for the journal itself; the title of the journal is assigned to Tag 229 (Full Journal Title) at the S level. See Paragraph 3.8.4. for further information.

If a series of journal articles is published in several parts which have both a distinctive overall title and distinctive specific titles and part numbers, both the overall title and the specific title are entered in Tag 200 at the A level. The overall title is entered first, followed by the part number and the specific title, both are separated by a period and a space.

Example:

<u>source</u>	Nuclear power reactors in the world Part 5 List of countries	[distinctive overall title] [part number] [distinctive specific title]
<u>enter</u>	(200)	Nuclear power reactors in the world. Pt. 5. List of countries

3.8.2.1.3. *Selecting titles for collections (C level)*

If the collection title is in English, the title is entered in Tag 200.

If the collection title is in a non-English-language, it is entered in Tag 230 (Original Title); an English-language translation does not have to be provided for Tag 200.

If the collection has both an English-language version and a non-English-language version of the title, enter them in Tag 200 and Tag 230 respectively.

3.8.2.1.4. *Selecting titles for translations*

For a translation, the primary title is the English-language title of the translation, even if it is necessary to translate a non-English-language title into English. See Paragraph 3.8.

3.8.2.2. *Entering title information into the record*

The words in the primary title must be entered as they appear on the publication. Do not change the order of the words and do not substitute other words for the words in the title except for the situations listed below.

Always enter the primary title in Tag 200 in upper- and lowercase, i.e., the initial letters of the first word and of proper names are usually capitalized. Acronyms are entered as they appear on the publication. Any of the characters of the physical character set listed in Appendix 3, 'INIS/ETDE Character Set', may be used for title input. Special characters and diacriticals are entered according to the instructions provided in

Appendix 3. For cases not covered by these rules, consult the appropriate international standards, e.g., IUPAC (International Union of Pure and Applied Chemistry) rules for chemical notations.

On many title pages, spacing is used in the title in place of punctuation. Supply punctuation whenever the sense requires it.

Obvious typographical errors should be corrected.

Part designations are translated into English and abbreviated. Following are abbreviations for several frequently used terms:

Band, Tome, Volume	V.
Teil, Part	Pt.
Ergaenzungsband, Supplement	Suppl.

Ordinal and Roman numerals used in part designations are converted to Arabic numerals. Numbers written as words should also be converted to Arabic numerals.

Example:	<u>source</u>	<u>enter</u>
	Part XII	Pt. 12
	Erster Band	V. 1

Enter numbers which are not part designations as they appear on the publication.

Example:	Energy 2000
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Tag 201

3.8.3. Primary Subtitle (Tag 201)

Tag 201 (Primary Subtitle) is no longer to be used for input.

Any title which might be considered a secondary or subordinate name for a publication should be entered in Tag 200 (Primary Title) at the appropriate bibliographic level.

Please note that for logical reasons tag 210, 211, 213 and 215 are described later in paragraphs 3.9.1. through 3.9.4.

3.8.4. Full Journal Title (Tag 229, Level S)

This field is only used for Type of Record J. It is a mandatory field and contains a standardized version of the original title of the journal. The title may be in English or in a non-English language.

Standardized full journal titles can be found in ETDE/OA-9 INTERIM GUIDE, Energy Technology Data Exchange Serial Titles Authority, or IAEA-INIS-11, INIS: Authority List for Journal Titles, and their supplements.

Note: Titles for serials which are not journals (i.e., non-journal serials) are entered in Tag 230, Level S (Original Title, Level S). See Paragraph 1.7.1. for assistance in determining when to enter a serial title in Tag 229 or in Tag 230 at the S level.

Titles written in ideogrammatic languages must be transliterated.

Do **not** enter the abbreviated journal title in this field. Abbreviated journal titles are no longer used by these systems.

See Appendix 14, 'Procedures for New Standardized Corporate Entry and Journal Text and Codes and for Proposed Subject Descriptors', for procedures for obtaining a standardized full journal title if one is not included in ETDE/OA-9 INTERIM GUIDE or IAEA-INIS-11.

Note: Type of Record J entries must include the standardized full journal title (Tag 229). In addition, either the CODEN (Tag 321) or the ISSN (Tag 320) must also be entered. All three fields may be entered if desired. The ISSN and CODEN are listed in ETDE/OA-9 INTERIM GUIDE and in IAEA-INIS-11 and their supplements. If the code is not listed in ETDE/OA-9 or IAEA-INIS-11, and you have found it in another source, notify INIS or the ETDE/OA so it can be added to the serials authority (see Appendix 14 for procedures).

Tag 230

3.8.5. Original Title (Tag 230)

This field is used for:

- (a) the original non-English title of analytics, monographs, and collections (Tag 230, Levels A, M, or C). Therefore, the Original Title at the A, M, or C level is the original non-English title of the publication at that level. (If the original title is in English, it is entered in Tag 200; no title is included in Tag 230 for that level.)
- (b) the title of a non-journal serial (Tag 230, level S), regardless of the language. Therefore, the Original Title for a non-journal serial is the original English or non-English title of the serial. Titles for serials which are not journals are entered in non-J Types of Records. See Paragraph 1.7.1. for assistance in determining when to enter a serial title in Tag 229 or in Tag 230 at the S level.

3.8.5.1. Original Title: Non-serial (Tag 230, Levels A, M, C)

The Original Title at the A, M, or C level is the original non-English title of the publication at that level. If the original title is in English, it is entered in Tag 200 and no title is included in Tag 230 for that level.

3.8.5.1.1. Selecting the original title

Select the original non-English-language title of analytics, monographs, and collections for this field.

If an entry is made at the A or M level, an English-language title must be entered in Tag 200 (Primary Title) at that level.

If an entry is made at the C level, an English-language title does not have to be entered in Tag 200. However, if the publication carries an English-language title for the collection in addition to the non-English-language title, the English-language title should be entered in Tag 200.

An original title does not need to be provided for the A, M, or C level if it is in an ideogrammatic language. If an original title for an ideogrammatic language is provided, it should be transliterated according to the procedures given in Appendix 7, 'Rules for Transliterating Selected Non-Roman Characters'.

For translations, the original title entered in Tag 230 is the title of the translation itself if it is in a non-English language. The title of the source document, i.e., the publication from which the translation was made, should be entered in Tag 610 (General Notes). See Paragraph 3.8.1. for additional information on title fields for translations. (Remember that Literary Indicator T must be entered in the record for any publication which is a translation.)

3.8.5.1.2. Entering the title

The words in the original title must be entered as they appear on the publication. Do not change the order of the words and do not substitute other words for the words in the title except for the situations listed below.

Enter the non-English-language title in upper- and lowercase following the capitalization rules of the language. Any of the characters of the physical character set listed in Appendix 3,

'INIS/ETDE Character Set', may be used for title input. Special characters and diacriticals are entered according to the instructions provided in Appendix 3. Transliterate the title, if necessary, according to Appendix 7, 'Rules for Transliterating Selected Non-Roman Characters'. Acronyms are entered as they appear on the publication. For cases not covered by these rules, consult the appropriate international standards, e.g., IUPAC (International Union of Pure and Applied Chemistry) rules for chemical notations.

On many title pages, spacing is used in the title in place of punctuation; supply punctuation whenever the sense requires it.

Obvious typographical errors should be corrected.

Part designations for original titles are entered as given. Ordinal and Roman numerals are converted to Arabic numerals. Numbers written as words should also be converted to Arabic numerals.

Examples:	<u>source</u>	<u>enter</u>
	Band XII	Band 12
	Band Zwei	Band 2

Enter numbers which are not part designations as they appear on the publication.

3.8.5.2. *Original Title: Series (Tag 230, Level S)*

The original title selected for this level is the untranslated title of the publisher's series or other non-journal serial. It therefore may be in English or in a non-English language. See Paragraph 1.7.1. for assistance in determining when to enter a serial title in Tag 229 or in Tag 230 at the S level.

Note: Full journal titles are entered in Tag 229. Abbreviated journal titles are no longer used.

Enter an original English-language title for a non-journal serial following the same procedures as for entry of a Primary Title at the A or M level (see Paragraph 3.8.2.2.).

Enter an original non-English-language title for a non-journal serial following the same procedures as for entry of an Original Title at the A or M level.

Note that an original title for a non-journal serial does not need to be provided if it is in an ideogrammatic language. If, however, an original title for an ideogrammatic language is provided, it should be transliterated according to the procedures given in Appendix 7, 'Rules for Transliterating Selected Non-Roman Characters'.

Tag 231

3.8.6. Original Subtitle (Tag 231)

Tag 231 (Original Subtitle) is no longer to be used for input.

Any title which might be considered a secondary or subordinate name in the original non-English language for a publication should be entered in Tag 230 (Original Title) at the appropriate bibliographic level.

3.9. Conference Information

Title, location, and date information related to a conference, a workshop, a seminar, a symposium, or any other kind of meeting is selected for Tags 210 (Conference Title), 211 (Conference Place), 213 (Conference Date), and 215 (Original Conference Title). When information is selected for any of these fields, be sure Literary Indicator K also has been assigned (Tag 008).

Complete information should be entered. This includes the official title of the conference in Tag 210, the city, state or province (if appropriate), and country in Tag 211, and the beginning and ending dates in Tag 213. If some of this information is missing or incomplete, however, enter as much information as is available. Conference calendars, such as the online listing 'Meetings on Atomic Energy' published by the IAEA (available at <http://www.iaea.org/cgi-bin/maeps.page.pl/search.htm>) and 'Energy Conferences and Symposia' published by the U.S. Department of Energy, or the online CONFSCI database provided by FIZ on STN, can provide assistance in determining the official titles and other information needed for conference input.

If a journal article (levels AS) is identified as a paper given at a meeting, then the conference title, place, and date should refer to the journal article itself. The conference information therefore must be selected for the A level rather than the S level.

If the publication is a paper in a book which presents the proceedings of a meeting, the information about the meeting could apply equally to the paper (level A) or to the book (level M). Assign the conference title, place, and date only to the lowest level, i.e., the A level.

Tag 210

3.9.1. Conference Title (Tag 210)

3.9.1.1. Selecting the conference title

This field contains the English-language version of the official and most complete form of the conference's title, i.e., the name assigned by the organizers of the conference.

The name of the organizing or sponsoring institution(s) of a conference becomes part of this title whenever needed to make it meaningful.

Example: American Nuclear Society annual meeting

Do not use the conference title as it appears in the title of a publication unless the official name is not available. When the name of a conference is embodied in the title of a book, the conference name is often shortened.

Do not include the word 'Proceedings' in the conference title. The term 'Proceedings' usually refers to the publication containing papers presented at the conference.

When two or more conferences are held in conjunction with each other at the same time and location, all titles are selected.

Likewise select all the titles when two or more separate conferences, which were held at different locations and/or at different times, are cited.

When information is selected for this field, be sure Literary Indicator K has also been selected (Tag 008).

3.9.1.2. Formatting the conference title

Enter the official English-language title of the conference (or a good English-language translation) in upper- and lowercase, i.e., the first letter of the first word of the title (see exception for recurring conferences) and of proper names is capitalized. Acronyms are entered as they appear in the official title. Do not include abbreviations in the title. Any of the characters of the physical character set listed in Appendix 3, 'INIS/ETDE Character Set', may be used for title input. Special characters and diacriticals are entered according to the instructions provided in Appendix 3. For cases not covered by these rules, consult the appropriate international standards, e.g., IUPAC (International Union of Pure and Applied Chemistry) rules for chemical notations.

Example:

valid IAEA meeting on health physics

valid International Atomic Energy Agency meeting on health physics

invalid Int. At. Energy Agency meeting on health physics

A 'recurring' conference is one which is repeated on a more-or-less regular basis, e.g., one which is held every year or every three years. If the conference is a recurring conference, an ordinal number, e.g., 'Second', 'Third', 'Twenty-first', may be assigned by the conference organizers to differentiate it from related

conferences. Such ordinal numbers should always be converted into Arabic numerals followed by a period, thus '2.', '3.', '21.'. (Note that this is the only place a period is normally used in the conference title.) The number is moved to the beginning of the title. (Note: the word following the number is not capitalized unless it is a proper noun.)

Example:

source Seventh International Conference on Power Costs
 VII International Conference on Power Costs
 7th International Conference on Power Costs

enter 7. international conference on power costs

If the name of a recurring conference does not distinguish it from related conferences, modify the name. Usually this modification will be the addition of the four-digit year in which the conference was held to the beginning of the standardized conference title.

Example:

source Fall Meeting of the ASTM

enter 2006 fall meeting of the ASTM [for 2006 conference]

enter 2008 fall meeting of the ASTM [for 2008 conference]

Some conferences have both a full title and a short title. Enter the short title first followed by a colon, a space, and the full title.

Examples:

source Petroleum and chemical industry conference (PCIC 2000)

enter PCIC 2000: petroleum and chemical industry conference

source Conference and exposition on energy and the environment
 Globalcon '02

enter Globalcon '02: conference and exposition on energy and the environment

source COAL PREP '05. The Ninth International Coal Preparation Exhibition and Conference

enter COAL PREP '05: 12. international coal preparation exhibition and conference

3.9.1.3. *Entering titles for more than one conference*

When two or more conferences are held in conjunction with each other at the same time and location, enter the full title of each conference, separating them with a semicolon and a space. Do not use the word '**and**' when entering two or more conferences. (Enter the location in Tag 211 (Conference Place) and the date in Tag 213 (Conference Date) as usual.)

Tag 210

Example: **16. annual meeting of the World Nuclear Fuel Market (WNFM); International conference on nuclear energy**

If two or more separate conferences, which were held in different locations and/or at different times, are cited, enter all the titles in Tag 210, separating the titles with a semicolon and a space. (The conference locations should be entered in Tag 211, separated by a semicolon and a space. The dates should be entered in Tag 213, also separated by a semicolon and a space.)

Example: **Conference of the US Council for Energy Awareness (USCEA); INFO '08: annual meeting of Communications Professionals in Nuclear Energy and Electricity**

If the same conference is held in different locations and/or on different dates, enter the title once in the title field. (The location(s) and date(s) should be entered in Tag 211 and Tag 213, respectively, with multiples separated by a semicolon and space.)

3.9.2. Conference Place (Tag 211)

This field indicates the place where the conference was held.

When information is selected for this field, be sure Literary Indicator K has also been selected (Tag 008).

The place information must include at least the city and the country. Also include the state or province code if available. Do not include the name of the hotel, convention center, or other organization where the conference was held.

Enter first the English language name of the city, followed by a comma, a space, the state or province code (if available), a space, and, finally, the standardized country code or country name enclosed in parentheses. (See Appendix 10, 'State and Province Codes', and Appendix 9, 'Country and International Organization Names and Codes'.) Multiple locations are separated with a semicolon and a space.

Examples: **Paris (France)**

Chalk River, ON (CA); Boston, MA (US)

For the spelling of city names, consult Webster's New Geographical Dictionary or the section 'Geographic Names' in Webster's New Collegiate Dictionary. (If more than one version is given, the first is usually the English-language version unless another version is so designated.) If the place is not listed, enter it in the original language. Transliterate the name, if necessary, following the procedures given in Appendix 7, 'Rules for Transliterating Selected Non-Roman Characters'.

If a conference took place at more than one location, enter all the locations, separating them with a semicolon and a space.

Examples: **Lausanne (Switzerland); Geneva (Switzerland)**

Vienna (AT); Trieste (IT)

If titles for two or more conferences occurring at different locations were entered in Tag 210 (Conference Title), enter the locations in Tag 211 in the same order as the titles were entered in Tag 210. Separate the locations with a semicolon and a space.

Tag 213

3.9.3. Conference Date (Tag 213)

This tag is used for the date or dates when the conference was held. If the conference was held for two or more days, the date information should include the beginning and ending dates.

When information is selected for this field, be sure Literary Indicator K has also been selected (Tag 008).

Enter the date(s) using the standard date format shown for Tag 403 (Date of Publication).

If the conference was held on only one date, enter the day, the month, and the year.

Example: **14 Jun 1986**

If the conference covered a range of dates, enter both the beginning and the ending date. Dates for days are connected by a hyphen.

Examples: **14-18 Jun 2000**

1-4 Jul 2001

For the sake of legibility, enter spaces whenever date ranges extend beyond a month or a year.

Examples: **29 Jun - 2 Jul 1990**

29 Dec 2006 - 2 Jan 2007

If a conference took place on several different dates, enter the dates for each time the conference was held, beginning with the earliest date and ending with the latest date. Separate the dates with a semicolon and a space.

Example: **7-9 Jan 2009; 9-12 Feb 2009; 30 Mar - 2 Apr 2009**

If a conference took place at several locations and at several dates, enter the dates in the same order as the corresponding locations were entered in Tag 211 (Conference Place). Separate the dates with a semicolon and a space.

Example: **3-5 Jun 2008; 6-10 Aug 2008**

If titles for two or more conferences held on different dates were entered in Tag 210 (Conference Title), enter the dates in the same order as the titles were entered in Tag 210. Separate the dates with a semicolon and a space.

3.9.4. Original Conference Title (Tag 215)

This field contains the original title of the conference if that title was in a non-English language.

Use of this field is optional.

If a title is selected for Tag 215, an English translation of that title must be selected for Tag 210 (Conference Title).

Enter the non-English-language title in upper- and lowercase following the capitalization rules of the language. Transliterate the title, if necessary, according to the procedures given in Appendix 7, 'Rules for Transliterating Selected Non-Roman Characters'. Treat diacritical signs and accents as specified in Appendix 3, 'INIS/ETDE Character Set'.

Please note that for logical reasons tags 229, 230 and 231 are described earlier under paragraphs 3.8.4 through 3.8.6.

Tag 250

3.10. Edition (Tag 250)

This field contains an edition statement for both print and non-print publications when such information is included in the publication.

Do not provide an edition statement for the first edition of a publication.

Tag 250 is a forbidden field for reports ('R' Type records) (see Appendix 2, 'Matrices of Bibliographic Data Elements'). The edition statement is included in the report number suffix (see Paragraph 3.11.1.1.).

Tag 250 is a forbidden field for journal articles ('J' Type records) (see Appendix 2, 'Matrices of Bibliographic Data Elements').

For print publications, enter the edition statement in English, using the abbreviation 'ed.' for 'edition'. Ordinal and Roman numerals are converted to Arabic numerals followed by a period. Numbers written as words should also be converted to Arabic numerals.

Example:	<u>source</u>	<u>enter</u>
	Second edition	2. ed.

For non-print publications (Types of Record F (Audiovisual Material) and T (Computer Medium)), enter the edition, revision, level, or version statement in English.

Examples:	Release 3.8
	Version 5.1
	Level 4A

3.11. Identifying Numbers

Publications may have several different kinds of numbers which have been assigned by the issuing organization(s) or by the organizations which make the publication available.

3.11.1. Report/Patent Number (Tag 300)

3.11.1.1. Report Number (Tag 300)

A report number is an alphanumeric identification number assigned to a report by the organization which issued that report or which made it available for distribution. This number is selected for Tag 300.

Many organizations assign one or more alphanumeric identification numbers to the reports that they issue or make available. If more than one such number is assigned, select the number that appears to be the most important, i.e., the primary, report number for Tag 300. The remaining numbers are selected as secondary numbers for Tag 310 (Secondary Number).

If the piece of literature has not been assigned a report number, and if the full text will be sent to INIS for inclusion in the electronic NCL collection, the respective National Input Centre should assign an identification number according to the following procedure:

INIS Note: enter the word 'INIS', followed by your National Input Centre's two-digit country code, and a sequential number from your Centre's collection.

ETDE Note: enter the word 'ETDE', followed by your National Input Centre's two-digit country code, and a sequential number from your Centre's collection.

Examples: **INIS-BR--5014**

INIS-FR--6705

INIS-SK--2008-011

ETDE-CH--9901

ETDE-NO--20913272

If the report has been assigned Literary Indicator X (indicating the full text will not be sent to INIS), an availability statement and/or a URL must be entered in Tag 611 (Availability Note) to indicate from where a copy of the full text can be obtained or where it can be accessed.

If a primary report number cannot be provided when Literary Indicator X has been assigned, use Type of Record I (in Tag 008) for the publication.

3.11.1.1.1. Formatting the report number

Most report numbers begin with an alphabetic part (the report series 'prefix') and end with a numeric part (the report 'suffix'). A registration scheme for a globally unique International Standard Technical Report Number (ISRN) was standardized in 1994 as (ISO 10444), but was not implemented in practice.

If the report number not been so formatted, use the following conventions for formatting the report number:

- Separate the prefix from the suffix by the group separator which is represented by a double hyphen (--). The group separator facilitates identifying the prefix and simplifies searches for publications assigned that prefix in computer environment.

Examples: **AECS-PR/RSS--766**

ANSTO/E--736

BARC--2009/E/005

IPEN-TR--073

KURRI-KR--26

LUNFD6-NFFA--1021-1-165-2005

RPII--00/2

STUDSVIK-RW--94-64

UCRL-JC--131590

- Replace the semicolons and spaces with hyphens

Example:	<u>source</u>	<u>enter</u>
	HVER 3:56/1	HVER--3-56/1

- Transliterate non-Roman characters

Example:	<u>source</u>	<u>enter</u>
	IAEA GC (XXXII)/840/Add.1	IAEA-GC--32/840(Add.1)
	IAEA GOV/COM.8/OR.156	IAEA-GOV/COM--8-OR-156

Tag 300

Note: If the primary report number is an International Standard Technical Report Number (ISRN), enter only the report series prefix and the report suffix in Tag 300. Do not enter the country code or local suffix in Tag 300.

3.11.1.1.1.1. Report series prefix

The report series prefix (also called the report code or report prefix) precedes the group separator. It usually identifies the organization responsible for producing the publication.

When a report number is given without a sufficient prefix to identify the corporate body responsible for its issue, add the appropriate initials or acronym identifying that corporate body.

Example:	<u>source</u>	<u>enter</u>
	Joint Institute for Nuclear Research Report E 4-3629	JINR-E--4-3629

Many report numbers include descriptive words within the number; these words are abbreviated when structuring the prefix, as shown in the following example.

Example:	<u>source</u>	<u>enter</u>
	EUR-Bulletin-1 EUR-Memo-3	EUR-Bull--1 EUR-M—3
	VTT Electrical and Nuclear Technology Publicacion 8	VTT-ENT-Pub--8

Always use the abbreviation which is appropriate for the language of the unabbreviated word. See Table 2., Samples of Abbreviations for Use in Report Prefixes, for examples.

