SALUS INDEXER/ABSTRACTOR'S MANUAL

(adapted from IDRC-TS40e, Recommended methods for
development-information systems, volume I: manual
for the preparation of records in development-
information systems)

October 29, 1984
IDRC

TABLE OF CONTENTS

CONVENTIONS USED IN THE MANUAL

The following symbols have been used throughout this manual:

\# \#   to separate two occurrences of data in a repeatable field

Example

B210 (personal author of documentary unit):

Jones, C.H. \# \#   Wallace, G.

/   to separate two subfields

Example

B320 (institution - generic document):

Unesco / Paris / FR

* *   to indicate the absence of data in a subfield

Example

B220 (institution - documentary unit):

Ghana. Ministry of Health / * * / GH / National
Health Planning Unit

```
*********
* HEADER *
*********
```

```
 --------------------------------------------------------------------
|                                           |                        |
|                                           |                        |
|         INTERNAL SEQUENCE NUMBER          |         ISN            |
|                                           |                        |
|                                           |                        |
 --------------------------------------------------------------------
```

CHARACTERISTICS

Essential

PURPOSE

The Internal Sequence Number (ISN) is a unique identifier for a
given record in a computerized system using the software
MINISIS. Once assigned, it remains permanently associated with
that record and cannot be changed. The ISN is one of the points
of direct access to a record.

DATA ENTRY

The ISN is assigned automatically by the system when the record
is input. At this time the inputter will copy it onto the
worksheet or it will be printed in a prominent position on the
computer-generated worksheet.

```
|                                              |                         |
|                                              |                         |
|          RESEQUENCED RECORD NUMBER           |      A100               |
|                                              |      RESNUM             |
|                                              |                         |
```

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

PURPOSE

Field A100 is used to record the number identifying a
bibliographic record that appears in a printed index. This is
defined as the resequenced record number. It is generated by the
system after the sequence of records to be printed in the index
has been determined and, therefore, is not entered on the
worksheet. In the SALUS system, it is often called the SALUS
number and is used to identify records both in the printed
bibliography and on microfiche.

```
-----------------------------------------------------------------------
|                                                |            |         |
|                                                |            |         |
|        PARTICIPATING CENTRE RECORD NUMBER      |    A110    |         |
|                                                |    PCN     |         |
|                                                |            |         |
-----------------------------------------------------------------------
```

CHARACTERISTICS

Essential

Not repeatable

Not subfielded

PURPOSE

Field A110 is used to enter the participating centre record
number (PCN). The PCN is assigned to make each record
identifiable and unique within a cooperative system. The
present SALUS system has never required this field, but it is
included in the data base for those who may need it.

DEFINITION

The PCN consists of:

a) participating centre code: two alphanumeric
characters assigned by the coordinating centre;

b) year of entry of record: last two digits of the year
in which the documentary unit is analyzed;

c) sequential number: five digits, assigned on a yearly
basis in the sequence 00001 to 99999.

DATA ENTRY

Enter the participating centre code, followed by the last two
digits of the current year. Assign the number 00001 to the first
record entered each year, and continue assigning numbers
sequentially - one to each record as it is completed, ensuring
that the same number is not used twice.

Format

XX-YY-NNNNN

XX: participating centre code

YY: year of entry of record

NNNNN: sequential number

Examples

The first record submitted by IDRC in 1982:

54-82-00001

The 345th record submitted by Bangladesh Institute
of Development Studies in 1980:

07-80-00345

The 25th record submitted by the national input
centre for Mauritania in 1981:

MR-81-00025

```
+-------------------------------------------------+--------------------+
|                                                 |                    |
|                                                 |                    |
|          LIBRARY CODE AND CALL NUMBER           |   A120             |
|                                                 |   LIBCAL           |
|                                                 |                    |
+-------------------------------------------------+--------------------+
```

CHARACTERISTICS

Optional

Repeatable

Subfielded

SUBFIELDS

A121   LIBRARY CODE   LIBCOD

A122   CALL NUMBER   CALLNO

PURPOSE

Field A120 is used to record the documentary unit's location and
call number. Subfield A121 comprises a code representing the
name of the library or documentation centre where the
documentary unit is being analyzed, and subfield A122 comprises
the call number. This information makes possible ready access to
the documentary unit, even before a microfiche or photocopy is
available.

LIBRARY CODE   A121

DEFINITION

The code representing the library or documentation centre is
established in cooperation with the coordinating centre.

The library code consists of:

a)   the ISO code of the country in which the institution is
     located (Annex 2);

7

b) the acronym representing the name of the institution in which the library or documentation centre is located.

DATA ENTRY

Enter the ISO country code, a hyphen, and the acronym.

Examples

Bangladesh Institute of Development Studies:

BD-BIDS

Atma Jaya Research Centre:

ID-AJRC

Pan American Health Organization:

US-PAHO

Economic and Social Commission for Asia and the Pacific:

TH-ESCAP

World Health Organization:

CH-WHO

CALL NUMBER   A122
=======================

DEFINITION

A call number is a combination of characters used to identify a specific documentary unit and to indicate its location within a particular library or documentation centre. Part of the call number may be a classification number, which indicates the subject of the documentary unit.

DATA ENTRY

Enter the full call number assigned to the documentary unit by
the library or documentation centre in which it is located.

Examples

    L525

    711.2(665.7) D4

    Z694 B5 1978

```
+---------------------------------------------+----------------------+
|                                             |                      |
|                                             |                      |
|            BIBLIOGRAPHIC LEVEL              |     A130             |
|                                             |     BIBLEV           |
|                                             |                      |
+---------------------------------------------+----------------------+
```

CHARACTERISTICS

Essential

Not repeatable

Subfielded

SUBFIELDS

A131   LEVEL - DOCUMENTARY UNIT   LEVDU

A132   LEVEL - GENERIC DOCUMENT   LEVGD

PURPOSE

Field A130 serves to identify the bibliographic level at which
the documentary unit is described and, if applicable, the
bibliographic level(s) of the generic document of which the
documentary unit is a part. This information is used when one
converts the data base into a UNISIST or AGRIS record structure.

DEFINITIONS

The following bibliographic levels are defined:

Analytic   : Relates to an item that is not issued separately,
              but as part of a larger bibliographic entity,
              e.g., chapter in a book, article in a periodical,
              section in a report, map or any other piece
              extracted from a single document.

Monographic: Relates to an item issued as a single physical
              piece that is complete in its own right, e.g.,
              book, report, thesis, map, film, sound recording,
              one part of a multivolume work bearing its own
              title.

Collective : Relates to an item comprising two or more physical
                          pieces issued at once or over a predetermined
                          time, e.g., multivolume report, multivolume
                          encyclopedia.

            Serial   : Relates to a number of physical pieces, produced
                          over an indefinite time, and bearing a common
                          title, e.g., periodical, monographic series,
                          annual report, yearbook, newspaper.

DATA ENTRY

LEVEL - DOCUMENTARY UNIT   A131
====================================

        Circle ONE letter corresponding to the bibliographic level of
        the documentary unit being analyzed:

        A   -   analytic level

        M   -   monographic level

        C   -   collective level

        S   -   serial level

        NOTE: The level of the documentary unit is "S" when a record
                is being prepared for an entire serial, rather than for
                an analytic or a single issue of the serial.

LEVEL - GENERIC DOCUMENT   A132
====================================

        When a documentary unit is part of a larger bibliographic entity
        (generic document), circle the letter(s) corresponding to the
        bibliographic level of the generic document:

        M   if the documentary unit is part of a monograph

        C   if the documentary unit is part of a collection

        S   if the documentary unit is part of a serial (periodical or
             monographic series)

        The letters circled in subfields A131 and A132 determine which
        section(s) will be completed on the first page of the worksheet.

        Various cases are summarized in the following table:

	A131	A132	Sections to complete on page 1 of worksheet
Periodical article	A	S	B200, B400
Chapter from a book, report, etc.	A	M	B200, B300
Book, report, film, sound recording, etc., treated as a unit	M	-	B200
Book, report, etc., belonging to a monographic series	M	S	B200, B400
A work in several volumes analyzed as a single documentary unit	C	-	B200
One volume of a collection	M	C	B200, B300
A multivolume collection that is also part of a monographic series	C	S	B200, B400
A single volume of a collection that bears its own distinctive title and is part of a monographic series	M	C S	B200, B300, B400
A chapter from a monograph that is part of a monographic series	A	M S(a)	B200, B300, B400(a)
An entire serial rather than an individual issue or part	S(b)		

(a) Level S is optional. (b) Use serials worksheet.

In other words, the author(s), institution(s), and title(s)
associated with a documentary unit are always entered in the
DOCUMENTARY UNIT (A/M/C) section of the worksheet (P200 series
of fields). The GENERIC DOCUMENT (M/C/S) section (B300 and B400
series of fields) is completed when applicable.

Example 1

The documentary unit is a report published as a
single piece.

A131: M

No entry in subfield A132.

Example 2

The documentary unit is an article in a periodical.

A131: A

A132: S

Example 3

The documentary unit is a map extracted from a
one-volume report.

A131: A

A132: M

Example 4

The documentary unit is one volume of a two-volume
collection.

A131: M

A132: C

Example 5

> The documentary unit is a chapter from a monograph.
> The complete monograph is one issue in a monographic
> series.
>
> A131:   A
>
> A132:   M S
>
> NOTE: As the chapter is not the complete issue of
>   the monographic series, level S is optional.

Example 6

> The documentary unit is a single volume of a
> collection and bears its own distinctive title.   It
> is also part of a monographic series.
>
> A131:   M
>
> A132:   C S

Example 7

> The documentary unit is a chapter from a monograph
> that is one volume of a collection.
>
> A131:   A
>
> A132:   M
>
> NOTE: As the chapter is not the complete volume of
>   the collection, level C is not entered.

```
+-------------------------------------------------+----------------------------+
|                                                 |                            |
|                 RELATED RECORD                  |    A140                    |
|                                                 |    RELREC                  |
|                                                 |                            |
+-------------------------------------------------+----------------------------+
```

CHARACTERISTICS

      Optional

      Repeatable

      Subfielded

SUBFIELDS

A141	RELATOR	RELATR
A142	RESEQUENCED RECORD NUMBER OF RELATED	RELRN RECORD
A143	PCN OF RELATED RECORD	RELPCN

PURPOSE

Field A140 serves to identify other records in the system that
are linked to the record being prepared. It is used only when
the link cannot be established through the use of other fields,
e.g., B710 (meeting, conference, etc.), B330 (title of generic
document), B820 (ancillary data).

It comprises subfield A141, which indicates the relationship of
the documentary unit being analyzed to another documentary unit
previously entered in the system, and subfield A142 or A143,
which holds the resequenced record number or the participating
centre number (PCN) of the related record.

DATA ENTRY

RELATOR   A141
==================

    ****Specific parameters for subfield A141 will be defined by
       each coordinating centre and may include:

- other language versions of the documentary unit;

- other editions or versions of the documentary unit;

- supplements to the documentary unit.****

1. Enter T (translation) if the related record pertains to a documentary unit that is another language version of the documentary unit being analyzed.

2. Enter O (other) to indicate any other relationship, as defined by a particular system.

Example 1

The documentary unit being analyzed is a translation of another documentary unit already recorded in the system. It has not been SALUS policy at IDRC to more than one language-version of an individual but other institutions may wish to do so.

A141:   T

Example 2

The documentary unit being analyzed describes an unnumbered development project. Another document dealing with the same project has previously been entered in the system.

A141:   O

RESEQUENCED RECORD NUMBER OF RELATED RECORD   A142
==

When a record pertaining to the documentary unit is already in the data base and has been assigned a resequenced, i.e., definitive, record number, enter this record number in subfield A142. The resequenced record number is found in field A100 of the related record. It also appears as the reference number in the printed bibliographic index.

Example

> The documentary unit in hand bears the PCN
> NL-82-00131. It is a translation of a documentary
> unit entered previously, to which the resequenced
> number 001784 was assigned.
>
> A110:   NL-82-001321
>
> A141:   T
>
> A142:   001784

PCN OF RELATED RECORD   A143
=================================

> When a record pertaining to the documentary unit is already in
> the data base but has NOT yet been assigned a resequenced record
> number, enter the PCN of the record in subfield A143. The PCN
> is found in field A110 of the related record.

Example 1

> The documentary unit in hand is assigned PCN
> LK-80-00035. It is a translation of a documentary
> unit with PCN LK-80-00017.
>
> A110:   LK-80-00035
>
> A141:   T
>
> A143:   LK-80-00017

Example 2

> The documentary unit in hand bears PCN 07-81-00345.
> It is a revised edition of a documentary unit
> analyzed earlier and assigned PCN 07-81-00002.
>
> A110:   07-81-00345
>
> A141:   O
>
> A143:   07-81-00002

Example 3

The documentary unit in hand bears PCN NG-79-00427.
It is a translation of a documentary unit previously
entered that has been assigned PCN NG-79-00026 and
the resequenced record number 002021.

A110:   NG-79-00427

A141:   T

A142:   002021

No entry in subfield A143.

```
---------------------------------------------------------------
|                                       |                      |
|                                       |                      |
|    COUNTRY OF ORIGIN OF DOCUMENT      |    A160              |
|                                       |    ORIGIN            |
|                                       |                      |
---------------------------------------------------------------
```

CHARACTERISTICS

Essential

Not repeatable

Not subfielded

PURPOSE

Field A160 is used to enter a code that identifies the country
from which the documentary unit emanated. This field serves to
retrieve all of the items originating from a particular country
or group of countries.

SELECTION

1. System with territorial formula

In a system in which a participating centre is responsible for
reporting only those items emanating from its own country, i.e.,
a system following the territorial formula, field A160 is always
the country in which the participating centre is located.

2. System without territorial formula

In a system in which a participating centre reports all the
literature pertaining to a specific geographical area,
regardless of where the individual items were produced, select
the country of origin, in the following order of preference:

- country of publication as selected for subfield B613
  (Example 3);

- country where the documentary unit was prepared.

When the work was carried out in several institutions located in different countries, select the country in which the participating centre is located (Example 4).

3. Reprints

When the documentary unit is a reprint issued in a country other than the country of origin, select the country in which the documentary unit was originally issued (Example 6).

DATA ENTRY

Enter the ISO country code (Annex 2) corresponding to the country of origin.

Example 1

The documentary unit is an article from the journal, Caribbean Quarterly, published in Mona, Jamaica.

A160:   JM

Example 2

The documentary unit is a photocopy of a typewritten paper written by J. Thomson, of the Norman Paterson School of International Affairs, Carleton University, Ottawa, Canada.

A160:   CA

Example 3

The documentary unit is a book simultaneously published by Longman in England and in Kenya. The country of publication entered in field B613 is Kenya.

A160:   KE

Example 4

The documentary unit was prepared jointly by UNDP in
New York and the Ministry of Planning in Colombo, Sri
Lanka. The participating centre is located in Sri
Lanka.

A160:   LK

Example 5

The documentary unit is an unpublished report
produced in France at the request of ESCAP.

A160:   FR

Example 6

The documentary unit is a reprint, produced in
Indonesia, of a publication originally produced in
the Netherlands.

A160:   NL

```
*******************************
*  BIBLIOGRAPHIC DESCRIPTION  *
*******************************
```

```
------------------------------------------------------------------------
|                                             |                         |
|                                             |                         |
|      PERSONAL AUTHOR - DOCUMENTARY UNIT      |      B210              |
|                                             |      AUTHOR            |
|                                             |                         |
------------------------------------------------------------------------
```

CHARACTERISTICS

Mandatory

Repeatable

Not subfielded

PURPOSE

Field B210 is used to record the names of persons responsible
for the intellectual content of the documentary unit (authors,
editors, compilers, etc.).

SELECTION

1. Select a MAXIMUM OF FIVE personal authors per documentary
   unit. When there are more than five authors, select the
   principal author(s), if indicated, or else the first five
   mentioned.

2. Select the names of editors and compilers.

3. Do not select names of translators, illustrators, persons
   writing the introduction or preface, etc.

Example 1

Authorship as shown on the documentary unit:

By Floyd O. Slate, Professor of Structural
Engineering, assisted by Mary Ann Acton and
Thandirve Chinamora, Graduate Assistants.

Select as authors: Floyd O. Slate, Mary Ann Acton,
                     and Thandirve Chinamora

Example 2

>Authorship as shown on the documentary unit:
>
>By W.O. Aiyepeku, illustrated by R.M. Bechtel.
>
>Select as author: W.O. Aiyepeku

Example 3

>Authorship as shown on the documentary unit:
>
>Edited by Alan Denson, with a foreword by Mark Gibbon.
>
>Select as author: Alan Denson

DATA ENTRY

General rules

1. Record names in order of their appearance on the document.

2. Do not add indications of rank or title such as Father, Professor, General, Engineer, Dr.

3. Enter the family name first, followed by a comma and a space, and the given name(s) or initial(s). The SALUS Unit at IDRC uses initials.

   Note that family names are sometimes written in CAPITAL LETTERS on the documentary unit, e.g., Amadi Kane DIALLO.

   NOTE: The comma separating the family name(s) from the given name(s) indicates that the form of entry differs from the form of the name normally used in written communication, when citing the person's name.

   #### Examples

   >Chowdhury, N.
   >
   >Da, M.
   >
   >Dominguez, B.H.

Engberg, L.E.

Manyanina, M.

Traore, P.I.

4. When there is more than one family name, begin the entry with
   the last family name.

   EXCEPTION: Do not separate a hyphenated name or a name known
               to be compound, as is often the case with Spanish
               names.

Examples

Diallo, A.K.

Sissoko, M.T.

Massingue, S.d.S.

Goncalves, A.R.

Sousa, M.C.

Ndong-Ondo, J.F.

Acquaah-Harrison, R.

Abu-Kandeel, A.

Sala-Diakanda, M.

Mueller-Debus, T.

Leyton-Brown, D.

Gerin-Lajoie, M.

Isaza V., G.

Montenegro Galdamez, M.

Abdul Quasim, M.

Doo Kingue, M.

Ky Zerbo, J.

5. When it is not possible to identify a family name, copy the
   full name, exactly as it appears on the documentary unit,
   without adding any punctuation.

6. When more than one author is selected for entry in field
   B210, precede the second and subsequent occurrences by the
   delimiter "##" on a manually-completed worksheet. On
   computer-generated worksheets, multiple occurrences are
   normally separated by commas and spaces.

       Example

           B210:   Lawrence, J. ## Deblissche, B.
                   ## Long, G.

Guidelines for determining the form of entry of specific
----
categories of names

****Each system will establish its own detailed guidelines for
     the form of entry of personal names, with particular
     emphasis on categories of names predominant within the
     region. In addition, each system will also specify
     guidelines, or a source thereof, for categories of names
     less likely to occur in the region, e.g., for Chinese names
     in a Latin American regional system.

     A system may decide to follow the comprehensive rules for
     entry of personal names found in the Anglo-American
     Cataloguing Rules (AACR2), in Names of Persons: National
     Usages for Entry in Catalogues, or in other recognized
     cataloguing standards. As an alternative, the system may
     use the simplified guidelines below as a basis for preparing
     its own rules. The following guidelines are the ones used
     in SALUS.****

1. For specific categories of names use the following guidelines
   in conjunction with the general rules above.

2. Use as aids to determine the correct form of a personal name:

           - references to the person in the preface, introduction,
             foreword, etc. of the documentary unit;

           - bibliographies and references contained in the
             documentary unit;

           - appropriate national bibliographies.

African names

For the following countries, the first name is the more
significant element. Enter the full name exactly as it is found
on the documentary unit.

Country	Examples
Chad	Sou Ngonn Sou Rongbanda Hogra
Ethiopia	Tesfa-Yesus Mehary Eshetu Habte Georgis
Madagascar	Razafindramainty
Mauritania	Moktar Ould Haiba Ahmed Ould Djeddou
Zaire	Ilanga Nyonschi Lumpungu Kamanda

Arabic names

1. When an Arabic name has only two elements, the second element
   is the family name.

   Examples

        Fatimah Barakat
        B210: Barakat, F.

        Jamil Mattar
        B210: Mattar, J.

2. Compound names containing prefixes

The prefixes Al, El, Abou, Abun, Abdul, Abdel, Ben, or Ibn
are the first element of a compound name (family name or
given name).

Examples

Mohammed Al-Afghani
B210:   Al-Afghani, M.

Tahir Abdul Hakim
B210:   Abdul Hakim, T.

Tawfig Abou Shakra
B210:   Abou Shakra, T.

Tariq Ben Hamoud
B210:   Ben Hamoud, T.

Abdel Khader Shukrallah
B210:   Shukrallah, A.K.

Abdul Rahman Ibn Khaldoun
B210:   Ibn Khaldoun, A.R.

N. El-Madji-Amor
B210:   El-Madji-Amor, N.

3. Compound names containing suffixes

"El-Dine", in its various forms ("al-din", "al-Din", etc.) is
a suffix and, therefore, is always the second part of a
compound name (family name or given name).

Examples

Kheir El-Dine Raouf
B210:   Raouf, K.E.-D.

Ahmad Izz El-Dine
B210:   Izz El-Dine, A.

Muhammad Sadr al-Din
B210:   Sadr al-Din, M.

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Asian names

NOTE: For Chinese and Korean names, see the section below on
      Chinese names.

When it is not possible to identify the family name(s) of an
author, select the last element as the family name, as in the
examples below.

EXCEPTION: Malaysian and Thai names are entered in the order in
            which they appear on the documentary unit.

Country	Examples
India	Chatterjee, B.B. Sharma, B.R.
Indonesia	Soedjatmoko Martadihardja Dachlan, E.S.
Malaysia	Merican Faridah Abdullah Sanusi bin Ahmad
Pakistan	Siddiqui, A.H. Hasnain, M.
Thailand	Chakrit Noranitpadungkarn Jingjai Hanchanlash

Chinese names

NOTE: The following guidelines also apply to Korean names. (See
      6 below for examples of Korean names.)

1. When a Chinese name has no Western element, it traditionally
   comprises a one-syllable family name followed by one or two
   given names.

   Enter such names exactly as they appear on the documentary
   unit, without adding any punctuation.

Examples

          Lim Hong-Too
          B210: Lim, H.T.

          Mao Zedong
          B210: Mao, Z.

          Chung Ling
          B210: Chung, L.

2. People of Chinese origin living overseas, or Chinese writing
   for a Western audience, may write their given name(s) first,
   followed by the family name. If this can be ascertained,
   enter the family name first, followed by the given name(s).

      Examples

          Hwa-Wei Lee
          B210: Lee, H.W.

          Yok-Leng Chan
          B210: Chan, Y.L.

3. Treat a name consisting of only a Western given name and a
   Chinese family name as a Western name.

      Example

          Richard Lee
          B210: Lee, R.

4. Enter a name consisting of a Western given name, a Chinese
   family name, and one or more Chinese given names, as in the
   examples below.

Examples

           Philip Loh Fook Seng
           B210: Loh, P.F.S.

           Maria Ng Lee Hoon
           B210: Ng, M.L.H.

5. In case of doubt, copy the full name, exactly as it appears on
   the documentary unit, without inserting any punctuation.

       Examples

           Lim Huck Tee
           B210: Lim Huck Tee

6. Korean names are entered according to the guidelines for
   Chinese names.

       Examples

           B210: Koh, H.Y.

           B210: Choe, J.T.

           B210: Yu, K.H.

           B210: Lee, J.C.

           B210: Kim Ku

           B210: Namgung Pyok

European names

NOTE: For Portuguese names, see the separate section below.

1. Compound family names

   When a family name is hyphenated or known to be compound,
   treat it as one element; do not separate it.

Examples

> T. Muller-Debus
> B210: Muller-Debus, T.
>
> W. Schneider-Barthold
> B210: Schneider-Barthold, W.
>
> Rita Cruise O'Brien
> B210: Cruise O'Brien, R.
>
> Frederic Strickland-Constable
> B210: Strickland-Constable, F.
>
> Martha Beya de Modernell
> B210: Beya de Modernell, M.
>
> Alfonso Medina Echeverria
> B210: Medina Echeverria, A.
>
> C.L. Torres y Torres
> B210: Torres y Torres, C.L.

2. Compound family names with prefix(es)

2.1 Enter the following prefixes after the given names:

af	op de	ter	van der	von der
den	ten	van	von	

Examples

> P. von Blanckenburg
> B210: Blanckenburg, P. von
>
> M.P. van Dijk
> B210: Dijk, M.P. van
>
> Leo op de Beech
> B210: Beech, L. op de
>
> Menno ter Braak
> B210: Braak, M. ter
>
> Gunnar af Hallstrom
> B210: Hallstrom, G. af

2.2 Enter the following prefixes without inversion, i.e.,
before the family name:

am	del	di	la	les	ver	zur
de	della	du	las	li	vom	
de la	delle	l'	le	los	zum	

Examples

      S.J. Du Toit
      B210: Du Toit, S.J.

      Jean de Chantal
      B210: de Chantal, J.

      Rene La Bruyere
      B210: La Bruyere, R.

      M. della Rosa
      B210: della Rosa, M.

      Isidoro del Lungo
      B210: del Lungo, I.

      Bernardo la Fuente
      B210: la Fuente, B.

      Susana las Heras
      B210: las Heras, S.

      Aja ver Boven
      B210: ver Boven, A.