Note: In order for newly-assigned prefixes to conform to the ISRN format, the abbreviation may be entered in all uppercase. Do not change prefixes already in use.

Example:	EUR-BULL--2
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Table 2. Samples of Abbreviations for Use in Report Prefixes

Bericht	Ber-
Bulletin	Bull-
Circular	Circ-
Conference	Conf-
Contribution	Contrib-
Memo	M-
Memorandum	M-
Memo report	MR-
Mitteilung	Mitt-
Nota Tecnica	NT-
Publication	Pub-
Rapport Mensuel	RM-
Reference	Ref-
Report	(Omit unless issuing organization has already abbreviated to 'R-'. For example, NRL Report 5414 becomes NRL--5414, but ARD-R-2117 remains ARD-R-2117 since the issuing organization has already abbreviated 'report'.)
Research memo	RM-
Research paper	RP-
Research report	RR-
Special report	SR-
Technical memo	TM-
Technical note	TN-
Technical publication	TP-
Technical report	TR-
Technical translation	TT-
These	TH-
Translation	Trans-

3.11.1.1.1.2. Report suffix

The report suffix (also called the sequential group) follows the group separator. The suffix is usually a number or group of numbers which is unique for that particular report. Enter these numbers as they appear on the report, replacing semicolons and spaces with hyphens. Slashes are entered as given.

Examples: **EUR-CEA-FC--1723**

ORNL/TM--2006/21

The suffix may also contain supplementary information. For example, a report may be issued in several parts or in several editions. The statement indicating this is included in parentheses immediately after the number. When providing supplementary information in the suffix, use the standardized abbreviations listed in Table 3., Standardized Abbreviations for Report Suffixes.

Tag 300

Examples: **EUR--833(v.3)**
NUREG/CR—5591-V.8-N.1
PNNL--11852(Draft)
TID--22361(pt.1)

Note: In order to conform to the ISRN format, the supplementary information may be entered in all uppercase; the period following the abbreviation is deleted. The parentheses are replaced by a single hyphen.

Examples: **EUR--833-V3**
ORNL--3904-REV
PNNL--11852-DRAFT
TID--22361-PT1

Table 3. Standardized Abbreviations for Report Suffixes

Addendum	add.
Amendment	amend.
Appendix	app.
Bibliography	bib.
Book	bk.
Chapter	ch.
Draft	draft
Edition	ed.
Number	no.
Part	pt.
Revised	rev.
Revision	rev.
Section	sect.
Series	ser.
Summary	summ.
Supplement	suppl.
Volume	v.

3.11.1.2. Patent Document Number (Tag 300)

A patent may be assigned several numbers depending on how it has been filed and the processing stage(s) it is in or has passed through. The World Intellectual Property Organization (WIPO) has developed a set of standards related to patent document citation, of which 'WIPO Patent Information and Documentation: Standard Code for Identification of Different Kinds of Patent Documents' (see Appendix 4) and 'WIPO Patent Information and Documentation: Recommendation Concerning Bibliographic Data on and Relating to Patent Documents' (see Appendix 5) can be used when selecting numbers for Type of Record P.

The 'WIPO Standard Code for Identification of Different Kinds of Patent Documents' (Appendix 4) recommends that all forms of patent literature should be described by the expression 'patent documents' (Appendix 4, paragraph 4). The various kinds of patent documents are distinguished by a letter code (Appendix 4, paragraph 9).

First enter the standardized country code of the country in which the patent document is issued followed by a space. Next enter the phrase 'patent document' followed by a space. Then enter the patent number. Finally enter a slash, the appropriate WIPO Letter Code, and another slash. See Appendix 9, 'Country and International Organization Names and Codes' for the standardized country code. Use the patent document identification number (which is identified by WIPO INID code 11; see Appendix 5) for the patent number. Use the lists of patent document codes included in Appendix 4 to decide which is the appropriate Letter Code for the patent document being cataloged if the code is not given on the patent document itself.

Examples: **FR patent document 27252299/A/**

GB patent document 2266407/A/

If the letter code is followed by a number, such as 1 or 2, the number should also be entered.

Example: **CZ patent document 283198/B6/**

Tag 310

3.11.2. Secondary Number (Tag 310)

Secondary numbers are any numbers on the publication which are not primary report numbers or patent numbers and which are not entered elsewhere in the record. International codes, such as ISSN, ISBN, and IPC, are entered in Tag 320 (International Codes). CODEN is entered in Tag 321 (CODEN). Contract numbers are entered in Tag 330 (Contract/Grant/Project Number).

3.11.2.1. Secondary Report Number

As previously mentioned, some reports carry more than one report number. The secondary, i.e., non-primary, report numbers are entered in Tag 310.

Secondary report numbers are formatted for input according to the same rules as the primary report numbers. If more than one secondary report number is entered, the numbers are separated by a semicolon and a space.

Example: **FZK--9-190; AD--606674**

ETDE Note: If the secondary report number is an International Standard Technical Report Number (ISRN), enter only the report series prefix and the report suffix in Tag 310. Do not enter the country code or local suffix in Tag 310.

3.11.2.2. Secondary number for a journal article or book

An article in a journal or a book may have one or more identifying numbers. All of these numbers, except for those numbers listed in Paragraph 3.11.2. above, are treated as secondary numbers and selected for Tag 310. (Any ISSN or ISBN is entered in Tag 320; CODEN is entered in Tag 321; contract-related numbers are entered in Tag 330.)

If the identifying number is not in an accepted standard format, use the primary report number rules for formatting it for input (see Paragraph 3.11.1.1.).

3.11.2.3. Patent Priority/Application Number

In order to facilitate searching of specialized patent information, certain priority data are included in the record.

The patent priority number is the patent number assigned by the country of priority, i.e., the country where the patent was first filed if it was filed in more than one country. INID 31 is used for the priority number, INID 32 is used for the priority date, and INID 33 is used for the code identifying the national patent office or international organization assigning the number. (INID 30 is used when the information for INID's 31, 32, and 33 is entered on a single line.)

The patent application number is the number assigned by the patent office to the application for a patent. INID 19 identifies the office publishing the patent document, INID 21 is used for the application number and INID 22 is used for the application date.

Note: When there is no priority number, and the application number (INID code 21) and the patent document

number (INID code 11) are identical, the patent application number is omitted and no information is selected for Tag 310; in this case, however, the patent application date is still entered in Tag 403 (Date of Publication) even though the application number is not entered in Tag 310.

3.11.2.3.1. Patent documents with foreign priority claim

Whenever a patent with a foreign priority filing is submitted in accordance with the patent selection principles (see Paragraph 2.1.3.3., Type of Record, Patent), the priority number of this filing is selected for Tag 310.

When there are several priority filings, only the number for the first, i.e., the oldest, filing is selected. This selection is determined by the corresponding priority dates (INID 32).

The priority number of the first filing is entered in the following format: the standardized country code of the country of first filing (identified by INID 33), a space, the word 'priority', a space, and then the priority number (INID code 31). See Appendix 9, 'Country and International Organization Names and Codes', for the standardized country codes.

Examples:

<u>source</u>	INID 31: 8508562	<u>enter</u>	GB priority 8508562
	INID 32: 2 Apr 1985		
	INID 33: GB		

<u>source</u>	INID 30: US, 14 mai 1987, no 049 569	<u>enter</u>	US priority 049 569
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3.11.2.3.2. Patent documents with domestic priority claim

In the absence of any foreign priority claim, the first domestic priority claim (INID code 31) is chosen for Tag 310. The number is entered in the same format as that for a foreign priority claim, i.e., the standardized country code of the country of first filing (identified by INID 33), a space, the word 'priority', a space, and then the priority number (INID 31).

3.11.2.3.3. Patent documents without foreign or domestic priority claim

In the absence of any foreign or domestic priority filing, the application number (INID code 21) is selected and entered in Tag 310. The input format is the standardized country code for the office publishing the patent document (INID 19), a space, the phrase 'patent application', a space, and the patent application number (INID 21).

Example:

<u>source</u>	INID 19: Republique Francaise		
	INID 21: 88 16539		
<u>enter</u>	FR patent application 88 16539		

When there is no priority number, and the application number (INID code 21) and the patent document number (INID code 11) are identical, the patent application number is omitted and no information is selected for Tag 310; in this case, however, the patent application date is still entered in Tag 403 (Date of Publication) even though the application number is not entered in Tag 310.

Tag 320

3.11.3. International Codes (Tag 320)

The following international codes are selected for this field:

- International Standard Book Number (ISBN)
- International Patent Classification Code (IPC)
- International Standard Serial Number (ISSN)

3.11.3.1. International Standard Book Number (ISBN) (Tag 320):

The ISBN is a number that uniquely identifies books and book-like products published internationally.

Old ISBN: Until the end of 2006, the ISBN was composed of 10 numbers, 3 spaces or hyphens in a variable format, the last number being a check digit including the Roman numeral 'X' (representing the number '10') instead of a number.

Examples: **ISBN 3-92-001265-3**
 ISBN 3 772 04250 6

New ISBN-13: At the beginning of 2007, the new ISBN-13 was introduced which is composed of 13 digits divided into five parts of variable length. Each part is separated by a hyphen or by a space.

Enter the acronym ISBN followed by a space and the number as precisely as it is given in the publication, preserving all spaces and punctuation.

Examples: **ISBN 978-92-0-155209-9**
 ISBN 978 1 873671 00 9

For books published after 1 January 2007 only the 13-digit ISBN is used. During the transition period, however, publishers were encouraged to print both the 10-digit and 13-digit ISBNs on their publications. In addition, there may be more than one ISBN present for a book or book-like product, if this is made available in different formats (eg. paper, PDF, HTML). Multiple ISBN's (including a combination of old and new ones) may be entered in the record. These are separated by a semicolon and a space. A format description label may also be entered in parentheses at the end of each ISBN.

Examples:

ISBN 3-92-001265-3; ISBN 978-0-571-08989-5 *[1 old ISBN; 1 new ISBN]*
ISBN 978-0-571-08989-5; ISBN 978 1 873671 00 9 *[2 new ISBNs]*

ISBN 978-951-45-9694-0 (paper); ISBN 978-951-45-9695-7 (PDF); ISBN 978-951-45-9696-4 (HTML)
 [3 new ISBNs with format description labels]

Note: Some monographic series and other serials have both an ISBN and an ISSN. Both codes may be selected for the record. Enter the ISBN at the M level, and the ISSN at the S level. If the S level cannot be used (as may be the case with reports), enter both codes at the M level separated by a semicolon and a space.

3.11.3.2. International Patent Classification Code (IPC) (Tag 320, M level)

The IPC is a standardized subject classification code assigned to patent documents by many national industrial property offices. It is identified by WIPO INID code 51 (see Appendix 5, 'WIPO Patent Information and Documentation: Recommendation Concerning Bibliographic Data on and Relating to Patent Documents').

Enter the abbreviation 'Int. Cl.' followed by a space. Then enter the code as given on the patent document. Separate multiple codes by a semicolon and a space.

Example: **Int. Cl. G21d 3/02; G21d 3/05**

Note: If an IPC is not listed on the patent, and a national patent subject classification code (INID 52) is listed, enter the national code, preceding it with the abbreviation, 'Nat. Cl.' and a space. Multiples should be entered the same way as multiples are for the IPC. Do not enter national codes if an IPC is listed.

Example: **Nat. Cl. 358-34; G6CY**

3.11.3.3. International Standard Serial Number (ISSN) (Tag 320, S and M Levels)

The International Standard Serial Number (ISSN) is a nine-character, fixed-format code used to identify periodical publications, including electronic serials. The ISSN code is composed of four numbers, a hyphen, and four numbers. The last number is a check digit which may be the Roman numeral 'X' (representing the number 'ten') instead of a number. The ISSN is usually found on the cover or title page of a serial.

ISSN's are assigned by national or regional ISSN Centres. The ISSN Register, published by the ISSN International Centre in Paris, France (<http://www.issn.org/>), is available on the web. The ISSN Portal (<http://portal.issn.org/>) provides an online database of ISSN's and assigns ISSN's free of charge.

ISSN's are included in the entries in ETDE/OA-9 INTERIM GUIDE, Energy Technology Data Exchange Serial Titles Authority, and IAEA-INIS-11, INIS: Authority List for Journal Titles, and their supplements.

Note: Type of Record J entries must include the standardized full journal title (Tag 229). In addition, either the CODEN (Tag 321) or the ISSN (tag 320) must also be entered. All three fields may be entered if available. CODEN and ISSN are listed in IAEA-INIS-11 and in ETDE/PUB-5 and their supplements. If the code is not listed in IAEA-INIS-11 or ETDE/PUB-5, and you have found it in another source, notify INIS or the ETDE/OA so it can be added to the serials authority (see Appendix 14, 'Procedures for New Standardized Corporate Entry and Journal Text and Codes and for Proposed Subject Descriptors').

Enter the acronym 'ISSN' followed by a space. Then enter the ISSN as 4 characters, a hyphen, 4 characters.

Example: **ISSN 1998-0957**

Note: If the S level cannot be used (as may be the case with reports), enter the ISSN at the M level.

Note: Some monographic series and other serials have both an ISBN and an ISSN. Both codes may be selected for the record. Enter the ISBN at the M level, and the ISSN at the S level. If the S level cannot be used (as may be the case with reports), enter both codes at the M level separated by a semicolon and a space.

Tag 321

3.11.4. CODEN (Tag 321, Level S)

CODEN is a standardized six-character code that provides concise, unique, and unambiguous identification of the title of a serial or nonserial publication in any subject area. The first five characters of the CODEN represent the publication title and the sixth character is a check digit. The CODEN is usually found on the cover or title page of a serial.

CODEN's are assigned by the International CODEN Service which is located at Chemical Abstracts Service, Columbus, Ohio, USA. On request, the International CODEN Service also assigns CODEN for non chemistry-related publications. Additional information on this service and on the printed serial issue CASSI (*Chemical Abstracts Service Source Index*) can be found at:

<http://www.cas.org/products/print/cassipr/index.html>.

CODEN's are included in the entries in ETDE/OA-9 INTERIM GUIDE, Energy Technology Data Exchange Serial Titles Authority, and IAEA-INIS-11, INIS: Authority List for Journal Titles, and their supplements. If a CODEN is not included, one can be obtained by following the procedures in Appendix 14, 'Procedures for New Standardized Corporate Entry and Journal Text and Codes and for Proposed Subject Descriptors'.

Note: Type of Record J entries must include the standardized full journal title (Tag 229). In addition, CODEN (Tag 321) or the ISSN (Tag 320) must also be entered. All three fields may be entered if desired. CODEN and ISSN are listed in IAEA-INIS-11 and in ETDE/PUB-5 and their supplements. If the code is not listed in IAEA-INIS-11 or ETDE/PUB-5, and you have found it in another source, notify INIS or the ETDE/OA so it can be added to the serials authority (see Appendix 14 for procedures).

If CODEN is selected, enter all six characters. All letters should be uppercase.

Example: **IJNMEK** Indian Journal of Nuclear Medicine

Note: CODEN's are mainly entered at the S level but they can also be entered at the M level (e.g., for a report) or C level.

3.11.5. Contract/Grant/Project Number (Tag 330)

This field contains an identification of the type of, and the number assigned to, the contract or other agreement under which the research was conducted or the publication was produced.

First enter the term describing the type of agreement (e.g., Contract, Project, Grant, Foerderkennzeichen, Projektnummer, Vorhaben, Forschungsvorhaben) followed by a space. Then enter the number of the agreement as given on the publication.

Examples: **Contract AC09-08SR22470**

Contract PEF 86/004/03

Contrato 56-764/01

Grant UI-550859/10

Proyecto ES-AD--92/30

Projektnummer DE47-92

If more than one number is entered, separate them with a semicolon and a space. If more than one type of agreement is entered, precede each number with the type of agreement.

Examples: **Contract AC01-79C20; PEF 86/004/03**

Contrato 56-764/01; Grant UI-550859/10

Tag 401

3.12. Imprint

The imprint fields provide information on the place of publication, the name of the publisher, and the date of publication.

In multilevel entries, this information is selected only for the most appropriate level. Thus, for a book in a series, select the imprint for the book at the M level rather than for the series at the S level.

For reports, select only the date of publication. The publisher of a report is assumed to be the issuing body (Tag 110).

3.12.1. Place of Publication (Tag 401)

The place of publication is the location (city, state or province, country) of the publisher of the publication.

If the publication indicates it was published in more than one place, select only one. This is usually the first place listed and usually represents the country of publication of the input source.

Note: When information is selected for this field, information must also be selected for Tag 402 (Name of Publisher).

Enter the English-language version of the name of the city followed by a space and the standardized country code or country name. The country code or country name should be enclosed in parentheses. If a state or province code is entered, it is separated from the city by a comma and a space and from the country code or country name by a space.

Examples: **Saclay (France)**

Toronto, ON (CA)

For the spelling of city names, consult Webster's New Geographical Dictionary or the section 'Geographic Names' in Webster's New Collegiate Dictionary. (If more than one version is given, the first is usually the English-language version unless another version is so designated.) If the place is not listed in either of these sources, enter it in the original language, transliterated, if necessary, according to the procedures given in Appendix 7, 'Rules for Transliterating Selected Non-Roman Characters'.

3.12.2. Name of Publisher (Tag 402)

This field contains the name of the publisher, i.e., the name of the person or corporate body responsible for publishing or issuing the publication.

If the publication has more than one publisher, select only the one corresponding to the place of publication entered in Tag 401.

Note: When information is selected for this field, information must also be selected for Tag 401 (Place of Publication).

The name of the publisher is entered as given on the publication. Transliterate the name if necessary following the procedures in Appendix 7, 'Rules for Transliterating Selected Non-Roman Characters'. If a shortened form of the name is commonly used, it may be entered instead of the full name; however, the version of the name entered should be sufficient to differentiate it from publishers with similar names.

Examples: **McGraw-Hill**

Pergamon

IAEA

Editions Frontieres

Elsevier Ltd.

Bhabha Atomic Research Centre

Springer

Izdatel'stvo Nauka

Wiley InterScience

Tag 403

3.12.3. Date of Publication (Tag 403)

This field contains the date when the publication was published.

A publication date must be entered for every publication.

The date of publication should always be given as fully as it appears on the publication being cataloged. A valid date must include at least the year of publication. A valid date may also include the month or the month and day of publication. A range of months or seasons may sometimes be used for journals and collections.

3.12.3.1. Selecting the Date of Publication

Several kinds of dates may appear on a publication. Select one of the following dates as the publication date. They are listed in order of preference, i.e., 'date published', if available, should be chosen rather than 'date copyrighted'.

- (1) Date published, i.e., the date of publication as indicated on the publication
- (2) Date copyrighted
- (3) Date publication was submitted
- (4) Date work was completed
- (5) Date publication was typed
- (6) Date that may appear embedded in the report number (e.g., for a conference number such as CONF-840119, 1984 could be used). (Date should be enclosed in square brackets ([]).)
- (7) Latest date in a reference or the text (year only). (Date should be enclosed in square brackets ([]).)
- (8) If no date is found on the publication, use the date the publication was processed by the input center. (Date should be enclosed in square brackets ([]).)

For a translation, the date of the translated publication is selected for Tag 403, not the date of the source document. (The date of the source document is included in the source document reference provided for Tag 610 (General Notes)).

3.12.3.2. Entering the Date of Publication

The date is entered as the day of the month, the month, and the year. A space is entered to separate the day and month and the month and year.

- Day of the month: one or two Arabic numerals
- Month: the first three letters of the English name of the month or season as given in Table 4., 'Month and Season Abbreviations to be Used in Dates'
- Year: a four-character number, all Arabic numerals

Examples: **3 May 1998** [patent, M level]
 Jun 2006 [report, M level]
 1989 [book, M level]

Tag 403

3.12.3.3. Dates for patent documents

3.12.3.3.1. Selection of patent date

A patent entry may contain one or more dates:

- (1) Publication date of the patent document described

This date is identified by INID code 41, 42, 43, 44, 45, 46, or 47. The date given under the highest code should be selected. Consult the list of INID codes given in Appendix 5, 'WIPO Patent Information and Documentation: Recommendation Concerning Bibliographic Data on and Relating to Patent Documents', for guidance on the correct choice of date. This date must always be selected.

- (2) Priority application date

The priority application date (INID code 32) is the date for the priority number entered in Tag 310 for the priority filing.

- (3) Patent application date

The patent application date (INID code 22) is the date for the patent application. The patent application date is selected when there is no priority application number, but there is a patent application number; the date is entered in Tag 403 even when the application number is the same as the patent number and is, therefore, not entered in Tag 310 (Secondary Number).

3.12.3.3.2. Entry of patent dates

The patent date is entered in the standard date format.

Example:

source INID 43: 8 Oct 1996
 INID 45: 21 Jun 1999

enter **21 Jun 1999**

If a priority application number or a patent application number has been entered, then the corresponding date is entered in Tag 403 following the patent date and separated from it by a semicolon and a space as noted in the following examples.

Note: The patent application date is entered in Tag 403 even when there is no information in Tag 310 (Secondary Number) because the patent does not have a priority number, and the application number (INID code 21) and the patent document number (INID code 11) are identical.

Note: The sequences 'patent publication date; priority application date' and 'patent publication date; patent application date' must be strictly observed, so that the first date will always refer to the publication date of the patent document being described.

Examples:

source INID 43: 19 mai 1999
INID 22: 15 decembre 1998
INID 30: US, 14 mai 1997, no 049 569

enter **19 May 1999; 14 May 1997**

source INID 45: 21 Jun 2005
INID 32: 2 Apr 2001

enter **21 Jun 2005; 2 Apr 2001**

Tag 404

3.12.4. Printing Date (Tag 404, Level S)

Tag 404 (Printing Date) is no longer to be used for input.

3.13. Physical Description (Tag 500)

This data element is used to provide a physical description for both print and non-print literature.

3.13.1. Printed literature

Printed literature includes publications produced in paper or microform.

3.13.1.1. Paper

For printed publications other than microforms, the physical description is given in volumes, issues, pages, or a combination of these. It is used for Types of Record B, I, J, P, and R.

A standardized form of entry is used for the physical description of printed publications in order to have the data entered as correctly and consistently as possible.

General rules:

- (1) Enter a 'p.' to identify page information, and enter a 'v.' to identify volume information.
- (2) Designations for 'supplement', 'volume', and similar descriptive terms are translated into English (if necessary) and abbreviated. Following are abbreviations for several frequently used terms:

volume, Band, Tome	v.
supplement, Ergaenzungsband	suppl.
Teil, part	pt.

- (3) Enter the complete page number for all pagination. The sequence of page numbers in ranges should be in ascending order. Use a hyphen to separate components of a page range.

Example:

<u>valid</u>	p. 72-75
<u>invalid</u>	p. 72-5

- (4) All Roman numerals should be converted to Arabic numerals, and, if possible, all ordinal numbers should be converted to cardinal numbers. Numbers written as words should also be converted to Arabic numerals.

Examples:	<u>source</u>	<u>enter</u>
	2nd supplement	suppl. 2
	Second supplement	suppl. 2
	xiv + 132	146 p.

- (5) DO NOT use semicolons.
- (6) All spaces must be deleted before an open, or left, parenthesis.

Example:

<u>valid</u>	v. 10(3)	[journal article, S level]
<u>invalid</u>	v. 10 (3)	

Tag 500

- (7) One space must follow a closing, or right, parenthesis.

Example:

<u>valid</u>	(no.3) 10 p.	[monograph analytic]
<u>invalid</u>	(no.3)10 p.	

- (8) A space must be entered after a period or comma, except when either the period or comma is inside parentheses or square brackets or when the period is part of the pagination.

Example: **p. R8.3-1-R8.3-16** [monograph analytic]

- (9) When only an issue number is given, precede the issue number with 'no.' in parenthesis.

Example: **(no.3)** [journal article, S level]

- (10) Pagination for analytics is entered as follows:

For all publications with bibliographic level combinations AM, AMS, or AMC, the pagination for the analytic itself is entered in Tag 500 at the A level and the total pagination for the monograph containing the analytic is entered in Tag 500 at the M level.

Example:

(500, A level)	p. 5-10
(500, M level)	100 p.

For journal articles, which have the bibliographic level combination AS, pagination is entered only at the A level and refers to the journal article, not the journal issue. The volume and issue information is still entered at the S level. The total pagination for the journal issue is not entered in the record.

Example:

(500, A level)	p. 20-25
(500, S level)	v. 5(8)

- (11) If neither volume nor issue number is available, **use the date of publication** in combination with the word 'issue'.

Example: (500, S level) **(Jun 2007 issue)**

- (12) If pagination cannot be determined, estimate the number of pages. Enter this estimate in square brackets. For electronic articles (journal literature or book chapter), the file size can be entered in square brackets.

Note: When the estimate is for a monograph analytic or journal article, the estimate is entered at the A level. When the estimate is for the publication as a whole, the estimate is entered at the M level.

Examples:

(500, M level)	[20 p.]	[monograph]
(500, A level)	[5 p.]	[journal article]
(500, A level)	[680 Kb]	[journal article]
(500, S level)	v. 5(8)	[journal article]

Pls. note that it is not recommended to use 'vp.', but it will be accepted.

- (13) Special care must be used when determining the pagination of **non-conventional literature** (Types of Record R, I, and P) submitted to INIS for inclusion in the INIS electronic NCL Database. The pagination for such publications is thus defined as the total number of pages, whether numbered or unnumbered. This includes introductory pages, index pages, incl. diagrams, charts, illustrations, maps, photos, foldouts, pocket material, etc., and even inside covers if they contain information. For electronic publications, if no pagination can be determined, the size of the electronic file may be entered in square brackets.

The following conventions are used in Table 5., 'Physical Description for Printed and Electronic Publications Input: Examples', in describing the application of these rules and formats:

- 'p.' is used for page identification
 - 'v.' is used for volume identification
 - '[]' when no pagination is available, the estimated total number of pages or the file size should be entered in square brackets
 - [Kb] or [KB] or [Mb] or [MB] etc., used for indicating the size of an electronic file
 - [CD] or [CDs] may be used in monographic (M) level if the publication is on CD and no pagination is available
 - [html] is used for the physical description of a Web page
- Pls. note that valid entries are shown in boldface in the examples below.

3.13.1.2. Other forms

If the full text is available in electronic form, eg. as PDF file, on CD-ROM, on the Web, and the pagination of the full text cannot be easily determined, the size of the electronic file, the number of the carrier CDs/DVDs or the markup language of the Web page may be entered, as follows:

Examples:	[560 Kb]	[enter the file size at tag 500, A level]
	[10 Mb]	[enter the complete size of files at tag 500, M level]
	[255 KB]	[enter the file size at tag 500, A level]
	[1 CD-ROM]	[enter the number of CDs at tag 500, M level]

For the Physical Description of a 'Web page', enter only the word 'html' in square brackets:

Example:	[html]	[M level]
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For literature available in microfiche or microfilm, include the number of fiches, cartridges or reels in the physical description. If the number of the printed publication included on the microfiche/microfilm is known, also enter that information.

Examples:	4 mf	2 mf reels
	2 mf, 150 p.	2 mf cartridges, 500 p

Tag 500

Table 5. Physical Description for Printed and Electronic Publications Input: Examples

Use the following examples for formatting the physical description in the indicated situations.

Note: 'X' is used to represent the alphanumeric information entered

<u>Format</u>	<u>Type of Publication</u>	<u>Rule</u>	<u>Example</u>	
X p.	Monographs and monograph analytics (M level only)	- One space must precede and follow 'p.'	(1) 56 p. [book containing 56 pages]	[M level]
p. X	Monograph analytic (A level only)	- One space must follow 'p.'	(4) p. 35-51 [chapter in a book or report]	[A level]
continuous pagination throughout the volume	Journal articles (A level)		(5) p. R8.3-1-R8.3-16 (6) p. P3/B11 (7) p. P/26.1-P/26.10 (8) p. 8.1-8.7	[A level] [A level] [A level] [A level]
p. X, X,	Monograph analytics (A level only)	- One space must follow 'p.'	(9) p. 2-6, 9-25, 90	[A level]
non-continuous pagination	- Journal articles (A level)	Each page range must be followed by both a comma and a space The sequence of page ranges must be in ascending order	(10) p. 20, 30-35 [non-continuous pagination within individual volumes]	[A level]

Table 5. Physical Description for Printed and Electronic Publications Input: Examples (cont.)

<u>Format</u>	<u>Type of Publication</u>	<u>Rule</u>	<u>Example</u>	
p. X	Monograph analytics (A level)	-All spaces within parentheses must be dropped except when there are two words	(11) p. 1-6 150 p. [monographic analytic]	[A level] [M level]
continuous pagination	Journal articles (A,S levels)	(see example 22) - One space must precede and follow 'p.' -The sequence of pages must be in ascending order - Journal volume and issue are entered at S level	(12) p. 72-75 (no.9) [journal with issue number but without volume numbering] (13) p. 23-25 (pt.31) [journal article issued in parts without volume numbering]	[A level] [S level] [A level] [S level]
p.X,X, X, ...	Monograph analytics (A level)	- All spaces within parentheses must be dropped except when there are two words	(14) p. 2-4, 7-8, 19 90 p. [monograph analytic]	[A level] [M level]
non-continuous pagination	Journal articles (A,S levels)	(see example 22) - One space must precede and follow 'p.' - Each page number range must be followed by both a comma and a space - The sequence of pages must be in ascending order - Journal volume and issue are entered at S level	(15) p. 3, 15-29 (suppl.27) [articles in a journal without volume number but with supplement number only] (16) p. 1-5, 20 (83-lub-34) [articles in a journal without volume number but with special designation only] (17) p. 1-9, 30-35 (no.3/85) [journal with issue number but without volume number]	[A level] [S level] [A level] [S level] [A level] [S level]

Tag 500

Table 5. Physical Description for Printed and Electronic Publications Input: Examples (cont.)

<u>Format</u>	<u>Type of Publication</u>	<u>Rule</u>	<u>Example</u>	
p. X continuous pagination	Journal articles (A,S levels)	- All spaces within parentheses must be dropped except when there are two words, e.g., 'special issue'	(18) p. 28-35	[A level]
			v. 7(2,pt.1)	[S level]
	[journal with volume, issue, and part number]			
	(19) p. 515		[A level]	
	v. 3(4)		[S level]	
	[one page journal article in issue number 4 of volume 3]			
Multi- volume, continuous pagination	Monograph and monograph analytics (A level)	(20) p. 20-30	[A level]	
		275 p.	[M level]	
		v. 1-2(no.3)	[S level]	
		[monograph: article contained in a particular volume of a series]		
		(21) p. 1-9	[A level]	
		v. 1(special issue)	[S level]	
[journal article]				
Multi- volume, continuous pagination	Monograph and monograph analytics	(22) p. 20-71	[A level]	
		v. 55(suppl.9)	[S level]	
		[journal article]		
		(23) v. 1 p. 1-25	[A-level]	
		300 p.	[M-level]	
		etc.		
v. 1 p. 138-155	[A-level]			
300 p.	[M-level]			
.				
v. 2 p. 156-189	[A-level]			
300 p.	[M-level]			
etc.				
v. 2 p. 275-300	[A-level]			
300 p.	[M-level]			

Table 5. Physical Description for Printed and Electronic Publications Input: Examples (cont.)

<u>Format</u>	<u>Type of Publication</u>	<u>Rule</u>	<u>Example</u>
v. X p. X, X, X, ...	Journal articles (A,S levels)	- One space must follow 'v.'	(24) p. 10-12, 20-28 [A level] v. 2(11,suppl.) [S level] [journal article beginning on page 10 and continued on page 20]
non-continuous pagination	Monographic analytics (A level)	- One space must precede and follow 'p.' - The sequence of pages must be in ascending order - Journal volume and issue are entered at S level	(25) p. 19-22, 29 [A level] v. 59(675) [S level] (26) p. 3-5, 7 [A level] v. MAG-21(2) [S level] (27) p. 6-9 [A level] 200 p. [M level] [monograph analytic: volume number included in Tag 200]
Multivolume, non-continuous pagination	Monograph and monograph analytics	'Information about the number of volume described is entered at Publication Title: Tag 200, M level [Example for Vol. 1: <i>Fusion Plasma Physics. Vol. 1</i>	(28) p. 1-35 [A-level] 150 p. [M-level] etc. p. 125-150 [A-level] 150 p. [M-level]
		[Example for Vol. 2: <i>Fusion Plasma Physics. Vol. 2</i>	(29) p. 1-15 [A-level] 175 p. [M-level] etc. p. 166-175 [A-level] 175 p. [M-level]
	Monograph, monograph analytics in series (A,M,S level)	Article pagination: Monographic total no. of pages: Series volume issue:	(30) p. 30-45 [A level] 268 p. [M level] v.7(no.5) [S level]
[]	Monograph and monograph analytics (M level)	- Estimated number of pages entered in square brackets	(31) [100 p.] [M level] [no pagination indicated on publication]

Table 5. Physical Description for Printed and Electronic Publication Input Examples (cont.)

<u>Format</u>	<u>Type of Publication</u>	<u>Rule</u>	<u>Example</u>	
[]	Monograph and monograph analytics (M level)	- One space must precede square brackets - All spaces within parentheses must be dropped except when there are two words (see example 22)	(32) (no.1-3) [50 p.] (33) (no. 9) [10 p.]	[M level] [M level]
[]	Journal Article (A,S level)	- Estimated number of pages in square brackets at A level Volume issue	(34) [8 p.] [article without pagination] v. 62(4)	[A level] [S level]
[]	Journal Article (A,S level)	- File size of article at A level Volume issue	(35) [380 Kb] [article without pagination] v. 25(6)	[A level] [S level]
[]	Analytic (A level)	- Estimated number of pages in square brackets at A level	(36) [15 p.] [report chapter without pagination]	[A level]
[]	Monographic analytics (A,M levels)	- Estimated size of electronic file in square brackets at both levels	(37) [710 Kb] [5 Mb]	[A level] [M level]
[np]	Monographic analytics (A,M levels)	- Estimated size of electronic file in square brackets and number of CD	(38) [485 Kb] [1 CD-ROM]	[A level] [M level]
[]	Web page (M level)	- The word 'html' is entered in square brackets at M level	(39) [html]	[M level]

Tag 500

3.13.2. Non-print literature

Tag 500 is also used for the physical description for publications described under Types of Record F and T.

For Type of Record F, Audiovisual Material, provide sufficient data to indicate the requirements necessary to hear and/or view the publication, as in the following examples:

- (1) films - Provide the running time, indicate whether film has sound track (abbreviated 'sd.')

Example: **19 min., sd., color, 35 mm**

- (2) sound recordings - Provide the running time. When appropriate, also indicate the rotation speed for discs and the width and recording speed for sound tapes.

Example: **28 min.**

For Type of Record T, Computer Medium, provide sufficient data to indicate the requirements necessary to read the publication, as in the following examples:

- (1) CD-ROM - enter the words in upper characters and in square brackets

[CD-ROM]
or **[2 CD-ROMs]**

Note: Enter additional information on CD-ROM in Tag 610 (General Notes).

- (2) Web page - enter the word 'html' in square brackets

Example: **[html]** **[M level]**

- (3) diskettes - provide diskette size and density

Examples: **5 1/4 double-sided, double-density floppy diskette**

3.5 [or 3 1/2] double-sided high density diskette

- (3) magnetic tapes - indicate number of tracks, bits, and other information needed to use the tape

Example:

source 9-track magnetic tape recorded at 1600 bits

enter **9 track, 1600 BPI**

3.14. Publication Language (Tag 600)

This field contains the standardized code(s) or name(s) for the language or languages in which the publication is written. The standardized language codes and names are given in Appendix 11, 'Language Names and Codes'.

A language code or a language name must be assigned to every record. No more than eight codes or names should be assigned. The language codes or names selected are enclosed in parentheses for input.

ETDE Note: Do not use both language codes and language names in the same entry.

For publications with more than one bibliographic level, assign the language statement to the lowest level only. The lead record should contain language codes or names for all (or eight) of the languages used in the publication.

Example:

(600, M level) **(DE, FR, RU, EN)** [lead record]

An analytic related to that lead record will contain only the code(s) or name(s) needed for that analytic; the codes or names would be entered at the A level, and there would be no entry at the M level

(600, A level) **(FR)** [analytic record; no language code at M level]

If the publication is written entirely in English, enter the code 'EN' or 'English ' and enclose it in parentheses.

Example: **(EN)**
 or **(English)**

If the publication is written in a language other than English, enter the appropriate code or name for that language and enclose it in parentheses.

Example: **(FI)**
 or **(Finnish)**

If the publication is in no more than eight languages, enter all the languages, separating their codes or names by a comma and a space and enclosing the entire statement in parentheses.

Example: **(EN, FR, SV)**
 or **(English, French, Swedish)**

If more than eight languages are used, cite only the major scientific ones. Enclose the entire statement in parentheses.

Example: **(EN, FR, DE, JA, ZH, RU, AR, NL)**
 or **(English, French, German, Japanese, Chinese, Russian, Arabic, Dutch,)**

Tag 610

3.15. Notes

3.15.1. General Notes (Tag 610)

This field includes supplementary cataloging information which is not included elsewhere in the record.

3.15.1.1. Input mandatory

An entry is required in this field in the following cases (see Paragraph 2.1.3.5. and Appendix 2, 'Matrices of Bibliographic Data Elements').

- (1) When Literary Indicator T has been assigned for a translation, enter the relevant details of the original citation in Tag 610.

Examples: **Translated from Nippon Genshiryoku Gakkai-Shi (Apr 1997) v. 85(8)
p. 138-152**

Translation of 'Materia e Antimateria', Milano (IT), Mondadori, 1996

Translated from Russian [Note: use this type of entry only when no other
information is available]

- (2) When Literary Indicator V has been assigned to computer program documentation, enter the programming language used and the computer on which the program runs, if this information is given in the documentation.

Examples: **FORTRAN IV EXTENDED/CDC 7600**

In FORTRAN and in PL/1 for IBM 370 computer

3.15.1.2. Input optional

Do not limit the use of this field to the required instances described above. Its main purpose is to provide an opportunity to draw attention to any significant information about the publication that has not been included in other fields. Used in this way, Tag 610 can be one of the most important fields in the record.

Entries should be in English. Format is otherwise unrestricted.

Following are examples when such optional notes would be included in the record.

- (1) Only one related reference can be entered at Tag 007 (Related RN/TRN). Additional references can, however, be cited by providing an appropriate note in Tag 610.

Note: Never cite a TRN. If the RN is not available, cite the reference itself.

Example: **Other articles in this group are RN 30:012345 and RN 30:034567.**

- (2) Another example is:
a Danish publication which is a product of a research project carried out within the Danish Energy Research Program. The acronym for the program and the fiscal year when the project was granted is entered in Tag 610.

Example: **EFP-91**.

- (3) When reporting a technical report which has also been published as a journal article, the citation for the journal article, if known, should be entered in Tag 610. Likewise, the record for the journal article should contain a citation to the report if this information is known.

Examples	Also published in Radiation Research, (Aug 2005), v. 73(2) p. 299-300	[report]
	Also published as EUR-18335	[journal article]

- (4) Other examples:

Table of contents in Dutch and English

Submitted to the journal Physics Letters, B.

Published in 2 volumes

Also issued in French, German, and Russian

CD also contains lectures in Microsoft PowerPoint format.

**Also published in International Journal of Computational Fluid Dynamics
(Feb 2004) v.18(2) p. 164-174**

**Available on a single CD-ROM occupying 85 MB for viewing with Adobe Reader in
a Windows or MacIntosh operating system**

**System requirements: Pentium 100 MHz, 16 MB RAM, CD ROM 6x, 16 bit Sound
card, 640x480 TruColor Graphics, MS Windows 95**

**The book was published in different forms: printed soft-cover version and in
electronic form (CD-ROM). Data on CD in PDF format. CD also contains images
and maps.**

Tag 611

3.15.2. Availability Note (Tag 611)

Include in this field information about the availability of the publication being described, e.g., cite a source from which the full text may be obtained, or enter a URL from where it can be directly accessed, or indicate its availability in other form(s). This statement should contain sufficient information for a publication to be obtained on a worldwide basis.

Note: The availability note for a publication should not contain acronyms or abbreviations for organizations unless their names appear in full elsewhere in the bibliographic description of the publication.

3.15.2.1. Input mandatory

- (1) When reporting non-conventional literature for which the full text cannot be supplied to the INIS Secretariat or the ETDE/OA for inclusion in the electronic NCL full text collection, provide complete availability or a URL. Availability information apply mainly to Non-Conventional Literature to indicate where it is possible to obtain an electronic or printed version of the publication or how to access the electronic version of the full text. Availability information may consist of the full mailing address, including street, post office box address, an e-mail address, a URL or PURL (Persistent Uniform Resource Locator).

Examples:

Available from Biblioteca Luis Demetrio Tinoco, Universidad de Costa Rica

Available from Comsol France, WTC, 5 place Robert Schuman, F-38000, Grenoble (France)

Available from OSTI as DE00948502; PURL: <https://www.osti.gov/servlets/purl/948502-tVg6Jr/>

Available from UMI - University Microfilms Inc., 300 North Zeeb Road, Ann Arbor, Michigan, United States, 48106-1346 or from the Internet at wwwlib.umi.com/dissertations

Available from <ftp://ftp.ecn.nl/pub/www/library/report/2001/rx01070.pdf> at the Energy Research Centre of the Netherlands

Available from http://apps.ornl.gov/~pts/prod/pubs/ldoc9317_ornl_patram_366_final.pdf; PURL: <https://www.osti.gov/servlets/purl/931106-i7jr0X/>

Pls. note that when entering the e-mail address, the '@'-sign may be used.

Available from the author by e-mail: maxfraton@nuc.berkeley.edu

Available from the Atomic Energy Commission, Damascus (SY), e-mail: atomic@aec.org.sy

- (2) When reporting a paper from a published proceedings that was previously announced, either in full or in a shortened version, as non-conventional literature in the database, provide an availability note for the previously announced version.

Example: **Available from the ETDE/OA as NREL/SR--520-26930**

3.15.2.2. Input optional

Following are examples of situations when additional availability information can be included in the record.

- When reporting literature for which the full text is being submitted to INIS or the ETDE/OA for inclusion in the electronic NCL full text collection, additional availability information (including the price, if known) may be provided here.

Examples:

Also available from Swedish Nuclear Power Inspectorate, SE-106 58 Stockholm, Sweden

**Also available from OSTI; Commercial reproduction prohibited; OSTI as DE20913272; PURL:
<https://www.osti.gov/servlets/purl/20913272-351NN4/>**

Available on-line: <http://epub.iaea.org/fusion/>, login: nfreader, password: IAEAPlasmas

Author can be contacted via email: macedo@cnen.gov.br

Also available English translation from the Omega Info, Vysehradská 33, 85106 Bratislava, Slovak Republic (e-mail: info@omegainfo.sk), at USD15.00/standard page (1800 characters)

- When the complete 'full text' of the English-language abstract is entered in Tag 860 (provided there are no copyright restrictions), the following phrase can be added at Tag 611:
Available in abstract form only, full text entered in this record

3.15.2.3. Use of other identifying elements in Availability field

Tag 611 (Availability Note) may also be used for entering other identifying elements, such as DOIs.

The DOI (Digital Object Identifier) provides a means of persistently identifying a piece of intellectual property on a digital network and associating it with related current data. DOIs facilitate access to full text of journal articles and other conventional literature directly from publishers, especially for users whose organizations have arrangements with the publishers to enable direct viewing.

Many records in INIS and ETDE databases contain DOIs that have been included by inputting centres as well as available in electronic records acquired from various journal publishers (eg. AIP, Elsevier Science BV, IOPP).

Example: <http://dx.doi.org/10.1007/s00247-003-0952-3>

Note that many sites store only the DOI without the protocol and domain name when they cite it as an identifier, e.g. 10.1016/j.tsf.2008.11.089. However, this link will not function unless the user has a DOI plug-in, or software is written to resolve it as a link.

Therefore, INIS and ETDE strongly recommend that the DOI is entered with the protocol and domain name (<http://dx.doi.org/>) and not just the numeric portion that begins with '10.'

Source: DOI: 10.1016/j.tsf.2008.11.089
 Enter: **<http://dx.doi.org/10.1016/j.tsf.2008.11.089>**

Valid entries: Available from <http://dx.doi.org/10.1016/j.tsf.2008.11.089>

Available from <http://dx.doi.org/10.1007/s00247-003-0952-3>

Further information about DOI can be found at: <http://www.doi.org/>

Tag 620

3.16. Title Augmentation (Tag 620)

Title augmentation is supplementary information provided to clarify or elaborate on the title of the publication when the title itself is insufficient. Title augmentation information is also shown in printed subject indexes.