3. Portuguese names

3.1 Enter Portuguese names under the last element of the
family name.

Examples

      Ovidio Saraiva de Carvalho e Silva
      B210: Silva, O.S. de C. e

      Paulo Fernando de Moraes Farias
      B210: Farias, P.F. de M.

3.2 When the last element of the family name is a qualifier
    indicating a family relationship such as Junior, Filho,
    Neto, Sobrinho, the qualifier is treated as a suffix in a
    compound name.

    Examples

            Victor Vidal Neto
            B210:   Vidal Neto, V.

            A.F. Coimbra Filho
            B210:   Coimbra Filho, A.F.

            Antonio Ribeiro de Castro Sobrinho
            B210:   Castro Sobrinho, A.R. de

3.3 In former Portuguese colonies, the qualifier (Junior,
    Filho, Neto, Sobrinho) sometimes constitutes the family
    name.

    Examples

            Antonio Luis Neto
            B210:   Neto, A.L.

            Jorge Sobrinho
            B210:   Sobrinho, J.

```
+-------------------------------------------------+--------------------------+
|                                                 |                          |
|       INSTITUTION - DOCUMENTARY UNIT            |      B220                |
|                                                 |      INST                |
|                                                 |                          |
+-------------------------------------------------+--------------------------+
```

CHARACTERISTICS

Mandatory

Repeatable

Subfielded

SUBFIELDS

B221	INSTITUTION DU - NAME	INSTNA
B222	INSTITUTION DU - CITY	INSTCI
B223	INSTITUTION DU - COUNTRY CODE	INSTCC
B224	INSTITUTION DU - AUTHORITY CODE	INSTAC
B225	INSTITUTION DU - SUB-BODY	INSTSB

PURPOSE

The purpose of field B220 is to identify the institution(s)
where the work described in the documentary unit was carried
out. The subfield B224 does not exist in the SALUS data base
and is not used in the present system, but the relevant sections
have been retained in this manual for those institutions who may
wish to establish a computerized authority file of corporate
authors.

SELECTION
----

1. General rule

   Select institutions associated with the documentary unit when
   they fall into one of the following categories:

   - corporate authors, i.e., institutions that bear some
     responsibility for the intellectual content of the
     documentary unit;

     NOTE: An institution that only publishes a
            documentary unit or only provides financial
            support for its production is not a corporate
            author.

   - institutions sponsoring a meeting, conference, etc.,
     when the documentary unit is a report, proceedings,
     etc. of the meeting;

2. Individual conference papers

   When the documentary unit is an individual paper prepared for
   a meeting, conference, etc., select only those institutions
   that are connected with the paper, and NOT those institutions
   that are concerned only with the organization or sponsorship
   of the meeting.

   Example 1

        A paper by the staff of the Appropriate Resources and
        Technologies Action Group Ltd. is prepared for a
        conference sponsored by the World Health
        Organization.

        Institution selected for field B220: Appropriate
        Health Resources and Technologies Action Group Ltd.
        (NOT the World Health Organization or WHO).

   Example 2

        A background paper, with no personal or corporate
        author, is prepared for a conference sponsored by the
        United Nations Environment Programme. The paper is
        printed on UNEP letterhead.

        Institution selected for field B220: UNEP.

Note that when the documentary unit is NOT an individual
conference paper but is a collection of such papers or a
report or proceedings of the meeting, the institutions
organizing or sponsoring the meeting are selected for field
B220.

DATA ENTRY

****It is strongly recommended that all participating centres
use an authority file of institution names, either their own
or that of the coordinating centre. A list of corporate
authors commonly used by SALUS is included in Annex 11 at
the end of this manual.****

1. General rules

1.1 For each institution selected for field B220, consult the
institution authority file to determine the correct form
of entry for the institution.

1.2 When no entry is found in the authority file, prepare an
entry for the authority file according to the rules for
entry found in the companion volume to this manual (in
preparation), which contains guidelines for building and
maintaining institution authority files. The SALUS file
can, however, be easily updated because it is essentially
a manual file, even though it happens to be stored on the
computer in the file CORPS.DOC. Additions can be made as
needed by editing this file, whose limited number of
institutions has never seemed to justify creating a
computerized authority file.

Example 1

An institution appears on the documentary unit as
World Health Organization. Entry in the
authority file:

World Health Organization
              see   WHO

Form chosen for entry in field B220: WHO.

Example 2

> An institution appears on the documentary unit as
> German Research Society. Entry in the authority
> file:

>> German Research Society
>>   see   Deutsche Forschungsgemeinschaft

> Form chosen for entry in field B220: Deutsche
> Forschungsgemeinschaft.

1.3 When the name of an institution has been established in
    the authority file in several language versions, enter
    only ONE LANGUAGE VERSION in field B220. Choose, in
    order of preference, the version corresponding to:

>> - the language of analysis;

>> - the language of text;

>> - the principal language of the country in which
>>   the institution is located.

> Example
> -------

>> Institution appears on the documentary unit as:
>> South Pacific Commission - Commission du Pacifique
>> Sud. The language of analysis is English. Entries
>> in the authority file:

>>> Commission du Pacifique Sud
>>>   see also   South Pacific Commission

>>> South Pacific Commission
>>>   see also   Commission du Pacifique Sud

>> Form chosen for entry in field B220: South Pacific
>> Commission.

2. Entry on worksheet of subfields B221-B224

****Field B220 accommodates institutions for which entries have
    been made in either computerized or manual authority files.
    The type of authority file determines which of subfields
    B221-B224 are completed. Systems such as SALUS using manual
    authority files complete subfields B221-B223; systems using
    computerized authority files complete subfield B224.****

INSTITUTION DU - NAME   B221
====================================

   1. Enter the institution name exactly as it appears in the
      manual authority file.

   2. Follow the name with a space slash space on worksheets
      completed manually. Computer-generated worksheets normally
      use commas and spaces to separate subfields.

      NOTE: Participating centres using computerized institution
             authority files do NOT enter subfield B221; enter only
             subfield B224.

INSTITUTION DU - CITY   B222
====================================

   1. Enter the city in which the institution is located exactly as
      it appears in the manual authority file.

   2. Follow the city with a space slash space.

      NOTE: Participating centres using computerized institution
             authority files do NOT enter subfield B222; enter only
             subfield B224.

INSTITUTION DU - COUNTRY CODE   B223
==

   1. Enter the ISO country code for the country in which the
      institution is located exactly as found in the manual
      authority file. ISO codes are also contained in Annex 2.

   2. Follow the country code with a space slash space.

      NOTE: Participating centres using computerized institution
             authority files do NOT enter subfield B223; enter only
             subfield B224.

   Format 1: General
   --------- -------

   Institution name / City / Country code /

        Examples

             Social and Economic Development Centre / Colombo /
             LK /

Universite d'Abidjan / Abidjan / CI /

Format 2:   Government department, ministry, etc.
---------   ------------------------------------

Institution name / * * / Country code /

NOTE: "* *" indicates that subfield B222 is to be left blank.

Examples

Jamaica. Ministry of Education / * * / JM /

Peru. Ministerio de Salud / * * / PE /

INSTITUTION DU - AUTHORITY CODE   B224
===

****This field is not used by SALUS at the present time.****

1. Copy the authority code corresponding to the institution as
   found in the computerized authority file.

2. Follow the code with part of the name of the institution
   sufficient to identify it for checking purposes. Enclose
   this portion in parentheses.

3. Follow the parentheses with a space slash space.

Format

Authority code   (Institution name) /

Examples

001554   (University of Ibadan) /

001776   (WHO. Regional Office for Africa) /

INSTITUTION DU - SUB-BODY   B225
=======================================

****Subfield B225 is entered whenever possible in the SALUS
    system. On a computer-generated worksheet the subfield B225

may appear immediately following B221 and before B222 and B223.****

A subordinate body is one that is administered by a parent institution at the same location. Subordinate bodies include:

- a teaching or research department or unit of a university;

- a library of a university, association, government department, or international body;

- a committee of a government, university, or association;

- a division or branch of a government ministry;

- a branch of an association.

1. General rules

1.1 Subordinate bodies may be added in subfield B225, provided the sub-body is located in the same city as the parent institution. However, a separate entry in the authority file is needed for a sub-body that is located in a city different from that of the parent institution.

1.2 When a subordinate body is cited on a documentary unit in more than one language, enter only ONE language version in subfield B225. Enter the version that corresponds to the language of the parent institution name.

Example

Institution name: OIT (same in French and Spanish)
Sub-body as written on documentary unit:

Programme Mondial de l'Emploi / Programa Mundial del Empleo

Language of analysis is French.

B225: Programme Mondial de l'Emploi

2. Entry on worksheet of subfield B225

2.1 Enter the name of the subordinate body following subfields B221-B223 or subfield B224; follow it by a space slash space.

2.2 When no subordinate body is recorded, enter "* *".

Example 1

Parent institution is in computerized authority file

008680 (Quaid-i-Azam University) / Department of
Economics /

004659 (Gambia. Ministry of Agriculture and Natural
Resources) / Department of Animal Husbandry /

000711 (IDRC) / * * /

Example 2

Parent institution is in manual authority file

Ecole Nationale d'Administration / Tunis / TN /
Centre de Recherches et d'Etudes Administratives /

Canada. Department of the Environment / * * / CA /
Fisheries and Marine Service

```
+-------------------------------------------------+----------------------+
|                                                 |                      |
|                                                 |                      |
|        TITLE OF DOCUMENTARY UNIT                 |   B230               |
|                                                 |   TITLE              |
|                                                 |                      |
+-------------------------------------------------+----------------------+
```

CHARACTERISTICS

Essential

Repeatable when parallel titles are present.

Not subfielded

PURPOSE

Field B230 serves to enter the title and subtitle and, if applicable, the parallel title, of the documentary unit.

DEFINITIONS

Title

A word, phrase, character, or group of characters, normally appearing in an item, naming the item.

Subtitle

A secondary title consisting of a word, phrase, character, or group of characters that is explanatory to the title.

Parallel title

The same title appearing in several language versions.

NOTE: In the following text, the full title, comprising both title and, if applicable, subtitle, is referred to as the title.

SELECTION

Select ONE title to be entered in field B230.

EXCEPTION: When the documentary unit has parallel titles, they
are selected and entered according to guidelines in
Special Case 2, following.

1. Select the title by which the documentary unit is most likely
   to be cited; this will usually be the most prominent title on
   the title page.

2. When the documentary unit has no title page, select the cover
   title, spine title, or title as cited in the introductory
   material.

3. In rare cases when no title appears on the documentary unit,
   e.g., in editorial articles, supply a title in the language
   of analysis. When this is done, enter the note, "Supplied
   title", in field B820 (ancillary data).

DATA ENTRY

Enter the selected title exactly as it appears on the
documentary unit, using the same order, wording, and spelling,
WITH THE FOLLOWING EXCEPTIONS:

1. Correct obvious typographical errors.

2. Omit the definite or indefinite article at the beginning of a
   title.

3. Do not enter periods that follow the letters in acronyms. Do
   not leave spaces in acronyms.

4. Capitalize the first word of the title. Enter all other
   words in the title in lower case, except for words that would
   normally be capitalized in the language involved, i.e.,
   proper nouns in English, all nouns in German, etc.

5. Capitalize the first letter of all significant words in the
   names of institutions and conferences that appear in a title.

6. When a subtitle is present, precede it by a colon and space.
   Other punctuation may be added, if needed for clarity, to the
   title or subtitle.

7. Do not enter any end punctuation. Question marks (?) or
   exclamation points (!) may be added if desired, but the
   record will have to be edited just before the bibliography
   tape is sent to the printer to eliminate the period (.)
   introduced by the print format (PR5) used in MAININDX.

8. When a title is unusually long, it may be abridged but only if this is possible without loss of essential information.

   Indicate omissions by "...".

   Examples

   Indicadores socioeconomicos: Chile

   Vocabulaire quadrilingue de l'environnement mediterraneen: anglais, arabe, espagnol, francais; document de travail

   Estatutos do PAIGC, aprovados pelo III Congresso do PAIGC

   US policy towards Latin America

   Monnaie et developpement en Afrique occidentale sous-saharienne

   Chancen regionaler Integration in Westafrika

   Report of the First ECA/UNIDO Basic Metals and Engineering Industries Development Programmes Mission, July to December 1978

   Manufacturing output and trade in developing Africa: the position of Africa in the Lima Target

   Suicide or survival: the challenge of the year 2000

   Plan nacional de desarrollo, 1975-1979

   Petroleo y el desarrollo en Bolivia

   Production alimentaire et l'amenagement rural

   Economics of relevance

   Canada and the Third World: what are the choices (?) - the question mark is optional (see point 6 in the DATA ENTRY portion of this section)

SPECIAL CASES

1. **Title in language other than an official language of the system**

   1.1 Select the title according to the guidelines in SELECTION above.

   1.2 Enter the title in field B230 following the general guidelines in DATA ENTRY above.

   1.3 Translate the title into the language of analysis and enter it in the appropriate translated title field (English, field B240; other, field B280).

   Example

   The title of the documentary unit is in Dutch and the language of analysis is English.

   B230:   Hulpverlening ten behoeve van de Sahel

   B240:   Development aid to the Sahel

2. **Parallel titles in several languages**

   2.1 Select as the first parallel title, in order of preference, the language version of the title that corresponds to the:

   - language of analysis;

   - language of text;

   - first title appearing on the documentary unit.

   2.2 Enter the first parallel title following the general guidelines in DATA ENTRY above.

   2.3 Follow the first parallel title with the other parallel titles in the order in which they appear on the documentary unit. Separate the second and subsequent parallel titles by a space, a slash (/), and a space. These spaces may be stripped out when the bibliography is printed, as is done in the present set of specifications (PHOTOCOM), but are necessary for the proper inversion of words in the title field.

Example 1

The documentary unit has parallel titles in English
and French and the language of analysis is English.

B230:   Women in international development / Femme et
        le developpement international

Example 2

The documentary unit has parallel titles in English
and French and the language of analysis is French.

B230:   Fecondite naturelle: niveaux et determinants
        de la fecondite naturelle; actes d'un
        Seminaire sur la Fecondite Naturelle /
        Natural fertility: patterns and determinants
        of natural fertility; proceedings of a
        Seminar on Natural Fertility

Example 3

The documentary unit has parallel titles in
Portuguese, English, and Spanish and the language of
analysis is Spanish.

B230:   Fuerza de trabajo femenina / Female labour
        force / Forca de trabalho feminina

Example 4

The documentary unit has parallel titles and text in
German, Italian, and Dutch. The German title
appears first on the documentary unit and the
language of analysis is English.

B230:   Entwurf mehrsprachiges Glossar "Informatik" /
        Progetto glossario multilingue
        dell'informatica / Ontwerp meertalige
        glossaire voor de informatica

B240:   Draft multilingual information science
        glossary

3. Title in non-Roman script

3.1 Select the title according to the guidelines in SELECTION above.

3.2 Enter the transliterated title in field B230 following the general guidelines in DATA ENTRY above. Transliterate titles in non-Roman scripts according to the appropriate ISO standard for transliteration. If no ISO standard exists, use the rules for transliteration adopted by the country of origin of the documentary unit.

3.3 Translate the title into the language of analysis and enter it in the appropriate translated title field.

Example

The title of the documentary unit is in Russian and the language of analysis is French.

B230:   Afrika: problemy regional'nogo razvitiya

B250:   Afrique: problemes de developpement regional

```
--------------------------------------------------------------------
|              |                     |              |              |
|              |                     |              |              |
|   TRANSLATED TITLE - ENGLISH       |        B240  |              |
|              |                     |        TRTIEN |             |
|              |                     |              |              |
--------------------------------------------------------------------
```

CHARACTERISTICS

Mandatory when:

- the language of analysis is English and an English
  version of the title does not appear on the title page
  or cover of the documentary unit.

Not repeatable

Not subfielded

PURPOSE

Field B240 serves to enter the English translation of the title
of a documentary unit (field B230) when the documentary unit is
written in a language other than English.

NOTE: The translated title entered in field B240 is one that
either is supplied by the documentalist, is found in
correspondence accompanying the documentary unit, or is
taken from the preface or introduction. When an English
version of the title appears on the title page or cover
of the documentary unit, enter it in field B230 as a
parallel title.

DATA ENTRY

Follow the guidelines for DATA ENTRY in field B230.

****When a participating centre finds it necessary to
distinguish between a translated title supplied by the
documentalist and one that is provided by the author (e.g.,
in an introduction or preface), the title supplied by the
documentalist is entered within square brackets.****

Example 1

A monograph written in Indonesian is entitled Pola
permasaran kaju de Djakarta. The language of
analysis is English.

B230:   Pola permasaran kaju de Djakarta

B240:   Pattern of timber marketing in Jakarta

Example 2

A monograph has parallel titles in Portuguese and
French: Historia da Guine e das ilhas de Cabo
Verde. Histoire de la Guinee et des iles du Cap
Vert. The language of analysis is English.

B230:   Historia da Guine e das ilhas de Cabo Verde
         / Histoire de la Guinee et des iles du
         Cap Vert

B240:   History of Guinea and of the Cape Verde
        islands

```
+-------------------------------------------------+---------------------+
|                                                 |                     |
|                                                 |                     |
|         TRANSLATED TITLE - OTHERS               |      B280           |
|                                                 |      TRTIOT         |
|                                                 |                     |
+-------------------------------------------------+---------------------+
```

CHARACTERISTICS

Mandatory when the language of analysis is a language other than English or the language of text and a version of the title in that language does not appear on the title page or cover of the documentary unit.

Not repeatable

Not subfielded

PURPOSE

Field B280 serves to enter the translation of the title of a documentary unit (field B230) when the documentary unit is written in a language other the one of analysis.

NOTE: The translated title entered in field B280 is one that either is supplied by the documentalist, is found in correspondence accompanying the documentary unit, or is taken from the preface or introduction. When a version of the title in the language of analysis appears on the title page or cover of the documentary unit, enter it in field B230 as a parallel title.

DATA ENTRY

Follow the guidelines for DATA ENTRY in field B230.

****When a participating centre finds it necessary to distinguish between a translated title supplied by the documentalist and one that is provided by the author (e.g., in an introduction or preface), the title supplied by the documentalist is entered within square brackets.****

Example

The title of the documentary unit is in Portuguese
and the language of analysis is Spanish.

B230:   Cabo Verde: classes sociais, estrutura
        familiar, migracoes

B280:   Cabo Verde: clases sociales, estructura
        familiar, migraciones

```
----------------------------------------------------------------------
|     |                                          |           |      |
|     |                                          |           |      |
|     |    PERSONAL AUTHOR - GENERIC DOCUMENT     |   B310    |      |
|     |                                          |   AUTGEN  |      |
|     |                                          |           |      |
----------------------------------------------------------------------
```

CHARACTERISTICS

Mandatory when M or C is circled in subfield A132 (level - generic document).

Repeatable

Not subfielded

PURPOSE

Field B310 is used to record the names of persons responsible for the intellectual content of the generic document from which the documentary unit has been extracted, i.e.,

- author(s), editor(s), compiler(s) of a monograph when the documentary unit is part of that monograph;

- author(s), editor(s), compiler(s) of a collection when the documentary unit is a monograph or a contribution belonging to that collection.

SELECTION

1. Do not repeat the name of a person already entered in field B210, personal author - documentary unit (Example 2).

2. Follow the guidelines for SELECTION of field B210, personal author - documentary unit.

53

Example 1

>The documentary unit is a contribution by Michel Doo
>Kingue of the United Nations Development Programme
>entitled UNDP multi-donor approach to river and lake
>basin development in the Sahel. It is extracted
>from a book by C.L. Joyce, Towards U.S. policy on
>river basin development in the Sahel: proceedings.
>
>B210: Doo Kingue, M.
>
>B310: Joyce, C.L.

Example 2

>The documentary unit entitled Senegal is a chapter
>from the book Cooperatives ou autogestion: Senegal,
>Cuba, Tunisie. The author in both cases is G.
>Gagnon.
>
>B210: Gagnon, G.
>
>No entry in field B310.

DATA ENTRY

Follow the guidelines for DATA ENTRY in field B210 (personal
author - documentary unit).

```
---------------------------------------------------------------------------
|       |                                      |           |                |
|       |                                      |           |                |
|       |   INSTITUTION - GENERIC DOCUMENT     |           |   B320         |
|       |                                      |           |   INSTG        |
|       |                                      |           |                |
---------------------------------------------------------------------------
```

CHARACTERISTICS

Mandatory when M or C is circled in subfield A132 (level -
       generic document).

Repeatable

Subfielded

SUBFIELDS

B321	INSTITUTION GD - NAME	INSGNA
B322	INSTITUTION GD - CITY	INSGCI
B323	INSTITUTION GD - COUNTRY CODE	INSGCC
B324	INSTITUTION GD - AUTHORITY CODE	INSGAC
B325	INSTITUTION GD - SUB-BODY	INSGSB

PURPOSE

Field B320 is used ONLY for institution(s) that can be
identified as corporate author(s) of the monograph or collection
from which the documentary unit has been extracted.
****Subfield B324 is not used in SALUS at the present time.****

NOTE: Field B320 is NOT used for institutions whose
        relationship to the monograph or collection is other than
        corporate authorship.

SELECTION

1. Do not select an institution that has already been entered in
   field B220 (institution - documentary unit).

2. Select corporate authors associated with the generic
   document. A corporate author is an institution that bears

some responsibility for the intellectual content of the
documentary unit.

Example 1

    A contribution entitled Remarks on Tanzania's
    initiatives in rural development by M. Lukumbuzya is
    part of a monograph entitled Rural development in
    Africa: priorities, problems and prospects by the
    University of Ottawa.

    Institution selected for field B320: University of
    Ottawa.

Example 2

    The documentary unit is a monograph entitled Global
    strategy and plan of action, first phase, 1980-1983,
    which is part of an 11-volume collection prepared by
    the Economic Commission for Africa entitled United
    Nations Transport and Communications Decade for
    Africa, 1978-1988.

    Institution selected for field B220:   ECA.

    No entry in field B320.

Example 3

    The documentary unit is International cooperative
    information systems, a paper by John Woolston of the
    International Development Research Centre. It is
    extracted from the report of a seminar, which was
    sponsored by IDRC.

    Institution selected for field B220:   IDRC.

    No entry in field B320.

DATA ENTRY

    Follow the guidelines for DATA ENTRY in field B220 (institution
    - documentary unit).

```
------------------------------------------------------------------------
|  ------------------------------------------------------            |
| |                                                    |             |
| |                                                    |             |
| |     TITLE OF GENERIC DOCUMENT (M/C)                |    B330     |
| |                                                    |    TITLEG   |
| |                                                    |             |
------------------------------------------------------------------------
```

CHARACTERISTICS

Mandatory when M or C is circled in subfield A132 (level -
    generic document).

Not repeatable

Not subfielded

PURPOSE

Field B330 serves to record the title of the monograph or
collection from which the documentary unit has been extracted.

NOTE: When the documentary unit has been extracted from a
        serial, the title of the serial is not recorded in field
        B330 but in field B410 (title of serial).

SELECTION

Select ONE title to be entered in field B330. Include subtitles
only when they are required to make the title meaningful
(Example 2).

1. Select the title by which the monograph or collection is most
   likely to be cited; this will usually be the most prominent
   title on the title page.

2. When the monograph or collection has no title page, select
   the cover title, spine title, or title as cited in the
   introductory material.

3. In rare cases, when no title appears on the monograph or
   collection, supply a title in the language of analysis. When
   this is done, "Title of generic document supplied" is
   recorded in field B820 (ancillary data).

4. When the monograph or collection has several language versions of the same title, select as title of generic document, in order of preference, the language version of the title that corresponds to the:

- language of analysis;

- language of text;

- first title appearing on the generic document.

DATA ENTRY

Follow guidelines for DATA ENTRY in field B230 (title - documentary unit).

Example 1

A worksheet is being completed for Mesure de la migration, 1969-1973, volume 3 of the four-volume collection Les migrations voltaiques.

B230:   Mesure de la migration, 1969-1973

B330:   Migrations voltaiques

Example 2

A worksheet is being completed for the chapter Economic planning in the People's Republic of China: central-provincial fiscal relations, published in the monograph China: a reassessment of the economy.

B230:   Economic planning in the People's Republic of China: central-provincial fiscal relations

B330:   China: a reassessment of the economy

Example 3

A worksheet is being completed for a chapter entitled Vrouwen op Java (written in Dutch), from the monograph Vrouw in zicht: naar een feministische antropologie. The language of analysis is English.

B230:   Vrouwen op Java

B330:   Vrouw in zicht: naar een feministische antropologie

NOTE: The title of the documentary unit is translated into English and is recorded in field B240.

B240:   Women in Java

```
+-----------------------------------------------+-------------------+
|                                               |                   |
|                                               |                   |
|      VOLUME/PART NUMBER - COLLECTION          |      B340         |
|                                               |      VOLCO        |
|                                               |                   |
+-----------------------------------------------+-------------------+
```

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

PURPOSE

Field B340 serves to record the volume or part number of the
title recorded in field B330 (title of generic document), when
the documentary unit is a monograph that is part of a
collection.

DATA ENTRY

1. Convert Roman numerals to Arabic.

2. Enter the volume or part number in the language of analysis,
   using the following abbreviations:

        volume, volumen   v.

        number, numero, numero   no.

3. Do not enter a space after a hyphen, period, or a number.

Example 1

The documentary unit is the monograph The Caribbean
and issues of communication and development, which
is volume 3 of the collection Latin American
prospects for the '80s.

B230:   Caribbean and issues of communication and
        development

B330:   Latin American prospects for the '80s

B340:   v.3

Example 2

The documentary unit is the monograph Planning model
and macroeconomic policy issues, which is part of
the collection Essays on the Korean economy. It is
also number 26 in the monographic series Studies on
Economic Planning.

B230:   Planning model and macroeconomic policy
        issues

B330:   Essays on the Korean economy

B340:   v.1

B410:   Studies on Economic Planning

B420:   no.26

CHARACTERISTICS

Mandatory when S is circled in subfield A132 (level - generic document).

Not repeatable

Not subfielded

PURPOSE

Field B410 serves to record the title of the serial of which the documentary unit is a part, e.g.,

- the title of a periodical, annual report, yearbook, or newspaper from which an article has been extracted;

- the title of a monographic series of which an individual book, report, etc. is a part.

DEFINITIONS

Serial

A publication issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Serials are normally issued by the same publisher or organization, in a uniform style and format. Serials include periodicals, newspapers, annual reports, yearbooks, and monographic series.

Periodical

A serial issued at regular intervals, at least annually, where each issue contains separate articles, contributions, etc.

Examples

    Afrique Medicale

    Annals of Tropical Medicine and Parasitology

    WHO Chronicle

    Bulletin of the International Union against
    Tuberculosis

    Revista Medica de Chile

    International Journal of Health Education

Monographic series

A group of separate items issued in succession and related to
one another in that each bears, in addition to its own title, a
common title applying to the group as a whole. Each issue in a
monographic series has its own separate pagination. A
monographic series differs from a collection in that it is
intended to continue indefinitely.

Examples

    Samaru Research Paper

    Macmillan Tropical Health Series

    Experiencias e Innovaciones en Educacion

    Library Publication - Pakistan Institute of
    Development Economics

SELECTION

    ****It is recommended that all participating centres establish
    and use a serials authority file. For SALUS systems, such a
    list (generally kept as an editor file on the computer)
    could also contain such as city and country of publication,
    ISSN, copyright code, and location (library) where the
    serial can be found.

1. Select ONE serial title to be entered in field B410.

2. Select the key-title that corresponds to key-title in the ISDS Bulletin (14) or the serials authority file.

3. When the title is not listed in the ISDS Bulletin or an authority file, select the title that appears on the title page. When there is no title on the title page, select the title from the cover, spine, or one cited in introductory material.

   When the same title appears in several different languages, select, in order of preference, the language version of the title corresponding to the:

   - language of analysis;

   - language of text;

   - first title appearing on the item.

4. Reprints

   When the documentary unit is part of a reprint series, select the data relating to the issue in hand. Information pertaining to the original publication may be recorded as a note in field B820 (ancillary data).

   Example 1

   An article originally published in the Proceedings of the Royal Society of London is later issued, with new paging, as part of the monographic series, Ford Foundation Reprint.

   B410: Ford Foundation Reprint

   B820: Originally published in Proceedings of the Royal Society of London. Series B, v.195, 1976, p.187-198

   EXCEPTION: In some cases, the reprint retains the pagination and physical layout of the original publication, the only difference being it is issued a second time by a different organization. In this case, the reprint is considered as a reproduction (such as a photocopy) and the data pertaining to the original is entered in field B410.

   The fact that the original was subsequently reissued as part of a reprint series may be

recorded as a note in field B820 (ancillary data).

Example 2

An article was originally published on pages 85-96 in the journal Developing Economies. It is later reprinted as number 96 in the Reprint Series of the Department of Economics of the University of Windsor, without any change in pagination.

B410:   Developing Economies

B641:   p.85-96

B820:   Reprinted in Reprint Series - University of Windsor. Department of Economics, no.96

5. Documentary unit belonging to two or more different
----
monographic series

Select the series title that is most prominent. If no title has been given prominence, select the series title that appears first.

The fact that the documentary unit is part of additional monographic series may be stated in a note in field B820 (ancillary data).

6. Supplements

When the documentary unit is part of a supplement to a serial and the supplement is itself a serial with its own distinctive title, select the title of the supplement to be recorded in field B410.

Example

Parent publication: Main Economic Indicators

Supplement: Industrial Production

B410: Industrial Production

When the supplement does not have a distinctive title, select
the parent title, followed by a period and space and the word
"Supplement".

Examples

Canadian Statistical Review. Weekly Supplement

Solid State Physics. Supplement

7. Serials published within a serial

When the documentary unit is part of a serial published
within another serial and the "subseries" has a distinct
title, select only the title of the "subseries".

Example 1

Parent publication: Libri

Insert published with parent publication: IFLA
Communications

B410: IFLA Communications

Example 2

Parent publication: Actualites Scientifiques et
Industrielles

Subseries: Chimie des Substances Naturelles

B410: Chimie des Substances Naturelles

DATA ENTRY
----

1. Title is found in ISDS Bulletin or serials authority file

Enter the key-title as found in the ISDS Bulletin or in the
serials authority file. Copy the punctuation and spacing,
and capitalize the first letter of all significant words in
the title.

Examples

South Pacific Bulletin

Industrial Production

Revue Tunisienne des Sciences Sociales

Chimie des Substances Naturelles

Desarrollo Internacional

Circular - Estacion Experimental de Tucuman

Solid State Physics. Supplement

2. Title is NOT found in ISDS Bulletin or serials authority
----
file

2.1 Enter the title as it appears on the title page. Omit an
    article if it appears as the first word, and capitalize
    each significant word.

    EXCEPTION: When the article forms part of a name,
                (e.g., Los Angeles), it is included.

Examples

      Notas Bibliotecologicas

      Revista de la CEPAL

      Economist

      Los Angeles Medical Society Bulletin

      Unesco Bulletin for Libraries

      IEEE Transactions

      ALA Bulletin

      4 Corners Power Review

      Journal of Polymer Science. Part A. General Papers

      Bulletin Signaletique. Section 101. Information
      Scientifique et Technique

      Canadian Statistical Review

2.2 If the title is a generic word or phrase, not significant in
    itself, follow it with the name of the issuing body
    according to the format below:

    Format 1: General
    --------- --------

      Generic phrase - Issuing body

    Examples

      Informe de Labores - Oficina del Cafe

      Economic Report - Somali National Bank

Format 2:   Issuing body is a subordinate entity
--------   ------------------------------------

Generic phrase - Parent institution. Subordinate
entity

NOTE: This is a deviation from the ISDS guidelines,
        which state that generic titles are followed
        by the name of the issuing body as it appears
        on the serial and not in the order of
        hierarchy. However, because the order of
        appearance of the parent institution and the
        subordinate entities may not be consistent on
        every issue of the serial, the hierarchical
        order is recommended.

Examples

Bulletin de Liaison - OCDE. Centre de Developpement

Index Speciaux - FAO. Centre de Documentation

Bulletin - University of London. Institute of
Education

Examples of data entry for documentary units that are parts
----
of serial publications

Example 1

The documentary unit is an article, China's energy
prospects: a tentative appraisal, from a periodical,
Pacific Affairs.

B230:   China's energy prospects: a tentative
        appraisal

B410:   Pacific Affairs

Example 2

The report Development as a smokescreen: the worth
of a United Nations project is number 21 in the
monographic series, Working Papers, issued by McGill
University's Centre for Developing-Area Studies.

B230:   Development as a smokescreen: the worth of a
        United Nations project

B410:   Working Papers - McGill University. Centre
        for Developing-Area Studies

Example 3

The documentary unit is an excerpt, Resolutions
adoptees a l'Assemblee Annuelle du SUCO, 1978, from
the Rapport Annuel du SUCO.

B230:   Resolutions adoptees a l'Assemblee Annuelle
        du SUCO, 1978

B410:   Rapport Annuel du SUCO

Example 4

The documentary unit is an article, Freedom of the
press in Asia, published in the New York Times.

B230:   Freedom of the press in Asia

B410:   New York Times

Example 5

The documentary unit is an article, Libye: le
pouvoir du peuple, from l'Annee Politique Africaine.

B230:   Libye: le pouvoir du peuple

B410:   Annee Politique Africaine

```
-------------------------------------------------------------------------
|                                             |                          |
|                                             |                          |
|       VOLUME AND PART NUMBER - SERIAL        |       B420               |
|                                             |       VOLSER             |
|                                             |                          |
-------------------------------------------------------------------------
```

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

PURPOSE

Field B420 serves to record the volume and issue or part number
of a particular issue of a serial publication whose title has
been entered in field B410 (title of serial).

DATA ENTRY

1. Convert Roman numerals to Arabic.

2. Enter the volume and part number in the language of analysis,
   using the following abbreviations:

volume, volumen	v.
number, numero, numero	no.
supplement, supplement	suppl.
suplemento	supl.

3. Do not enter a space after a hyphen, period, or a number.

4. When both a volume and issue number are used, follow the
   volume number by the issue number in parentheses (Examples 1
   and 2).

Example 1

    The documentary unit is an article from the
periodical Saving Health, volume 13, number 3, 1977.

    B410: Saving Health

    B420: v.13(3)

Example 2

    The documentary unit is volume V, part 1 of Economia
e Financas.

    B410: Economia e Financas

    B420: v.5(1)

Example 3

    The documentary unit is issue 10 in the Current
Report of the Australian Institute of International
Affairs.

    B410: Current Report - Australian Institute of
           International Affairs

    B420: no.10

Example 4

    The documentary unit is number 19-20 in the series
Cahiers Africains d'Administration Publique.

    B410: Cahiers Africains d'Administration Publique

    B420: no.19-20

Example 5

The documentary unit is a multivolume collection,
Approaches to planning and design of health care
facilities in developing areas. The individual
volumes in this collection are numbered 29, 37, and
45 in the monographic series WHO Offset Publication.

B230: Approaches to planning and design of health
       care facilities in developing areas

B410: WHO Offset Publication

B420: no.29,37,45

```
---------------------------------------------------------------------
|                                   |                                 |
|                                   |                                 |
|               ISSN                |              B430               |
|                                   |              ISSN               |
|                                   |                                 |
---------------------------------------------------------------------
```

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

PURPOSE

Field B430 serves to enter the International Standard Serial
Number (ISSN), which uniquely identifies a serial title.

DEFINITION

The ISSN is a code for the identification of a serial
publication and consists of an eight-character code divided into
two groups of four characters separated by a hyphen. ISSNs are
assigned by national or regional centres of the International
Serials Data System (ISDS).

Examples

0046-9963

0072-193X

DATA ENTRY

Enter the ISSN that corresponds to the serial title entered in
field B410 (title of serial).

Example

     The ISSN of the serial title Salud Publica de Mexico
is 0029-3954.

     B410: Salud Publica de Mexico

     B430: 0029-3954

```
----------------------------------------------------------------
|                                    |                         |
|                                    |                         |
|          LANGUAGES OF TEXT         |      B540               |
|                                    |      LANTEX             |
|                                    |                         |
----------------------------------------------------------------
```

CHARACTERISTICS

Essential

Not repeatable

Not subfielded

PURPOSE

Field B540 indicates the languages of the text of the
documentary unit.

SELECTION

Do not enter languages in which only a summary or abstract of
the text appears. Enter these languages in field B560
(languages of summaries).

Example

A documentary unit is written in French, with
summaries in English and Spanish.

Select for B540: French

English and Spanish are entered in field B560
(languages of summaries).

DATA ENTRY

Enter the appropriate ISO language codes (Annex 3), in
alphabetical order, separated by a comma and a space.

Examples

En

Fr, Nl

En, Es, Pt

```
+-------------------------------------------------+-----------------------+
|                                                 |                       |
|                                                 |                       |
|            LANGUAGES OF SUMMARIES               |     B560              |
|                                                 |     LANSUM            |
|                                                 |                       |
+-------------------------------------------------+-----------------------+
```

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

PURPOSE

Field B560 indicates languages of any summaries or abstracts
included in the documentary unit that are NOT in the language of
the text.

DATA ENTRY

Enter the appropriate ISO language codes (Annex 3), in
alphabetical order, separated by a comma and a space.

Example

A documentary unit is written in English with
summaries in English, French, and Spanish.

B540 :   En

B560 :   Es, Fr

```
--------------------------------------------------------------------
|                                         |                        |
|                                         |                        |
|              PUBLISHER                  |        B610            |
|                                         |        PUPL            |
|                                         |                        |
--------------------------------------------------------------------
```

CHARACTERISTICS

Mandatory

Not repeatable

Subfielded

SUBFIELDS

B611	PUBLISHER NAME	PUBNA
B612	PUBLISHER CITY	PUBCI
B613	PUBLISHER COUNTRY CODE	PUBCC

PURPOSE

Field B610 is used to record the name and location of the publisher or other organization or person responsible for the production and distribution of a non-serial publication.

SELECTION

1. General rules

   1.1 Select the principal publisher as indicated on the documentary unit, typographically or otherwise.

   1.2 When no principal publisher is indicated, enter the first-named publisher. When a second publisher is indicated, it may be recorded as a note in field B820 (ancillary data).

2. No publisher

   2.1 When no publisher is indicated, enter the printer.

   2.2 If no printer is indicated, select the institution in
       which the documentary unit was produced.

   2.3 When no issuing body can be determined, field B610 is
       left blank. Enter a note describing the nature of the
       documentary unit, such as "Unpublished typescript", in
       field B820 (ancillary data).

3. Distributor different from publisher

   When the distributor is different from the publisher, enter
   the data relating to the distributor in field B820 (ancillary
   data).

       Example

           The documentary unit is published by Mouton but is
           distributed by Aldine.

           B611:   Mouton

           B612:   The Hague

           B613:   NL

           B820:   Aldine Publishing Co., 200 Saw Mill River
                   Rd., Hawthorne, NY 10532 US

4. Reprints

   When the documentary unit is a reprint issued by a publisher
   other than the original, enter data relating to the reprint
   publisher in field B610. Enter data relating to the original
   publisher and the original date of issue in field B820
   (ancillary data).

NOTE: The country of origin entered in field A160 is the
country in which the documentary unit was originally
issued.

Example

The documentary unit was originally published by a
division of US AID located in New Delhi and has been
reprinted by AID R&D Distribution Center in the
United States.

B611: AID R&D Distribution Center

B612: Ann Arbor, MI

B613: US

B820: Originally published by AID Food Resources
and Regional Development Division, New Delhi,
IN, in 1970

A160: IN

DATA ENTRY

PUBLISHER NAME   B611
========================

1. General rule

   Enter the publisher name as it appears on document.
   Inessential words, such as Company, Limited, Incorporated,
   Industry, Publishers, and Sons, may be omitted or
   abbreviated.

   Examples

      Academic Press

      Cambridge University Press

      United Africa Press

      George Allen

      Allen and Unwin

Longmans Educational

Elsevier Scientific

Siglo XXI

Nijhoff

Imprimerie Artistique

Editions Maghrebines

Maison Tunisienne de l'Edition

Zambia Publishing Co.

East Africa Publishing House

Niogu Gitene

Fundacao IBGE

Editorial Universitaria

Unesco

2. Acronyms

Use acronyms if the publisher name is entered as an
institution in fields B220 or B320 or when the publisher is a
well-known international organization.

3. Subordinate entities

When several levels of an organization appear as publisher,
enter the levels of the hierarchy in the order in which they
appear on the document.

Always include the name of the most specific part of the
organization. Intermediate levels of the hierarchy may be
omitted if they do not add to the identification of the
publisher (Example 2).

Example 1

    Publisher as it appears on the documentary unit:

    Institute for Small-Scale Industries, University of the Philippines

    B611:   Institute for Small-Scale Industries, University of the Philippines

Example 2

    Publisher as it appears on the documentary unit:

    Lubrication Research Laboratory, Department of Mechanical Engineering, School of Engineering and Applied Science, Columbia University

    B611:   Lubrication Research Laboratory, Columbia University

PUBLISHER CITY   B612
==========================

****In the SALUS bibliography series, citations of serial analytics contain the place and country of publication in parentheses, so field B612 and B613 should be filled in for all SALUS records.****

1. General rules

1.1 Enter the name of the city or town where the publisher is located.

1.2 When two cities are cited for the same publisher, enter only the first one.

1.3 Include terms such as "City", "Ciudad de", "DF" when appropriate.

Examples

    Mexico, DF

    Washington, DC

    Ciudad de Guatemala

Belize City

Singapore   (NOTE: Singapore is entered in subfield
                      B612, and the code SG in subfield
                      B613.)

2. Qualifiers

2.1 Follow the city with a qualifier (e.g., state, province)
    when it is local practice to do so, e.g., in Australia,
    Canada, and the United States. Use the official
    abbreviation for the qualifier (Annex 5).

2.2 Separate the qualifier from the city by a comma and a
    space.

Examples

New York, NY

Portland, OR

Newcastle, NSW

Victoria, BC

3. Suburbs

3.1 Add the name of a city in which a suburb is located if
    the latter is not well-known.

3.2 Separate the city from the suburb by a comma and a space.

Examples

Diliman, Quezon City

Legon, Accra

PUBLISHER COUNTRY CODE   B613
=================================

Enter the ISO country code (Annex 2) that corresponds to the
city or town entered in subfield B612 (publisher city).

Examples

```
B612:   San Jose
B613:   CR

B612:   Singapore
B613:   SG
```

```
-------------------------------------------------------------------------
|                                                |                        |
|                                                |                        |
|     DATE OF IMPRINT/ISSUE  -  FREE FORM        |      B620              |
|                                                |      DATE              |
|                                                |                        |
-------------------------------------------------------------------------
```

CHARACTERISTICS

Essential

Not repeatable

Not subfielded

PURPOSE

Field B620 is used to enter the complete date of publication or
issue of a documentary unit, i.e.,

- date of publication of a book, report, or non-serial
  collection;

- issue date of a serial (when the documentary unit is a
  contribution to a serial);

- date of filing of an application for a patent.

SELECTION

1. General rule

Select the date of publication as found on the documentary
unit. The date may be from other than the Gregorian
calendar.

2. Copyright date

When the documentary unit bears both a copyright date and a
date of publication, select the date of publication.

3. Editions

When the documentary unit is a second or subsequent edition, select the date of publication of the edition in hand.

4. Reprints

When the documentary unit is a reprint, select the date of reprinting. Enter the original date of publication as part of a reprint note in field B820 (ancillary data).

Example

An article is originally published in Convergence, v.11(3-4), 1978 on p.83-92. It is reissued in 1979 with new paging, as part of the Ford Foundation Reprint series. The Ford Foundation Reprint is the documentary unit in hand.

B620:   1979

5. No date

When no date of publication is specified, supply a probable date of publication by checking references, tables, etc. Select the latest date mentioned and enter this date between parentheses.

6. Date spans

When a documentary unit is published over more than 1 year, select the beginning and end dates.

7. Date of documentary unit different from date of generic document

When a documentary unit has a date different from the generic document from which it is extracted, select the date of publication of the generic document.

Example

            The documentary unit is an article dated December
            1980 published in a journal dated 22 January 1981.

            B620:   22 January 1981

DATA ENTRY
----

    1. General rules

        1.1 Standardize and abridge the date and enter it in one of
            the following formats, as applicable:

                day month year

                month year

                year

        1.2 Omit names of seasons.

        1.3 Abbreviate the names of the months in the language of
            analysis (Annex 7). Do not include a period after the
            abbreviation.

        1.4 Do not include a space before or after a hyphen.

        1.5 Enter in parentheses dates that have been supplied.

        Examples

                Language of analysis: English

                On document   B620
                -----------   ----

                8 janvier 1977   8 Jan 1977

                1-15 February 1976   1-15 Feb 1976

                April/June 1977   Apr-Jun 1977

                diciembre 1976 -   Dec 1976-Jan 1977
                  enero 1977

                1975 to 1976   1975-1976

Spring 1977   1977

                 no date   (1980) (parentheses
                                                indicate supplied date)

2. Ranges of dates

   Enter ranges of dates as in the following examples:

        1975-1976

        26 May, 2 Jun 1977

        19, 26 May; 2, 9 Jun 1977

        11-14 Sep 1972

        30 Aug-2 Sep 1971

        29 Dec 1975-5 Jan 1976

        29 Jul-2 Aug, 5-7 Aug 1970

```
-----------------------------------------------------------------------
|                                              |                       |
|                                              |                       |
|            YEAR OF IMPRINT/ISSUE             |       B630            |
|                                              |       YEAR            |
|                                              |                       |
-----------------------------------------------------------------------
```

CHARACTERISTICS

Essential

Not repeatable

Not subfielded

PURPOSE

Field B630 serves to record the year of imprint or issue, as opposed to the complete date recorded in field B620. It is used for retrieval purposes, to identify all items produced during, before, or after a specified year.

DATA ENTRY

1. Enter the four digits corresponding to the year recorded in field B620 (date of imprint/issue - free form).

2. When field B620 contains a range of dates, enter only the latest year in field B630.

   Examples

        B620:   30 Jul 1980
        B630:   1980

        B620:   Mar 1981
        B630:   1981

        B620:   1982
        B630:   1982

```
B620:   (1981)
B630:   1981


B620:   1979-1981
B630:   1981


B620:   29 Dec 1975-3 Jan 1976
B630:   1976
```

```
-------------------------------------------------------------------------
|                                     |                                   |
|                                     |                                   |
|              COLLATION              |          B640                     |
|                                     |          COLLAT                   |
|                                     |                                   |
-------------------------------------------------------------------------
```

CHARACTERISTICS

        Essential

        Not repeatable

        Subfielded

SUBFIELDS

        B641   PAGINATION/DESCRIPTION   PAGINA

        B642   COLLATION NOTES   COLNOT

PURPOSE

        Field B640 is used to describe the physical extent of the
        documentary unit, including pagination, number of physical
        pieces, duration of a film or sound recording, film or map size,
        and the presence of illustrative material.

PAGINATION/DESCRIPTION   B641
================================

SELECTION
----

        1. General rule

            Select the pagination or the number of physical pieces in the
            documentary unit according to the following guidelines:

                EXTRACT FROM A SERIAL OR MONOGRAPH   - the first and
                                                        last pages

```
MONOGRAPH     - the number of pages in the major
                sequence of numbered pages

COLLECTION    - the number of physical pieces

NONPRINT MATERIAL  -  the number of physical pieces
                      (Examples 9-12)
```

2. Monograph without major sequence of numbered pages

When the documentary unit is a monograph containing several sequences of numbered pages, convert the total number of pages to a single statement, e.g.,

    100p. in various pagings

    100p. en paginations diverses

    100p. en paginacion variada

3. Unpaged monograph

3.1 When the documentary unit is a monograph with unnumbered pages, count the number of pages and record this number in parentheses (Example 7).

3.2 When the number of pages in the monograph cannot be readily counted, record an approximate number of pages and precede the number by the abbreviation "ca." followed by a space (Example 8).

DATA ENTRY

Enter data as in the following examples. Use the standard abbreviations "p." and "v.". Do not enter a space after a hyphen or a number.

    Example 1

        A chapter in a book is on pages 19-83.

        B641: p.19-83

Example 2

An article in a periodical is in two subsequent
issues, on pages 1-13 in the first issue and pages
3-19 in the second issue.

B641:   p.1-13; 3-19

Example 3

An article in one issue of a periodical is on pages
27-40, 44, and 46-57.

B641:   p.27-40, 44, 46-57

Example 4

A monograph contains 194 pages.

B641:   194p.

Example 5

A multivolume work contains 6 volumes.

B641:   6v.

Example 6

A monograph contains various sequences of pages
numbered as follows: A1-A26, B1-B39, C1-C36.

B641:   101p. in various pagings

Example 7

A monograph contains 86 unnumbered pages.

B641:   (86p.)

Example 8

        A monograph is unpaged and contains approximately
        200 pages.

        B641: ca. 200p.

Example 9: Maps
---------   ----

        The documentary unit is a compilation of 15 maps.

        B641: 15 maps

Example 10: Film
----------   ----

        The documentary unit is a 16 mm film.

        B641: 1 film

Example 11: Sound cassette
----------   --------------

        The documentary unit is a single sound cassette.

        B641: 1 sound cassette

Example 12: Machine-readable data files
----------   ----------------------------

        The documentary unit comprises three
        machine-readable files.

        B641: 3 machine-readable data files

COLLATION NOTES   B642
===========================

DATA ENTRY
----

    1. Enter in subfield B642 notes on illustrative matter, film
       size and duration, map size and scale, duration of sound
       recording, etc.

    2. Use abbreviations in the language of analysis.

Examples

Printed material
----

     ill., maps, tables

     graphs, 500 ref.

     ref. p.75-79

     ill., ref.

Film
----

     16 mm, 64 min.

Sound recording
----

     60 min.

Map
---

     40 x 60 cm, scale 1:50.000

```
+-----------------------------------------------------+-------------------------+
|                                                     |                         |
|                                                     |                         |
|               REPORT NUMBER OR SYMBOL               |      B650               |
|                                                     |      REPORT             |
|                                                     |                         |
+-----------------------------------------------------+-------------------------+
```

CHARACTERISTICS

Mandatory

Repeatable

Not subfielded

PURPOSE

Field B650 serves to record report numbers that
identify a documentary unit. It is also used to
record symbols found on official United Nations
documents.