Data for Tag 620 should be provided by the subject specialist when needed.

Enter the title augmentation using the same procedures as for entering publication titles (Paragraph 3.8.2.2.).

Note: The name of a program described in a computer program documentation record must be provided here if it has not already been provided in Tag 200 (Primary Title) as part of the title itself. (See Paragraph 2.1.3.5., 'Literary Indicator, V').

Tag 709

3.17. Corporate Codes

3.17.1. Funding Organization Code (Tag 709)

Tag 709 (Funding Organization Code) is no longer used.

3.17.2. Corporate Entry Code (Tag 710)

Tag 710 (Corporate Entry Code) is no longer used.

4. DATA ELEMENTS FOR INDEXING LEVEL 9

4.1. Level Indicator (Tag 009)

Enter a '9' in this Tag to indicate the following information belongs in indexing level 9.

4.2. Subject category codes - ETDE only

Subject category codes, and the related text, provide access by broad subject areas to records in the database. The codes are assigned by the subject specialist responsible for abstracting and indexing the publication.

Every ETDE record must be assigned at least one ETDE subject category. Assignment of additional ETDE subject categories and of one or more INIS subject categories is optional.

4.2.1. ETDE Subject Category Codes (Tag 540) - ETDE only

This is a new tag added for ETDE use.

The ETDE subject categories and three-digit category codes are listed in ETDE/INIS-02: Subject Scope and Categories. They should be provided by the subject specialist for input to the database record.

The ETDE subject category codes also may be included in Tag 008. If the codes are included in Tag 008, do not include them again in Tag 540.

If the ETDE subject category codes have not been entered in Tag 008, enter the primary code first in Tag 540 followed by any secondary codes which may have been assigned. (The primary code is assumed to be the first one listed by the subject specialist unless another code is specifically marked as the primary code.) Multiple codes are separated only by a semicolon. There is no limit on the number of secondary codes which may be entered.

4.2.2. INIS Subject Category Codes (Tag 541) - ETDE only

This is a new tag added for ETDE use.

INIS subject category codes are three-character alphanumeric codes consisting of a letter followed by two numbers. The codes and categories are listed as attachment to INIS Circular Letter No. 161 dated 1999-12-01.

Most publications cataloged for ETDE will not be assigned any INIS subject codes since these codes are usually assigned only to nuclear-related publications for which records are sent directly to INIS. Due to changes in the INIS subject scope, however, some publications cataloged for ETDE may also be sent to INIS; in such a case, the INIS subject codes may be included in the ETDE record.

When INIS subject codes have been assigned by the subject specialist, enter the primary (i.e., more important) category first, followed by any secondary (i.e., less important) categories which may have been assigned. (The primary category is assumed to be the first one listed by the subject specialist.) Multiple codes are separated only by a semicolon. Although the number of secondary subject categories is not limited, more than two are rarely used.

Example: **S22;S24**

Tag 800,810

4.3. Descriptors

Descriptors provide both general and specific subject access to records in the database. A descriptor may be a single word or a phrase of two or more words (including hyphenated phrases) with the words separated by spaces.

4.3.1. Descriptors (Tag 800)

Descriptors will be assigned by the subject specialist. Rules regarding the assignment and format of descriptors are given in ETDE/INIS-03: Manual for Subject Analysis.

Every record must be assigned at least one valid descriptor. Valid descriptors are included in ETDE/INIS-01: Joint Thesaurus, and its supplements.

Enter the descriptors as given in the Thesaurus. When more than one descriptor is assigned, separate them with a semicolon and a space.

Example: **LICENSING REGULATIONS; RADIATION PROTECTION**

Note: Proposed descriptors must be entered in both Tag 800 and Tag 810 (Proposed Descriptors).

4.3.2. Proposed Descriptors and ‘Free Text’ terms (Tag 810)

Proposed descriptors will also be provided by the subject specialists.

Enter proposed descriptors according to the same guidelines used for approved descriptors (Tag 800).

Note: Proposed descriptors **must** also be entered in Tag 800.

Free Text terms: Tag 810 can be also used to enter “Free Text” terms (see details in INIS Circular Letter No. 153 dated 1997-02-04). They are, however, not entered at Tag 800.

DATA ELEMENTS FOR ABSTRACT LEVEL X.

Level 'X' information is related to the abstract.

5.1. Level Indicator (Tag 009)

This data element includes the level indicator 'X', a slash, and the appropriate two-letter language code taken from Appendix 11, 'Language Names and Codes'.

Examples:	X/EN	[English abstract]
	X/FR	[French abstract]

Tag 850,860

5.2. Abstract Language (Tag 850)

Tag 850, Abstract Language, is no longer to be used for input. This information still must be entered in the Level Indicator field for Level X.

5.3. Abstract (Tag 860)

The abstract provides a summary of the information contained in the publication being processed.

A full-length English-language abstract must be submitted for each publication reported that is longer than 6000 characters. Exceptions are described in Paragraph 5.3.3 and 5.3.4.

INIS note: INIS input centers may provide one or more non-English-language abstracts. If more than one abstract is sent, the English-language abstract is always entered first. The languages of the non-English abstracts are restricted to those that use Latin or Cyrillic characters.

ETDE note: ETDE input sources may also send one non-English-language abstract. If more than one abstract is sent, the English-language abstract is always entered first. The language of the non-English abstract is restricted to those that use Latin characters.

When two abstracts are submitted, each abstract represents a new Abstract Level entry. Tags 009 Level X and 860 are used first for the English-language abstract and then repeated, providing information for the non-English-language abstract (see Paragraph 5.3.4).

Example: (009) **X/EN**
(860) [Text of English abstract is entered here]

(009) **X/FR**
(860) [Text of French abstract is entered here]

5.3.1. Abstract content and format

The abstract should be provided by a subject specialist. It may have been prepared by the author of the paper (i.e., an author abstract) or it may have been prepared by the subject specialist. In either case, it should conform as much as possible to the guidelines given in IAEA-INIS-4, INIS: Instructions for Submitting Abstracts, or ETDE/OA-11, Energy Technology Data Exchange, Section 5, 'Guide to the Preparation of Abstracts'.

The abstract should be entered as a single paragraph without indentations. It should not exceed 6000 characters in length.

If the abstract is an author abstract, the last sentence ends with a period, followed by a space followed by the word 'author' in parentheses (see example 1 below).

If the abstract is not an author abstract, the last sentence does not end with a period; the period will be added during central processing (see examples 2 and 3 below).

Examples:

- (1) English-language author abstract

The specific tasks in the planning of INIS and ETDE are described as well as the basis to establish links between national systems. (author)

- (2) English-language abstract prepared by the subject specialist

The specific tasks in the planning of INIS and ETDE are described. The basis for establishing links between national systems is also discussed

- (3) Non-English-language abstract prepared by the subject specialist

Les travaux spécifiques sont décrit dans le projet d'INIS et ETDE ainsi que le principe pour l'établissement des liaisons entre les systèmes nationaux

5.3.2. *Illustrative material*

The number of references, figures, tables, and other illustrative materials are included at Tag 610 (General Notes). When providing such information, use the following specific terms, abbreviated as indicated:

<u>Term</u>	<u>Abbreviation</u>
reference, references	ref., refs.
chart, charts	
figure, figures	fig., figs.
table, tables	tab., tabs.
map, maps	
plan, plans	
illustration, illustrations	ill., ills.

If the specific terms above are not applicable, use 'ill.' or 'ills.'.

5.3.3. *Full text of the abstract*

Note: This procedure is applicable to English-language abstracts only

If the length of the full text of an English-language publication is less than 6000 characters, if it does not contain any tables or figures, and if no copyright restrictions apply, the complete English text may be entered in Tag 860 following the wording '**Full text:**'

In such cases, the following phrase can be added at Tag 611 of the record:

Available in abstract form only, full text entered in this record

Otherwise, a shorter abstract should be prepared

Furthermore, if an abstract has been prepared for a document that is itself an abstract or a short text, it is recommended that a note is added at Tag 610 to indicate this.

Examples:

- (1) English-language author abstract

The specific tasks in the planning of INIS and ETDE are described as well as the basis to establish links between national systems. (author)

- (2) English-language abstract prepared by the subject specialist

The specific tasks in the planning of INIS and ETDE are described. The basis for establishing links between national systems is also discussed

- (3) Non-English-language abstract prepared by the subject specialist

Les travaux spécifiques sont décrit dans le projet d'INIS et ETDE ainsi que le principe pour l'établissement des liaisons entre les systèmes nationaux

5.3.2. Illustrative material

The number of references, figures, tables, and other illustrative materials are included at Tag 610 (General Notes). When providing such information, use the following specific terms, abbreviated as indicated:

<u>Term</u>	<u>Abbreviation</u>
reference, references	ref., refs.
chart, charts	
figure, figures	fig., figs.
table, tables	tab., tabs.
map, maps	
plan, plans	
illustration, illustrations	ill., ills.

If the specific terms above are not applicable, use 'ill.' or 'ills.'.

5.3.3. Full text of the abstract

If the length of the full text of the publication is less than 6000 characters and if it does not contain any tables or figures, the full text (in English) may be entered in Tag 860 following the wording '**Full text:**' unless forbidden by copyright restrictions. Alternatively, a shorter abstract should be prepared.

In such cases, the following phrase can be added at Tag 610 of the record:

Available in abstract form only, full text entered in this record

Note: This procedure is applicable to English-language abstracts only

Furthermore, if an abstract has been prepared for a document that is itself an abstract or a short communication, it is recommended that a note is added at **Tag 610** to indicate this.

APPENDICES

Appendix 1. References

1. Gorman, M.; Winkler, P.W. Anglo-American Cataloguing Rules, Second Edition (AACR2), 1988 Revision. Ottawa, Canadian Library Association; Chicago, American Library Association. 1988.
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3. Energy Technology Data Exchange, Oak Ridge, TN (United States). ETDE/OA-9 INTERIM GUIDE, Energy Technology Data Exchange Serials Title Authority. Available from the Operating Agent, ETDE. November 1988.
4. Energy Technology Data Exchange, Oak Ridge, TN (United States). ETDE/OA-11, Energy Technology Data Exchange Procedures Manual. Looseleaf. Available from the Operating Agent, ETDE. February 1990-.
5. Energy Technology Data Exchange, Oak Ridge, TN (United States). ETDE/PUB-1-R2, International Energy: Subject Categories and Scope. Available from the Operating Agent, ETDE. 1992.
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8. International Atomic Energy Agency, Vienna (Austria). ETDE/INIS-02, Subject Categories and Scope Description. Available from Division of Publications, IAEA, 1400 Vienna, Austria. July 2002.
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11. International Atomic Energy Agency, Vienna (Austria). IAEA-INIS-11 (Rev.35), INIS: Authority List for Journal Titles. Available from Division of Publications, IAEA, 1400 Vienna, Austria. March 2009.
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16. International Organization for Standardization, Geneva (Switzerland). International Standard ISO 639:2002, Code for the representation of names of languages. 2002.
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18. International Union of Pure and Applied Chemistry (IUPAC). Nomenclature of Inorganic Chemistry, Sections A, B, and C. London, Butterworths Scientific. Latest edition.
19. International Union of Pure and Applied Chemistry. Nomenclature of Organic Chemistry. London, Butterworths Scientific. Latest edition.
20. Webster's New Geographical Dictionary. Springfield, MA (United States), Merriam-Webster Inc. 1984 or later edition.
21. Webster's New Collegiate Dictionary. Springfield, MA (United States), Merriam-Webster Inc. 1984 or later edition.
22. World Intellectual Property Organization (WIPO), Geneva (Switzerland). WIPO Handbook on Patent Information and Documentation. 4 vols. July 1982-October 1986.

Appendix 2. Matrices of Bibliographic Data Elements

Appendix 2 includes matrices correlating type of record, bibliographic level, and data elements and a matrix correlating the literary indicators, data elements, and levels.

2.1. Matrices correlating type of record, bibliographic level, and data elements

In these matrices, an '**M**' indicates that the corresponding data element is mandatory, i.e., it must be always entered for the associated type of record even when the publication does not provide the information directly, e.g., a primary title must be entered for a report. A '**P**' indicates that the corresponding data element must be entered if the information is present in the publication being described, e.g., an author affiliation; '**P**' also indicates permission to include the information in the record even if it is not present in the publication itself, e.g., a CODEN which is obtained from the printed INIS or ETDE serial title publications. An '**F**' indicates that the corresponding data element is forbidden for the associated type of record and should not be used for that type of record, e.g., a conference date should not be entered for a patent.

Table A2.1., 'Matrix of Bibliographic Data Elements - Type of Record J, Levels A,S', provides the matrix for records having only the AS levels.

Table A2.2., 'Matrix of Bibliographic Data Elements - Types of Record B,F,I,P,R,T, Level M', provides the matrix for records having only the M level.

Table A2.3., 'Matrix of Bibliographic Data Elements - Types of Record B,F,I,R,T, Level A,M', provides the matrix for records having only the AM levels.

Table A2.4., 'Matrix of Bibliographic Data Elements - Types of Record B,F,I,P,R,T, Level A,M,C', provides the matrix for records having the AMC levels.

Table A2.5., 'Matrix of Bibliographic Data Elements - Types of Record B,F,I,R,T, Level A,M,S', provides the matrix for records having the AMS levels.

Table A2.6., 'Matrix of Bibliographic Data Elements - Types of Record B,F,I,P,R,T, Level M,S', provides the matrix for records having only the MS levels.

Table A2.7., 'Matrix of Bibliographic Data Elements - Types of Record B,F,I,P,R,T, Level M,C', provides the matrix for records having only the MC levels.

Note: The general matrix combining all levels and types of record has been dropped.

2.2. Matrix correlating literary indicators with bibliographic levels and data elements

Table A2.8., 'Matrix of Bibliographic Data Elements - Literary Indicators', correlates the literary indicators with data elements for all levels.

Table A2.1. Matrix of Bibliographic Data Elements - Type of Record J, Levels A,S

MATRIX OF BIBLIOGRAPHIC DATA ELEMENTS - TYPES OF RECORD J, LEVELS: A, S

— LOWER ————— NIGHER ————

BIBLIOGRAPHIC LEVEL		ANALYTICALS A	SERIALS S		9	X
TYPE OF RECORD		JOURNAL ARTICLES	JOURNALS		INDEXING LEVEL	ABSTR. LEVEL
DATA ELEMENTS						
BIBLIOGRAPHIC DATA ELEMENTS	TAG					
AUTHOR¹						
Personal Author/Editor	100	P	F			
Collaboration	107	P	F			
Funding Organization	109	P	F			
Corporate Entry	110	P	F			
Academic Degree	111	P	F			
TITLE²						
Primary Title	200	M	F			
Conference Title	210	P	F			
Conference Place	211	P	F			
Conference Date	213	P	F			
Orig. Conference Title	215	P	F			
Full Journal Title	229	F	M			
Original Title	230	F	F			
EDITION						
	250	F	F			
IDENTIFYING NUMBERS						
Report/Patent Number	300	F	F			
Secondary Numbers	310	P	F			
ISBN/ISSN	320	F	P			
CODEN	321	F	F			
Contract/Project Number	330	P	F			
IMPRINT						
Place of Publication	401	F	F			
Name of Publisher	402	F	M			
Date of Publication	403	F				
PHYSICAL DESCRIPTION						
	500	M	M			
PUBLICATION LANGUAGE						
	600	M	F			
NOTES						
General Notes	610	P	P			
Availability	611	P	F			
Title Augmentation	620	P	F			
SUBJECT INDEXING						
Descriptors	800				M	
Proposed Descriptors	810				P	
ABSTRACTS						
Text	860					M

¹Either personal author or corporate entry must be given
²The subtitle fields 201 and 231 are no longer used for input

M indicates that the corresponding data element is mandatory and must be always entered for the associated type of record, e.g., a title must be entered for a report
P if present on the piece of literature being catalogued, the corresponding data element should be entered, e.g., corporate entries for books
F indicates that the corresponding data element is forbidden for the associated type of record, e.g., a conference date cannot be entered for patents

WHEN IDENTICAL ENTRIES WOULD OCCUR IN MULTI-LEVEL RECORDS, ENTER UNOY AT THE LOWEST LEVEL

Table A2.2. Matrix of Bibliographic Data Elements - Types of Record B,F,I,P,R,T, Level M

MATRIX OF BIBLIOGRAPHIC DATA ELEMENTS - TYPES OF RECORD B, F, I, P, R, T, LEVEL: M

— LOWER ————— NIGHER —

BIBLIOGRAPHIC LEVEL TYPE OF RECORD DATA ELEMENTS		MONOGRAPHIC M						9 INDEXING LEVEL	X ABSTR. LEVEL
		B BOOKS OR MONOGRAPHS	F AUDIOVISUAL MATERIAL	I MISCELLANEOUS	P PATENTS	R REPORTS	T COMPUTER MEDIA		
BIBLIOGRAPHIC DATA ELEMENTS	TAG								
AUTHOR ¹									
Personal Author/Editor	100	P	P	P	P	P	P		
Collaboration	107	P	P	P	P	P	P		
Funding Organization	109	P	P	P	P	P	P		
Corporate Entry	110	P	P	P	P	M	P		
Academic Degree	111	P	P	P	P	P	P		
TITLE ³									
Primary Title	200	M	M	M	M	M	M		
Conference Title	210	P	P	P	P	P	P		
Conference Place	211	P	P	P	P	P	P		
Conference Date	213	P	P	P	P	P	P		
Orig. Conference Title	215	P	P	P	P	P	P		
Full Journal Title	229	P	P	P	P	P	P		
Original Title	230	P	P	P	P	P	P		
EDITION ²	250	P	P	P	P	P	P		
IDENTIFYING NUMBERS									
Report/Patent Number	300	P	P	P	M	M	P		
Secondary Numbers	310	P	P	P	P	P	P		
ISBN/ISSN	320	P	P	P	P	P	P		
CODEN	321	P	P	P	P	P	P		
Contract/Project Number	330	P	P	P	P	P	P		
IMPRINT									
Place of Publication	401	M	P	P	P	P	P		
Name of Publisher	402	M	P	P	P	P	P		
Date of Publication	403	M	M	M	M	M	M		
PHYSICAL DESCRIPTION	500	M	M	M	M	M	M		
PUBLICATION LANGUAGE	600	M	M	M	M	M	M		
NOTES									
General Notes	610	P	P	P	P	P	P		
Availability	611	P	P	P	P	P	P		
Title Augmentation	620	P	P	P	P	P	P		
SUBJECT INDEXING									
Descriptors	800							M	
Proposed Descriptors	810							P	
ABSTRACTS									
Text	860								M

¹Either personal author or corporate entry must be given
²For reports the edition is entered as part of the report number
³The subtitle fields 201 and 231 are no longer used for input

M indicates that the corresponding data element is mandatory and must be always entered for the associated type of record, e.g., a title must be entered for a report
P if present on the piece of literature being catalogued, the corresponding data element should be entered, e.g., corporate entries for books
F indicates that the corresponding data element is forbidden for the associated type of record, e.g., a conference date cannot be entered for patents

WHEN IDENTICAL ENTRIES WOULD OCCUR IN MULTI-LEVEL RECORDS, ENTER UNOY AT THE LOWEST LEVEL

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Table A2.3. Matrix of Bibliographic Data Elements - Types of Record B,F,I,R,T, Levels A,M

MATRIX OF BIBLIOGRAPHIC DATA ELEMENTS - TYPES OF RECORD B, F, I, R, T, LEVELS: A, M, S

— LOWER ————— HIGHER ————

BIBLIOGRAPHIC LEVEL TYPE OF RECORD DATA ELEMENTS		ANALYTICS A ARTICLE IN A BOOK, REPORT UK PAKI UPAFILM	MONOGRAPHIC M					9 INDEXING LEVEL	X ABSTR. LEVEL
			B BOOKS UK MONOGRAPHS	F AUDIOVISUAL MATERIAL	I MISCELLANEOUS	R REPORTS	T COMPUTER MEDIA		
BIBLIOGRAPHIC DATA ELEMENTS	TAG								
AUTHOR ¹									
Personal Author/Editor	100	P	P	P	P	P	P		
Collaboration	107	P	P	P	P	P	P		
Funding Organization	109	P	P	P	P	P	P		
Corporate Entry	110	P	F	F	F	F	F		
Academic Degree	111	P	F	F	F	F	F		
TITLE ⁴									
Primary Title	200	M	M	M	M	M	M		
Conference Title	210	P	F	F	F	F	F		
Conference Place	211	P	F	F	F	F	F		
Conference Date	213	P	F	F	F	F	F		
Orig. Conference Title	215	P	F	F	F	F	F		
Full Journal Title	229	F	F	F	F	F	F		
Original Title	230	F	F	F	F	F	F		
EDITION ²	250	F	P	P	P	F	P		
IDENTIFYING NUMBERS									
Report/Patent Number	300	F	F	P	P	M	P		
Secondary Numbers	310	P	P	P	P	P	P		
ISBN/ISSN	320	F	P	P	P	P	P		
CODEN	321	F	P	P	P	P	P		
Contract/Project Number	330	P	P	P	P	P	P		
IMPRINT									
Place of Publication	401	F	M	P	P	F	P		
Name of Publisher	402	F	M	P	P	F	P		
Date of Publication	403	F	M	M	M	M	M		
PHYSICAL DESCRIPTION ³	500	M	M	M	M	M	M		
PUBLICATION LANGUAGE	600	M	F	F	F	F	F		
NOTES									
General Notes	610	P	P	P	P	P	P		
Availability	611	P	P	P	P	P	P		
Title Augmentation	620	P	P	P	P	P	P		
SUBJECT INDEXING									
Descriptors	800						M		
Proposed Descriptors	810						P		
ABSTRACTS									
Text	860							M	

¹Either personal author or corporate entry must be given
²For reports the edition is entered as part of the report number
³The physical description in the A level for types of record F and T is optional
⁴The subtitle fields 201 and 231 are no longer used for input

M indicates that the corresponding data element is mandatory and must be always entered for the associated type of record, e.g., a title must be entered for a report
P if present on the piece of literature being catalogued, the corresponding data element should be entered, e.g., corporate entries for books
F indicates that the corresponding data element is forbidden for the associated type of record, e.g., a conference date cannot be entered for patents

WHEN IDENTICAL ENTRIES WOULD OCCUR IN MULTI-LEVEL RECORDS, ENTER UNOY AT THE LOWEST LEVEL

Table A2.4. Matrix of Bibliographic Data Elements - Types of Record B,F,I,P,R,T, Levels A,M,C