DEFINITION

NOTES: 1. Report numbers are found in a wide variety
            of published and unpublished literature
            and are not limited to items called
            reports.

        2. The following definition also applies to
            what is known as a symbol in United Nations
            terminology.

A report number is a combination of letters and numbers that
serves to identify a documentary unit and is usually located
prominently on the title page or cover, in the upper right- or
lower left-hand corner. Report numbers are sometimes referred
to as document numbers. They should not be confused with the
following:

        - monographic series statements, which are not so cryptic
          as report numbers and do not usually contain
          unabbreviated words;

        - contract or grant numbers, which are usually identified
          as such;

- sales numbers, which are generally on a back page or the back cover;

- job numbers, which are found on the lower left-hand corner of the title page of United Nations printed material.

SELECTION
----

1. Select a MAXIMUM OF THREE report numbers to be entered in field B650.

2. A string of initials or acronyms that does not contain a number is not a report number.

   ### Example

   NRD/WR/Unesco/WHO/ECA is not entered in field B650 as a report number.

DATA ENTRY
----

1. Enter each report number exactly as it appears on the documentary unit, including all punctuation and spaces.

2. Ignore such words as "Provisional", "Final", etc. at the beginning of a report number.

   ### Example

   Report number as it appears on the documentary unit:

   Provisional ST/CS/SER.F/309

   B650: ST/CS/SER.F/309

Examples of report numbers

SC.74/wS/20

UNIDO/LIB/SER.D/21

SAHEL D(78) 24

DT 210./Rev.3

TD/B/C.2/158/Supp.1

CDCC/CIS/80/2

'

```
-------------------------------------------------------------------------
|                                           |                            |
|                                           |                            |
|                    ISBN                    |         B660               |
|                                           |         ISBN               |
|                                           |                            |
-------------------------------------------------------------------------
```

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

PURPOSE

Field B660 serves to record the International Standard Book
Number (ISBN) of a documentary unit.

DEFINITION

The ISBN is a 10-character code that is unique to the title, or
edition of a title, to which it is assigned.

ISBNs are usually assigned by the national library of a country
and are generally found on a document with the publisher
information.

Examples

ISBN 0 571 08989 5

ISBN 2-225-28-765

SELECTION

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

Example

> The documentary unit is simultaneously published by
> North Holland and American Elsevier. Two ISBNs are
> provided:
>
> ISBN (North Holland) 0-7204-2831-9
>
> ISBN (American Elsevier) 0-444-10848-3
>
> The edition in hand is the North Holland edition.
>
> B660: 0-7204-2831-9

DATA ENTRY

1. Enter the numerical portion of the ISBN in field B660.

2. Separate the four numerical portions of the ISBN by hyphens.

> Example
> -------
>
> ISBN as shown on the documentary unit:
>
> ISBN 0 571 08989 5
>
> B660: 0-571-08989-5

```
|-----------------------------------------------|-----------------------|
|                                               |                       |
|                                               |                       |
|                 EDITION                       |   B670                |
|                                               |   EDITN               |
|                                               |                       |
|-----------------------------------------------|-----------------------|
```

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

PURPOSE

Field B670 is used to record the edition number or statement relating to a second or subsequent edition of a monograph or collection. It is also used to indicate a draft or preliminary version.

DEFINITION

An edition refers to all copies of an item produced from the same type image or from one master copy and which are produced by a particular publisher or other issuing body.

DATA ENTRY

Enter the edition statement in the language of analysis. Use the following abbreviations and the abbreviations for ordinal numbers found in Annex 6. When the edition statement begins with a word or abbreviation, capitalize the first letter of the word or abbreviation.

abbreviated   abbr.

abregee, abreviada   abr.

aumentada   aum.

borrador   borr.

corrected, corrigee, corregida	corr.
edition, edition, edicion	ed.
enlarged	enl.
revised, revue, revisada, revisee	rev., rev.
version preliminaire, version preliminar	v. prel., v. prel.

Examples

English: 2d ed.

3d rev. ed.

4th ed. rev. and enl.

Draft

French: 2e ed.

3e ed. rev. et corr.

V. prel.

Spanish: 2a ed.

3a ed. aum. y corr.

V. prel.

```
+----------------------------------------------------+----------------------+
|                                                    |                      |
|                                                    |                      |
|            MEETING, CONFERENCE, ETC.               |    B710              |
|                                                    |    MEET              |
|                                                    |                      |
+----------------------------------------------------+----------------------+
```

CHARACTERISTICS

Mandatory

Repeatable

Subfielded

SUBFIELDS

B711	MEETING NAME AND NUMBER	MEETNA
B712	MEETING CITY	MEETCI
B713	MEETING COUNTRY CODE	MEETCC
B714	MEETING DATE	MEETDA

PURPOSE

Field B710 is used to enter the name, number, city, country, and
date pertaining to a meeting, conference, workshop, symposium,
course, seminar, etc. associated with the documentary unit. The
documentary unit may be a:

- report of proceedings;

- summary of papers presented;

- selection of papers presented;

- paper prepared for a meeting.

A meeting may be referred to either by a specific appellation or
by a general description. The information relating to it is
found on the title page or cover or in the introductory material
of the documentary unit.

Examples

From title page:

Report of the Commonwealth Conference on Non-Formal
Education for Development, New Delhi, 22 January-2
February 1979

From preface:

Conference held in Bangkok on 8th June 1979 on waste
disposal and resources recovery

From preface:

Conference internationale "Centres de documentation
et d'information touchant le developpement", qui se
deroula a Paris du 3 au 7 novembre 1969

SELECTION
----

1. Select one meeting statement for each different meeting
   associated with the documentary unit.

   > EXCEPTION: When the same meeting is held in several
   > different cities, make a separate entry for
   > each one (Example 2).

2. When several versions of the same meeting statement appear on
   the documentary unit in the same language, select the
   statement that is most complete and appears to be the
   "official form".

3. When several language versions of the "official" meeting
   statement are present, select the version that corresponds to
   the language of analysis.

Example 1 :   Meeting held in one city
        ----------   ------------------------

           B711:   Conference on Waste Disposal and Resources
                   Recovery

           B712:   Bangkok

           B713:   TH

           B714:   8-10 Jun 1979

        Example 2 :   Meeting held in two cities
        ----------   --------------------------

           1st entry

           B711:   Seminar on Primary Health Care in Latin
                   America

           B712:   Buenos Aires

           B713:   AR

           B714:   16-20 Oct 1972

           2d entry

           B711:   Seminar on Primary Health Care in Latin
                   America

           B712:   Sao Paulo

           B713:   BR

           B714:   21-27 Oct 1972

DATA ENTRY

MEETING NAME AND NUMBER   B711
=====================================

     1. Enter the meeting name and, if applicable, the number, in
        subfield B711.

     2. Capitalize the first letter of all significant words.

3. Omit words at the beginning of a meeting name that indicate its frequency, e.g., Annual, Bienniel.

4. For numbered meetings, follow the meeting name with a comma and space and the ordinal number denoting the number. Use the abbreviations for ordinal numbers found in Annex 6.

5. Consider a session of a committee to be a meeting number and enter it as such.

Examples

Commonwealth Conference on Non-Formal Education for Development

FID International Congress

All Pakistan Economic Conference, 16th

Congres International de la Population, 3e

Seminario sobre "Modernizacion Universitaria", 2o

Joint FAO/IAEA/WHO Expert Committee on the Wholesomeness of Irradiated Food, 2d Session

Joint Conference of African Planners, Statisticians, and Demographers, 1st Session

MEETING CITY   B712
=========================

1. Enter the city or town in which the meeting was held in subfield B712.

   Include such terms as "City", "Ciudad de", "DF" when appropriate.

Examples

Mexico, DF

Washington, DC

Ciudad de Guatemala

Belize City

Singapore (NOTE: Singapore is entered in subfield
                   B712, and the code SG in subfield
                   B713.)

2. Language

NOTE: The following recommendations on choice of language of
       city name facilitate the generation of indexes and
       retrieval by city name.

2.1 Enter the name of the city in the official language of
    the country in which it is located. (The official
    languages of countries can be found in the Europa
    Yearbook (15) and the official names of cities can be
    found in the Times Atlas (16)).

    ### Examples

            Roma   (Italian form of Rome)

            Wien   (German form of Vienna)

            Munchen   (German form of Munich)

            Praha   (Czech form of Prague)

2.2 When a country has more than one official language,
    enter, in order of preference, the version corresponding
    to:

        - the language of the city;

        - the official language of the system that is most
          appropriate for the user community.

    ### Example

            Geneva is known officially as Geneve (French), Genf
            (German), Ginevra (Italian). French is the
            predominant language of the city.

            B712: Geneve

3. Qualifiers

3.1 Follow the city with a qualifier (e.g., state, province) when it is local practice to do so, e.g., in Australia, Canada, and the United States. Use the official abbreviation for the qualifier (Annex 5).

3.2 Separate the qualifier from the city by a comma and a space.

Examples

Victoria, BC

Portland, OR

Newcastle, NSW

New York, NY

4. Suburbs

4.1 Add the name of a city in which a suburb is located if the latter is not well-known.

4.2 Separate the city from the suburb by a comma and a space.

Examples

Diliman, Quezon City

Legon, Accra

MEETING COUNTRY CODE   B713

Enter in subfield B713 the ISO country code that corresponds to the city or town entered in subfield B712 (Annex 2).

Examples

B712: San Jose

B713: CR

B712:   Singapore

B713:   SG

MEETING DATE   B714
=======================

1. Enter the date or inclusive dates on which the meeting was
   held in subfield B714, using the format in the examples
   below.

2. Enter the names of the months, in order of preference, in:

   - the language of the meeting name;

   - the language of analysis.

3. Capitalize and abbreviate the names of the months (Annex 7).

       Examples

       English

       11-14 Sep 1972

       30 Aug-2 Sep 1971

       29 Dec 1975-5 Jan 1976

       27 Sep-2 Oct, 24-26 Oct 1976

```
+-----------------------------------------------+------------------------+
|                                               |                        |
|                                               |                        |
|              ACADEMIC DEGREE                  |       B720             |
|                                               |       DEGREE           |
|                                               |                        |
+-----------------------------------------------+------------------------+
```

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

PURPOSE

Field B720 is used to record the academic degree granted by an institution as a result of the presentation of the documentary unit in hand.

NOTE: The degree-granting institution is entered in field B220 (institution - documentary unit).

DATA ENTRY

1. Enter the degree or diploma as it appears on the documentary unit, abbreviating it when possible.

2. Do not enter spaces following periods.

Examples

Ph.D.	Lic.
M.A.	Doctorat 3e cycle
M.Sc.	Doctorat d'Etat
M.Ed.	Dr.Med.

```
+-------------------------------------------------+-------------------+
|                                                 |                   |
|                                                 |                   |
|                 COPYRIGHT CODE                  |      B810         |
|                                                 |      COPYCO       |
|                                                 |                   |
+-------------------------------------------------+-------------------+
```

CHARACTERISTICS

    Optional

    Not repeatable

    Subfielded

SUBFIELDS

        B811   COPYRIGHT HOLDER'S CODE   COHOCO

        B812   COPYRIGHT HOLDER'S NAME   COHONA

PURPOSE

        Field B811 is used to identify, by means of a 4-letter code, the
        publishers and others who hold the copyrights of the documents
        cited in the SALUS bibliographies. A list of these copyright
        holders, including their codes and addresses, can be maintained
        in a separate KSAM data base. Field B811 provides the link
        between the KSAM and the main data bases if computer-generated
        copyright letters asking for permission to reproduce the
        documents on microfiche are desired.

        Field B812 contains the name of the copyright holder and is used
        only to verify that an incorrect or new code has been entered in
        field B811 when the record is being input into the computer.

        ****No new data is EVER entered in field B812.****The KSAM data
        base is always updated directly, and field B812 picks up its
        data from there.

EXAMPLES FROM THE SALUS JOURNAL LIST

    1. The Journal of Epidemiology and Community Health is published by
       the British Medical Association in London. The British Medical
       Association's copyright code is BRMA, which appears on the list

after the journal title. Therefore, for all articles from this journal, enter BRMA in field B811.

B410: Journal of Epidemiology and Community Health

B811: BRMA

The related KSAM file contains an entry that looks like this:

BRMA   Rights and Permissions
            British Medical Association
            BMA House
            Tavistock Square
            London WC1 9JR ENGLAND

            Gentlemen:

The second line of the address, British Medical Association, is the one picked up by field B812.

2. World Health Forum is published by the World Health Organization in Geneva. The World Health Organization has generously given SALUS blanket permission to microfiche all of its publications. Therefore, there is no need to write letters requesting copyright permission, and the copyright code is OKAY.

B410: World Health Forum

B811: OKAY

There is no entry for the World Health Organization in the KSAM file of codes and addresses because it is not needed. There are many journals whose publishers have granted blanket permission for microfiching; the copyright code for all of them is OKAY.

3. Social Science and Medicine is a journal published by Pergamon Press in Aberdeen, Scotland. Pergamon Press has categorically refused to grant permission for the microfiching of this journal or any other Pergamon publication; consequently, the copyright code is DENY.

B410: Social Science and Medicine   OR

B611: Pergamon Press

B811: DENY

There is no entry for Pergamon Press in the KSAM file of codes and addresses because it is not needed, since letters are never

sent. There are a number of publishers who have refused microfiching permission for all their documents; the copyright code for all of them is DENY.

4. Sometimes there is a need to request microfiching permission from an author or from a publisher whose journal so rarely provides useful material that it is not considered worthwhile to establish an entry in the KSAM file of codes and addresses. Nevertheless, a computer-generated letter is still desirable. In these cases, enter the code DIRE in field B811. This will produce a computer-generated letter whose address and salutation are blank and can be filled in manually.

If a non-existent code is entered, the MINISIS system provides the option of either verifying it against a number of possible codes in the same alphabetical range or creating a new entry in the KSAM file of codes and addresses. Other systems may have other methods for validating and adding codes and addresses.

```
 ------------------------------------------------------------------
|                                        |                         |
|                                        |                         |
|              ANCILLARY DATA            |          B820           |
|                                        |          ADATA          |
|                                        |                         |
 ------------------------------------------------------------------
```

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

PURPOSE

Field B820 is used to record descriptive information that cannot
be entered elsewhere in the record.

DATA ENTRY
----

1. General rules

   1.1 Enter ancillary data in the language of analysis. Do not
       include end punctuation.

   1.2 Precede second and subsequent occurrences of field B820
       by the delimiter "; ".

   Example

           The documentary unit is a photocopy of an English
           translation from Spanish.

           B820: Translated from the Spanish; photocopy

2. Translation note

Record the original title or the language of the original and, if available, the name of the translator. The format of the translation note is determined by the amount of information available. Do not record this information if both language versions are to be entered in the system because they will be linked as related records in field A140 (related record).

In SALUS, titles and expressions in languages other than English are italicized. In the present system, italics are indicated by bracketing the word or phrase in asterisks (*.....**) as in the following examples. Other means of indicating italics may be adopted or the practice may be discontinued entirely.

Examples

Translation of *Vie humaine** by C. Powell

Translation of *Donde no hay doctor**

Translated from the French by F. Morgan

Translated from the Dutch

3. Note relating to original publication

Examples

Originally published under the title: Give us the tools

Originally published by Siglo XXI, Mexico, DF, MX in 1970

Reprinted from Themes on Pacific lands by M.C.R. Edgell and B.H. Farrell, 1974, p.5-15

Originally published in Slavic Review, v.34(2), Dec 1975

4. Microform

When the documentary unit is a microform reproduction of an original, enter the type of microform and number of reels/fiches, followed by place, publisher name, and date of publication of the reproduction, if different from the information entered in fields B610 (publisher) and B620 (date of imprint/issue). Specify negative if film is white print on black background.

Example 1

The documentary unit is a thesis issued by the University of Alberta in 1972. It was reproduced on microfilm by the National Library of Canada in 1973.

B611:   University of Alberta

B612:   Edmonton, Alta

B613:   CA

B620:   1972

B820:   Microfilm (negative), 1 reel; Ottawa, Ont, CA, National Library, 1973

Example 2

The documentary unit was published in hard copy and on microfiche by National Technical Information Service in 1978.

B611:   National Technical Information Service

B612:   Springfield, VA

B613:   US

B620:   1978

B820:   Microfiche, 2 fiches

5. Other notes

Other types of notes that may be entered in field B820 include:

      Photocopy

      Unpublished typescript

      Supplied title

      Title of generic document supplied

```
********************
* CONTENT ANALYSIS *
********************
```

```
+-------------------------------------------------------+-----------------------+
|                                                       |                       |
|                                                       |                       |
|              PRIMARY GEOGRAPHIC AREA                  |        C100           |
|                                                       |        PGEO           |
|                                                       |                       |
+-------------------------------------------------------+-----------------------+
```

CHARACTERISTICS

Essential

Not repeatable

Subfielded

SUBFIELDS

C101	PRIMARY GEOGRAPHIC CODE	PGEOCD
C102	FULL NAME (P) - ENGLISH	PNAMEN
C103	CORRESPONDING REGION (P) - ENGLISH	PREGEN
C104	FULL NAME (P) - FRENCH	PNAMFR
C105	CORRESPONDING REGION (P) - FRENCH	PREGFR
C106	FULL NAME (P) - SPANISH	PNAMSP
C107	CORRESPONDING REGION (P) - SPANISH	PREGSP
C108	FULL NAME (P) - ARABIC	PNAMAR
C109	CORRESPONDING REGION (P) - ARABIC	PREGAR

NOTE: Field C100 is structured to accommodate geographic codes
      and the full names of the corresponding countries or
      regions. Only the geographic code is entered on the
      worksheet, in subfield C101. When required, e.g., for
      certain printed outputs, the full names of the regions
      and countries are generated by the system. For the
      purposes of this manual, therefore, only subfield C101 is
      discussed.

PURPOSE

Field C100 is used to record one or more geographic codes representing countries and regions corresponding to the concepts expressed by the primary descriptors in field C210.

Primary geographic codes are used in various printed indexes as geographic subheadings under a main heading.

The primary geographic codes can be used in the production of printed geographic indexes.

SELECTION

****It is recommended that a system specify a maximum number of primary geographic codes, according to its particular needs and to the type of indexes it generates. The present SALUS system uses only one. If more than one is used, it will be necessary to make this field repeatable.****

1. Select ONLY those countries or regions that are specifically mentioned in the documentary unit in relation to ALL the concepts identified by primary descriptors (field C210). The country or regional names will also appear as descriptors in field C210.

2. In cases when no country or region is discussed in connection with the primary descriptors, use XZ (global) or XD (developing country).

DATA ENTRY

Enter the primary geographic codes (Annex 2) in the appropriate space on the worksheet.

Example

A documentary unit describes rural cooperatives in Upper Volta and Mali.

C101:   HV ML

Both Upper Volta and Mali would be entered in field C210 as descriptors.

```
+-----------------------------------------------+---------------------+
|                                               |                     |
|                                               |                     |
|          MAIN CHAPTER HEADING                 |      C140           |
|                                      .        |      CHAPTR         |
|                                               |                     |
+-----------------------------------------------+---------------------+
```

CHARACTERISTICS

Essential

Not repeatable

Not subfielded

PURPOSE

In SALUS, the chapter headings provide a broad grouping of
documents by subject area. The information in this field is
used to sort and renumber the documents when they appear in the
printed bibliographies. A list of chapter headings can be found
in Annex 15.

SELECTION

For each documentary unit, select ONE code from the list in
Annex 15.

DATA ENTRY

Enter the code in the appropriate space on the worksheet.

****Note for SALUS Manager: Field C140 is validated against field H980
    (VALID CHAPTER EXPANSION), which in included in the data base but
    is never used to enter new data.****

```
-------------------------------------------------------------------------
|                                              |                          |
|                                              |                          |
|            SEE ALSO CHAPTERS                 |      C160                 |
|                                              |      SEECHP               |
|                                              |                          |
-------------------------------------------------------------------------
```

CHARACTERISTICS

Optional

Repeatable

Not subfielded

PURPOSE

In cases where the subject of a particular document could fall
into more than one of the SALUS chapter headings, the main
heading code is entered in field C140 and any additional codes
are entered in field C160. These additional codes are used to
generate "See-also" references in the bibliographies at the
beginning of each chapter. The chapter headings in Annex are
used for both fields C140 and C160.

SELECTION

Select a MAXIMUM OF THREE codes from the list of chapter
headings in Annex 15.

DATA ENTRY

Enter code(s) in the appropriate space on the worksheet.

```
+---------------------------------------------------+------------------+
|                                                   |                  |
|                                                   |                  |
|       CORRESPONDENCE TO OTHER SYSTEM              |   C170           |
|                                                   |   CORSYS         |
|                                                   |                  |
+---------------------------------------------------+------------------+
```

CHARACTERISTICS

Mandatory

Repeatable

Not subfielded

PURPOSE

Field C170 is used to flag a record that will be reported
to another system. SALUS has never required this field,
but it is included for the convenience of those who
may wish to use it.

DATA ENTRY

Enter the acronym of the system to which the record is
destined.

Example

The record being prepared will also be reported to
AGRIS.

C170: AGRIS

```
 --------------------------------------------------------------------
|                                         |                          |
|                                         |                          |
|              DESCRIPTORS                |        C210              |
|                                         |        DESCR             |
|                                         |                          |
 --------------------------------------------------------------------
```

CHARACTERISTICS

Essential

Not repeatable

Not subfielded

PURPOSE

Field C210 is used to enter the descriptors that reflect the
subject content of a documentary unit.

DEFINITIONS

Indexing

Indexing, or subject analysis, is the description of the subject
content of a documentary unit through the use of terms selected
from a controlled vocabulary. These terms are called
DESCRIPTORS. The purpose of indexing is to allow retrieval of
documents pertaining to a specific subject.

Indexing is, therefore, a very important component of
documentary analysis, as descriptors provide one of the key
points of access to the contents of a data base. Descriptors
are also used to generate subject indexes. The effectiveness of
information retrieval depends, to a large extent, on the quality
of indexing.

Primary and secondary descriptors

The total number of descriptors assigned to a documentary unit
varies according to the length and importance of the item being
analyzed.

Two groups of descriptors are defined: primary and secondary.

1. PRIMARY DESCRIPTORS reflect the major subject content
   of the documentary unit. They are used as the basis
   for printed subject indexes and should comprise the
   narrowest and most specific terms possible. Country or
   regional names should be included. There should be no
   more than 15 primary descriptors and may be
   considerably fewer.

2. SECONDARY DESCRIPTORS, which are written behind the
   dash, relate to:

   - topics of lesser or peripheral importance

   - components of compound primary descriptors

SELECTION
----

1. Read the summary, introduction, table of contents, and
   conclusion; these are the most reliable indicators of the
   subject content of the documentary unit.

2. Scan the documentary unit, paying particular attention to
   headings, subheadings, illustrations, tables, charts, etc.
   Read the first few paragraphs of the text.

3. Formulate the major concepts treated in the documentary unit
   and make a list of preliminary terms that describe these
   concepts. Note the names of important organizations and
   geographic entities.

4. When a preliminary term is found as a descriptor:

   4.1 Read the scope note (SN), if there is one, and the
       descriptors listed as broader (BT), narrower (NT), and
       related (RT) terms, to determine whether the original
       descriptor, or one of those listed under it, corresponds
       to the concept expressed by the preliminary term.
       Preference should be given to the most specific
       descriptor applicable to the concept.

   4.2 Consult the appropriate descriptor group to avoid
       improper use of a descriptor and to find other
       descriptors relating to the same subject area. For
       example, all diseases are grouped under 15.04.02.

5. When an appropriate descriptor is not found for the preliminary term, look up synonyms and more general expressions.

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

6. When no descriptor is found to correspond to an essential concept discussed in the documentary unit, use field C220 (proposed descriptors).

7. The user's needs must be kept in mind at all times. For each descriptor selected, ask the question: "If a user were doing a search on this particular topic, would he/she find this documentary unit pertinent?" If the answer is "No", the descriptor should not be selected.

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

1. DO NOT rely on the title and the summary on the dust jacket or the back cover. Because its main function is advertising, this information may be superficial or misleading.

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

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

   Example

      Do not use /Infectious Diseases/ when a documentary unit deals only with /Cholera/.

DATA ENTRY
----

1. Enter descriptors, in the language of analysis, enclosed between slashes and separated from each other by a space. Capitalize the first letter of the first descriptor and enter a period after the last descriptor.

2. DO NOT hyphenate descriptors between two lines.

Example

```
".../Health Ser-
vices/..." is wrong

but ".../Health
Services/..." is correct.
```

Example 1

```
/Trinidad and Tobago/ /Guyana/ /Barbados/ /Food/
/Survey/ /Nutrition/ /Evaluation, Nutrition/
/Statistical Data/ - /Evaluation/ /Economic Aspect/
```

Example 2

```
/Gambia/ /Immunization/ /Vaccination Programme/
/Organization, Vaccination Programme/ /Evaluation,
Vaccination Programme/ /Morbidity/ /Mortality/
/Health Team/ /Job Description, Health Team/
/Vaccination/ /Equipment, Vaccination/ /Cold Chain/
/Statistical Data/ - /Organization/ /Evaluation/
/Job Description/ /Equipment/
```

Example 3

```
/Brazil/ /Training, Health Manpower/ /Training
Course/ /Teaching Method/ /Health Manpower/
/Organization, Training/ /Government Policy/ -
/Organization/ /Training/
```

Example 4

```
/Thailand/ /Pilot Project/ /Primary Care/ /Health
Services/ /Organization, Project/ /Evaluation,
Project/ /Utilization, Health Services/ /Costs and
Cost Analysis/ /Statistical Data/ - /Organization/
/Evaluation/ /Utilization Rate/ /Economic Aspect/
```

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Example 5

        /Nigeria/ /Village/ /Cholera/ /Epidemiology/
        /Statistical Data/

Example 6

        /Sudan/ /Tetanus/ /Infants/ /Mortality, Infant/
        /Epidemiology/ /Planning, Disease Control/ /Hygiene/
        /Statistical Data/ - /Planning/ /Disease Control/
        /Mortality/

```
+------------------------------------------+-------------------+
|                                          |                   |
|                                          |                   |
|           PROPOSED DESCRIPTORS           |    C220           |
|                                          |    PRODES         |
|                                          |                   |
+------------------------------------------+-------------------+
```

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

PURPOSE

Field C220 is used to enter terms not included in the
Macrothesaurus (26) that represent concepts discussed in a
documentary unit but that cannot be expressed appropriately by
existing descriptors.

SELECTION

A new descriptor is proposed AFTER subject descriptors have been
assigned (see field C210, descriptors), and only when an
exhaustive search of the SALUS descriptor list has failed to
yield an appropriate descriptor.

NOTE: Ensure that a proposed descriptor does not already exist
        as a forbidden term in the SALUS descriptor list.

DATA ENTRY

1. Enter proposed descriptors between slashes, in the language
   of analysis, in the appropriate space on the worksheet.

        Examples

           /Essential Drugs/

           /US AID/

2. For each proposed descriptor, complete a form for proposal of
   new descriptors, and forward it to the person responsible.
   If the descriptor is accepted, the contents of field C220
   will be transferred to field C210 (descriptors).

```
 --------------------------------------------------------------------------
|                                         |                                |
|                                         |                                |
|               ABSTRACT                  |          C310                  |
|                                         |          ABSTR                 |
|                                         |                                |
 --------------------------------------------------------------------------
```

CHARACTERISTICS

>   Essential
>
>   Not repeatable
>
>   Not subfielded

PURPOSE

>   Field C310 is used to enter a free-text abstract that
>   supplements the descriptors contained in field C210.

DEFINITION

>   An abstract is a brief, accurate representation of the content
>   or an indication of the characteristics of a documentary unit,
>   without interpretation or criticism.

DATA ENTRY

> 1. Enter the abstract in the appropriate space on the worksheet.
>   On computer-generated worksheets abstracts are typed on the
>   back.
>
> 2. Write the abstract in the language of analysis, following the
>   guidelines in Annexes 13 and 14.

Example 1

National food and nutrition surveys in Trinidad and
Tobago, Barbados, and Guyana are discussed.
Demographic, socioeconomic, and nutritional data are
related to requirements, income, household size, and
nutritent usages for the two main racial groups.
Trinidad and Tobago emerged as the best-fed country
with balanced food consumption and patterns and
nutrient usages. Energy deficiency was the main
nutrition problem in Barbados. Guyana had deficiency
of energy and protein. Higher incomes and smaller
households were associated with improvements in food
consumption and nutrient usage. Of the two main
ethnic groups, the African children had better
growth in height and weight than East Indian
children. Statistical data are included.

Example 2

The objectives of Gambia's expanded programme on
immunization are to reduce morbidity and mortality
by 50% within 3 years, to achieve 80% coverage
within 18 months, to develop an immunization
programme within the existing health delivery
system, and to establish a programme that will
continue after donor support is withdrawn. This
article describes the functions of the team (two
technical advisors, four health inspectors, a
nurse-midwife, two technicians, and two drivers)
recruited to plan and implement this programme. They
provide a variety of services, including monitoring
of the cold chain, ordering and handling vaccines
and equipment, training, and supervision and
evaluation. In its 2 years of operation, the
programme has contributed to a significant reduction
in morbidity and mortality from infectious diseases.
Statistical data are included.

Example 3

Brazil has recently proposed a new system of
training health personnel within the health
services. This article describes the programme and
the new approach to teaching that will be involved.
The need for cooperation among various institutions
and the community is emphasized. The programme
recognizes that health care is a component part of
general socioeconomic development. The practical

learning experience, it is felt, will provide
students with valuable insights into the social and
health problems of the community and make them
better able to adapt and respond to rapidly changing
social needs.

Example 4

In 1974 (4 years before Alma-Ata), the Lampang
health development project was established to
deliver primary care to a provincial population in
Thailand. This article reviews the project's
background, describes its design and organization,
notes improvements in service, analyzes utilization
patterns and impact of services, assesses costs and
cost-effectiveness of services, and recommends the
extension of similar services to all parts of the
country. Statistical data are included.

Example 5

This paper examines the spread of cholera to the
towns of the former Western State of Nigeria and to
the villages near Ibadan after the initial
introduction of the disease to Ibadan by early
January 1981. In the diffusion process, a
hierarchical diffusion was discovered at the
town-village dichotomy, while a distance decay
function was justified at the purely urban level
analyses. In the spread of cholera to all the
surrounding villages of Ibadan, the epidemic speed
was so rapid that neither population size nor
distance from Ibadan was relevant to the pattern of
spread. The rate of cholera infection was observed
to decline with the distance from Ibadan, while the
duration of the epidemic obeyed the rank-size
principles. Statistical data are included.

Example 6

Neonatal tetanus is a major killer in southern
Sudan. This article deals with the prevalence, mode
of infection, and prevention of the disease, with
special reference to the town of Juba. It was felt
that neonatal tetanus was due to the cutting of the
umbilical cord with a tough blade of grass rather
than with a sterile instrument. It is suggested that
governments and other agencies distribute to women

and midwives kits containing a sterile razor blade, a sterile ligature, two or three sterile adhesive dressing for the umbilical stump, and two or three sterile swabs. Immunization is desirable but difficult because much of the population is scattered or migratory. Statistical data are included.

```
--------------------------------------------------------------
|                                    |                        |
|                                    |                        |
|          STATISTICAL TABLE         |       C510             |
|                                    |       STAT             |
|                                    |                        |
--------------------------------------------------------------
```

CHARACTERISTICS

Mandatory

Repeatable

Subfielded

SUBFIELDS

C511	STATISTICAL TABLE - IDENTIFICATION	STID
C512	STATISTICAL TABLE - DESCRIPTORS	STDESC
C513	STATISTICAL TABLE - GEOGRAPHIC CODES	STGEO
C514	STATISTICAL TABLE - DATES	STDATE

PURPOSE

Field C510 is used for descriptions of original statistical
tables appearing in the documentary unit, allowing retrieval of
items containing statistical data on specific subjects.

****These fields have never been required by the SALUS system
but are included for the convenience of those who may wish to
use them.****

SELECTION

Select only those tables that are original, i.e., that have not
been copied or reproduced from another source.

DATA ENTRY
----

    1. Enter the information pertaining to each statistical table
       selected, in the appropriate section of the worksheet, as in
       the examples of data entry below.

    2. In general, each statistical table is analyzed separately.
       However, it may sometimes be more convenient to describe
       several tables together in one occurrence of field C510
       (Example 3).

STATISTICAL TABLE - IDENTIFICATION   C511
==

    Enter in subfield C511 the table number or page number that
    identifies the statistical table being analyzed.

       Examples

          Table 3

          p.24

          p.47-50

STATISTICAL TABLE - DESCRIPTORS   C512
==

    1. Enter in subfield C512 the descriptors (field C210) that
       reflect the subject(s) covered in the statistical table, as
       in the examples below.

    2. Enclose descriptors between slashes, and separate them by a
       space.
       Examples

          /Morbidity/ /Mortality, Child/

          /Urbanization/ /Distribution, Nurse/

          /Acupuncture/ /Training, Traditional Practitioner/

STATISTICAL TABLE - GEOGRAPHIC CODES   C513
===

      Enter in subfield C513 the ISO country code (Annex 2) for
regions or countries mentioned in the statistical table.

STATISTICAL TABLE - DATES   C514
=====================================

      Enter in subfield C514 the first and last year covered by the
statistical table. Separate years by a hyphen.

Examples of field C510

            Example 1: One statistical table
            --------- ---------------------

                C511: Table 3

                C512: /Brain Drain/ /Health Manpower/

                C513: US XD

                C514: 1975-1979
            Example 2: Two statistical tables, treated separately
            --------- --

                C511: p.88

                C512: /Distribution, Nurse/

                C513: PH

                C514: 1953-1970

                C511: p.222

                C512: /Distribution, Physician/

                C513: PH

                C514: 1971

Example 3:   Two statistical tables, treated together
----------   --

        C511: Tables 1,2

        C512: /Morbidity/ /Mortality/ /Poliomyelitis/

        C513: ML

        C514: 1975-1976

```
********
* LOCAL *
********
```

```
-----------------------------------------------------------------------
|                                          |                           |
|                                          |                           |
|      NO. OF EXPECTED FICHES              |      D060                 |
|                                          |      FICHENO              |
|                                          |                           |
-----------------------------------------------------------------------
```

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

PURPOSE

Field D060 is used to record the number of microfiches that the
documentary unit will require. This number is then used to
produce the necessary number of microfiche headers in systems
that have chosen to do this operation using the computer.

DATA ENTRY

Because of requirements such as resolution targets, the first
microfiche of a series can contain only 96 pages of the
documentary unit. Additional fiches, however, will contain 98
pages.

Count or estimate the number of pages in the documentary unit,
calculate the number of microfiches that will be required, and
enter the latter in field D060.

Example 1

The documentary unit is a 15-page journal article.

D060: 1

Example 2

The documentary unit is a pamphlet containing 100 pages.

D060: 2

Example 3

The documentary unit is a book containing 180 pages
numbered with Arabic numerals and a preface numbered
i-xxx.

D060:   3

****When in doubt, always add one extra microfiche.****

If desired, certain symbols can be entered in this field for
specific purposes, such as:

0   for documents that are already microfiched

00   for documents that will never be microfiched because
        the copyright holder has refused permission, the entry
        is for an entire serial, etc.

```
--------------------------------------------------------------------
|                                    |                             |
|                                    |                             |
|            DOCUMENTALIST           |          D100               |
|                                    |          DOCUM              |
|                                    |                             |
--------------------------------------------------------------------
```

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

PURPOSE

Field D100 serves to record the full name or initials of the
documentalist responsible for completing the worksheet and,
thus, for creating the bibliographic record.

DATA ENTRY

Enter your name in the format specified by the system. SALUS
uses initials only.

```
-------------------------------------------------------------------------
|                                                    |                    |
|                                                    |                    |
|          DATE REQUEST SENT TO LIBRARY              |     H110           |
|                                                    |     DATER          |
|                                                    |                    |
-------------------------------------------------------------------------
```

CHARACTERISTICS

       Optional

       Not repeatable

       Not subfielded

PURPOSE

       Field H120 serves to record the date that a request form for
ordering the document was generated by the computer and sent to
the library or other section responsible for acquisitions and/or
interlibrary loans.

SELECTION

       In many cases, this will be the date on which the bibliographic
information for an individual documentary unit is first entered
into the system. The status code (field H310) will be RSENT.

       When the document is already in hand, there is no need for a
request form and no date is entered in this field. The status
code in this case is NONAB.

DATA ENTRY

       Enter the date in the standard ISO format, YYYY-MM-DD, where

           YYYY = year

            MM = month (in numerical format)

           DD = day

Example

A worksheet for a documentary unit is completed on 5
May 1980; the record is entered into the system on
25 May 1980.

D120:   1980-05-25

```
------------------------------------------------------------------
|                                          |                      |
|                                          |                      |
|       DATE SENT TO MICROFICHE            |      H120            |
|                                          |      DATEM           |
|                                          |                      |
------------------------------------------------------------------
```

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

PURPOSE

Field D140 serves to record the date the documentary unit was
sent to be microfiched.

SELECTION

Enter the date on which the document was sent to be microfiched,
changing the record status (field H310) to FICHE.

DATA ENTRY

Enter the date in the standard ISO format, YYYY-MM-DD, where

YYYY = year

MM = month (in numerical format)

DD = day

Example

The document is sent to be microfiched on 3
September 1976.

D140:   1976-09-03

```
+-----------------------------------------+-------------------------+
|                                         |                         |
|                                         |                         |
| DATE COPYRIGHT PERMISSION REQUESTED     |   H130                  |
|                                         |   DATECR                |
|                                         |                         |
+-----------------------------------------+-------------------------+
```

CHARACTERISTICS

> Optional
>
> Not repeatable
>
> Not subfielded

PURPOSE

> Field H130 is used to record the date on which a letter
> requesting copyright permission so that a documentary unit can
> be microfiched was generated by the computer and mailed.

SELECTION

> Enter the date on which the letter was produced and mailed,
> changing the status code of the record to CSENT.
>
> Documents that are not copyrighted or for which global
> permission to microfiche has been received do not require
> letters. Therefore, no date is entered in this field. The
> status code of these records will be FICHE.

DATA ENTRY

> Enter the date in the standard ISO format, YYYY-MM-DD, where
>
> > YYYY = year
> >
> > MM = month
> >
> > DD = day
>
> Example
>
> > The copyright letter was generated and mailed on 27
> > July 1978.
> >
> > H130:   1978-07-27

```
---------------------------------------------------------------
|                                   |                         |
|                                   |                         |
|     VOL. NO. IN PRINTED BIBLIO.   |       H210              |
|                                   |       VOLNO             |
|                                   |                         |
---------------------------------------------------------------
```

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

PURPOSE

Field H210 is used to record the number of the printed
bibliography in which an individual document is cited.

DATA ENTRY

Enter the one or two digit number assigned to the bibliography
when it is published. Since this number will probably not be
known when a record is entered into the system, it is easier to
add this number afterwards, by means of a global change, to all
the records contained in a given volume of the printed
bibliography.

Example

Record ISN#7400 is one of a series of records
(6861-7560) contained in Volume 10 of SALUS: low-cost
rural health care and health manpower training.

H310:   10

```
 ----------------------------------------------------------------
|                                   |                            |
|                                   |                            |
|          STATUS CODE              |        H310                |
|                                   |        STATUS              |
|                                   |                            |
 ----------------------------------------------------------------
```

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

PURPOSE

Field H310 serves to record the status code of an individual
record, which indicates which processing\ stage (from original
entry to microfiche) the document has attained.

SELECTION

Select one of the following codes from the list presently used
by SALUS. Other codes may be added as needed.

CPRNT   - Copyright letter must be printed

CSENT   - Copyright letter has been printed and mailed

DENYD   - Permission to microfiche has been denied

DUPED   - Duplicate record (hopefully not needed!)

FICHE   - Document has been sent to microfiching

HEALTH - Used in SALUS to indicate records from old system

MPRNT   - Document ready to be sent to microfiching

NONAB   - Document has not been abstracted or indexed

RSENT   - Library request form has been printed and sent

RPRNT - Library request form to be printed

WPRNT - Worksheet to be printed

DATA ENTRY

Enter the appropriate code in field H310.

****Note for SALUS Manager: Field H310 is validated against field H320 (VALID STATUS NAME), which exists in the data base but is never used to enter new data.****

```
**********
* ANNEXES *
**********
```

ANNEX 1:   DATA-DEFINITION TABLE (DDT)

FIELD NAME	MNEMONIC	TAG	OFFSET	LENGTH														
RESEQUENCED NUMBER	RESNUM	A100	-1	10						Y		B	1	10		A100		
PARTICIPATING CENTRE RECORD NUMBER	PCN	A110	-1	11														
LIBRARY CODE AND CALL NUMBER	LIBCAL	A120	-1	35		Y												
LIBRARY CODE	LIBCOD	A121	-1	10			Y											
CALL NUMBER	CALLNO	A122	-1	25			Y											
BIBLIOGRAPHIC LEVEL	BIBLEV	A130	-1	3		Y												
LEVEL - DOCUMENTARY UNIT	LEVDU	A131	-1	1			Y											
LEVEL - GENERIC DOCUMENT	LEVGD	A132	-1	2			Y											
RELATED RECORD	RELREC	A140	-1	22	Y	Y												
RELATOR	RELATR	A141	-1	1														
RESEQUENCED RN OF REL RECORD	RELRN	A142	-1	10														
PCN OF RELATED RECORD	RELPCN	A143	-1	11														
COUNTRY OF ORIGIN OF DOCUMENT	ORIGIN	A160	4	2			Y		Y							KGEO G130		
PERSONAL AUTHOR - DOCUMENTARY UNIT	AUTHOR	B210	-1	100	Y	Y												
INSTITUTION - DOCUMENTARY UNIT	INST	B220	-1	488	Y	Y												
INSTITUTION DU - NAME	INSTNA	B221	-1	240			Y											
INSTITUTION DU - CITY	INSTCI	B222	-1	40			Y											
INSTITUTION DU - COUNTRY CODE	INSTCC	B223	4	2			Y		Y							KGEO G130		
INSTITUTION DU - SUB-BODY	INSTSB	B225	-1	200			Y											
TITLE OF DOCUMENTARY UNIT	TITLE	B230	-1	400			Y	Y		Y		B	50	W 40	N 1		B230		
TRANSLATED TITLE - ENGLISH	TRTIEN	B240	-1	400			Y											
TRANSLATED TITLE - OTHERS	TRTIOT	B280	-1	400														
PERSONAL AUTHOR - GENERIC DOCUMENT	AUTGEN	B310	-1	160	Y	Y		A										
INSTITUTION - GENERIC DOCUMENT	INSTG	B320	-1	494	Y	Y		A										
INSTITUTION GD - NAME	INSGNA	B321	-1	240				A										
INSTITUTION GD - CITY	INSGCI	B322	-1	40				A										
INSTITUTION GD - COUNTRY CODE	INSGCC	B323	4	2				A	Y							KGEO G130		
INSTITUTION GD - SUB-BODY	INSGSB	B325	-1	200			A	Y										
TITLE OF GENERIC DOCUMENT (M/C)	TITLEG	B330	-1	400														
VOL/PART NUMBER - COLLECTION	VOLCO	B340	-1	40														
TITLE OF SERIAL	TITLES	B410	-1	400			Y											
VOLUME AND PART NUMBER - SERIAL	VOLSER	B420	-1	40			Y											
ISSN	ISSN	B430	-1	9			Y											
LANGUAGES OF TEXT	LANTEX	B540	-1	25			Y											
LANGUAGES OF SUMMARIES	LANSUM	B560	-1	25														
PUBLISHER	PUBL	B610	-1	300		Y												
PUBLISHER NAME	PUBNA	B611	-1	250			Y											
PUBLISHER CITY	PUBCI	B612	-1	40			Y											
PUBLISHER COUNTRY CODE	PUBCC	B613	4	2			Y		Y							KGEO G130		
DATE OF IMPRINT/ISSUE - FREE FORM	DATE	B620	-1	30			Y											
YEAR OF IMPRINT/ISSUE	YEAR	B630	-1	4			Y											

FIELD NAME	MNEMONIC	TAG	OFFSET	LENGTH	NUMERIC	REPEAT FIELD	SUB PROMPT	VALIDATE	INV KEY	E EXTR TYPE	E EXTR LNG	STRIP TYPE	STRIP LNG	LVAL FILE	ARG NAME	EXIT NAME
COLLATION	COLLAT	B640	-1	90		Y										
PAGINATION/DESCRIPTION	PAGINA	B641	-1	40			Y									
COLLATION NOTES	COLNOT	B642	-1	50			Y									
REPORT NUMBER OR SYMBOL	REPORT	B650	-1	50	Y	Y										
ISBN	ISBN	B660	-1	13												
EDITION	EDITN	B670	-1	25												
MEETING, CONFERENCE, ETC.	MEET	B710	-1	450	Y	Y										
MEETING NAME AND NUMBER	MEETNA	B711	-1	350												
MEETING CITY	MEETCI	B712	-1	50												
MEETING COUNTRY CODE	MEETCC	B713	4	2				Y							KGEO	G130
MEETING DATE	MEETDA	B714	-1	40												
ACADEMIC DEGREE	DEGREE	B720	-1	100												
COPYRIGHT CODE	COPYCO	B810	-1	54		Y										
COPYRIGHT HOLDER'S CODE	COHOCO	B811	4	4			Y	Y							RITE	B812
COPYRIGHT HOLDER'S NAME	COHONA	B812	10	50												
ANCILLARY DATA	ADATA	B820	-1	400												
PRIMARY GEOGRAPHIC AREA	PGEO	C100	-1	2		Y										
Primary Geographic Code	PGEOCD	C101	4	2			Y	Y							KGEO	G130
MAIN CHAPTER	CHAPTR	C140	4	10			Y	Y							CHAP	H980
SEE ALSO CHAPTER	SEECHP	C160	-1	10	Y	Y										
CORRESPONDENCE TO OTHER SYSTEMS	CORSYS	C170	-1	10	Y											
DESCRIPTORS	DESCR	C210	-1	800			Y		Y	B	50	T	80	C210		
PROPOSED DESCRIPTORS	PRODES	C220	-1	100												
ABSTRACT	ABSTR	C310	-1	3000			Y									
STATISTICAL TABLE	STAT	C510	-1	275	Y	Y										
STATISTICAL TABLE - ID	STID	C511	-1	20												
STATISTICAL TABLE - DESCRIPTORS	STDESC	C512	-1	200												
STATISTICAL TABLE - GEO CODES	STGEO	C513	-1	25												
STATISTICAL TABLE - DATES	STDATE	C514	-1	9												
VALID COUNTRY NAME	VACONA	G130	76	50												
DATE REQUEST SENT TO LIBRARY	DATER	H110	-1	10												
DATE SENT TO MICROFICHE	DATEM	H120	-1	10												
DATE COPYRIGHT PERMISSION ASKED	DATECR	H130	-1	10												
VOL. NO. IN PRINTED BIBLIO.	VOLNO	H210	-1	2												
STATUS CODE	STATUS	H310	4	6				Y	Y	B	1	6		H310	KSTA	
VALID STATUS NAME	VASTNA	H320	12	60												
VALID CHAPTER EXPANSION	VACHEX	H980	16	200												
No. of expected fiches	FICHNO	D060	-1	2			Y									
DOCUMENTALIST	DOCUM	D100	-1	30			Y									

Sources: International Organization for Standardization. Codes for
           the representation of names of countries. Geneva, ISO,
           1974. Amendments issued frequently. (ISO 3166)

           DEVSIS Study Team. DEVSIS: the preliminary design of an
           international information system for the development
           sciences. Ottawa, International Development Research
           Centre, 1976, 188-192. (IDRC-065e)

Regions

Global	XZ
Africa	XA
Asia and the Pacific	XP
Europe	XE
Latin America	XL
North America	XN
Western Asia	XW
Developing country	XD

Countries (including regional code)

Afghanistan	AF	XP
Albania	AL	XE
Algeria	DZ	XA
American Samoa	AS	XP
Andorra	AD	XE
Angola	AO	XA
Antarctica	AQ	
Antigua	AG	XL
Argentina	AR	XL
Australia	AU	XP
Austria	AT	XE
Bahamas	BS	XL
Bahrain	BH	XW
Bangladesh	BD	XP
Barbados	BB	XL
Belgium	BE	XE

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Belize	BZ	XL
Benin	BJ	XA
Bermuda	BM	XN
Bhutan	BT	XP
Bolivia	BO	XL
Botswana	BW	XA
Bouvet Island	BV	
Brazil	BR	XL
British Indian Ocean Territory	IO	XP
British Virgin Islands	VG	XL
Brunei	BN	XP
Bulgaria	BG	XE
Burma	BU	XP
Burundi	BI	XA
Byelorussian SSR	BY	XE
Cameroon, United Republic of	CM	XA
Canada	CA	XN
Canton and Enderbury Islands	CT	XP
Cape Verde	CV	XA
Cayman Islands	KY	XL
Central African Republic	CF	XA
Chad	TD	XA
Chile	CL	XL
China	CN	XP
Christmas Island	CX	XP
Cocos (Keeling) Islands	CC	XP
Colombia	CO	XL
Comoros	KM	XA
Congo	CG	XA
Cook Islands	CK	XP
Costa Rica	CR	XL
Cuba	CU	XL
Cyprus	CY	XE
Czechoslovakia	CS	XE
Denmark	DK	XE
Djibouti	DJ	XA
Dominica	DM	XL
Dominican Republic	DO	XL
Dronning Maud Land	NQ	
East Timor	TP	XP
Ecuador	EC	XL
Egypt	EG	XA
El Salvador	SV	XL
Equatorial Guinea	GQ	XA
Ethiopia	ET	XA
Faeroe Islands	FO	XE
Falkland Islands (Malvinas)	FK	XL
Fiji	FJ	XP
Finland	FI	XE
France	FR	XE