MATRIX OF BIBLIOGRAPHIC DATA ELEMENTS - TYPES OF RECORD B, F, I, R, T, LEVELS: A, M, C
 ————LOWER—————NIGHER—————

BIBLIOGRAPHIC LEVEL TYPE OF RECORD DATA ELEMENTS		ANALYTICS A	MONOGRAPHIC M							COLLECTIVE C	9 INDEXING LEVEL	X ABSTR. LEVEL
			ARTICLE IN A BOOK, REPORT OR PART OF A FILM	BOOKS OR MONOGRAPHS B	AUDIOVISUAL MATERIAL F	MISCELLANEOUS I	PATENTS P	REPORTS R	COMPUTER MEDIA T			
BIBLIOGRAPHIC DATA ELEMENTS	TAG											
AUTHOR ¹												
Personal Author/Editor	100	P	P	P	P	P	P	P	P			
Collaboration	107	P	P	P	P	P	P	P	P			
Funding Organization	109	P	P	P	P	P	P	P	P			
Corporate Entry	110	P	P	P	P	P	P	P	P			
Academic Degree	111	P	F	F	F	F	F	F	F			
TITLE ⁵												
Primary Title	200	M	M	M	M	M	M	M	P			
Conference Title	210	P	F	F	F	F	F	F	F			
Conference Place	211	P	F	F	F	F	F	F	F			
Conference Date	213	P	F	F	F	F	F	F	F			
Orig. Conference Title	215	P	F	F	F	F	F	F	F			
Full Journal Title	229	F	F	F	F	F	F	F	F			
Original Title	230	F	F	F	F	F	F	F	F			
EDITION ²	250	F	P	P	P	F	F	P	P			
IDENTIFYING NUMBERS												
Report/Patent Number	300	F	F	P	P	M	M	P	F			
Secondary Numbers	310	P	P	P	P	P	P	P	P			
ISBN/ISSN	320	P	P	P	P	P	P	P	P			
CODEN	321	F	P	P	P	F	P	P	P			
Contract/Project Number	330	P	P	P	P	F	P	P	P			
IMPRINT ³												
Place of Publication	401	F	M	P	P	F	F	P	P			
Name of Publisher	402	F	M	P	P	F	F	P	P			
Date of Publication	403	F	M	M	M	M	M	M	P			
PHYSICAL DESCRIPTION ⁴	500	M	M	M	M	M	M	M	P			
PUBLICATION LANGUAGE	600	M	F	F	F	F	F	F	F			
NOTES												
General Notes	610	P	P	P	P	P	P	P	F			
Availability	611	P	P	P	P	P	P	P	F			
Title Augmentation	620	P	P	P	P	P	P	P	F			
SUBJECT INDEXING												
Descriptors	800									M		
Proposed Descriptors	810									P		
ABSTRACTS												
Text	860										M	

¹Either personal author or corporate entry must be given
²For reports the edition is entered as part of the report number
³For series the data of publication is omitted
⁴The physical description in the A level for types of record F and T is optional
⁵The subtitle fields 201 and 231 are no longer used for input

M indicates that the corresponding data element is mandatory and must be always entered for the associated type of record, e.g., a title must be entered for a report
 P if present on the piece of literature being catalogued, the corresponding data element should be entered, e.g., corporate entries for books
 F indicates that the corresponding data element is forbidden for the associated type of record, e.g., a conference date cannot be entered for patents

WHEN IDENTICAL ENTRIES WOULD OCCUR IN MULTI-LEVEL RECORDS, ENTER UNOY AT THE LOWEST LEVEL

MTX26J

Table A2.5. Matrix of Bibliographic Data Elements - Types of Record B,F,I,R,T, Levels A,M,S

MATRIX OF BIBLIOGRAPHIC DATA ELEMENTS - TYPES OF RECORD B, F, I, R, T, LEVELS: A, M, S

— LOWER ————— N I G H E R ————

BIBLIOGRAPHIC LEVEL TYPE OF RECORD DATA ELEMENTS		ANALYTICS A	MONOGRAPHIC M					SERIAL S	9 INDEXING LEVEL	X ABSTR. LEVEL
			ARTICLE IN A BOOK, REPORT OR PART OF A FILM	BOOKS OR MONOGRAPHS B	AUDIOVISUAL MATERIAL F	MISCELLANEOUS I	REPORTS R			
BIBLIOGRAPHIC DATA ELEMENTS	TAG									
AUTHOR ¹										
Personal Author/Editor	100	P	P	P	P	P	P	F		
Collaboration	107	P	P	P	P	P	P	F		
Funding Organization	109	P	P	P	P	P	P	F		
Corporate Entry	110	P	P	F	P	M	F	F		
Academic Degree	111	P	P	F	P	P	F	F		
TITLE ⁵										
Primary Title	200	M	M	M	M	M	M	F		
Conference Title	210	P	F	F	F	F	F	F		
Conference Place	211	P	F	F	F	F	F	F		
Conference Date	213	P	F	F	F	F	F	F		
Orig. Conference Title	215	P	F	F	F	F	F	F		
Full Journal Title	229	F	F	F	F	F	F	F		
Original Title	230	F	F	F	F	F	F	M		
EDITION ²	250	F	P	P	P	F	P	F		
IDENTIFYING NUMBERS										
Report/Patent Number	300	F	F	P	P	M	P	F		
Secondary Numbers	310	P	P	P	P	P	P	F		
ISBN/ISSN	320	P	P	P	P	P	P	F		
CODEN	321	P	P	P	P	P	P	F		
Contract/Project Number	330	P	P	P	P	P	P	F		
IMPRINT ³										
Place of Publication	401	F	M	P	P	F	F	F		
Name of Publisher	402	F	M	P	P	F	F	F		
Date of Publication	403	F	M	M	M	M	M	F		
PHYSICAL DESCRIPTION ⁴	500	M	M	M	M	M	M	P		
PUBLICATION LANGUAGE	600	M	F	F	F	F	F	F		
NOTES										
General Notes	610	P	P	P	P	P	P	P		
Availability	611	P	P	P	P	P	P	F		
Title Augmentation	620	P	P	P	P	P	P	F		
SUBJECT INDEXING										
Descriptors	800							M		
Proposed Descriptors	810							P		
ABSTRACTS										
Text	860								M	

¹Either personal author or corporate entry must be given
²For reports the edition is entered as part of the report number
³For series the data of publication is omitted
⁴The physical description in the A level for types of record F and T is optional
⁵The subtitle fields 201 and 231 are no longer used for input

M indicates that the corresponding data element is mandatory and must be always entered for the associated type of record, e.g., a title must be entered for a report
P if present on the piece of literature being catalogued, the corresponding data element should be entered, e.g., corporate entries for books
F indicates that the corresponding data element is forbidden for the associated type of record, e.g., a conference date cannot be entered for patents

WHEN IDENTICAL ENTRIES WOULD OCCUR IN MULTI-LEVEL RECORDS, ENTER UNOY AT THE LOWEST LEVEL

Table A2.6. Matrix of Bibliographic Data Elements - Types of Record B,F,I,P,R,T, Levels M,S

MATRIX OF BIBLIOGRAPHIC DATA ELEMENTS - TYPES OF RECORD B, F, I, R, T, LEVELS: M, s

— LOWER ————— NIGHER ————

BIBLIOGRAPHIC LEVEL TYPE OF RECORD DATA ELEMENTS		MONOGRAPHIC M						SERIAL S	9	X
		BOOKS OR MONOGRAPHS B	AUDIOVISUAL MATERIAL F	MISCELLANEOUS I	PATENTS P	REPORTS R	COMPUTER MEDIA T	SERIES	INDEXING LEVEL	ABSTR. LEVEL
BIBLIOGRAPHIC DATA ELEMENTS	TAG									
AUTHOR¹										
Personal Author/Editor	100	P	P	P	P	P	P	F		
Collaboration	107	P	P	P	P	P	P	F		
Funding Organization	109	P	P	P	P	P	P	F		
Corporate Entry	110	P	F	P	F	M	P	F		
Academic Degree	111	P	F	P	F	P	P	F		
TITLE⁴										
Primary Title	200	M	M	M	M	M	M	F		
Conference Title	210	P	P	P	F	P	F	F		
Conference Place	211	P	P	P	F	P	F	F		
Conference Date	213	P	P	P	F	P	F	F		
Orig. Conference Title	215	P	P	P	F	P	F	F		
Full Journal Title	229	F	F	F	F	F	F	F		
Original Title	230	F	F	F	F	F	F	M		
EDITION²	250	P	P	P	F	F	P	F		
IDENTIFYING NUMBERS										
Report/Patent Number	300	F	P	P	M	M	P	F		
Secondary Numbers	310	P	P	P	M	P	P	F		
ISBN/ISSN	320	P	P	P	F	P	P	F		
CODEN	321	P	P	P	F	P	P	F		
Contract/Project Number	330	P	P	P	F	P	P	F		
IMPRINT³										
Place of Publication	401	M	P	P	F	F	P	F		
Name of Publisher	402	M	P	P	F	F	P	F		
Date of Publication	403	M	M	M	M	M	M	F		
PHYSICAL DESCRIPTION	500	M	M	M	M	M	M	P		
PUBLICATION LANGUAGE	600	M	M	M	M	M	M	F		
NOTES										
General Notes	610	P	P	P	P	P	P	P		
Availability	611	P	P	P	P	P	P	P		
Title Augmentation	620	P	P	P	P	P	P	P		
SUBJECT INDEXING										
Descriptors	800								M	
Proposed Descriptors	810								P	
ABSTRACTS										
Text	860									M

¹Either personal author or corporate entry must be given
²For reports the edition is entered as part of the report number
³For series the data of publication is omitted
⁴The subtitle fields 201 and 231 are no longer used for input

M indicates that the corresponding data element is mandatory and must be always entered for the associated type of record, e.g., a title must be entered for a report
P if present on the piece of literature being catalogued, the corresponding data element should be entered, e.g., corporate entries for books
F indicates that the corresponding data element is forbidden for the associated type of record, e.g., a conference date cannot be entered for patents

WHEN IDENTICAL ENTRIES WOULD OCCUR IN MULTI-LEVEL RECORDS, ENTER UNOY AT THE LOWEST LEVEL

MTX26J

Table A2.7. Matrix of Bibliographic Data Elements - Types of Record B,F,I,P,R,T, Levels M,C

MATRIX OF BIBLIOGRAPHIC DATA ELEMENTS - TYPES OF RECORD B, F, I, R, T, LEVELS: M, C

— LOWER ————— NIGHER ————

BIBLIOGRAPHIC LEVEL TYPE OF RECORD DATA ELEMENTS		MONOGRAPHIC M						COL- LECTIVE C	9	X
		BOOKS OR MONOGRAPHS B	AUDIOVISUAL MATERIAL F	MISCELLANEOUS I	PATENTS P	REPORTS R	COMPUTER MEDIA T	COLLECTION	INDEXING LEVEL	ABSTR. LEVEL
BIBLIOGRAPHIC DATA ELEMENTS	TAG									
AUTHOR¹										
Personal Author/Editor	100	P	P	P	P	P	P	P		
Collaboration	107	P	P	P	P	P	P	P		
Funding Organization	109	P	P	P	P	P	P	P		
Corporate Entry	110	F	F	F	F	M	F	F		
Academic Degree	111	F	F	F	F	F	F	F		
TITLE⁴										
Primary Title	200	M	M	M	M	M	M	P		
Conference Title	210	P	P	P	F	P	F	F		
Conference Place	211	P	P	P	F	P	F	F		
Conference Date	213	P	P	P	F	P	F	F		
Orig. Conference Title	215	P	P	P	F	P	F	F		
Full Journal Title	229	F	F	F	F	F	F	F		
Original Title	230	F	F	F	F	F	F	F		
EDITION²	250	P	P	P	F	F	P	P		
IDENTIFYING NUMBERS										
Report/Patent Number	300	F	P	P	M	M	P	F		
Secondary Numbers	310	P	P	P	P	P	P	P		
ISBN/ISSN	320	P	P	P	P	P	P	P		
CODEN	321	P	P	P	P	P	P	P		
Contract/Project Number	330	P	P	P	F	P	P	P		
IMPRINT³										
Place of Publication	401	M	P	P	F	F	P	P		
Name of Publisher	402	M	P	P	F	F	P	P		
Date of Publication	403	M	M	M	M	M	M	P		
PHYSICAL DESCRIPTION	500	M	M	M	M	M	M	P		
PUBLICATION LANGUAGE	600	M	M	M	M	M	M	F		
NOTES										
General Notes	610	P	P	P	P	P	P	P		
Availability	611	P	P	P	P	P	P	P		
Title Augmentation	620	P	P	P	P	P	P	P		
SUBJECT INDEXING										
Descriptors	800								M	
Proposed Descriptors	810								P	
ABSTRACTS										
Text	860								M	

¹Either personal author or corporate entry must be given
²For reports the edition is entered as part of the report number
³For series the data of publication is omitted
⁴The subtitle fields 201 and 231 are no longer used for input

M indicates that the corresponding data element is mandatory and must be always entered for the associated type of record, e.g., a title must be entered for a report
P if present on the piece of literature being catalogued, the corresponding data element should be entered, e.g., corporate entries for books
F indicates that the corresponding data element is forbidden for the associated type of record, e.g., a conference date cannot be entered for patents

WHEN IDENTICAL ENTRIES WOULD OCCUR IN MULTI-LEVEL RECORDS, ENTER UNOY AT THE LOWEST LEVEL

Table A2.8. Matrix of Bibliographic Data Elements - Literary Indicators

MATRIX OF BIBLIOGRAPHIC DATA ELEMENT - LITERARY INDICATORS

	Tag	Level Combinations	M MS MC				AM AMS AMC				AS		Notes	Literary Indicators (Tag 008)
			M	A	M	A	M	A	M	A				
Personal Author/Editor	100	Level	860										summary or short abstract	E no abstract prepared
Collaboration	107		210	210			210				210		K conference	
Funding Organization	109		211	211			211				211			
Corporate Entry	110		213	213			213				213			
Academic Degree	111		800											N numerical data
Primary Title	200		110	110	110	110							Q legislation	
Conference Title	210		800											
Conference Place	211		610	610 *	610 *	610							T translation	
Conference Date	213		110	110 *	110 *	110							U thesis	
Orig. Conference Title	215		111	111 *	111 *	111								
Full Journal Title	229		620	620			620				(if given)		V program documentation	
Original Title	230		800											W standard
Edition	250		611		611								X not available from INIS/ETDE	
Report/Patent Number	300		800											Y progress report
Secondary Numbers	310		800											Z bibliography
ISBN/IPC/ISSN	320													
CODEN	321													
Contract/Project Number	330													
Place of Publication	401													
Name of Publisher	402													
Date of Publication	403													
Physical Description	500													
Publication Language	600													
General Notes	610													
Availability	611													
Title Augmentation	620													
SUBJECT INDEXING Descriptors	800													
Proposed Descriptors	810													
ABSTRACT Text	860													

* enter only at the appropriate level

Appendix 3. INIS/ETDE Character Set

The INIS/ETDE Character Set is based on the INIS character set described in IAEA-INIS-7 (Rev.3), INIS: Specifications for machine readable data exchange. There are two components to the set: the physical, or standard character set, and the logical, or special, character set.

3.1. The physical, or standard, character set

The physical character set is composed of those characters which are entered directly into the database record. Although these characters are part of the standard ASCII code, not all of them may be present on the keyboard being used for input due to differences in national usage.

The physical character set includes the following characters:

the Latin alphabet	upper-and lowercase A-Z, a-z
the Arabic numerals	0-9
the punctuation marks	, . ; : ' () [] ? -
other symbols	\$ % * + / space < > =
the encoding characters	# " _ (i.e., underscore)

All of the characters in the physical character set, except the encoding characters, may be used in entering data in any field. Since encoding is allowed only in certain fields, the encoding characters (discussed in Paragraph 3.2. below) should be present only in those fields.

Note: As the use of the double quotation mark " is reserved to indicate that the following character should be in superscript, it should not be used to emphasize word(s). The single quotation mark ' should be used instead in abstracts and/or titles.

3.1.1. Diacritical signs and accents

Diacritical signs and accents are generally omitted and ignored. Substitutions are made only for those diacriticals listed in Table A3.1., 'Substitutions for Diacritical Signs and Accents'.

Table A3.1. Substitutions for Diacritical Signs and Accents

<u>source</u>	ä	æ	ö	ø	ü	å	þ	ß
Danish		X		X		X		
Finnish	X		X					
German	X		X		X			X
Hungarian			X		X			
Icelandic		X	X				X	
Norwegian		X		X		X		
Swedish	X		X			X		
<u>enter</u>	ae	ae	oe	oe	ue	aa	th	ss

3.1.2. Numerals

Enter numerals using a decimal point (period, full stop) to separate the decimal part (which follows the decimal point) from the integer part (which precedes the decimal point). Enter commas to separate groups of digits of the integer part for legibility.

Examples: 2,300.359

15.0000587

1,532,944

[decimal point is not entered since no decimal part is entered]

3.2. The logical, or special, character set

This character set is composed of those characters which cannot be entered directly into the database record. Such characters include, for example, the Greek alphabet, superscripts and subscripts, and many symbols used for scientific and technical work. Some of these logical characters can be represented in the record by using the encoding characters included in the physical character set.

The encoding characters act as signals to indicate that the physical character, or group of characters, following the encoding character should be treated as logical characters during processing.

Encoded characters may be used only in the publication title (Tags 200, 201, 230, 231), conference title (Tag 210), general notes (Tag 610), title augmentation (Tag 620), and abstract (Tag 860) fields.

3.2.1. Encoding logical characters other than superscripts and subscripts

Logical characters other than superscripts and subscripts which can be encoded include the Greek alphabet (both upper- and lowercase) and selected scientific symbols. These characters are entered into the record by using the encoding character # and a standardized name for the logical character in the following format: **#standardized name#**.

Examples:	<u>source</u>	<u>enter</u>
	A (Greek uppercase Alpha)	#ALPHA#
	α (Greek lowercase alpha)	#alpha#
	∫ (the integral symbol)	#integral#

Logical characters which can be entered using the # encoding character are listed in Table A3.2., 'List of Valid Logical Characters'. Encoding should be used only for those logical characters included in this table.

Table A3.2. List of Valid Logical Characters

Scientific Symbols

<i>Symbol</i>	<i>Encoded form</i>	<i>Symbol</i>	<i>Encoded form</i>
\leq	#<=#	∞	#infinity#
\pm	#+-#	\int	#integral#
\rightarrow	#->#	$\{$	#left brace#
\geq	#>=#	∇	#nabla#
\sim	#approx#	\neq	#not =#
\approx	#approx =#	∂	#partial deriv#
\downarrow	#arrow down#	\propto	#propor to#
\uparrow	#arrow up#	h	#Planck constant#
\bullet	#centre dot#	\leftrightarrow	#reversible#
\dagger	#dagger#	$\}$	#right brace#
$!$	#exclamation#	$\sqrt{\quad}$	#sq root#
\equiv	#ident to#	\square	#square#

Greek Alphabet

<i>Symbol</i>	<i>Encoded form</i>	<i>Symbol</i>	<i>Encoded form</i>
α	#alpha#	A	#ALPHA#
β	#beta#	B	#BETA#
γ	#gamma#	Γ	#GAMMA#
δ	#delta#	Δ	#DELTA#
ϵ	#epsilon#	E	#EPSILON#
ζ	#zeta#	Z	#ZETA#
η	#eta#	H	#ETA#
θ	#theta#	Θ	#THETA#
ι	#iota#	I	#IOTA#
κ	#kappa#	K	#KAPPA#
λ	#lambda#	Λ	#LAMBDA#
μ	#mu#	M	#MU#
ν	#nu#	N	#NU#
ξ	#xi#	Ξ	#XI#
\omicron	#omicron#	O	#OMICRON#
π	#pi#	Π	#PI#
ρ	#rho#	P	#RHO#
σ	#sigma#	Σ	#SIGMA#
τ	#tau#	T	#TAU#
υ	#upsilon#	Y	#UPSILON#
ϕ	#phi#	Φ	#PHI#
χ	#chi#	X	#CHI#
ψ	#psi#	Ψ	#PSI#
ω	#omega#	Ω	#OMEGA#

3.2.2. Encoding superscripts and subscripts

Subscripts and superscripts are encoded using the characters _ (underscore) and " respectively.

Examples: source enter
 X^2 **X"2**
 Y_2 **Y_2**

These two encoding characters affect only the character immediately following them. As a result, the codes can be used to code subscripts or superscripts attached to characters at the beginning or in the middle of a term:

Examples: source enter
 X^4Y^2Z **X"4Y"2Z**
 H_2O **H_2O**

The codes can be used for subscripts or superscripts on either side of a character.

Examples: source enter
 2H_2 **"2H_2**
 $_4O_2$ **_4O_2**

Since these codes affect only one character, they must be repeated when the superscript or subscript contains more than one character.

Examples: source enter
 n^{13} **n"1"3**
 a^{b+c} **a"b"+"c**
 ^{235}U **"2"3"5U**
 LD_{50} **LD_5_0**

When both a subscript and a superscript are present, the subscript is usually entered first.

Examples: source enter
 $^{40}_{20}Ca^{2+}$ **_2_0"4"0Ca"2"+**
 x^2_y **x_y"2**

3.2.3. Encoding multilevel subscripts and superscripts

Subscripts and superscripts may also have subscripts or superscripts. When more than one

level is present, the encoding symbol appropriate for each level (in the sequence first level, second level, etc.) is entered before the symbol being subscripted or superscripted. Note that, although several levels of subscripts and superscripts may appear in the item being cataloged, only the first two levels are usually encoded.

3.2.3.1. *Superscripted superscripts (two levels)*

Examples:	<u>source</u>	<u>enter</u>
	a^{x^2}	a"x""2
	$2 a^{x^{2+1}}$	2a"x""2"+"1

3.2.3.2. *Subscripted subscripts (two levels)*

Examples:	<u>source</u>	<u>enter</u>
	a_{x_2}	a_x_2
	$2 a_{x_{2+1}}$	2a_x_2+_1

3.2.3.3. *Subscripted superscripts (two levels)*

Examples:	<u>source</u>	<u>enter</u>
	a^{x^2}	a"x"_2

3.2.3.4. *Superscripted subscripts (two levels)*

Examples:	<u>source</u>	<u>enter</u>
	a_{x^2}	a_x_"2
	$E_{^3\text{He}}$	E_"3_H_e

3.2.3.5. *Both multilevel subscripts and superscripts present (two levels)*

Example:	<u>source</u>	<u>enter</u>
	$2 a_{x_2^2}$	2a_x_2_"2

3.2.4. Encoding subscripts and superscripts which include logical characters

Examples:	<u>source</u>	<u>enter</u>
	α^2	#alpha#"2
	x^α	x"alpha#
	$n_{\beta+1}$	n_#beta#+_1
	$n_{(\beta+1)}$	n_(#beta#+_1_)
	$\int x^{\gamma-1} dx$	#integral#_#alpha#"#beta#x"#gamma#"-'1 dx
	$E_{n+1}^{\alpha^2-0.3}$	E_n+_1"#alpha#"2-'0'.'3

Appendix 4. WIPO Patent Information and Documentation: Standard Code for Identification of Different Kinds of Patent Documents

WIPO
PATENT INFORMATION AND DOCUMENTATION

Ref: Standards--ST.16

page: 3.16.1

STANDARD CODE FOR IDENTIFICATION OF DIFFERENT KINDS OF PATENT DOCUMENTS

Introduction

1. The recommendation provides for groups of letter codes in order to distinguish patent documents or special types of patent documents (see paragraph 10) published by Industrial Property Offices. The letter codes also facilitate the storage and retrieval of such documents.
2. If any Office wants to amplify the information contained in the letter code, this letter may be optionally associated with a numerical code. The meaning of such numerical code should then be defined by each Industrial Property Office availing itself of this option.
3. The code also provides for a letter for non-patent literature documents (N) and for documents to be restricted to the internal use of Industrial Property Offices (X) (e.g. confidential documents, not to be disclosed outside the Office).

Definitions

4. For the purposes of this recommendation, the expression "patent documents" includes patents for invention, inventors' certificates, utility certificates, utility models, patents or certificates of addition, inventors' certificates of addition, utility certificates of addition and published applications therefor.
5. For the purposes of this recommendation, the term "entry in an official gazette" means at least one comprehensive announcement in an official gazette regarding the making available to the public of the complete text, claims (if any) and drawings (if any) of a patent document.
6. For the purposes of this recommendation, the terms "publication" and "published" are used in the sense of making available
 - (i) a patent document to the public for inspection or supplying a copy on request
 - (ii) multiple copies of a patent document produced by printing or like process

Explanation:

If, at a particular procedural stage, a copy of the document is first made available to the public for inspection or copying and is then, at the same procedural stage, made available in multiple copies produced by printing or like process, only a single publication is considered to have occurred. If, on the other hand, multiple reproduction results from a new procedural stage, this reproduction is considered to be a further publication of the document, even if the texts at the two stages are identical.

7. According to certain national patent laws or regulations, the same patent application may be published at various procedural stages. For the purposes of this recommendation, a publication level is defined as the level corresponding to a procedural stage at which normally a document is published under a given national patent law.

Appendix 4. WIPO Patent Information and Documentation: Standard Code
for Identification of Different Kinds of Patent Documents

WIPO

PATENT INFORMATION AND DOCUMENTATION

Ref: Standards -- ST.16

page: 3.16.2

8. It is recommended that the code:

(a) be used for the recording of the "kind of document" in machine-readable data carriers, such as 80-column punched cards, magnetic tapes, aperture cards, etc;

(b) be used on the first page of patent documents near, preferably after, the document number, if these have been published in the sense of paragraph 6;

(c) be used in entries in official gazettes or, if all entries in a section of a gazette relate to the same kind of document at the beginning of such a section;

(d) be used for the identification of patent documents cited in "Search Reports" and "Lists of References" in patent documents (INID Number 56).

9. Code

The code is subdivided into mutually exclusive groups of letters. The groups characterize patent documents and documents specified in paragraph 3. Groups 1-5 comprise one or several letters enabling identification of documents pertaining to different publication levels.

Group 1 Use for primary or major series of patent documents

A First publication level
B Second publication level
C Third publication level

Group 2 Use for secondary series of patent documents

E First publication level
F Second publication level
G Third publication level

Group 3 Use for further series of patent documents, as the special requirements of each Office may be

H
I
T Publication, for information or other purposes, of the translation of the whole or part of a patent document already published by another office or organization

Group 4 Use for major special types of patent documents

M Medicament patent documents
P Plant patent documents
S Design patent documents

Group 5 Use for utility model documents having a numbering series other than the documents of Group 1

U First publication level
V Second publication level
Z Third publication level

Group 6 Other (see paragraph 3)

N Non-patent literature documents
X Documents restricted to the internal use of Offices

Appendix 4. WIPO Patent Information and Documentation: Standard Code
for Identification of Different Kinds of Patent Documents

WIPO

PATENT INFORMATION AND DOCUMENTATION

Ref: Standards--ST.16

page: 3.16.3

10. It is understood that documents resulting from a patent application and being identified as the major series will fall under Group 1 (e.g. DE Offenlegungsschrift, Auslegeschrift and Patentschrift). However, documents identified as a secondary series will fall under Group 2 (e.g. FR patent of addition under old law, US reissue). In exceptional cases of need for a further series, Group 3 is reserved for such purposes (e.g. US defensive publication). Group 4 applies only, at present, to special documents concerning the medicament patents published in France, the plant patents published by the United States of America and the design patents published by Japan and the United States of America. If any country were to publish similar documents, group 4 should then be used.

11. Documents relating to domestic applications derived from international or regional applications should be coded in a manner consistent with other domestic documents. The codes for the first, second and third publication levels, e.g. A, B and C, should be applied to patent documents published in the national phase, irrespective of any earlier publication levels which might have occurred in the international phase, unless this international publication can be considered to have taken the place of a national publication as provided for in paragraph 7.

12. As indicated in paragraph 2, the above letter code may optionally be associated with a numerical code to amplify the information represented by the letter code. For this numerical code only digits 1 to 9 should be used. The significance of this code will be defined by any national Office applying such information. The numerical code must always be interpreted in conjunction with the country code and the above letter code.

13. As an appendix to this recommendation a list of examples of patent documents past and currently published or intended to be published in the future, divided in accordance with the code, is given. An alphabetical listing, in the order of issuing industrial property offices, of such kinds of patent documents and their codes as applied by the offices, is given on pages 3.16.10 to 3.16.50.

[Appendix follows]

Appendix 4. WIPO Patent Information and Documentation: Standard Code
for Identification of Different Kinds of Patent Documents

WIPO

PATENT INFORMATION AND DOCUMENTATION

Ref: Standards--ST.16

page: 3.16.4

APPENDIX

List of Patent Documents, Past and Currently Published, and Intended to be
Published in the Future, Divided in Accordance with this Code

<u>Code:</u>	A	<u>Patent Documents Numbered in Primary or Major Series - First Publication Level</u>
Examples:	Australia	Standard or Petty Patent Application published in the sense of paragraph 6(ii)
	Austria	Patent Application published in the sense of paragraph 6(i)
	Belgium	Brevet d'invention/Uitvindingsoctrooi
	Belgium	Brevet de perfectionnement/Verbeteringsoctrooi
	Brazil	Pedido de Privilégio. (Unexamined Patent ~ Application for Invention published in the sense of paragraph 6 (ii))
	Bulgaria	Opisanie na izobretenie po patent
	Canada	Patent
	Cuba	Patent Application published in the sense of paragraph 6(i)
	Czechoslovakia	Patent Application published in the sense of paragraph 6(i)
	Czechoslovakia	Inventor's Certificate Application published in the sense of paragraph 6(i)
	Denmark	Almindelig tilgoengelig patentansogning (published in the sense of paragraph 6(i))
	Egypt	Patent specification
	European Patent Office	Patent application published with search report
	European Patent Office	Patent application published without search report
	European Patent Office	Separate publication of the search report
	Finland	Patent Application published in the sense of paragraph 6(i)
	France	Brevet d'invention, première et unique publication
	France	Certificat d'addition à un brevet d'invention, première et unique publication
	France	Certificat d'utilité, première et unique publication

Appendix 4. WIPO Patent Information and Documentation: Standard Code
for Identification of Different Kinds of Patent Documents

WIPO

PATENT INFORMATION AND DOCUMENTATION

Ref: Standards--ST.16

page: 3.16.5

<u>Code:</u>	<u>A (continued)</u>
<u>Examples:</u>	
France	Certificat d'addition à un certificat d'utilité, première et unique publication
France	Demande de brevet d'invention, première publication
France	Demande de certificat d'addition à un brevet d'invention, première publication
France	Demande de certificat d'utilité, première publication
France	Demande de certificat d'addition à un certificat d'utilité, première publication
German Democratic Republic	Patentschrift (Ausschlusspatent), granted in accordance with paragraph 17.1 of the Patent Law of the German Democratic Republic of 27.10.1983
German Democratic Republic	Patentschrift (Wirtschaftspatent), granted in accordance with paragraph 17.1 of the Patent Law of the German Democratic Republic of 27.10.84
Germany, Federal Republic of	Offenlegungsschrift
Hungary	Patent Application published in the sense of paragraph 6(i)
India	Patent Specification
Ireland	Patent Specification
Italy	Domanda di brevetto pubblicata
Japan	Kōkai tokkyo kōhō
Japan	Kohyo tokkyo kōhō
Luxembourg	Brevet d'invention
Luxembourg	Certificat d'addition à un brevet d'invention
Netherlands	Terinzagegeleging
Norway	Alment tilgjengelige patentsøknader
Pakistan	Patent Specification
PCT	International application published with or without the international search report
Poland	Zgłoszenie wynalazku do opatentowania
Poland	Zgłoszenie wynalazku w celu uzyskania patentu tymczasowego

Form 02 E

Date: July 1984

Appendix 4. WIPO Patent Information and Documentation: Standard Code
for Identification of Different Kinds of Patent Documents

WIPO

PATENT INFORMATION AND DOCUMENTATION

Ref: Standards--ST.16

page: 3.16.6

Code: A (continued)

<u>Examples:</u>	Republic of Korea	Gonggae Teukkeo Gongbo
	Romania	Descrierea inventiei
	Soviet Union	Opisanie izobreteniya k patentu
	Soviet Union	Opisanie izobreteniya k avtorskomu svidetelstvu
	Spain	Patente de invencion
	Sweden	Allmänt tillgänglig patentansökan (published in the sense of paragraph 6(i))
	Switzerland	Auslegeschrift/Fascicule de la demande/Fascicolo della domanda (Patent Application published in the sense of paragraphs 6(i) and 6(ii) pertaining to the technical fields for which search and examination as to novelty are made)
	Switzerland	Patentschrift/Fascicule du brevet/Fascicolo del brevetto (Patent published in the sense of paragraph 6(ii) and pertaining to the technical fields for which neither search nor examination as to novelty are made)
	United Kingdom	Patent Specification (Old Law; not printed on documents)
	United Kingdom	Patent Application (New Law)
	United States	Patent
	Yugoslavia	Patenta prijava koja se može razgledati

Code: B Patent Documents Numbered in Primary or Major Series - Second Publication Level

<u>Examples:</u>	Australia	Accepted Standard or Petty Patent Published in the sense of paragraph 6(ii)
	Austria	Patentschrift
	Brazil	Patente (granted patent of invention published in the sense of paragraph 6(i))
	Canada	Reissue Patent
	Cuba	Patente de invención
	Czechoslovakia	Popis vynálezu k patentu
	Czechoslovakia	Popis vynálezu k autorskemu osvedceni

Appendix 4. WIPO Patent Information and Documentation: Standard Code
for Identification of Different Kinds of Patent Documents

WIPO

PATENT INFORMATION AND DOCUMENTATION

Ref: Standards--ST.16

page: 3.16.7

<u>Code:</u>	<u>B (continued)</u>	
<u>Examples:</u>	Denmark	Fremlaeggelseskraft
	Finland	Kuulutusjulkaisu - Utläggningsskrift
	France	Brevet d'invention, deuxième publication de l'invention
	France	Certificat d'addition à un brevet d'invention, deuxième publication de l'invention
	France	Certificat d'utilité, deuxième publication de l'invention
	France	Certificat d'addition à un certificat d'utilité, deuxième publication de l'invention
	German Democratic Republic	Patentschrift (Ausschliessungspatent), granted in accordance with paragraph 18.1 of the Patent Law of 27.10.1983 of the German Democratic Republic
	German Democratic Republic	Patentschrift (Wirtschaftspatent), granted in accordance with paragraph 18.1 of the Patent Law of the German Democratic Republic of 27.10.1983
	Germany, Federal Republic of	Auslegeschrift
	Hungary	Szabadalmi leírás
	Japan	Tokkyo kôhô
	Netherlands	Openbaar gemaakt octrooiaanvraag
	Norway	Utlægningsskrift
	Poland	Opis patentowy
	Republic of Korea	Teukheo Gongbo
	Sweden	Utläggningsskrift
	Switzerland	Patentschrift/Fascicule ou brevet/Fascicolo del brevetto (Patent published in the sense of paragraph 6(ii) and pertaining to the technical fields for which search and examination as to the novelty are made)
	United Kingdom	Amended patent specification (Old Law)
	United Kingdom	Patent Specification (New Law)
	United States	Reexamination Certificate

Form 02 E

Date: July 1984

Appendix 4. WIPO Patent Information and Documentation: Standard Code
for Identification of Different Kinds of Patent Documents

WIPO

PATENT INFORMATION AND DOCUMENTATION

Ref: Standards--ST.16

page: 3.16.8

Code: C Patent Documents Numbered in Primary or Major Series - Third Publication Level

Examples: Argentina Patente de Invencion (Patent published in the sense of paragraph 6(i))

Australia Standard or Petty Patent, amended after acceptance.

Denmark Patentskrift

Finland Patentmeddelat

German Democratic Republic Patentschrift (Ausschliessungspatent) corrected in accordance with paragraph 19 of the Patent law of 27.10.1983

Germany, Federal Republic of Patentschrift

Netherlands Octrooi

Norway Patent

Sweden Patentskrift

United Kingdom Amended patent specification (New Law)

Code: E Patent Documents Numbered in Secondary Series - First Publication Level

Examples: France Certificat d'addition à brevet d'invention (old law)

United States Reissue Patent

Code: H Patent Documents Numbered in Further Series

Example: United States Defensive publication

Code: M Medicament Patent Documents

Examples: France Brevet spécial de médicament

France Addition à un brevet spécial de médicament

Code: P Plant Patent Documents

Examples: United States Plant patent

Appendix 4. WIPO Patent Information and Documentation: Standard Code
for Identification of Different Kinds of Patent Documents

WIPO

PATENT INFORMATION AND DOCUMENTATION

Ref: Standards--ST.16

page: 3.16.9

Code: S Design Patent Documents

Examples: Brazil Pedido de Privilégio (unexamined patent application for Industrial Model published in the sense of paragraph 6(ii))

 United States Design patent

Code: U Utility Model Documents Numbered in Series other than the Documents of Group I - First Publication Level

Examples: Brazil Pedido de Privilégio (unexamined patent application for Industrial Model published in the sense of paragraph 6(ii))

 Germany, Federal Republic of Gebrauchsmuster

 Japan Kōkai jitsuoō shinan kōhō

 Republic of Korea Gonggae Silyong Sinan Gongbo

 Spain Solicitud de Modelo de Utilidad

Code: Y Utility Model Documents Numbered in Series other than the Documents of Group I - Second Publication Level

Examples: Brazil Patente (granted Patent of Utility Model published in the sense of paragraph 6(i))

 Japan Jitsuyō shinan kōhō

 Spain Modelo de Utilidad

Appendix 5. WIPO Patent Information and Documentation: Recommendation Concerning Bibliographic Data on and Relating to Patent Documents

WIPO

PATENT INFORMATION AND DOCUMENTATION

Ref: Standards--ST.9

page: 3.9.1

RECOMMENDATION CONCERNING BIBLIOGRAPHIC DATA

ON AND RELATING TO PATENT DOCUMENTS

(Identification and Minimum required)

INTRODUCTION

1. This recommendation provides for means whereby the various bibliographic data appearing on the first page of a patent document and in an entry in an Official Gazette can be identified without knowledge of the language used and the industrial property laws applied.
2. This recommendation further indicates the bibliographic data which as a minimum should be printed on the first page of a patent document, and be published as part of an entry in an official gazette.
3. This recommendation is aimed at improving the access to patent information in general and to the bibliographic content of patent documents in particular.

DEFINITIONS

4. For the purpose of this recommendation the expression:
 - (a) "patent documents" means patents for invention, inventors' certificates, utility certificates, utility models, patents or certificates of addition, inventors' certificates of addition, utility certificates of addition and published applications therefor. "Documents" means patent documents unless otherwise stated;
 - (b) "making available to the public" means:
 - (i) publication by printing or similar process or
 - (ii) laying open for public inspection and copying on request;
 - (c) "Official Gazette" means an official publication containing announcements with respect to industrial property rights made in accordance with requirements under national industrial property laws or international industrial property conventions or treaties;
 - (d) "examined" and "unexamined" refer to an examination made as to substance, as distinct from the preparation of a documentary search report or an examination made as to form which latter examination is ordinarily made by an Industrial Property Office immediately upon receipt of an application;
 - (e) "entry in an Official Gazette" means at least one comprehensive announcement made in an Official Gazette regarding the bibliographic data belonging to one industrial property right or to an application therefor;
 - (f) "INID" is an acronym for "Internationally agreed Numbers for the Identification of Data.

IDENTIFICATION OF BIBLIOGRAPHIC DATA--MINIMUM

5. The list of definitions of bibliographic data with their corresponding INID codes is given in the attached list.
6. The INID codes which are preceded by a single asterisk (*) relate to those data elements which are considered to be the minimum elements which should appear on the first page of a document- and in an entry in an official gazette.
7. The INID codes which are preceded by a double asterisk (**) relate to those data elements which are considered to be minimum elements in circumstances specified in the accompanying notes.

APPLICATION

8. The INID codes should be associated with the corresponding bibliographic data in so far as these data normally appear on the first page of a patent document or in an entry in an official gazette.
9. Provided the presentation of bibliographic data in entries in an official gazette is uniform, INID codes may be applied to the bibliographic data in a representative specimen entry in each gazette issued, instead of being included in each entry.

Form 02 E

Date: July 1982

Appendix 5. WIPO Patent Information and Documentation: Recommendation
Concerning Bibliographic Data on and Relating to Patent Documents

WIPO

PATENT INFORMATION AND DOCUMENTATION

Ref: Standards--ST.9

page: 3.9.2

10. The INID codes should be printed in Arabic numerals, preferably within small circles or if this is not possible, in parenthesis, immediately before the corresponding bibliographic data.

11. If bibliographic data to which INID codes are assigned in accordance with this recommendation do not appear on the first page of a document or in an entry in an official gazette--because they are not applicable (e.g. when no priority is claimed) or for some other reason--it is not necessary to call attention to the non-existence of such elements (e.g. by leaving a space or by providing the relevant INID code followed by a dash).

12. Two or more INID codes may be assigned to a single bibliographic data when necessary.

13. The list of bibliographic data has been organised into categories (10, 20 ... 80) to facilitate grouping of related data. Each category has several subdivisions to each of which an INID code has been assigned. If none of the specific codes can be assigned to one of the bibliographic data which clearly falls within the category definition, the relevant category code, ending in 0, should be used.

14. In order that the users of patent documents and official gazettes may be enabled to make maximum use of the INID codes, it is recommended that a list of the codes be published in Patent Office or other official publications, e.g. official gazettes, at regular intervals.

IMPLEMENTATION

15. Industrial Property Offices can start using this recommendation at any time. It is recommended that when implementing the INID codes an announcement in the sense of paragraph 14 be made.

16. Translations of this recommendation into various languages other than English and French are available at the International Bureau of WIPO.

Appendix 5. WIPO Patent Information and Documentation: Recommendation
Concerning Bibliographic Data on and Relating to Patent Documents

WIPO
PATENT INFORMATION AND DOCUMENTATION

Ref: Standards -- ST.9

page: 3.9.3

INID CODES AND MINIMUM REQUIRED FOR THE
IDENTIFICATION OF BIBLIOGRAPHIC DATA

(10) Document identification

- *(11) Number of the document
- *(12) Plain language designation of the kind of document
- *(13) Kind of document code according to WIPO Standard ST.16
- ** (19) WIPO Standard ST.3 code, or other identification, of the office publishing the document

Notes: (i) ** Minimum data element for patent documents only.
(ii) with the proviso that when data coded (11) and (13), or (19), (11) and (13), are used together and on a single line, category (10) can be used, if so desired.

(20) Domestic filing data

- *(21) Number(s) assigned to the application(s), e.g. "Numéro d'enregistrement national", "Aktenzeichen"
- *(22) Date(s) of filing application(s)
- *(23) Other date(s), including date of filing complete specification following provisional specification and date of exhibition
- (24) Date from which industrial property rights may have effect
- (25) Language in which the published application was originally filed
- (26) Language in which the application is published

(30) Priority Data

- *(31) Number(s) assigned to priority application(s)
- *(32) Date(s) of filing of priority application(s)
- *(33) WIPO Standard ST.3 Code identifying the national patent office allotting the priority application number or the organization allotting the regional priority application number; for international applications filed under the PCT, the Code "WO" is to be used
- (34) For priority filings under regional or international arrangements, the WIPO Standard ST.3 Code identifying at least one country party to the Paris Union for which the regional or international application was made

Notes: (i) With the proviso that when data coded (31), (32) and (33) are used together and on a single line, category (30) can be used, if so desired. If an ST.3 Code identifying a country for which a regional or international application was made is published, it should be identified as such using INID Code (34) and should be on a line separate from that of elements coded (31), (32) and (33) or (30).
(ii) The presentation of priority application numbers should be as recommended in WIPO Standards ST.10/C and in ST.34.

(40) Date(s) of making available to the public

- ** (41) Date of making available to the public by viewing, or copying on request, an unexamined document, on which no grant has taken place on or before the said date
- ** (42) Date of making available to the public by viewing, or copying on request, an examined document, on which no grant has taken place on or before the said date

*For the meaning of this asterisk, see paragraph 6 of this Standard.