French Guiana	GF	XL
French Polynesia	PF	XP
Gabon	GA	XA
Gambia	GM	XA
German Democratic Republic	DD	XE
Germany, Federal Republic of	DE	XE
Ghana	GH	XA
Gibraltar	GI	XE
Greece	GR	XE
Greenland	GL	XE
Grenada	GD	XL
Guadeloupe	GP	XL
Guam	GU	XP
Guatemala	GT	XL
Guinea	GN	XA
Guinea-Bissau	GW	XA
Guyana	GY	XL
Haiti	HT	XL
Heard and McDonald Islands	HM	XP
Honduras	HN	XL
Hong Kong	HK	XP
Hungary	HU	XE
Iceland	IS	XE
India	IN	XP
Indonesia	ID	XP
Iran	IR	XP
Iraq	IQ	XW
Ireland	IE	XE
Israel	IL	XW
Italy	IT	XE
Ivory Coast	CI	XA
Jamaica	JM	XL
Japan	JP	XP
Johnston Island	JT	XP
Jordan	JO	XW
Kampuchea, Democratic	KH	XP
Kenya	KE	XA
Kiribati	KI	XP
Korea, Democratic People's Republic of	KP	XP
Korea, Republic of	KR	XP
Kuwait	KW	XW
Lao People's Democratic Republic	LA	XP
Lebanon	LB	XW
Lesotho	LS	XA
Liberia	LR	XA
Libyan Arab Jamahiriya	LY	XA

Liechtenstein	LI	XE
Luxembourg	LU	XE
Macau	MO	XP
Madagascar	MG	XA
Malawi	MW	XA
Malaysia	MY	XP
Maldives	MV	XP
Mali	ML	XA
Malta	MT	XE
Martinique	MQ	XL
Mauritania	MR	XA
Mauritius	MU	XA
Mexico	MX	XL
Midway Islands	MI	XP
Monaco	MC	XE
Mongolia	MN	XP
Montserrat	MS	XL
Morocco	MA	XA
Mozambique	MZ	XA
Namibia	NA	XA
Nauru	NR	XP
Nepal	NP	XP
Netherlands	NL	XE
Netherlands Antilles	AN	XL
Neutral Zone (between Saudi Arabia and Iraq)	NT	XW
New Caledonia	NC	XP
New Zealand	NZ	XP
Nicaragua	NI	XL
Niger	NE	XA
Nigeria	NG	XA
Niue	NU	XP
Norfolk Island	NF	XP
Norway	NO	XE
Oman	OM	XW
Pacific Islands (Trust Territory)	PC	XP
Pakistan	PK	XP
Panama	PA	XL
Papua New Guinea	PG	XP
Paraguay	PY	XL
Peru	PE	XL
Philippines	PH	XP
Pitcairn Island	PN	XP
Poland	PL	XE
Portugal	PT	XE
Puerto Rico	PR	XL
Qatar	QA	XW

Reunion	RE	XA
Romania	RO	XE
Rwanda	RW	XA
St. Helena	SH	
St. Kitts-Nevis-Anguilla	KN	XL
Saint Lucia	LC	XL
St. Pierre and Miquelon	PM	XN
Saint Vincent and the Grenadines	VC	XL
Samoa	WS	XP
San Marino	SM	XE
Sao Tome and Principe	ST	XA
Saudi Arabia	SA	XW
Senegal	SN	XA
Seychelles	SC	XA
Sierra Leone	SL	XA
Singapore	SG	XP
Solomon Islands	SB	XP
Somalia	SO	XA
South Africa	ZA	XA
Spain	ES	XE
Sri Lanka	LK	XP
Sudan	SD	XA
Suriname	SR	XL
Svalbard and Jan Mayen Islands	SJ	XE
Swaziland	SZ	XA
Sweden	SE	XE
Switzerland	CH	XE
Syrian Arab Republic	SY	XW
Taiwan, Province of China	TW	XP
Tanzania, United Republic of	TZ	XA
Thailand	TH	XP
Togo	TG	XA
Tokelau	TK	XP
Tonga	TO	XP
Trinidad and Tobago	TT	XL
Tunisia	TN	XA
Turkey	TR	XE
Turks and Caicos Islands	TC	XL
Tuvalu	TV	XP
Uganda	UG	XA
Ukrainian SSR	UA	XE
Union of Soviet Socialist Republics	SU	XE
United Arab Emirates	AE	XW
United Kingdom	GB	XE
United States	US	XN
United States Miscellaneous Pacific Islands	PU	XP
United States Virgin Islands	VI	XL
Upper Volta	HV	XA
Uruguay	UY	XL

Vanuatu	VU	XP
Vatican City State (Holy See)	VA	XE
Venezuela	VE	XL
Viet Nam	VN	XP
Wake Island	WK	XP
Wallis and Futuna Islands	WF	XP
Western Sahara	EH	XA
Yemen	YE	XW
Yemen, Democratic	YD	XW
Yugoslavia	YU	XE
Zaire	ZR	XA
Zambia	ZM	XA
Zimbabwe	ZW	XA

Source: International Organization for Standardization. Symbols for languages, countries and authorities. Geneva, ISO, 1967. (ISO/R 639)

Afrikaans	Af
Arabic	Ar
Bengali	Be
Bulgarian	Bg
Chinese	Ch
Czech	Cs
Danish	Da
Dutch (Flemish)	Nl
German	De
English	En
Finnish	Fi
French	Fr
Greek	Gr
Hebrew	He
Hindi	Hi
Hungarian	Hu
Indonesian	In
Italian	It
Japanese	Ja
Korean	Ko
Latin	La
Norwegian	No
Polish	Pl
Portuguese	Pt
Romanian	Ro
Russian	Ru
Sanskrit	Sa
Serbo-Croat	Sh
Slovak	Sk
Slovenian	Sn
Spanish	Es
Swedish	Sv
Turkish	Tr
Ukrainian	Uk
Urdu	Ur

ANNEX 4: ABBREVIATIONS OF PROVINCE AND STATE NAMES

AUSTRALIA

Australian Capital Territory	ACT
New South Wales	NSW
Northern Territory	NT
Queensland	Qld
South Australia	SA
Tasmania	Tas
Victoria	Vic
Western Australia	WA

CANADA

Alberta	Alta
British Columbia	BC
Manitoba	Man
New Brunswick	NB
Newfoundland	Nfld
Northwest Territories	NWT
Nova Scotia	NS
Ontario	Ont
Prince Edward Island	PEI
Quebec	Que
Saskatchewan	Sask
Yukon Territory	YT

UNITED STATES

Alabama	AL
Alaska	AK
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS

Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

ANNEX 5:   ABBREVIATIONS FOR ORDINAL NUMBERS

ENGLISH	FRENCH	SPANISH	
1st	1e	1a	1o
2d	2e	2a	2o
3d	3e	3a	3o
4th	4e	4a	4o
5th	5e	5a	5o
etc.	etc.	etc.	etc.

ANNEX 6: ABBREVIATIONS OF NAMES OF MONTHS

ENGLISH	FRENCH	SPANISH
Jan	jan	enero
Feb	fev	feb
Mar	mar	mar
Apr	avr	abr
May	mai	mayo
Jun	jun	jun
Jul	jul	jul
Aug	aout	ago
Sep	sep	set
Oct	oct	oct
Nov	nov	nov
Dec	dec	dic

Source: International Organization for Standardization. Codes for
the representation of currencies and funds. 2d ed. Geneva,
ISO, 1981. (ISO 4217), Table 1E.

COUNTRY	CURRENCY	CURRENCY CODE
Afghanistan	Afghani	AFA
Albania	Lek	ALL
Algeria	Algerian Dinar	DZD
American Samoa	US Dollar	USD
Andorra	Spanish Peseta	ESP
	French Franc	FRF
Angola	Kwanza	AOK
Antarctica	Norwegian Krone	NOK
Antigua	East Caribbean Dollar	XCD
Argentina	Argentine Peso	ARP
Australia	Australian Dollar	AUD
Austria	Schilling	ATS
Bahamas	Bahamian Dollar	BSD
Bahrain	Bahraini Dinar	BHD
Bangladesh	Taka	BDT
Barbados	Barbados Dollar	BBD
Belgium	Belgian Franc	BEF
Belize	Belize Dollar	BZD
Benin	CFA Franc BCEAO*	XOF
Bermuda	Bermudan Dollar	BMD
Bhutan	Indian Rupee	INR
Bolivia	Bolivian Peso	BOP
Botswana	Pula	BWP
Bouvet Island	Norwegian Krone	NOK
Brazil	Cruzeiro	BRC
British Indian Ocean Territory	Mauritius Rupee	MUR
	Seychelles Rupee	SCR
British Virgin Islands	US Dollar	USD
Brunei	Brunei Dollar	BND
Bulgaria	Lev	BGL
Burma	Kyat	BUK
Burundi	Burundi Franc	BIF
Byelorussian SSR	Rouble	SUR
Cameroon, United Republic of	CFA Franc BEAC**	XAF
Canada	Canadian Dollar	CAD
Canton and Enderbury Islands	Pound Sterling	GBP
	US Dollar	USD

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Cape Verde	Cape Verde Escudo	CVE
Cayman Islands	Cayman Islands Dollar	KYD
Central African Republic	CFA Franc BEAC**	XAF
Chad	CFA Franc BEAC**	XAF
Chile	Chilean Peso	CLP
China	Yuan Renminbi	CNY
Christmas Island	Australian Dollar	AUD
Cocos (Keeling) Islands	Australian Dollar	AUD
Colombia	Colombian Peso	COP
Comoros	Comoros Franc	KMF
Congo	CFA Franc BEAC**	XAF
Cook Islands	New Zealand Dollar	NZD
Costa Rica	Costa Rican Colon	CRC
Cuba	Cuban Peso	CUP
Cyprus	Cyprus Pound	CYP
Czechoslovakia	Koruna	CSK
Denmark	Danish Krone	DKK
Djibouti	Djibouti Franc	DJF
Dominica	East Caribbean Dollar	XCD
Dominican Republic	Dominican Peso	DOP
Dronning Maud Land	Norwegian Krone	NOK
East Timor	Timor Escudo	TPE
Ecuador	Sucre	ECS
Egypt	Egyptian Pound	EGP
El Salvador	El Salvador Colon	SVC
Equatorial Guinea	Ekwele	GQE
Ethiopia	Ethiopian Birr	ETB
Faeroe Islands	Danish Krone	DKK
Falkland Islands (Malvinas)	Falkland Islands Pound	FKP
Fiji	Fiji Dollar	FJD
Finland	Markka	FIM
France	French Franc	FRF
French Guiana	French Franc	FRF
French Polynesia	CFP Franc	XPF
Gabon	CFA Franc BEAC**	XAF
Gambia	Dalasi	GMD
German Democratic Republic	Mark der DDR	DDM
Germany, Federal Republic of	Deutsche Mark	DEM
Ghana	Cedi	GHC
Gibraltar	Gibraltar Pound	GIP
Greece	Drachma	GRD
Greenland	Danish Krone	DKK
Grenada	East Caribbean Dollar	XCD
Guadeloupe	French Franc	FRF
Guam	US Dollar	USD
Guatemala	Quetzal	GTQ

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Guinea	Syli	GNS
Guinea-Bissau	Guinea-Bissau Peso	GWP
Guyana	Guyana Dollar	GYD
Haiti	Gourde	HTG
	US Dollar	USD
Heard and McDonald Islands	Australian Dollar	AUD
Honduras	Lempira	HNL
Hong Kong	Hong Kong Dollar	HKD
Hungary	Forint	HUF
Iceland	Iceland Krona	ISK
India	Indian Rupee	INR
Indonesia	Rupiah	IDR
Iran	Iranian Rial	IRR
Iraq	Iraqi Dinar	IQD
Ireland	Irish Pound	IEP
Israel	Shekel	ILS
Italy	Lira	ITL
Ivory Coast	CFA Franc BCEAO*	XOF
Jamaica	Jamaican Dollar	JMD
Japan	Yen	JPY
Johnston Island	US Dollar	USD
Jordan	Jordanian Dinar	JOD
Kampuchea, Democratic	Riel	KHR
Kenya	Kenyan Shilling	KES
Kiribati	Australian Dollar	AUD
Korea, Democratic People's Republic of	North Korean Won	KPW
Korea, Republic of	Won	KRW
Kuwait	Kuwaiti Dinar	KWD
Lao People's Democratic Republic	Kip	LAK
Lebanon	Lebanese Pound	LBP
Lesotho	Rand	ZAR
	Maloti	LSM
Liberia	Liberian Dollar	LRD
Libyan Arab Jamahiriya	Libyan Dinar	LYD
Liechtenstein	Swiss Franc	CHF
Luxembourg	Luxembourg Franc	LUF
Macau	Pataca	MOP
Madagascar	Malagasy Franc	MGF
Malawi	Kwacha	MWK
Malaysia	Malaysian Ringgit	MYR
Maldives	Maldive Rupee	MVR
Mali	Mali Franc	MLF

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Malta	Maltese Pound	MTP
Martinique	French Franc	FRF
Mauritania	Ouguiya	MRO
Mauritius	Mauritius Rupee	MUR
Mexico	Mexican Peso	MXP
Midway Islands	US Dollar	USD
Monaco	French Franc	FRF
Mongolia	Tugrik	MNT
Montserrat	East Caribbean Dollar	XCD
Morocco	Moroccan Dirham	MAD
Mozambique	Metical	MZM
Namibia	Rand	ZAR
Nauru	Australian Dollar	AUD
Nepal	Nepalese Rupee	NPR
Netherlands	Netherlands Guilder	NLG
Netherlands Antilles	Netherlands Antillian Guilder	ANG
Neutral Zone (between Saudi Arabia and Iraq)	Saudi Riyal	SAR
	Kuwaiti Dinar	KWD
	Iraqi Dinar	IQD
New Caledonia	CFP Franc	XPF
New Zealand	New Zealand Dollar	NZD
Nicaragua	Cordoba	NIC
Niger	CFA Franc BCEAO*	XOF
Nigeria	Naira	NGN
Niue	New Zealand Dollar	NZD
Norfolk Island	Australian Dollar	AUD
Norway	Norwegian Krone	NOK
Oman	Rial Omani	OMR
Pacific Islands (Trust Territory)	US Dollar	USD
Pakistan	Pakistan Rupee	PKR
Panama	Balboa	PAB
	US Dollar	USD
Papua New Guinea	Kina	PGK
Paraguay	Guarani	PYG
Peru	Sol	PES
Philippines	Philippine Peso	PHP
Pitcairn Island	New Zealand Dollar	NZD
Poland	Zloty	PLZ
Portugal	Portuguese Escudo	PTE
Puerto Rico	US Dollar	USD
Qatar	Qatari Rial	QAR
Reunion	French Franc	FRF
Romania	Leu	ROL
Rwanda	Rwanda Franc	RWF

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St. Helena	St. Helena Pound	SHP
St. Kitts-Nevis-Anguilla	East Caribbean Dollar	XCD
Saint Lucia	East Caribbean Dollar	XCD
St. Pierre and Miquelon	French Franc	FRF
Saint Vincent and the Grenadines	East Caribbean Dollar	XCD
Samoa	Tala	WST
San Marino	Italian Lira	ITL
Sao Tome and Principe	Dobra	STD
Saudi Arabia	Saudi Riyal	SAR
Senegal	CFA Franc BCEAO*	XOF
Seychelles	Seychelles Rupee	SCR
Sierra Leone	Leone	SLL
Singapore	Singapore Dollar	SGD
Solomon Islands	Solomon Islands Dollar	SBD
Somalia	Somali Shilling	SOS
South Africa	Rand	ZAR
Spain	Spanish Peseta	ESP
Sri Lanka	Sri Lanka Rupee	LKR
Sudan	Sudanese Pound	SDP
Suriname	Suriname Guilder	SRG
Svalbard and Jan Mayen Islands	Norwegian Krone	NOK
Swaziland	Lilangeni	SZL
Sweden	Swedish Krona	SEK
Switzerland	Swiss Franc	CHF
Syrian Arab Republic	Syrian Pound	SYP
Taiwan, Province of China	New Taiwan Dollar	TWD
Tanzania, United Republic of	Tanzanian Shilling	TZS
Thailand	Baht	THB
Togo	CFA Franc BCEAO*	XOF
Tokelau	New Zealand Dollar	NZD
Tonga	Pa'anga	TOP
Trinidad and Tobago	Trinidad and Tobago Dollar	TTD
Tunisia	Tunisian Dinar	TND
Turkey	Turkish Lira	TRL
Turks and Caicos Islands	US Dollar	USD
Tuvalu	Australian Dollar	AUD
Uganda	Uganda Shilling	UGS
Ukrainian SSR	Rouble	SUR
Union of Soviet Socialist Republics	Rouble	SUR
United Arab Emirates	UAE Dirham	AED
United Kingdom	Pound Sterling	GBP
United States	US Dollar	USD
United States Miscellaneous Pacific Islands	US Dollar	USD

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United States Virgin Islands	US Dollar	USD
Upper Volta	CFA Franc BCEAO*	XOF
Uruguay	Uruguayan Peso	UYP
Vanuatu	Vatu	VUV
Vatican City State (Holy See)	Italian Lira	ITL
Venezuela	Bolivar	VEB
Viet Nam	Dong	VND
Wake Island	US Dollar	USD
Wallis and Futuna Islands	CFP Franc	XPF
Western Sahara	Spanish Peseta	ESP
	Ouguiya	MRO
	Moroccan Dirham	MAD
Yemen	Yemeni Rial	YER
Yemen, Democratic	Yemeni Dinar	YDD
Yugoslavia	New Yugoslavian Dinar	YUD
Zaire	Zaire	ZRZ
Zambia	Kwacha	ZMK
Zimbabwe	Zimbabwe Dollar	ZWD

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This section will briefly consider a number of aspects of implementation of this manual under MINISIS, CDS/ISIS, and DOS/ISIS. The discussion is based on the strict implementation of the respective systems and does not necessarily apply (especially in the more restrictive aspects) to cases where the software (in particular, CDS/ISIS or DOS/ISIS) has been modified after installation. The phrase "strict implementation" means the system as provided by the supplier: MINISIS and DOS/ISIS as provided by the International Development Research Centre (IDRC), CDS/ISIS as provided by Unesco.

In what follows, any references to a field (or data item) will be made by field tag rather than by full name.

1. Assignment of field tags and field names for use in processing
    and language of processing

    a) Field tags:

        Implement under MINISIS exactly as specified in the manual.

        Neither version of ISIS supports four-character tags - only two-character tags may be used. The assignment of the tags is at the discretion of the installation. However, it is recommended that the following fields be implemented as fixed fields (tag 00) under both versions of ISIS because of the saving realized in directory space.

FIELD TAG OF FIELD TO BE FIXED	LENGTH (CHARACTERS)	COMMENTS
A100	10	
A110	11	Essential field; nonrepeating.
A130	03	Essential field; nonrepeating. Subfield 1 occupies the first position of the fixed area; subfield 2 occupies the next two positions. If subfield 2 requires only one space, the remaining position is left blank.
A150	01	Mandatory field; nonrepeating.

A160	02	Essential field; nonrepeating.
A170	01	Essential field for AGRIS installations.
A180	05	Essential field for AGRIS installations.
A190	01	Optional implementation.
B630	04	Essential field; nonrepeating.
C140		If used in a system, must be defined as essential, nonrepeating. Length is determined by the system.

b) Field names and language of processing:

In this model, the names of the fields are defined in English. In all three systems, users may translate the names into the language of their choice if

- the language employs Roman characters, and

- no diacritical marks are needed.

Since May 1982, MINISIS has had the capacity to accommodate field names in a variety of languages, with a variety of character sets. Thus, field prompting during data entry and modification can, more or less, be made to suit the installation.

Users of MINISIS software have a further advantage in that the user commands and dialogue are also language independent.

2. Subfields

All three systems make it possible for the user to identify subfields uniquely. Users of both CDS/ISIS and DOS/ISIS must embed the subfield identifiers within the data. MINISIS permits the user to identify subfields as fields in themselves, without using subfield indicators embedded in the data.

The ease of processing subfields varies considerably among the three systems, with DOS/ISIS providing the least flexibility.

Under MINISIS, subfields are assigned a unique tag and may be treated in the same way as fields. All their attributes are the same except that:

- subfields cannot be subfielded, and

- they cannot repeat.

All functions that can be performed on fields can also be performed on subfields. Only nine subfields are permitted per field.

Under CDS/ISIS, a subfield has no unique tag and cannot be processed as a field on its own. However, a unique two-character identifier is assigned to a subfield and is embedded immediately preceding the string that it identifies. Although most processors look after the subfield identifier (recognize it, strip it, etc.), the fact remains that it is still a part of the data. Like MINISIS, CDS/ISIS does not permit subfields to be subfielded; however, unlike MINISIS, it has no limit on the number of subfields within a field and permits subfields to be repeated any number of times.

With DOS/ISIS, a user may embed subfield identifiers within data, but no special support is provided for subfields within the processors. It is the responsibility of the installation to provide this software support.

3. Data validation

All three systems allow for a certain degree of validation of data. Validation can be thought of as being of two types: a) ensuring that all mandatory data fields are present, and, b) ensuring that the contents of a field assume particular, usually predefined, values.

a) Mandatory data fields: only CDS/ISIS makes it possible
    for a user to define certain fields as unconditionally
    mandatory. In other words, if the user fails to provide
    data for these fields, the record will not be accepted by
    the system.

    This capability, although not supported by MINISIS, can
    be simulated in MINISIS through the use of a user-written
    routine at the record level.

    It is not possible to specify unconditionally mandatory
    fields in DOS/ISIS.

    Conditionally mandatory fields cannot be specified in any
    of the three systems. Conditionally mandatory fields are
    those that are mandatory only if certain conditions
    prevail. However, both CDS/ISIS and MINISIS can
    effectively provide this support through the use of a
    special exit (in MINISIS) or user-validation routine
    (CDS/ISIS) at the record level. These routines must be
    written by the installation.

b) Validation of field contents: the extensiveness of the
    facility for the validation of field contents varies from
    system to system. In all three systems it is possible to
    validate the contents of a field against an authority
    file. But only in MINISIS can one check auxiliary
    information in the authority file during validation, to
    double-check the accuracy of the original selection.

    Both CDS/ISIS and MINISIS permit the user to execute
    range checks, verify check digits, and the like. In both
    systems, this is realized through user-written routines
    similar to those mentioned in section (a), above.
    CDS/ISIS also explicitly allows a user to specify default
    values for certain fields. In MINISIS this can be
    simulated through user exits at the record level. In
    MINISIS, validation is done on-line; in both CDS/ISIS and
    DOS/ISIS, it is done in batch.

4. Processing of data in various languages

    The ease of handling different languages varies from system
    to system. (Some preliminary discussion of this topic can be
    found in section 1 (b), above.) There are basically two
    cases: a) languages that use the Roman character set and b)
    non-Roman languages that have up to 256 characters per
    character set (i.e., not Chinese or Japanese).

a) Both MINISIS and CDS/ISIS support, in all facets of processing, all languages that use the Roman character set, not necessarily English. It is possible, using these systems, to represent (through encoding) a set of diacritical marks (grave, acute, etc.) and to have them managed by the system. The MINISIS encoding sequence for 'e acute' is e|' or e (when using the extended Roman character set); the CDS/ISIS sequence is @7e. DOS/ISIS provides no support for these characters.

b) Although CDS/ISIS provides some support for alternate character sets through customization procedures, only in MINISIS is alternate character-set support fully integrated into all facets of the system. Under MINISIS, an installation using a Roman/Arabic terminal and cataloguing an Arabic document can enter all the information in Arabic and process the document with no concern. The original title is, of course, in Arabic. Other fields in the record and other complete records may be in different languages, with no adverse effects on processing whatever.

DOS/ISIS has no support for alternate character sets.

5. Exchange of data bases

Exchange of data is probably the most important aspect of data collection. This section will make a number of suggestions that can make data base exchange easier.

a) All three systems can accept, and produce, magnetic tape files in the ISO 2709 format. In MINISIS, the ISOCONV processor is used for both functions; in ISIS, RTV29 will produce an ISO tape and RTV30 will read an ISO tape.

b) All three systems can accept or produce a tape in EBCDIC; MINISIS also handles (preferably) ASCII-coded data.

c) All three systems can process tapes that are either labeled or unlabeled. MINISIS prefers unlabeled tapes; the ISIS systems prefer labeled tapes.

d) All three systems can process nine-track, 1600 BPI tapes. MINISIS must have tapes in this format.

e) MINISIS can accept an AGRIS format ISO tape directly, correctly decoding the subrecord directories.

f) Binary data should never be transmitted on an ISO tape
    because of the difficulties with conversion between
    EBCDIC and ASCII. All numeric data should be transmitted
    in character form.

g) Regardless of what tags and names are assigned locally,
    exchange would be greatly facilitated if standard tags
    and subfield identifiers were used on the ISO file. The
    following are recommended:

DATA FIELD	ISO TAG	SUBFIELD IDENTIFIERS
ISN (MINISIS)	001	
Record number (ISIS)	001	
A100	100	
A110	110	
A120	120	@1@2
A130	130	@1@2
A140	140	@1@2@3
A150	150	
A160	160	
A170	170	
A180	180	
A190	190	
B210	210	
B220	220	@1@2@3@4@5@6@7
B230	230	
B240	240	
B250	250	
B260	260	
B270	270	
B310	310	
B320	320	@1@2@3@4@5
B330	330	
B340	340	
B410	410	
B420	420	
B430	430	
B540	540	
B560	560	
B610	610	@1@2@3
B620	620	
B630	630	
B640	640	@1@2
B650	650	
B660	660	
B670	670	
B710	710	@1@2@3@4
B720	720	
B730	730	@1@2@3
B740	740	@1@2@3

B810	810	
B820	820	
C100	010	@1@2@3@4@5@6@7@8@9
C110	011	@1@2@3@4@5@6@7@8@9
C120	012	
C130	013	
C140	014	
C150	015	
C160	016	
C170	017	
C210	021	
C220	022	
C310	031	
C410	041	
C430	043	
C510	051	@1@2@3@4
D100	900	
D120	902	
D140	904	

It is also suggested that any fields transmitted on the ISO
tape, which are strictly local fields, be assigned an ISO tag
in the range 950-999.

h) Any installation using CDS/ISIS and making use of the
special subfield attributes should eliminate those extra
subfields - by combining them with others, by dropping
them, or by creating new fields - when sending an ISO
tape to a non-CDS/ISIS installation.

i) When creating an ISO tape, any installation with data
linked to authority files should either expand the fields
to incorporate the data in the authority file, or send a
separate ISO tape that contains the authority file in ISO
format; the former is usually preferable because of the
different ways in which authority files are handled.

j) An ISO tape must be accompanied by a statement of
encoding sequence used for diacriticals. The receiving
installation, if it does not use the same software as the
sending installation, may modify or remove the encoding
at its discretion. If this is too difficult, the
receiving installation should request the sending
installation to remove or modify the encoding sequence.

k) Installations that make use of alternate character sets
    must exercise a great deal of caution when creating ISO
    tapes. First, if the receiving installation does not use
    alternate character sets, there is no point in sending
    such data. Second, it is not necessarily true that an
    IBM terminal generating Arabic characters will generate
    the same bit pattern for those characters as will an
    ASCII Arabic terminal. Therefore, unless both receiving
    and sending installations use the same terminals and
    printers, there is no point in sending the data using the
    alternate character set, unless special software is
    written to translate the encoding.