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Form 02 E

Date: October 1987

Appendix 5. WIPO Patent Information and Documentation: Recommendation
Concerning Bibliographic Data on and Relating to Patent Documents

WIPO

PATENT INFORMATION AND DOCUMENTATION

Ref: Standards -- ST.9

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- ** (43) Date of publication by printing or similar process of an unexamined document, on which no grant has taken place on or before the said date
- ** (44) Date of publication by printing or similar process of an examined document, on which no grant or only a provisional grant has taken place on or before the said date.
- ** (45) Date of publication by printing or similar process of a document on which grant has taken place on or before the said date
- (46) Date of publication by printing or similar process of the claim(s) only of a document
- ** (47) Date of making available to the public by viewing, or copying on request, a document on which grant has taken place on or before the said date

Note: ** Minimum data element for patent documents only, the minimum data requirement being met by indicating the date of making available to the public the document concerned

(50) Technical information

- * (51) International Patent Classification
 - (52) Domestic or national classification
 - (53) Universal Decimal Classification
- * (54) Title of the invention
- (55) Keywords
- (56) List of prior art documents, if separate from descriptive text

Note: Attention is drawn to WIPO Standard ST.14 in connection with the citation of references on the front page of patent documents and in search reports attached to patent documents.

- (57) Abstract or claim
- (58) Field of search

(60) References to other legally or procedurally related domestic patent documents including unpublished applications therefor.

- * (61) Number and, if possible, filing date of the earlier application, or number of the earlier publication, or number of earlier granted patent, inventors' certificate, utility model or the like to which the present document is an addition
- * (62) Number and, if possible, filing date of the earlier application from which the present document has been divided out
- * (63) Number and filing date of the earlier application of which the present document is a continuation
- * (64) Number of the earlier publication which is "reissued"
- (65) Number of a previously published patent document concerning the same application
- (66) Number and filing date of the earlier application of which the present document is a substitute, i.e., a later application filed after the abandonment of an earlier application for the same invention.

Notes: (i) Priority data should be coded in category (30).

(ii) Code (65) is intended primarily for use by countries in which the national laws require that re-publication occurs at various procedural stages under different publication numbers and these numbers differ from the basic application numbers.

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(70) Identification of parties concerned with the document

- ** (71) Name(s) of applicant(s)
- (72) Name(s) of inventor(s) if known to be such
- ** (73) Name(s) of grantee(s)
- (74) Name(s) of attorney(s) or agent(s)
- ** (75) Name(s) of inventor(s) who is (are) also applicant(s)
- ** (76) Name(s) of inventor(s) who is (are) also applicant(s) and grantee(s)

- Notes
- (i) ** For documents on which grant has taken place on or before the date of making available to the public, and gazette entries relating thereto, the minimum data requirement is met by indicating the grantee, and for other documents by indication the applicant.
 - (ii) (75) and (76) are intended primarily for use by countries in which the national laws required that the inventor and applicant are normally the same. In other cases (71) or (72) or (71), (72) and (73) should generally be used.

(80) Identification of data related to International Conventions other than the Paris Convention

- (81) Designated State(s) according to the PCT
- (83) Information concerning the deposit of microorganisms, e.g. under the Budapest Treaty
- (84) Designated contracting states under regional patent conventions
- (85) Date of fulfillment of the requirements of Articles 22 and/or 39 of the PCT for introducing the national procedure according to the PCT
- (86) Filing data of the regional or PCT application, i.e. application filing date, application number, and, optionally, the language in which the published application was originally filed
- (87) Publication data of the regional or PCT application, i.e. publication date, publication number, and, optionally, the language in which the application is published
- (88) Date of deferred publication of the search report
- (89) Document number, date of filing, and country of origin of the original document according to the CMEA Agreement on Mutual Recognition of Inventors' Certificates and other Documents of Protection for Inventions

- Notes:
- (i) The codes (86) and (87) are intended to be used:
 - on national documents when identifying one or more of the relevant filing data or publication data of a regional or PCT application, or
 - on regional documents when identifying one or more of the relevant filing data or publication data of another regional or PCT application.
 - (ii) all data in code (86) should be presented together and preferably on a single line.
 - (iii) all data in code (87) should also be presented together and preferably on a single line.

To facilitate bibliographic description of patents, the correspondence between the INIS/ETDE Tags and the INID Codes is given in the following table:

Table 5.1. Correspondence between INID Codes and INIS/ETDE Tags

	INID Code	INIS/ETDE Tag	Comments
Inventor	72 or 75	100	
Assignee	73 or 71	110	standardized if possible; if a person, do not enter
Primary title	54	200	translated into English, if necessary
Original title	54	230	transliterated, if necessary
Patent document			
Country code	19	300	
Number	11	300	
Priority application			
Country code	33 [or 30]	310	select only the first priority number
Number	31 [or 30]	310	
Application number			
Country code	19	310	select only when no foreign or domestic priority number is given; if identical with the patent document number (INID Code 11), do not enter
Number	21	310	
International Code			
IPC national code	51	320	International Patent Classification Code enter <u>only</u> if IPC not available
	52	320	
Publication date	47,46,45,44, 43,42,41,40	403	select in order given; enter as first date in field
Priority application date	32 [or 30]	403	select the first date listed; enter following the publication date; separate with a semicolon and space
Application date	22	403	select only if there is no priority date; enter following the publication date; separate with a semicolon and space

Appendix 6. INIS Rules for Entering Romanized Chinese Personal Names

6.1. Introduction

The author name is one of the most important items in the descriptive cataloging of literature. Correct and standard name forms should be used in order to make the cataloging entries effective.

In Western countries, author names are generally written with the given name first, followed by surname (family name). In China, however, this name order is reversed; i.e., the Chinese usually write the surname first, followed by the given name. This often confuses Westerners. Descriptive catalogers are very much aware of this problem. In order to assure that Chinese personal names are properly entered, the following rules were drawn up in consultation with the INIS Unit of the IAEA.*

6.2. Elements of Chinese names

Chinese names consist of the following elements:

ELEMENTS	TYPE	EXAMPLES
(1) Surname (family name)	Simple (usually one Chinese character)	Zhang Wang Li Zhao
	Compound (usually two Chinese characters)	Ouyan Huangfu Zhuge
	Multisyllabic (for some minorities)	Damaola Dawamaiti Aixingjuelo
(2) Given name	Simple (one Chinese character)	Hua Jie Fang
	Compound (two Chinese characters)	Wenhua Hongping Zhenying
	Multisyllabic (for some minorities)	Mutela Ayinula Tiemur
(3) Special additions (for some persons from Hong Kong, Macao, Taiwan, etc.)	(1) Similar to Western names, one or two	William John Henry (Li Hongling)
	(2) Husband's family name followed by maiden name	Pan (Zhang Yuliang)

* These rules have been accepted also for use by ETDE.

Notes: (1) Henry (Li Hongling) The name in parentheses is the normal form. The name 'Henry' outside the parentheses is the added element. When a Western forename is used with a Chinese name, its position depends on the person's background. The possible forms are:

Henry Li Hongling
Li Hongling, Henry
Henry Hongling Li
Hongling Henry Li

(2) Pan (Zhang Yuliang) The name in parentheses is the normal form. Pan is her husband's family name.

6.3. Rules of entry for Chinese author names

Author names are to be romanized according to the Beijing system of phonetic transcription and divided according to name elements, not on the basis of individual syllables of the phonetic transcription of Chinese characters. The initial letter of each element is capitalized. The surname is followed by the given name.

Given names should always be spelled out in full, never abbreviated to an initial or initials.

Examples:	<u>valid</u>	<u>invalid</u>
	Zhang Baifa	Zhang Bai Fa Zhang BaiFa Zhang, Baifa Baifa Zhang

6.3.1. *Author names composed of a simple surname and a two-character given name:* The given name should be written without a hyphen.

Examples:	<u>valid</u>	<u>invalid</u>
	Li Wenhua	Li Wen-hua

6.3.2. *Author names composed of a simple surname and a simple given name:* The surname and given name should be separated by a space, with the first letters in uppercase.

Examples:	<u>valid</u>	<u>invalid</u>
	Wang Ying	Wang-Ying Wangying

6.3.3. *Author names composed of a compound surname and a two-character given name:* There is no hyphen between the two syllables of the surname.

Examples:	<u>valid</u>	<u>invalid</u>
	Ouyang Qiansan	Ou-yang Qiansan Ouyang Qian-san Ouyangqiansan

6.3.4. *Author names composed of a compound surname and a simple given name:*

The two syllables of the surname should be combined.

Examples:	<u>valid</u>	<u>invalid</u>
	Zhuge Liang	Zhu Ge Liang Zhu Geliang Zhuge-Liang

6.3.5. *For authors who come from outside the mainland of China, but have their articles published in mainland China, and whose names are different from those covered in paragraphs 3.1.-3.4. above, the INIS/ETDE descriptive cataloging rules are to be followed.*

6.3.6. *The names of authors for Chinese minorities are spelled and entered according to the name elements, in the form given in the paper being cataloged.*

Examples:	Basang
	Zhaxilamu
	Mulate Bieke
	Aixingjueluo Fujie
	Pabala Gelielangjie Eerdeni

This document was prepared for INIS by Song Qinglin, Head of the Descriptive Cataloguing Section of the China Nuclear Information Center, People's Republic of China, Beijing, who is indebted to Mrs. E. Ruckebauer, formerly with the INIS Unit, IAEA, for her assistance. The document has been accepted for use by ETDE.

References:

1. ISO-7098-1991, Information and Documentation - Romanization of Chinese. International Organization for Standardization, Geneva, Switzerland. 1991.
2. GB 3259-82, Transliterating Rules of Chinese Phonetic Alphabet on Titles for Books and Periodicals in Chinese.
3. Names of Persons: National usages for entry in catalogues. 3rd ed. London, IFLA International Office for UBC, 1980

Appendix 7. Rules for Transliteration of Selected Non-Roman Characters

Transliteration schemes for Slavic Cyrillic characters and for Greek characters are provided in Table A7.1., 'Transliteration of Slavic Cyrillic Characters', and Table A7.2., 'Transliteration of Greek Characters'. These schemes are taken from IAEA-INIS-10 (Rev. 1), Transliteration Rules for Selected Non-Roman Characters and were chosen because they do not require the use of diacriticals.

Transliteration of non-Roman characters not included in either of these tables should follow a standard selected by the input center. The standard which is selected must allow transliteration without the use of diacriticals. The input center should provide the ETDE/OA and/or INIS with one copy of the standard selected. Once chosen, the standard should be used consistently for all input.

Note: This Appendix replaces IAEA-INIS-10, INIS: Transliteration Rules for Selected Non-Roman Characters.

Table A7.1. Transliteration of Slavic Cyrillic Characters

printed character	Transliteration from:				
	Rus-sian	Ukrai-nian	Byelo-russian	Ser-bian	Bulga-rian
а А	a	a	a	a	a
б Б	b	b	b	b	b
в В	v	v	v	v	v
г Г	g	g	g	g	g
д Д	d	d	d	d	d
ђ Ђ				dj	
е(ѐ) Е(Ě)	e	e	e	e	e
є Є		je			
ж Ж	zh	zh	zh	zh	zh
з З	z	z	z	z	z
и И	i	i	i	i	i
і І		yi	yi		
ї Ї		yi			
ј Ј				j	
й Й	j	j	j		j
к К	k	k	k	k	k
л Л	l	l	l	l	l
љ Љ				lj	
м М	m	m	m	m	m
н Н	n	n	n	n	n
њ Њ				nj	

printed character	Transliteration from:				
	Rus-sian	Ukrai-nian	Byelo-russian	Ser-bian	Bulga-rian
о О	o	o	o	o	o
п П	p	p	p	p	p
р Р	r	r	r	r	r
с С	s	s	s	s	s
т Т	t	t	t	t	t
ћ Ћ				cj	
у У	u	u	u	u	u
ў Ў			w		
ф Ф	f	f	f	f	f
х Х	kh	kh	kh	kh	kh
ц Ц	ts	ts	ts	ts	ts
ч Ч	ch	ch	ch	ch	ch
џ Џ				dzh	
ш Ш	sh	sh	sh	sh	sh
щ Щ	shch	shch			sht
ъ Ъ	"	"	"		y
ы Ы	y		y		
ь Ь	'	'	'		'
э Э	eh		eh		
ю Ю	yu	yu	yu		yu
я Я	ya	ya	ya		ya

Table A7.2. Transliteration of Greek Characters

Greek	Roman	Greek	Roman
Α α	A a	Ν ν	N n
Β β	B b	Ξ ξ	X x
Γ γ	G g	Ο ο	O o
Δ δ	D d	Π π	P p
Ε ε	E e	Ρ ρ	R r
Ζ ζ	Z z	Σ σ (final) ς	S s
Η η	E e	Τ τ	T t
Θ θ	Th th	Υ υ	U u
Ι ι	I i	Φ φ	F f
Κ κ	K k	Χ χ	X x
Λ λ	L l	Ψ ψ	Ps ps
Μ μ	M m	Ω ω	O o

Note: Two special Greek punctuation marks are always rendered in transliteration as follows:

- (a) the · (single point high, alternative to the double :) by a colon (:)
- (b) the ; (interrogation mark) by a question mark (?)

Appendix 8. Corporate Abbreviations

The following abbreviations can be used when entering the name of a corporate body.

Abteilung	Abt.
Air Force Base	AFB
Air Force Station	AFS
Afdeeling, Afdeling	Afd.
Avdeling	Avd.
Aktiebolaget	AB
Aktiengesellschaft	AG
Aktieselskab	A/S
Aktieselskap	A/S
Anciens	Anc.
Anpartsselskab	ApS
Besloten Vennootschap	BV
Brothers	Bros.
College	Coll.
Compagnie	Cie.
Compania	Cia.
Company	Co.
Corporation	Corp.
Departamento	Dept.
Departement	Dept.
Departementet	Dept.
Department	Dept.
Dipartimento	Dipt.
Divisao	Div.
Division	Div.
Divisione	Div.
eingetragener Verein	e.V.
Enstitusu	Enst.
Etablissements	Ets.
Geobroeders	Gebr.
Gebrueder	Gebr.
Gesellschaft mit beschränkter Haftung	GmbH
Gemeinnützige Gesellschaft mit beschränkter Haftung	GmbH
Groupement d'Interet Economique	GIE
Her/His Majesty	HM
Incorporated	Inc.
Institut	Inst.
Institute	Inst.
Institute of Technology	Inst. of Tech.
Institutes	Insts.

Appendix 8. Corporate Abbreviations (cont.)

Institutet	Inst.
Institutionen	Inst.
Instituto	Inst.
Institutt	Inst.
Institutul	Inst.
Instituut	Inst.
Instytut	Inst.
Istituto	Ist.
Kommanditgesellschaft	KG
Kommanditselskab	KS
Labor	Lab.
Laboratoire	Lab.
Laboratories	Labs.
Laboratoriet	Lab.
Laboratorio	Lab.
Laboratorium	Lab.
Laboratoriya	Lab.
Laboratory	Lab.
Limitada	Ltda.
Limited	Ltd.
Maatschappij	Mij.
Manufacturer	Mfr.
Manufacturers	Mfrs.
Manufacturing	Mfg.
Naamloze Vennootschap	NV
Offene Handelsgesellschaft	OHG
People's Liberation Army	PLA
Private <u>or</u> (P)	Pvt.
Professional Corp.	PC
Proprietary	Pty.
<i>Public Limited Co.</i> <i>changed to plc</i>	<i>PLC</i>
Public Limited Co.	plc
Sociedade Anonima	SA
Societa Anonima	SA
Societa di Proprieta, Anonima	SpA
Societa per Azioni	SpA
Societe a Responsabilite Limitee	SARL
Societe Anonyme	SA
St/Ste	[always spelled out when first word in vernacular form.]
Technology	[not abbreviated, except in phrase 'Inst. of Tech.']
Universidad	Univ.
Universidade	Univ.
Universita	Univ.
Universitaet	Univ.
Universitas	Univ.
Universitate	Univ.

Universite
Universiteit
Universitet
Universitetat
Universiti
University
Univerzita
Uniwersytet
Volkseigener Betrieb

Univ.
Univ.
Univ.
Univ.
Univ.
Univ.
Univ.
Univ.
Univ.
VEB

Appendix 9. Country and International Organization Names and Codes

(June 2009 revision)

This Appendix includes the two-letter ISO country codes and the country names listed in ISO International Standard 3166:2008, Codes for the representation of names of countries, and the organizational codes and names used by INIS and the ETDE/OA.

Table A9.1., 'Countries Arranged by Name', includes the country names and codes sorted by the names. Table A9.2., 'International Organizations Arranged by Name', includes the international organization names and codes sorted by the names. Table A9.3., 'Country and International Organizations Arrange by Code', includes both the country and international organization names and codes sorted by the codes.

Codes and names for new countries established since July 1992, are entered in boldface in Tables A9.1. and A9.3. Former names of these countries are shown in italics in Table A9.1; the former names are not included in Table A9.3.

International organizations which have been added are entered in boldface in Tables A9.2. and A9.3. When an organization ceases to exist, the former name is entered in italics in Table A9.2.; there is no entry for it in Table A9.3.

Note: This Appendix replaces IAEA-INIS-5, INIS: Terminology and Codes for Countries and International Organizations.

Table A9.1. Countries Arranged by Name

Afghanistan	AF	Croatia	HR
Åland Islands	AX	Cuba	CU
Albania	AL	Cyprus	CY
Algeria	DZ	Czech Republic	CZ
Andorra	AD	<i>Czechoslovakia (CS)</i>	
Angola	AO	<i>[used until Aug. 1993]</i>	
Antigua and Barbuda	AG	<i>[Divided into Czech Republic</i>	
Argentina	AR	<i>and Slovakia]</i>	
Armenia	AM		
Australia	AU	Dahomey	
Austria	AT	<u>See</u> Benin	
Azerbaijan	AZ	Democratic Kampuchea	
Bahamas	BS	<u>See</u> Cambodia	
Bahrain	BH	Democratic People's Republic (D.P.R.)	
Bangladesh	BD	of Korea	
Barbados	BB	<u>See</u> Korea, Democratic People's	
Belarus	BY	Republic of	
Belgium	BE	Democratic Yemen (YD)	
Belize	BZ	<u>See</u> Yemen, Democratic	
Benin	BJ	Denmark	DK
Bermuda	BM	Djibouti	DJ
Bhutan	BT	Dominica	DM
Bolivia, Plurinational State of	BO	Dominican Republic	DO
Bosnia and Herzegovina	BA		
Botswana	BW	Ecuador	EC
Brazil	BR	Egypt	EG
Brunei Darussalam	BN	El Salvador	SV
Bulgaria	BG	Equatorial Guinea	GQ
Burkina Faso	BF	Estonia	EE
Burma (BU)		Ethiopia	ET
<u>Changed to</u> Myanmar		Fiji	FJ
Burundi	BI	Finland	FI
Byelorussian SSR (BY)		France	FR
<u>Changed to</u> Belarus		Gabon	GA
Cambodia	KH	Gambia	GM
Cameroon	CM	Georgia	GE
Canada	CA	German Democratic Republic (DD)	
Cape Verde	CV	<i>[used until 3 Oct. 1990]</i>	
Central African Republic	CF	<u>Changed to</u> Germany	
Chad	TD	Germany	DE
Chile	CL	Germany, Federal Republic of (DE)	
China	CN	<i>[used until 3 Oct. 1990]</i>	
Colombia	CO	<u>Changed to</u> Germany	
Comoros	KM	Ghana	GH
Congo, The Democratic Republic of the	CG	Gibraltar	GI
Costa Rica	CR	Greece	GR
Cote d'Ivoire	CI	Grenada	GD
Country unknown/Code not available	ZZ	Guam	GU

Table A9.1 Countries Arranged by Name (cont.)

Guatemala	GT	Lithuania	LT
Guinea	GN	Luxembourg	LU
Guinea-Bissau	GW	Macao	MO
Guyana	GY	Macedonia, The Former Yugoslav Republic of	MK
		Madagascar	MG
Haiti	HT	Malawi	MW
Holy See		Malaysia	MY
<u>See</u> Vatican City State, Holy See		Maldives	MV
Honduras	HN	Mali	ML
Hong Kong	HK	Malta	MT
Hungary	HU	Mauritania	MR
Iceland	IS	Mauritius	MU
India	IN	Mexico	MX
Indonesia	ID	Moldova, Republic of	MD
Iran		Monaco	MC
<u>See</u> Iran, Islamic Republic of		Mongolia	MN
Iran, Islamic Republic of	IR	Montenegro	ME
Iraq	IQ	Morocco	MA
Ireland	IE	Mozambique	MZ
Islamic Republic of Iran		Myanmar	MM
<u>See</u> Iran, Islamic Republic of		Namibia	NA
Israel	IL	Nauru	NR
Italy	IT	Nepal	NP
Ivory Coast		Netherlands	NL
<u>See</u> Cote d'Ivoire		New Zealand	NZ
		Nicaragua	NI
Jamaica	JM	Niger	NE
Japan	JP	Nigeria	NG
Jordan	JO	Niue	NU
		Norway	NO
Kazakhstan	KZ	Oman	OM
Kenya	KE	Palestinian Territory, Occupied	PS
Kiribati	KI	Pakistan	PK
Korea, Democratic People's		Panama	PA
Republic of	KP	Papua New Guinea	PG
Korea, Republic of	KR	Paraguay	PY
Kuwait	KW	Peru	PE
Kyrgyzstan	KG	Philippines	PH
Lao People's Democratic Republic	LA	Poland	PL
Latvia	LV	Portugal	PT
Lebanon	LB	Puerto Rico	PR
Lesotho	LS	Qatar	QA
Liberia	LR		
Libya		Republic of Korea	
<u>See</u> Libyan Arab Jamahiriya		<u>See</u> Korea, Republic of	
Libyan Arab Jamahiriya	LY	Romania	RO
Liechtenstein	LI	Russian Federation	RU

Table A9.1 Countries Arranged by Name (cont.)

Rwanda	RW	UK (United Kingdom of Great Britain and Northern Ireland)	
Saint Lucia	LC		
Saint Vincent and the Grenadines	VC	<u>See</u> United Kingdom	
Samoa	WS	Ukraine	UA
San Marino	SM	Ukrainian SSR (UA)	
Sao Tome and Principe	ST	<u>Changed to</u> Ukraine	
Saudi Arabia	SA	United Arab Emirates	AE
Senegal	SN	United Kingdom	GB
Serbia	RS	United Republic of Tanzania	
Serbia and Montenegro [used until June 2006]	CS	<u>See</u> Tanzania, United Republic of	
Seychelles	SC	United States	US
Sierra Leone	SL	Upper Volta	
Singapore	SG	<u>See</u> Burkina Faso	
Slovak Republic <u>See</u> Slovakia		Uruguay	UY
Slovakia	SK	USA (United States of America)	
Slovenia	SI	<u>See</u> United States	
Solomon Islands	SB	USSR (Union of Soviet Socialist Republics)	
Somalia	SO	(SU)	
South Africa	ZA	[used until December 1991]	
Spain	ES	Divided into Armenia; Azerbaijan;	
Sri Lanka	LK	Belarus; Estonia; Georgia; Kazakhstan;	
Sudan	SD	Kyrgyzstan; Latvia; Lithuania; Moldova,	
Suriname	SR	Russian Federation; Tajikistan;	
Swaziland	SZ	Turkmenistan; Ukraine; Uzbekistan	
Sweden	SE	Uzbekistan	UZ
Switzerland	CH		
Syria <u>See</u> Syrian Arab Republic		Vanuatu	VU
Syrian Arab Republic	SY	Vatican City State, Holy See	VA
		Venezuela, Bolivarian Republic of	VE
Taiwan, Province of China [for ETDE use only]	TW	Viet Nam	VN
Tajikistan	TJ		
Tanzania		Yemen	YE
<u>See</u> Tanzania, United Republic of		Yemen (Yemen Arab Republic)	
Tanzania, United Republic of	TZ	<u>Changed to</u> Yemen, Republic of	
Thailand	TH	Yemen, Democratic	
The Czech and Slovak Federal Republic		<u>Changed to</u> Yemen, Republic of	
<u>See</u> Czechoslovakia		<i>Yemen, Republic of</i>	
Togo	TG	<u>Changed to</u> Yemen	
Tonga	TO	Yugoslavia [used until July 2003]	YU
Trinidad and Tobago	TT	<u>See also</u> Bosnia and Herzegovina;	
Tunisia	TN	Croatia; Slovenia. Serbia, Montenegro	
Turkey	TR		
Turkmenistan	TM	Zaire	ZR
Tuvalu	TV	Zambia	ZM
Uganda	UG	Zimbabwe	ZW

Table A9.2. International Organizations Arranged by Name

African Union	OAU	XO
Arab Atomic Energy Agency	AAEA	XH
Brazilian-Argentine Agency for Accounting and Control of Nuclear Materials	ABACC	QP
Commission of the European Communities	CEC	
See European Commission		
Comprehensive Nuclear-Test-Ban Treaty Organization	CTBTO	XQ
Council for Mutual Economic Assistance	CMEA	
[Used until December 1991] <i>Ceased</i>		
European Commission	EC	XE
European Organization for Nuclear Research	CERN	XC
European Patent Office	EPO	EP
European Space Agency	ESA	XZ
Food and Agricultural Organization of the United Nations	FAO	XF
Information Service in Physics, Electrotechnology and Control	INSPEC	QS
International Atomic Energy Agency	IAEA	XA
International Centre for Scientific and Technical Information	ICSTI	XM
International Commission on Radiological Protection	ICRP	XR
International Energy Agency	IEA	XY
International Institute for Applied Systems Analysis	IIASA	XI
International Organization for Standardization	ISO	XS
International Organizations without Location		AA
International Patent Document Centre	INPADOC	QZ
Joint Institute for Nuclear Research	JINR	XJ
Middle Eastern Radioisotope Centre for the Arab Countries	MERRCAC	QQ
Nuclear Energy Agency of the OECD	NEA	XN
Organization of the Petroleum Exporting Countries	OPEC	XP
Organization for Economic Co-Operation and Development	OECD	XD
United Nations	UN	XU
United Nations Industrial Development Organization	UNIDO	XT
United Nations Scientific Committee on the Effects of Atomic Radiation	UNSCEAR	XB
World Council of Nuclear Workers	WONUC	XV
World Energy Conference	WEC	XX
World Health Organization	WHO	XW
World Intellectual Property Organization	WIPO	WO
World Meteorological Organization	WMO	XK
World Nuclear Association	WNA	QM
World Nuclear University	WNU	QN

Table A9.3. Country and International Organizations Arranged by Code (cont.)

AA	International Organization Without Location	DE	Germany
AD	Andorra	DJ	Djibouti
AE	United Arab Emirates	DK	Denmark
AF	Afghanistan	DM	Dominica
AG	Antigua and Barbuda	DO	Dominican Republic
AL	Albania	DZ	Algeria
AM	Armenia		
AO	Angola	EC	Ecuador
AR	Argentina	EE	Estonia
AT	Austria	EG	Egypt
AU	Australia	EP	European Patent Office
ÅX	Aland Islands	ES	Spain
AZ	Azerbaijan	ET	Ethiopia
BA	Bosnia and Herzegovina	FI	Finland
BB	Barbados	FJ	Fiji
BD	Bangladesh	FR	France
BE	Belgium		
BF	Burkina Faso	GA	Gabon
BG	Bulgaria	GB	United Kingdom
BH	Bahrain	GD	Grenada
BI	Burundi	GE	Georgia
BJ	Benin	GH	Ghana
BM	Bermuda	GI	Gibraltar
BN	Brunei Darussalam	GM	Gambia
BO	Bolivia, Plurinational State of	GN	Guinea
BR	Brazil	GQ	Equatorial Guinea
BS	Bahamas	GR	Greece
BT	Bhutan	GT	Guatemala
BW	Botswana	GU	Guam
BY	Belarus	GW	Guinea-Bissau
BZ	Belize	GY	Guyana
CA	Canada	HK	Hong Kong
CF	Central African Republic	HN	Honduras
CG	Congo, The Democratic Republic of The	HR	Croatia
CH	Switzerland	HT	Haiti
CI	Cote d'Ivoire	HU	Hungary
CL	Chile		
CM	Cameroon	ID	Indonesia
CN	China	IE	Ireland
CO	Colombia	IL	Israel
CR	Costa Rica	IN	India
CU	Cuba	IQ	Iraq
CV	Cape Verde	IR	Iran, Islamic Republic of
CY	Cyprus	IS	Iceland
CZ	Czech Republic	IT	Italy

Table A9.3. Country and International Organizations Arranged by Code (cont.)

JM	Jamaica	NO	Norway
JO	Jordan	NP	Nepal
JP	Japan	NR	Nauru
KE	Kenya	NU	Niue
KG	Kyrgyzstan	NZ	New Zealand
KH	Cambodia	OM	Oman
KI	Kiribati	PA	Panama
KM	Comoros	PE	Peru
KP	Korea, Democratic People's Republic of	PG	Papua New Guinea
KR	Korea, Republic of	PH	Philippines
KW	Kuwait	PK	Pakistan
KZ	Kazakhstan	PL	Poland
		PR	Puerto Rico
LA	Lao People's Democratic Republic	PS	Palestinian Territory, Occupied
LB	Lebanon	PT	Portugal
LC	Saint Lucia	PY	Paraguay
LI	Liechtenstein		
LK	Sri Lanka	QA	Qatar
LR	Liberia	QM	WNA [World Nuclear Association]
LS	Lesotho	QN	WNU [World Nuclear University]
LT	Lithuania	QP	ABACC [Brazilian-Argentine Agency for Accounting and Control of Nuclear Materials]
LU	Luxembourg	QQ	MERRCAC [Middle Eastern Radioisotope Centre for the Arab Countries]
LV	Latvia	QS	INSPEC [Information Service in Physics, Electrotechnology and Control]
LY	Libyan Arab Jamahiriya	QZ	INPADOC [International Patent Document Centre]
MA	Morocco		
MC	Monaco	RO	Romania
MD	Moldova	RS	Serbia
ME	Montenegro	RU	Russian Federation
MG	Madagascar	RW	Rwanda
ML	Mali		
MK	Macedonia, The Former Yugoslav Republic of	SA	Saudi Arabia
MM	Myanmar	SB	Solomon Islands
MN	Mongolia	SC	Seychelles
MO	Macao	SD	Sudan
MR	Mauritania	SE	Sweden
MT	Malta	SG	Singapore
MU	Mauritius	SI	Slovenia
MV	Maldives	SK	Slovakia
MW	Malawi	SL	Sierra Leone
MX	Mexico	SM	San Marino
MY	Malaysia	SN	Senegal
MZ	Mozambique		
NA	Namibia		
NE	Niger		
NG	Nigeria		
NI	Nicaragua		
NL	Netherlands		

Table A9.3. Country and International Organizations Arranged by Code (cont.)

		XI	IIASA [International Institute for Applied Systems Analysis]
SO	Somalia		
SR	Suriname	XJ	JINR [Joint Institute for Nuclear Research]
ST	Sao Tome and Principe		
SV	El Salvador	XK	WMO [World Meteorological Organization]
SY	Syrian Arab Republic		
SZ	Swaziland	XM	ICSTI [International Centre for Scientific and Technical Information]
TD	Chad		
TG	Togo	XN	NEA [Nuclear Energy Agency of the OECD]
TH	Thailand		
TJ	Tajikistan	XO	OAU [African Union]
TM	Turkmenistan	XP	OPEC [Organization of the Petroleum Exporting Countries]
TN	Tunisia		
TO	Tonga	XQ	CTBTO [Comprehensive Nuclear-Test-Ban Treaty Organization]
TR	Turkey		
TT	Trinidad and Tobago	XR	ICRP [International Commission on Radiological Protection]
TV	Tuvalu		
TW	Taiwan, Province of China <i>[for ETDE only]</i>	XS	ISO [International Organization for Standardization]
TZ	Tanzania, United Republic of	XT	UNIDO [United Nations Industrial Development Organization]
UA	Ukraine		
UG	Uganda	XU	UN [United Nations]
US	United States	XV	WONUC [World Council of Nuclear Workers]
UY	Uruguay		
UZ	Uzbekistan	XW	WHO [World Health Organization]
VA	Vatican City State, Holy See	XX	WEC [World Energy Conference]
VC	Saint Vincent and the Grenadines	XY	IEA [International Energy Agency]
VE	Venezuela, Bolivarian Republic of	XZ	ESA [European Space Agency]
VN	Viet Nam		
VU	Vanuatu	YE	Yemen
WO	WIPO [World Intellectual Property Organization]	ZA	South Africa
WS	Samoa	ZM	Zambia
		ZR	Zaire
		ZW	Zimbabwe
XA	IAEA [International Atomic Energy Agency]	ZZ	Country unknown/Code not available
XB	UNSCEAR [United Nations Scientific Committee on the Effects of Atomic Radiation]		
XC	CERN [European Organization for Nuclear Research]		
XD	OECD [Organization for Economic Co-Operation and Development]		
XE	EC [European Commission]		
XF	FAO [Food and Agricultural Organization of the United Nations]		
XH	AAEA [Arab Atomic Energy Agency]		

Appendix 10. State and Province Codes

This Appendix includes state and province codes and names for Australia, Brazil, Canada, China, France, and the United States. Within each country listing, the codes are arranged alphabetically or numerically and followed by the name. New entries are shown in boldface.

Australia			
ACT	Australian Capital Territory	SA	South Australia
NSW	New South Wales	TAS	Tasmania
NT	Northern Territory	VIC	Victoria
QLD	Queensland	WA	Western Australia
 Brazil			
AC	Acre	PA	Para
AL	Alagoas	PB	Paraíba
AM	Amazonas	PE	Pernambuco
AP	Amapa	PI	Piauí
BA	Bahia	PR	Paraná
CE	Ceará	RJ	Rio de Janeiro
DF	Distrito Federal	RN	Rio Grande do Norte
ES	Espírito Santo	RO	Rondonia
FN	Fernando de Noronha	RR	Roraima
GO	Goias	RS	Rio Grande do Sul
MA	Maranhão	SC	Santa Catarina
MG	Minas Gerais	SE	Sergipe
MS	Mato Grosso do Sul	SP	São Paulo
MT	Mato Grosso	TO	Tocantins
 Canada			
AB	Alberta	NT	Northwest Territories
BC	British Columbia	ON	Ontario
LB	Labrador	PE	Prince Edward Island
MB	Manitoba	PQ	Quebec
NB	New Brunswick	SK	Saskatchewan
NF	Newfoundland	YT	Yukon Territory
NS	Nova Scotia		
 China			
AH	Anhui	LN	Liaoning
BJ	Beijing	NM	Neimenggu
FJ	Fujian	NX	Ningxia
GD	Guangdong	QH	Qinghai
GS	Gansu	SC	Sichuan
GX	Guangxi	SD	Shandong
GZ	Guizhou	SH	Shanghai
HB	Hubei	SN	Shaanxi
HEB	Hebei	SX	Shanxi
HEN	Henan	TJ	Tianjin
HL	Heilongjiang	TW	Taiwan
HN	Hunan	XJ	Xinjiang
JL	Jilin	XZ	Xizang
JS	Jiangsu	YN	Yunnan
JX	Jiangxi	ZJ	Zhejiang

France

01	Ain	48	Lozere
02	Aisne	49	Maine-et-Loire
03	Allier	50	Manche
04	Alpes-de-Haute-Provence	51	Marne
05	Alpes (Hautes)	52	Marne (Haute)
06	Alpes-Maritimes	53	Mayenne
07	Ardeche	54	Meurthe-et-Moselle
08	Ardennes	55	Meuse
09	Ariege	56	Morbihan
10	Aube	57	Moselle
11	Aude	58	Nievre
12	Aveyron	59	Nord
13	Bouches-du-Rhone	60	Oise
14	Calvados	61	Orne
15	Cantal	62	Pas-de-Calais
16	Charente	63	Puy-de-Dome
17	Charente-Maritime	64	Pyrenees-Atlantiques
18	Cher	65	Pyrenees (Hautes)
19	Correze	66	Pyrenees-Orientales
20	Corse; Corse-du-Sud;	67	Rhin (Bas)
	Corse-du-Nord	68	Rhin (Haut)
21	Cote-d'Or	69	Rhone
22	Cotes-du-Nord	70	Saone (Haute)
23	Creuse	71	Saone-et-Loire
24	Dordogne	72	Sarthe
25	Doubs	73	Savoie
26	Drome	74	Savoie (Haute)
27	Eure	75	Paris
28	Eure-et-Loir	76	Seine-Maritime
29	Finistere	77	Seine-et-Marne
30	Gard	78	Yvelines
31	Garonne (Haute)	79	Sevres (Deux)
32	Gers	80	Somme
33	Gironde	81	Tarn
34	Herault	82	Tarn-et-Garonne
35	Ille-et-Vilaine	83	Var
36	Indre	84	Vaucluse
37	Indre-et-Loire	85	Vendee
38	Isere	86	Vienne
39	Jura	87	Vienne (Haute)
40	Landes	88	Vosges
41	Loir-et-Cher	90	Territoire de Belfort
42	Loire	91	Essonne
43	Loire (Haute)	92	Hauts-de-Seine
44	Loire-Atlantique	93	Seine-Saint-Denis
45	Loiret	94	Val-de-Marne
46	Lot	95	Val-d'Oise
47	Lot-et-Garonne		

France - Overseas Departments

971	Guadeloupe	973	Guyane
972	Martinique	974	Reunion (La)

United States of America

AK	Alaska	MP	Northern Mariana Islands
AL	Alabama	MS	Mississippi
AR	Arkansas	MT	Montana
AS	American Samoa	NC	North Carolina
AZ	Arizona	ND	North Dakota
CA	California	NE	Nebraska
CO	Colorado	NH	New Hampshire
CT	Connecticut	NJ	New Jersey
CZ	Canal Zone	NM	New Mexico
DC	D.C. (District of Columbia)	NV	Nevada
DE	Delaware	NY	New York
FL	Florida	OH	Ohio
FM	Federated States of Micronesia	OK	Oklahoma
GA	Georgia	OR	Oregon
GU	Guam	PA	Pennsylvania
HI	Hawaii	PR	Puerto Rico
IA	Iowa	PW	Palau Island
ID	Idaho	RI	Rhode Island
IL	Illinois	SC	South Carolina
IN	Indiana	SD	South Dakota
KS	Kansas	TN	Tennessee
KY	Kentucky	TX	Texas
LA	Louisiana	UT	Utah
MA	Massachusetts	VA	Virginia
MD	Maryland	VI	Virgin Islands
ME	Maine	VT	Vermont
MH	Marshall Islands	WA	Washington
MI	Michigan	WI	Wisconsin
MN	Minnesota	WV	West Virginia
MO	Missouri	WY	Wyoming

Appendix 11. Language Names and Codes

The following names and codes are taken from International Standard ISO 639:2002, Code for the representation of names of languages.

Afrikaans	AF	Kazak	KK
Albanian	SQ	Kirghiz	KY
Arabic	AR	Korean	KO
Armenian	HY	Latvian, Lettish	LV
Azerbaijani	AZ	Lithuanian	LT
Bulgarian	BG	Malay	MS
Burmese	MY	Moldavian	MO
Byelorussian	BE	Mongolian	MN
Chinese	ZH	Norwegian	NO
Croatian	HR	Persian	FA
Czech	CS	Polish	PL
Danish	DA	Portuguese	PT
Dutch	NL	Romanian	RO
English	EN	Russian	RU
Estonian	ET	Serbian	SR
Finnish	FI	Slovak	SK
French	FR	Slovenian	SL
Georgian	KA	Spanish	ES
German	DE	Swedish	SV
Greek	EL	Tajik	TG
Hebrew	IW	Thai	TH
Hindi	HI	Turkish	TR
Hungarian	HU	Turkmen	TK
Indonesian	IN	Ukrainian	UK
Italian	IT	Uzbek	UZ
Irish	GA	Vietnamese	VI
Japanese	JA	Welsh	CY

Appendix 12. Preparing a Worksheet

This section has been deleted as input submission on worksheets is no longer accepted.

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Appendix 13. Submitting Changed and Deleted Records in Machine-Readable Form to INIS or the ETDE/OA

13.1. Changing a record

A 'Change' record should be sent only to correct misinformation in the original record.

Use the following procedures to change a record:

- a. First enter the TRN of the original record in Tag 001.

Example: **AT0800123**

- b. Next enter 'C' (for 'changed') in Tag 004.

- c. Then enter the RN of the original record, consisting of volume and reference number, in Tag 005. (Note that you must enter both the original TRN and the original RN. This is a precaution to ensure that one center does not accidentally change the records submitted by another input center.)

Example: **39012345**

- d. Finally, enter the data to be changed in the appropriate Tags.

Note: It is highly recommended that the complete record be sent rather than just the data to be changed. Sending the complete record will reduce the time required for processing. When sending the complete record, follow steps a. through c. above, then enter the data for all the fields in the record, including both data to be changed and data not to be changed.

If you do no longer have the required information about the original TRN (eg. the record has been sent long time ago), please inform INIS or the ETDE/OA accordingly.

13.2. Deleting a record

To remove, or delete, any of your center's records from the master file, send your request indicating the TRN(s) and RN(s) to INIS or ETDE/OA. Deletion of records can no longer be performed by inputting centers.

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Appendix 14. Procedures for Submission of Input, New/Changed Journal Related Information and Proposed Descriptors

This appendix includes procedures for providing information to INIS and ETDE concerning input submitted to the system, data related to new and/or changed journals and proposed descriptors, if any.

Figure A14.1 INIS Input Form
(Sample E-mail or any other form of message)

From: (National Input Centre)
Sent: (Date)
To: **INIS.Input@iaea.org**
Subject: (INIS Input No.:)

Enclosed please find INIS input consisting of:

File No.:

Sent by (FTP, CD/DVD, E-mail, Other) :

Total number of records (TRNs):

TRN range:

Full text of Non-conventional literature sent to INIS is , as follows:

TRNs:	Report Numbers:
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Figure A14.2. ETDE Corporate Author and Report Number Prefix Form

This figure has been deleted as corporate authors are no longer standardized.

Figure A14.3. ETDE Serial Title Form

ETDE Form 004 (2-90)

ETDE Serial Title Form

Submit this form when the item being cataloged requires new or changed serial information. A copy of the form indicating action taken will be returned to you by the Operating Agent.

From: _____ Send to: Energy Technology Data Exchange
P.O. Box 1000
Oak Ridge, TN 37831 U.S.A.

Date sent: _____

Date QA received: _____

INIS has been notified by: Sender _____ Operating Agent _____ Date QA returned: _____

TRN: _____ Title: New _____ Changed _____ ISSN: New _____ Changed _____ CODEN: New _____ Changed _____

Full title: _____

Abbreviated title: _____

Country code: _____ ISSN: _____ CODEN: _____

Comments: _____

TRN: _____ Title: New _____ Changed _____ ISSN: New _____ Changed _____ CODEN: New _____ Changed _____

Full title: _____

Abbreviated title: _____

Country code: _____ ISSN: _____ CODEN: _____

Comments: _____

TRN: _____ Title: New _____ Changed _____ ISSN: New _____ Changed _____ CODEN: New _____ Changed _____

Full title: _____

Abbreviated title: _____

Country code: _____ ISSN: _____ CODEN: _____

Comments: _____

14.3. Journal Titles, CODEN's, ISSN's

If information for a new or changed serial title is not included in ETDE/OA-9 INTERIM GUIDE, Energy Technology Data Exchange Serial Titles Authority, or IAEA-INIS-11, INIS: Authority List for Journal Titles, or their supplements, notify either INIS or the ETDE/OA. Information about titles which have ceased publication and about deleted or changed ISSN's and CODEN's should also be sent to INIS or the ETDE/OA.

Note: A changed serial title should have a different ISSN and CODEN from the previous title. The ISSN and CODEN assigned to the previous title should not be used with the new title.

INIS Note: Enter the full journal title without abbreviations in Tag 229, Original Title (Journal). If the ISSN and/or CODEN are available, enter them in Tag 320 and Tag 321 respectively. Send a (print or electronic) copy of the cover and title page or the URL of the journal to INIS.

ETDE Note: Enter the full journal title without abbreviations in Tag 229, Original Title (Journal). If the ISSN and/or CODEN are available, enter them in Tag 320 and Tag 321 respectively. Send a completed copy of ETDE Form 004, IEA Energy Technology Data Exchange Serial Title Form, and a copy of the cover and the title page or page containing subscription information to the ETDE/OA along with the input containing the record. The ETDE/OA will provide codes and standardized title information for use in future input.

14.4. Proposed Descriptors

INIS Note: The proposed word block (term, Narrower Terms, Broader Terms, Related Terms, Forbidden Terms (if any)) can be submitted as 'Additional Notes' to the message of the INIS Input Form (Figure A14.1). A definition and scope notes (if any) should also be provided. The TRN related to the proposed descriptor must be provided.

ETDE Note: ETDE Form 003 (2-90) (see Figure A14.4) can be used to submit proposed descriptors and changes to existing descriptors.

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