    Only if data stored in alternate character sets can be
    transliterated according to UNISIST or ISO schemes,
    should they be sent to a noncompatible institution. In
    MINISIS, a special exit could be written for ISOCONV, to
    execute this transliteration.

6. Running indexes using the title field

    The title field, B230, is repeatable. In any of the three
    systems, running an index with this field as primary key will
    select all occurrences; running an index with this field as
    secondary key will select only the first occurrence. This latter
    feature ensures that the correct title will be chosen for
    processing.

Academia de Ciencias Medicas, Fisicas y Naturales de Guatemala /
Ciudad de Guatemala / GT

Acta Tropica / Basel / CH

ACTION / Peace Corps / Washington DC / US

Afghanistan. Ministry of Public Health / * * / AF / Department of
Basic Health Services

Afghanistan. Ministry of Public Health / * * / AF / Department of
Preventive Medicine

African Medical and Research Foundation / Nairobi / KE

African Studies Association / Waltham MA / US

African-American Scholars Council / Washington DC / US

Afrique Medicale / Dakar / SN

AFYA: Journal for Medical and Health Workers / Nairobi / KE

Aga Khan Foundation / Geneva / CH

Algerie. Ministere de la Sante / * * / DZ

All Africa Leprosy and Rehabilitation Training Centre / Addis Ababa /
ET

All India Institute of Hygiene and Public Health / Calcutta / IN

All India Institute of Medical Sciences / New Delhi / IN / Department
of Rehabilitation and Artificial Limbs

All India Institute of Medical Sciences / New Delhi / IN / Integrated
Child Development Services

All Saints Hospital / Transkei / ZA

American Academy of Pediatrics / Evanston IL / US / Committee on
Nutrition

American College of Nurse-Midwives / New York NY / US

American College of Preventive Medicine / Bethesda MD / US

American Council of Voluntary Agencies for Foreign Service, Inc. / New
    York NY / US

American Friends Service Committee / Philadelphia PA / US

American Institutes for Research / Washington DC / US

American Journal of Tropical Medicine and Hygiene / Baltimore MD / US

American Leprosy Missions / Bloomfield NJ / US

American Medical Association / Chicago IL / US

American Medical News / Chicago IL / US

American Nurse / Kansas City MO / US

American Public Health Association / Washington DC / US

American Public Health Association / Washington DC / US / Committee on
    Research and Standards

American Public Health Association / Washington DC / US / Strategy
    Advisory Group on Anti-Malaria Support Strategy for Tropical
    Africa

American Universities Field Staff / Hanover NH / US

Andhra Mahila Sabha / Madras / IN

Anti-Epidemic Medical Workers of Shaokuah Prefecture / Kwangtung / CN

Antiseptic / Madras / IN

Appropriate Health Resources and Technologies Action Group Ltd. /
    London / GB

Appropriate Technology for Health / Geneva / CH

Argentina. Departamento de Asistencia Social / * * / AR

Argentina. State Secretariat for Culture and Education / * * / AR

Asia Foundation / New York NY / US

Asociacion Chilena de Facultades de Medicina / Santiago / CL

Asociacion Colombiana de Facultades de Medicina / Bogota / CO

Asociacion Colombiana de Facultades de Medicin / Bogota / CO /
    Division de Educacion

Asociacion Demografica Costarricense / San Jose / CR

Asociacion Latinoamericana de Desarrollo Rural (ALADER) / Bogota / CO

Asociacion Venezolana de Facultades (Escuelas) de Medicina / Caracas / VE

Assignment Children / Geneva / CH

Association Africaine d'Education pour le Developpement / Dakar / SN

Association for Asian Studies / Ann Arbor MI / US

Association of American Medical Colleges / Washington DC / US

Association of Operating Room Nurses / Denver CO / US

Association of Research Libraries / Washington DC / US

Association of Surgeons of East Africa / Lusaka / ZM

Association of Teachers of Preventive Medicine / Denver CO / US

Australasian Nurses Journal / Port Adelaide / AU

Australia. Department of Health / * * / AU

Australia. Department of Health / * * / AU / Northern Territory

Australia. Department of Health / * * / AU / Northern Territory Education and Training Task Force

Australian Development Assistance Bureau / Canberra / AU

Australian Nurses Journal / Melbourne / AU

Banco Central del Ecuador / Quito / EC

Bangladesh Academy for Rural Development / Comilla / BD

Ben Gurion University of the Negev / Beersheva / IL

Biblioteca Regional de Medicina y Ciencias de la Salud / Sao Paulo / BR

Boletin de la Oficina Sanitaria Panamericana / Washington DC / US

Bolivia. Ministerio de Prevision Social y Salud Publica / * * / BO

Boston University / Brookline MA / US / African Studies Center

Brasil. Comissao de Saude / * * / BR / Camara dos Deputados

Brasil. Ministerio da Educacao e Cultura / * * / BR

Brasil. Ministerio da Educacao e Cultura / * * / BR / Secretaria de
        Ensino Superior

Brasil. Ministerio da Saude / * * / BR

Brazil. Ministry of Health / * * / BR

British Life Assurance Trust Centre for Health and Medical Education /
        London / GB

British Medical Association / London / GB

British Medical Journal / London / GB

British Medical Research Council / London / GB

British Red Cross Society / London / GB

Brong-Ahafo Rural Integrated Development Programme / Kintempo / GH

Bulletin of the International Union against Tuberculosis / Paris / FR

Bulletin of the Pan American Health Organization / Washington DC / US

Bureau d'Etudes et de Recherches pour la Promotion de la Sante /
        Kangu-Mayumbe / ZR

Bureau of Hygiene and Tropical Diseases / London / GB

C.D.I. Bwamanda / Brazzaville / CG

Cajanus / Kingston / JM

Canada. Department of National Health and Welfare / * * / CA

Canadian International Development Agency / Ottawa / CA

Canadian Society for Tropical Medicine and International Health /
        Ottawa / CA / International Health Committee

Canadian University Service Overseas / Ottawa / CA

Caribbean Epidemiology Centre (Carec) / Port-of-Spain / TT

Caribbean Food and Nutrition Institute / Kingston / JM

CARICOM / Georgetown / BB / Secretariat

Catholic Institute for International Relations / London / GB

Center for Population Planning / Ann Arbor MI / US

Centers for Disease Control / Atlanta GA / US / Immunization Practices
        Advisory Committee

Central African Journal of Medicine / Salisbury / ZW

Central Family Planning Institute / New Delhi / IN

Central Health Education Bureau / New Delhi / IN / Directorate General
        of Health Services

Central Treaty Organization / Ankara / TR

Centre Calling / New Delhi / IN

Centre d'Etudes et de Recherches pour la Promotion de la Sante /
        Kangu-Mayumbe / ZR

Centre d'Hygiene Familiale / Port-au-Prince / HT

Centre d'Information sur la Vie Sexuelle, la Maternite et la
        Regulation des Naissances / Paris / FR

Centre de Recherche pour le Development International / Ottawa / CA

Centre de Recherches pour le Developpement International / Dakar / SN
        / Bureau Regional d'Afrique

Centre for Endogenous Development Studies / Tehran / IR

Centre for Environmental Studies / London / GB

Centre for Social and Economic Development / La Paz / BO

Centre International de l'Enfance / Paris / FR

Centre International pour le Developpement Social et la Sante
        Communautaire / Bordeaux / FR

Centre National de la Recherche Scientifique / Paris / FR

Centro de Investigaciones Multidisciplinarias en Desarrollo Rural /
        Cali / CO

Centro Internacional de Investigaciones para el Desarrollo / Bogota /
        CO / Oficina Regional para America Latina

Centro Latinoamericano de Perinatologia y Desarrollo Humano /
        Montevideo / UY

Centro Panamericano de Ingenieria Sanitaria y Ciencias del Ambiente /
        Lima / PE

Centro para el Desarrollo Rural y Cooperacion / Santiago / CL

Centro Paraguayo de Estudios de Poblacion / Asuncion / PY

Chilalo Agricultural Development Unit / Addis Ababa / ET

Children in the Tropics / Paris / FR

Chile. Ministerio de Salud Publica / * * / CL / Programa de Servicios
        de Salud Materno Infantil y Bienestar Familiar (PESMIB)

Chile. National Health Service / * * / CL

China Medical Board of New York / New York NY / US

China News Analysis / Hong Kong / HK

China Reconstructs / Beijing / CN

China-Analysen / Frankfurt / DE

Chinese Academy of Medical Sciences / Beijing / CN / Institute of
        Pediatrics

Chinese Academy of Medical Sciences / Beijing / CN / Institute of
        Pediatrics, Collaborative Investigation Team of Rural Child
        Health Care

Chinese Centre for International Training in Family Planning /
        Taichune / TW

Chinese Communist Party Committee of the Peking Tuberculosis Institute
        / Beijing / CN

Chinese Literature / Beijing / CN

Chinese Medical Association / Beijing / CN

Chinese Medical Journal / Beijing / CN

Christian Council of Nigeria / Lagos / NG

Christian Medical Association of India / Nagpur / IN

Christian Medical College Hospital / Vellore / IN

Christian Medical Commission / Geneva / CH

Christian Physicians' Association / Kang Wha / KR

Church Hospital Association of Ghana / Accra / GH

Churches Medical Association of Zambia / Lusaka / ZM

Ciba Foundation / London / GB

Colegio de Postgraduados / Chapingo / MX

College of General Practitioners / Penang / MY / Penang Chapter

Colombia. Comite Nacional de Investigacion en Tecnologia de Alimentos
         y Nutricion / * * / CO

Colombia. Departamento Administrativo Nacional de Estadistica / * * /
         CO

Colombia. Departamento de Energia, Agua y Telecomunicaciones / * * /
         CO

Colombia. Departamento Nacional de Planeacion / * * / CO

Colombia. Ministerio de Educacion Nacional / * * / CO

Colombia. Ministerio de Salud Publica y Asistencia Social / * * / CO

Colombia. Ministerio de Salud Publica y Asistencia Social / * * / CO /
         Instituto Colombiano de Bienestar Familiar

Colombia. Ministerio de Salud Publica y Asistencia Social / * * / CO /
         Instituto Nacional de Salud

Colombia. Ministerio de Salud Publica y Asistencia Social / * * / CO /
         Instituto Nacional para Programas Especiales de Salud

Colombia. Ministerio de Salud Publica y Asistencia Social / * * / CO /
         Oficina de Planeacion

Colombia. Ministry of Public Health and Social Welfare / * * / CO

Colombia. Ministry of Public Health and Social Welfare / * * / CO /
         Instituto Colombiano de Bienestar Familiar-Harvard-Giessen
         Research Project on Malnutrition and Mental Development

Colombia. Secretaria Tecnica del Consejo Superior de Planificacion
         Economica / * * / CO

Colombia. Servicio Nacional de Aprendizaje / * * / CO

Colombian Association of Faculties of Medicine / Bogota / CO

Colombo Plan Bureau / Colombo / LK

Columbia University / New York NY / US

Comite Francais d'Education Sanitaire et Sociale / Paris / FR

Comite Permanent Interetats de Lutte contre la Secheresse dans le
         Sahel / Ouagadougou / HV

Comite Regional de Promocion de Salud Rural / Ciudad de Guatemala / GT

Commission des Affaires Sociales / Paris / FR

Committee for the Promotion of Aid to Co-operatives / Rome / IT

Committee of Concerned Asian Scholars / Cambridge MA / US

Commonwealth Bureau of Nutrition / Aberdeen / GB

Commonwealth Foundation / London / GB

Commonwealth Scientific and Industrial Research Organization /
        Melbourne / AU / Central Information, Library and Editorial
        Section

Commonwealth Scientific and Industrial Research Organization / Highett
        / AU / Division of Food Research, Dairy Research Laboratory

Commonwealth Secretariat / London / GB

Community Change / Mill Valley CA / US

Community Health Education and Motivation Programme / Sarawak / MY

Community Systems Foundation / Ann Arbor MI / US

Conference of Missionary Societies of Great Britain and Ireland /
        London / GB

Conference of Missionary Societies of Great Britain and Ireland /
        London / GB / Medical Committee

Confederation Internationale des Sages-Femmes / Londres / GB

Consejo Mundial de la Alimentacion / Roma / IT

Consejo Nacional de Ciencia y Tecnologia / Ciudad de Mexico / MX

Consejo Superior Universitario Centroamericano / San Jose / CR /
        Programa Centroamericano de Salud

Consumer's Association of Penang / Penang / MY

Contemporary China Institute / London / GB

Convenio Hipolito Unane / Caracas / VE / Secretaria Ejecutiva

Cooperation Canada/Tunisienne / Tunis / TN

Coordinating Agency for Health Planning / New Delhi / IN

Costa Rica. Ministerio de Salud / * * / CR

Costa Rica. Ministerio de Salud / * * / CR / Direccion General de
        Salud, Departamento de Salud Rural

Costa Rica. Ministry of Public Health / San Jose / CR

Council for International Organizations of Medical Sciences / Geneva /
        CH

Council of Planning Librarians / Monticello IL / US

Courrier / Paris / FR

Critical Health / Johannesburg / ZA

Croix-Rouge Francaise / Paris / FR

Cuba. Ministerio de Salud Publica / * * / CU

Cuba. Ministerio de Salud Publica / * * / CU / Direccion General de
        Estadistica

Cuba. Ministere du Travail / * * / CU / Direction de Securite Social

Cuba. Ministry of Public Health / * * / CU

Curran Lutheran Hospital / Monrovia / LR

Current Scene / Hong Kong / HK

Cyprus. Ministry of Health / * * / CY

Dag Hammarskjold Foundation / Uppsala / SE

Damien Foundation / Brussels / BE

Deutsche Stiftung Fur Entwicklungslander / Berlin / DD

Deutsches Institut Fur Entwicklungspolitik / Berlin / DD

Development Academy of the Philippines / Quezon City / PH

Development Communication Report / Washington DC / US

Development Research and Consulting Group / Kathmandu / NP

Developpement et Sante / Paris / FR

Direccion Sectorial de Salud del Poder Popular / Habana / CU

Duke University / Durham NC / US / Medical Center

East African Academy / Nairobi / KE

East African and British Medical Research Council

East African Literature Bureau / Nairobi / KE

East African Management Institute / Arusha / TZ

East African Medical Journal / Nairobi / KE

East African Medical Research Council / Nairobi / KE

East Pakistan Family Planning Board / Dacca / PK

East Pakistan Research and Evaluation Centre / Dacca / PK

East Pakistan Research and Evaluation Centre / Dacca / PK /
        Sweden-Pakistan Family Welfare Project

East-West Center / Honolulu HI / US

East-West Communication Institute / Honolulu HI / US / Summer Program
        of Advanced Study on Communication and Development

ECA / Addis Ababa / ET / African Training and Research Centre for
        Women

Economic Review / Colombo / LK

Ecuador. Ministerio de Salud Publica / * * / EC

Ecuador. Ministerio de Salud Publica / * * / EC / Direccion Nacional
        de Salud Rural

Ecuador. Secretaria Tecnica del Comite de Politicas Nacionales de
        Alimentacion y Nutricion / * * / EC

Ecuador. Secretaria Tecnica Ejecutiva de Politica Nacional de
        Alimentacion y Nutricion / * * / EC

Educacion Medica y Salud / Washington DC / US

Egypt. Ministry of Health / * * / EG

Egypt. Ministry of Health / * * / EG / Nutrition Institute

El Salvador. Programa Nacional de Salud Integral / * * / SV / Programa
        de Caritas por la Salud y el Bienestar Rural

Epidemiological Bulletin / Washington DC / US

Erasmus University / Rotterdam / NL / Centre for Development Planning

Espana. Ministerio de Trabajo / * * / ES

Ethiopia. Ministry of Public Health / * * / ET

Ethiopian Nutrition Institute / Addis Ababa / ET / Communication
        Centre

European Society for Paediatric Gastroenterology / Stockholm / SE /
        Committee on Nutrition

Excerpta Medica Foundation / Amsterdam / NL

Family Health Care / Washington DC / US

Family Planning Association of Bangladesh / Dacca / BD

Family Planning Association of Pakistan / Lahore / PK

Family Planning Association of Rhodesia / Salisbury / ZW

Family Planning Project / Serpong / ID

Fangtao People's Commune Health Center / Fukien / CN

FAO / Bangkok / TH

FAO / Rome / IT

Far Eastern Economic Review / Hong Kong / HK

Federacion Panamericana de Asociaciones de Facultades de Medicina /
    Bogota / CO

Federacion Panamericana de Asociaciones de Facultades de Medicina /
    Caracas / VE

Federation of Family Planning Associations / Kuala Lumpur / MY

Federation Internationale de Gynecologie et d'Obstetrique / Londres /
    GB

Finland. Ministry for Foreign Affairs / * * / FI / Department for
    International Development Cooperation

Food and Nutrition Research Institute / Manila / PH

Food Engineering International / Radnor PA / US

Food Technology / Chicago IL / US

France. Ministere de la Sante et de la Securite Sociale / * * / FR

Friedrich-Ebert-Stiftung / Bonn / DE

Fundacion para Estudios de la Poblacion / Ciudad de Mexico / MX

G.D. Searle and Co. / New York NY / US

Gaceta Medica de Mexico / Ciudad de Mexico / MX

Gadjah Mada University / Gadjah Mada / ID

Gandhigram Institute of Rural Health and Family Planning / Tamil Nadu
    / IN

George Washington University Medical Center / Washington DC / US /
        Biological Sciences Communication Project

Ghana. Ministry of Health / * * / GH / Ghana Health Assessment Project
        Team

Ghana. Ministry of Health / * * / GH / National Health Planning Unit

Ghana. Ministry of Information / * * / GH

Gonasthasthya Kendra / Savar / BD

Greece. Ministry of Social Services / * * / GR

Gresham, Smith and Partners / Nashville TN / US

Guatemala. Ministerio de Salud Publica y Asistencia Social / * * / GT

Guatemala. Ministry of Public Health and Social Welfare / * * / GT

Guatemala. Secretaria de Planificacion Economica / * * / GT

Hacettepe University / Ankara / TR

Hacettepe University / Ankara / TR / School of Medicine, Institute of
        Community Medicine

Hadassah Medical Organization / Jerusalem / IL

Hadassah University Hospital / Jerusalem / IL

Haile Selassie I University / Addis Ababa / ET / Faculty of Medicine

Hamdard National Foundation / Karachi / PK

Harvard University / Cambridge MA / US / Institute for International
        Development

Haslemere Group / London / GB

Haute-Volta. Secretariat General. Organisation de Coordination et de
        Cooperation pour la Lutte contre les Grandes Endemies / * *
        / HV

Health Centre / Nehora / IL

Hebrew University / Jerusalem / IL

Hesperian Foundation / Palo Alto CA / US

Honduras. Ministerio de Salud / * * / HN

Honduras. Patronato Nacional de la Infancia / * * / HN

Honduras. Secretaria de Salud Publica y Asistencia Social / * * / HN

Hospital Practice / New York NY / US

Hospitals / Chicago IL / US

Hopital de Kangu-Mayumbe / Kangu-Mayumbe / ZR

Hopital Protestant de Dabou / Dabou / CI

Hsinhua News Agency / Beijing / CN

IBRD / Washington DC / US

ILO / Geneva / CH

Imperial Organization for Social Services, / Teheran / IR / Commission
        on the Study of Health and Medical Problems

India. Department of Family Planning / * * / IN

India. Department of Family Welfare / * * / IN

India. Department of Health / * * / IN / Bombay State

India. Department of Health / * * / IN / Kerala State

India. Directorate General of Health Services / * * / IN / Central
        Health Education Bureau

India. Institute of Rural Health and Family Planning / * * / IN

India. Ministry of Agriculture / * * / IN / Department of Food, Food
        and Nutrition Board, Working Group on Fortification of Salt
        with Iron

India. Ministry of Community Development / * * / IN

India. Ministry of Health and Family Planning / * * / IN

India. Ministry of Health and Family Welfare / * * / IN

India. Ministry of Education and Social Welfare / * * / IN /
        Department of Social Welfare

Indian Council of Medical Research / New Delhi / IN

Indian Council of Social Science Research / New Delhi / IN

Indian Institute of Management / Ahmedabad / IN

Indian Journal of Medical Research / New Delhi / IN

Indian Journal of Medical Sciences / Bombay / IN

Indo-Dutch Project for Child Welfare / Hyderabad / IN

Indo-Dutch Urban Project for Child Welfare / Hyderabad / IN

Indo-German Social Service Society / New Delhi / IN

Indonesia. Department of Health / * * / ID

Indonesia. Department of Health / * * / ID / National Institute of
      Medical Research

Indonesia. Ministry of Health / * * / ID

Indonesian Planned Parenthood Association / Jakarta / ID

Indonesian Red Cross / Jakarta / ID

Institut de Medecine Tropicale Prince Leopold / Anvers / BE

Institut du Sahel / Bamako / ML

Institut Medical Chretien du Kananga / Kananga / ZR

Institut National de Sante Publique / Abidjan / CI

Institut Technologique de Sante Publique / Oran / DZ

Institute for Development Research / Copenhagen / DK

Institute for Policy Studies / New York NY / US / Health Policy
      Advisory Center

Institute of Child Health / London / GB

Institute of Community and Family Health / Quezon City / PH

Institute of Health and Tibbi (Medical) Research / Karachi / PK

Institute of Immunology / Zagreb / YU

Institute of Nutrition of Central America and Panama / Guatemala City
      / GT

Institute of Rural Health and Family Planning / Gandhigram / IN

Institute of Scientific Research / Kinshasa / ZR / Healers' Medical
      Centre

Instituto Colombiana de Seguros Sociales / Medellin / CO / Caja
      Seccional de Antioquia

Instituto de Nutricion de Centroamerica y Panama / Ciudad de Guatemala
      / GT / Division de Ciencias Agricolas y de Alimentos

Instituto de Nutricion de Centroamerica y Panama / Ciudad de Guatemala
/ GT / Division de Desarrollo Humano

Instituto Mexicano del Seguro Social / Ciudad de Mexico / MX

Instituto Nacional de Medicina y Seguridad del Trabajo / Madrid / ES

Instituto Tecnologico de Costa Rica / Cartago / CR / Centro de
Informacion Tecnologica

Instituto Tecnologico de Santo Domingo / Santo Domingo / DO / Centro
de Investigaciones

Interamerican Training Center in Communication for Population / Panama
City / PA

Intermediate Technology Development Group / London /GB

International Agency for the Prevention of Blindness / Oxford / GB

International Association of Agricultural Medicine and Rural Health /
Madrid / ES / Commission on Living and Working Conditions

International Association of Agricultural Medicine / Paris / FR

International Association of Rural Medicine / Nagano / JP

International Audio-Visual Resource Service / London / GB

International Baby Food Action Network / London / GB

International Centre for Diarrhoeal Disease Research, Bangladesh /
Dacca / BD

International Child Care/Canada / Rexdale Ont/ CA

International Childbirth Education Association / Hillside NJ / US

International Children's Centre / Paris / FR

International Children's Centre / Paris / FR / Programme on the
Development of Information on Early Childhood

International Confederation of Midwives / London / GB

International Development Research Centre / Ottawa / CA

International Epidemiological Association / Geneva / CH

International Federation of Gynaecology and Obstetrics / London / GB

International Hospital Federation / London / GB

International Institute for Applied Systems Analysis / Laxenburg / AT

International Institute for Population Studies / Bombay / IN

International Institute of Rural Reconstruction / New York NY / US

International Journal of Health Education / London / GB

International Medical and Research Foundation / New York NY / US

International Medical and Research Foundation / Warrenton VA / US

International Nursing Foundation of Japan / Tokyo / JP

International Planned Parenthood Federation / Colombo / LK

International Planned Parenthood Federation / Kuala Lumpur / MY

International Planned Parenthood Federation / London / GB

International Planned Parenthood Federation / Nairobi / KE

International Planned Parenthood Federation / Tokyo / JP

International Planned Parenthood Federation / New York NY / US

International Reference Centre for Community Water Supply and
        Sanitation / The Hague / NL

International School of Geneva / Geneva / CH

International Secretariat for Volunteer Service / Manila / PH

International Statistical Institute / The Hague / NL

International Union against Tuberculosis / Paris / FR

International Union for Child Welfare / Geneva / CH

International Union for Health Education / Paris / FR

International Union of Nutritional Sciences / Zurich / CH

International Vitamin A Consultative Group / Washington DC / US

Investigaciones Medico-Sociales del Ecuador / Quito / EC

Iran. Ministry of Health / * * / IR

Israel. Ministry of Agriculture / * * / IL

Israel. Ministry of Foreign Affairs / * * / IL

Israel. Ministry of Health / * * / IL

Jamaica Council for the Handicapped / Kingston / JM

Jamaica. Ministry of Health and Environment Control / * * / JM

Jamaica. Ministry of Health / * * / JM

Japanese Association of Rural Medicine / Tokyo / JP

John E. Fogarty International Center for Advanced Study in the Health
        Sciences / Bethesda MD / US

Johns Hopkins University / Baltimore MD / US

Johns Hopkins University / Baltimore MD / US / School of Hygiene and
        Public Health, Department of International Health

Johns Hopkins University / Baltimore MD / US / Population Information
        Programme

Johnson Foundation / Racine WI / US

Jornal de Pediatria / Rio de Janeiro / BR

Josiah Macy, Jr. Foundation / New York NY / US

Journal of Biological Standardization / London / GB

Journal of Environmental Health / Denver CO / US

Journal of the American Medical Association / Chicago IL / US

Journal of the Indian Medical Association / Calcutta / IN

Journal of Tropical Pediatrics and Environmental Child Health /
        Kampala / UG

Kaiser Foundation International / Oakland CA / US

Kenya Nursing Journal / Nairobi / KE

Kenya. Ministry of Health / * * / KE

Kenya. Ministry of Information and Broadcasting / * * / KE

Kerala State Health Education Bureau / Trivandrum / IN

King George Medical College / Lucknow / IN

Kiryat Hayovel Health Center / Jerusalem / IL

Koje Do Community Health and Development Project / Koje Do / KR

Koninklijk Instituut voor de Tropen / Amsterdam / NL

Korea Development Institute / Seoul / KR

Korea Health Development Institute / Seoul / KR

Korea. Ministry of Health and Social Affairs / * * / KR

Kupat Holim / Tel Aviv / IL

Kyungpook National University / Taegu / KR / School of Medicine

Lamp / New York NY / US

Lampang Health Development Project / Lampang / TH

Lancet / London / GB

League of Red Cross Societies / Geneva / CH

Lembaga Kesehatan Nasional / Surabaya / ID

Leprosy in India / New Delhi / IN

Leprosy Mission / London / GB

Lesotho. Ministry of Health and Social Welfare / * * / LS

Lesotho. Ministry of the Interior / * * / LS

Ligue des Societes de la Croix-Rouge / Geneve / CH

Liming Commune Health Center / Heilungkiang / CN

London School of Hygiene and Tropical Medicine / London / GB

London School of Hygiene and Tropical Medicine / London / GB / Centre
        for Extension Training in Community Medicine

Lutheran Institute of Human Ecology / Park Ridge IL / US

Lutheran School of Nursing / Madang / PH

Macmillan Journals / London / GB

Mahidol University / Bangkok / TH

Mahidol University / Bangkok / TH / Faculty of Public Health

Mahidol University / Bangkok / TH / Ramathibodi Faculty of Medicine

Makerere Medical School / Kampala / UG

Malawi Medical Bulletin / Blantyre / ML

Malawi. Ministry of Agriculture and Natural Resources / * * / ML

Malawi. Ministry of Finance / * * / ML

Malawi. Ministry of Health / * * / ML

Malawi. Ministry of Health / * * / ML / Health Extension Service

Malaysia. Ministry of Public Health / * * / MY

Manguzi Mission Hospital / Maputa / MZ

MD Medical News Magazine / New York NY / US

MD of Canada / Montreal PQ / CA

Medical Assistance Programs / Wheaton IL / US

Medical Journal of Australia / Sydney / AU

Medical Letter / New Rochelle NY / US

Medical Missionary Association / London / GB

Medical Research Centre / Nairobi / KE

Medical Research Council / Cambridge / GB / Dunn Nutrition Unit

Medical Research Council / Kampala / UG

Medical Tribune / New York NY / US

Medical World News / New York NY / US

Medserco Incorporated / St. Louis MO / US

Medecine Moderne et Medecine Traditionnelle / Paris / FR

Mexico. Secretaria de Salubridad y Asistencia / * * / MX

Milbank Memorial Fund Quarterly / New York NY / US

Ministry of Overseas Development / London / GB / Trypanosomiasis
        Advisory Panel

Morbidity and Mortality Weekly Report / Washington DC / US

Mount Carmel International Training Centre for Community Services /
        Haifa / IL

Municipio de Zapopan / MX / Hospital Civil

Mysore State / IN / Directorate of Health Services

Nanjing Neuropsychiatric Hospital / Nanjing / CN

National Academy of Sciences / Washington DC / US

National Academy of Sciences / Washington DC / US / Committee on
        Scholarly Communication with the People's Republic of China

National Academy of Sciences / Washington DC / US / Institute of
        Medicine

National Academy of Sciences / Washington DC / US / Institute of
        Medicine, Division of International Health

National Academy of Sciences / Washington DC / US / Institute of
        Medicine, Panel on Health Services Research

National Committee on United States-China Relations, Inc. / New York
        NY / US

National Convention of Medical Technologists / Santiago / CL

National Council for International Health / Washington DC / US

National Family Planning Board / Kuala Lumpur / MY

National Family Planning Coordinating Board / Jakarta / ID

National Fund for Research into Crippling Diseases / Arundel / GB

National Health Council / New York NY / US / Health Manpower
        Distribution Project

National Institute for Research in Development and African Studies /
        Gaborone / BW / Documentation Unit

National Institute of Community Development / Hyderabad / IN

National Institute of Family Planning / New Delhi / IN

National Institute of Health Administration and Education / New Delhi
        / IN

National Institute of Health and Family Welfare / New Delhi / IN

National Institute of Health and Family Welfare / New Delhi / IN /
        National Documentation Centre

National Institute of Nutrition / Bogota / CO

National Library of Medicine / Bethesda MD / US

National Medical Association / New York NY / US

National Medical Library and Centre for Documentation / Budapest / HU

National Research Council / Washington DC / US

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National Research Council / Washington DC / US / Division of Medical
          Sciences, Ad Hoc Committee on Allied Health Personnel

National Research Institute of Family Planning / Karachi / PK

National Technical Information Service / Springfield VA / US

Nature / London / GB

Navajo Tribal Council / AZ / US

Naval Dental Research Institute / Great Lakes IL / US

Nebraska Comprehensive Health Planning Agency / Lincoln NE / US

Nederlands Stichting voor Medische Ontwikkelingssamenwerking /
          Amsterdam / NL

Nepal. Ministry of Health / * * / NP

Nepal. Ministry of Health / * * / NP / Department of Health Services,
          Community Health and Integration of Health Services
          Division, Training Cell

Nepal. Ministry of Health / * * / NP / Family Planning and Maternal
          Child Health Project

New Internationalist / Toronto Ont / CA

New Scientist / London / GB

New York Academy of Medicine / New York NY / US

New Zealand Medical Journal / Wellington / NZ

Newsette / Manila / PH

Nicaragua. Ministerio de Industria / * * / NI / Direccion Tecnologica,
          Laboratorio de Tecnologia de Alimentos

Nicaragua. Ministry of Public Health / * * / NI

Niger. Ministere de la Sante Publique et des Affaires Sociales / * * /
          NE

Niger. Ministry of Public Health and Social Affairs / * * / NE

Nigeria. Ministry of Health / * * / NG

Niloufer Hospital / Hyderabad / IN / Institute of Child Health

Nursing Association of South Africa / Pretoria / ZA

Nursing Council for Papua New Guinea / Port Moresby / PG

Nursing Journal of India / New Delhi / IN

Nursing Times / London / GB

Nutrition Reviews / New York NY / US

Office of Health Economics / London / GB

Oficina Regional de Catholic Relief Services / Ciudad de Guatemala /
        GT

Oficina Sanitaria Panamericana / Washington DC / US

Ohio Medlars Center / Columbus OH / US

Ohio State University / Columbus OH / US

OMS / Brazzaville / CG

OMS / Geneve / CH

Organisation for Economic Co-operation and Development / Paris / FR

Organizacion Panamericana de la Salud / Washington DC / US

Organizacion Panamericana de la Salud / Washington DC / US / Comite
        del Programa de Libros de Texto para la Ensenanza de la
        Administracion en Salud

Organizacion Panamericana de la Salud / Washington DC / US / Division
        de Servicios de Apoyo, Oficina de Estadisticas

Organizacion Panamericana de la Salud / Santiago / CH

Organizacao Pan-Americana da Saude / Washington DC / US

Organization of American States / Washington DC / US

Organization of American States / washington DC / US / Pan American
        Union, General Secretariat

Overseas Development Council / Washington DC / US

Oxfam Project / Oxford / GB

PAG Bulletin / New York NY / US

Pahlavi University / Shiraz / IR

Pakistan Academy for Rural Development / Comilla / PK

Pakistan Family Planning Board / Lahore / PK

Pakistan Family Planning Council / Islamabad / PK

Pakistan Population Planning Council / Lahore / PK

Pakistan Research and Evaluation Centre / Lahore / PK

Pakistan. Government Planning Commission / * * / PK

Pakistan. Health Department of West Pakistan / * * / PK

Pakistan. Ministry of Health and Social Welfare / * * / PK

Pakistan. Planning and Development Division / * * / PK / Nutrition
        Cell

Pakistan. Planning Commission / * * / PK

Pan American Federation of Associations of Medical Faculties / Bogota
        / CO

Pan American Gazette / Washington DC / US

Pan American Health Organization / Santiago / CH

Pan American Health Organization / Washington DC / US

Pan Americna Health Organization / Washington DC / US / Division of
        Disease Prevention and Control, Parasitic Diseases and
        Vector Control Unit

Pan American Sanitary Bureau / Washington DC / US

Panama. Controlaria General de la Republica / * * / PA / Direccion de
        Estadistica y Censo

Panama. Direccion General de Planificacion y Administraction / * * /
        PA

Panama. Ministerio de Salud / * * / PA

Papua New Guinea Institute of Medical Research / Goroka / PG

Papua New Guinea. Department of Public Health / * * / PG

Papuan Medical College / Port Moresby / PG

Para-Medical Training College / Madang / PG

Participant Journal / New Delhi / IN

Party Branch of Shen Mu County Health School / Shensi / CN

Pathfinder Fund / Chestnut Hill MA / US

Pediatria / Santiago / CH

Peking Children's Hospital / Beijing / CN

Peking Review / Beijing / CN

People / London / GB

People-to-People Health Foundation, Inc. / Washington DC / US

Peru. Ministry of Health / * * / PE

Peru. Ministerio de Salud / * * / PE

Peru. Ministerio de Salud / * * / PE / Escuela de Salud Publica del
        Peru

Peru. Ministerio de Salud / * * / PE / Escuela de Salud Publica del
        Peru, Unidad Academica de Enfermeria

Phebe Hospital and School of Nursing / Monrovia / LR / Community
        Health Department

Philippine Rural Reconstruction Movement / Manila / PH

Philippines Journal of Nursing / Manila / PH

Philippines. Department of Health / * * / PH

Planned Parenthood Federation of America, Inc. / New York NY / US

Planned Parenthood-World Population / New York NY / US

Pontifica Universidad Javeriana / Bogota / CO

Population Center Foundation of the Philippines / Manila / PH

Population Center Foundation of the Philippines / Manila / PH /
        Population Information Division

Population Council / New York NY / US

Population Reference Bureau / Bogota / CO

Population Reports / Baltimore MD / US

Primary Care Development Project / Ithaca NY / US

Primary Health Care Programme Formulation Committee / Khartoum / SD

Prince Leopold Institute of Tropical Medicine / Antwerp / BE

Program for the Introduction and Adaptation of Contraceptive
        Technology / Seattle WA / US

Programa de Promotoras de Salud / Olancho / HN

Project Concern / San Diego CA / US

Project HOPE / Washington DC / US

Project Piaxtla / Ajoya / MX

Protestant Churches Medical Association / Nairobi / KE

Provincial Institute of Maternal and Child Health Care / Kwangchow /
        CN

Proyecto Integral de Enfermeria / Ciudad de Guatemala / GT

Public Health Association of Pakistan / Lahore / PK

Public Health Reports / Rockville MD / US

Puerto Rico. Department of Health / * * / PR

Purdue University / Lafayette IN / US / Department of Sociology,
        Health Services Research and Training Program

Queen's University / Kingston Ont / CA

Rand Corporation / Santa Monica CA / US

Regional Organization for Inter Governmental Cooperation and
        Coordination in Population and Family Planning in Southeast
        Asia / Kuala Lumpur / MY

Regional Organization for Inter Governmental Cooperation and
        Coordination in Population and Family Planning in Southeast
        Asia / Kuala Lumpur / MY / Inter Governmental Coordinating
        Committee

Rehabilitation Record / Washington DC / US

Research Triangle Institute / Raleigh NC / US

Revista Centroamericana de Ciencias de la Salud / San Jose / CR

Revista Cubana de Medicina Tropical / La Habana / CU

Revista de la Escuela Nacional de Salud Publica / Medellin / CO

Revista de Saude Publica / Sao Paulo / BR

Revolutionary Committee of Kirin Medical College / Kirin / CN

Revolutionary Committee of the Health Station / Chiang-chen / CN

Revolutionary Health Committee of Hunan Province / Hunan / CN

Revue d'Epidemiologie et de Sante Publique / Paris / FR

River Zaire Baptist Community / Pimu / ZR

Rockefeller Foundation / New York NY / US

Ross Institute / London / GB

Royal Society of Medicine / London / GB

Royal Society of Tropical Medicine and Hygiene / London / GB

Royal Society / London / GB

Royal Tropical Institute / Amsterdam / NL

Rural Education Institute / Cochabamba / BO

Rural Health Research Centre / Narangwal / IN

Rural India Health Project / Bangalore / IN

Salubritas / Washington DC / US

Samoa. Division of Public Health / * * / SM

Samoa. Health Education Curriculum Committee / * * / SM

Scandinavian School of Public Health / Gothenburg / SE

Secretaria da Saude / Bahia / BR

Secretaria da Saude / Minas Gerais / BR

Secretaria de Educacion, Salud y Bienestar Social / Medellin / CO

Secretaria de Salud Municipal / Cali / CO

Secretaria Municipal da Saude / Rio de Janeiro / BR

Seoul National University / Seoul / KR

Seoul National University / Seoul / KR / School of Public Health

Service Medical de la Communaute Baptiste de Zaire Ouest / Vanga sur
        Kwilu/ ZR

Servicio Seccional de Salud / Cali / CO / Departmento del Cauca

Servicio Seccional de Salud de Antioquia / Medellin / CO

Singapore. Ministry of Health / * * / SG

South Africa. Department of Health / * * / ZA

South African Medical Research Council / Cape Town / ZA

Southeast Asian Medical Information Centre / Tokyo / JP

Spain. Ministry of Labour / * * / ES

Spann/Hall/Ritchie, Architects / Dothan AL / US

St. Andrews Ambulance Association / Glasgow / GB

St. John Ambulance Association / London / GB

St. John Ambulance Association / Ottawa Ont / CA

State University of New York / Brooklyn NY / US / Downstate Medical
        Center

Sudan. Ministry of Health / * * / SD

Sudan. National Health Programming Committee / * * / SD

Surveys and Research Corporation / Washington DC / US

Summer Institute of Linguistics / Huntington Beach CA / US

Swallows in India / Madras / IN

Sweden Pakistan Family Welfare Project / Dacca / BD

Swedish International Development Authority / Stockholm, SE

Syracuse University / Syracuse NY / US / Maxwell School of Citizenship
        and Public Affairs

Taiwan. Department of Health / * * / TW

Taiwan. National Health Administration / * * / TW

Taiwan. Provincial Health Department / * * / TW

Tanzania. Ministry of Health / * * / TZ

Taurama Hospital / Port Moresby / PG

Technology Institute / Algiers / DZ

Terra Institute / Madison WI /US

Territorios Nacionales Informativo / Bogota / CO

Texas Medicine / Austin TX / US

Thailand. Ministry of Public Health / * * / TH

Third World First/ Oxford / GB

Time / Toronto Ont / CA

Togo. Ministere de la Sante Publique et des Affaires Sociales / * * /
        TG

Togo. Ministry of Public Health and Social Affairs / * * / TG

Trained Nurses Association of India / New Delhi / IN

Transnational Family Research Institute / Silver Spring MD / US

Tribhuvan University / Kathmandu / NP

Tribhuvan University / Kathmandu / NP / Institute of Medicine

Tuberculosis Association of India / New Delhi / IN

Tuberculosis Prevention Trial / Madras / IN

Uganda. National Food and Nutrition Council / * * / UG

UK. Department of Health and Social Security / * * / GB

UK. Ministry of Overseas Development/ * * / GB

UN. Asian and Pacific Development Institute / Bangkok / TH

UN / New York NY / US

UN Protein Advisory Group / New York NY / US

UNCTAD / Geneva / CH

UNDP / Geneva / CH

UNDP / New York NY / US

Unesco / Beirut / LB

Unesco / New York NY / US

Unesco / Paris / FR

UNICEF / New Delhi / IN

UNICEF / New Delhi / IN / International Union of Nutritional Sciences

UNICEF / Nairobi / KE

UNICEF / New York NY / US

UNICEF/WHO Joint Committee on Health Policy / Geneva / CH

UNIDO / Vienna / AT

Union Internationale d'Education pour la Sante / Geneve / CH

Union Research Institute, Ltd. / Hong Kong / HK

United Farm Workers of America / Sanger CA / US

United Nations University / Tokyo / JP

United Society for Christian Literature / London / GB

Universidad Austral de Chile / Valdivia / CH / Facultad de Medicina,
          Escuela de Tecnologica Medica

Universidad Catolica de Chile / Santiago / CH / Centro de Estudios de
          Planificacion Nacional

Universidad Central de Venezuela / Caracas / VE / Escuela de Salud
          Publica

Universidad de Antioquia / Medellin / CO / Escuela de Salud Publica

Universidad de Costa Rica / San Jose / CR / Escuela de Trabajo Social

Universidad de Costa Rica / San Jose / CR / Facultad de Medicina

Universidad de Esmeraldas / Esmeraldas / EC

Universidad de Guadalajara / Guadalajara / MX / Facultad de Medicina

Universidad de Guayaquil / Guayaquil / EC

Universidad de San Carlos de Guatemala / Ciudad de Guatemala / GT

Universidad de San Carlos de Guatemala / Ciudad de Guatemala / GT /
          Facultad de Odontologia San Carlos

Universidad del Valle / Cali / CO

Universidad del Valle / Cali / CO / Centro de Investigaciones
          Multidisciplinarias de Desarrollo Rural

Universidad del Valle / Cali / CO / Departamento de Enfermeria,
          Seccion Materno-Infantil

Universidad del Valle / Cali / CO / Division de Salud

Universidad del Valle / Cali / CO / Division de Salud, Departamento de
          Medicina Social

Universidad del Valle / Cali / CO / Division de Salud, Programa de
          Investigacion en Modelos de Prestacion de Servicios de
          Salud, Unidad de Recursos Humanos

Universidad Mayor de San Andres / La Paz / BO / Centro Nacional de
        Documentacion Cientifica y Tecnologica

Universidad Nacional Autonoma de Nicaragua / Managua / NI

Universitas Indonesia / Jakarta / ID

Universite Catholique de Louvain / Bruxelles / BE

Universite de Dakar / Dakar / SN / Institut de Pediatrie Sociale

University of California / Berkeley CA / US / School of Health,
        Division of Public Health and Medical Administration

University of California / Berkeley CA / US / University Extension,
        Continuing Education in the Health Sciences

University of California / Los Angeles CA / US / School of Public
        Health

University of California / Los Angeles CA / US / School of Public
        Health, Division of Population, Family and International
        Health

University of California / San Francisco CA / US / Neighborhood Health
        Center Seminar Program

University of Chicago / Chicago IL / US / Sickle Cell Center

University of Dar es Salaam / Dar es Salaam / TZ

University of Ghana / Accra / GH / Medical School

University of Ghana / Accra / GH / Medical School, Department of
        Community Health

University of Havana / Havana / CU

University of Hawaii / Honolulu HI / US

University of Hawaii / Honolulu HI / US / School of Public Health,
        International Health Program

University of Indonesia / Jakarta / ID / Faculty of Public Health

University of Indonesia / Jakarta / ID / Faculty of Social Sciences

University of Iowa / Ames IA / US / North Central Regional Center for
        Rural Development

University of Khartoum / Khartoum / SD / Department of Pediatrics and
        Child Health

University of Lagos / Lagos / NG / Institute of Child Health

University of Legon / Legon / GH / Institute for Statistical, Social
        and Economic Research

University of London / London / GB / Institute of Child Health

University of London / London / GB / Institute of Child Health /
        CHILD-to-child Program

University of Michigan / Ann Arbor MI / US

University of Michigan / Ann Arbor MI / US / Media Library, Towsley
        Center for Continuing Education

University of Michigan / East Lansing MI / US

University of Nairobi / Nairobi / KE

University of Nairobi / Nairobi / KE / Department of Community Health

University of North Carolina / Chapel Hill NC / US

University of North Carolina / Chapel Hill NC / US / Carolina
        Population Center

University of North Carolina / Chapel Hill NC / US / School of Public
        Health

University of Papua New Guinea / Port Moresby / PG

University of Pittsburgh / Pittsburgh PA / US / Graduate School of
        Public Health, Department of Health Services Administration,
        Public Health Social Work Programme

University of Sri Lanka / Colombo / LK

University of Sussex / Brighton / GB / Institute of Development
        Studies

University of Sussex / Brighton / GB / Institute of Development
        Studies, IDS Health Group

University of Sydney / Sydney / AU / School of Public Health and
        Tropical Medicine

University of the Philippines / Quezon City / PH / Comprehensive
        Community Health Program

University of the West Indies / Mona / JM

University of the West Indies / Mona / JM / Department of Social and
        Preventive Medicine

University of Utah / Salt Lake City UT / US / College of Medicine,
        Department of Community and Family Medicine

University of Western Australia / Perth / AU

University of Wisconsin / Madison WI / US

University of Witwatersrand / Johannesburg / ZA

University of Wyoming / Laramie WY / US

University of Zambia / Lusaka / ZM

Update Publications, Ltd. / London / GB

Uppsala Journal of Medical Sciences / Uppsala / SE

USA. Bureau of the Census / * * / US

USA. Consulate General / Hong Kong / HK

USA. Department of Agriculture / * * / US

USA. Department of Commerce / * * / US

USA. Department of Health, Education and Welfare / * * / US

USA. Department of Health, Education and Welfare / * * / US / Health
        Services Administration, Indian Health Services

USA. Department of Health, Education and Welfare / * * / US / Health
        Services Administration, Indian Health Services, Alaska Area
        Native Health Services

USA. Department of Health, Education and Welfare / * * / US / Office
        of Program Development

USA. Department of Health, Education and Welfare / * * / US / Public
        Health Service

USA. Department of State / * * / US / Agency for International
        Development

USA. Department of the Army / * * / US

USA. Department of the Navy / * * / US

USA. National Institutes of Health / * * / US

USSR. Ministry of Health / * * / SU

USSR. Ministry of Public Health / * * / SU

V.T. Krishnamachari Institute of Rural Development / Samiala / IN

Venezuela. Ministerio de Sanidad y Asistencia Social / * * / VE

Venezuela. Ministerio de Sanidad y Asistencia Social / * * / VE /
        Oficina de Publicaciones, Biblioteca y Archivo

Venezuela. Ministry of Health and Social Welfare / * * / VE

Vibro / Solo / ID

Victor-Bostrum and The Population Crisis Committee / Washington DC /
        US

Viet Nam. Ministry of Health / * * / VN

Voluntary Health Association of India / New Delhi / IN

Volunteers for International Technical Assistance Inc. / Schenectady
        NY / US

W.K. Kellogg Foundation / Battle Creek MI / US

War on Want / London / GB

Water and Sanitation for Health Project / Arlington VA / US

Weekly Epidemiological Record / Geneva / CH

Wesley Guild Hospital / Ilesha / NG

West African Medical Journal / Ibadan / NG

West Pakistan Family Planning Association / Lahore / PK

Westinghouse Health Systems / Columbia MD / US

Westinghouse Learning Corporation / Bladensbury MD / US / Health
        Services Division

WHO / Alexandria / EG

WHO / Brazzaville / CG

WHO / Copenhagen / DK

WHO / Geneva / CH

WHO / Geneva / CH / Division of Communicable Diseases

WHO / Geneva / CH / Division of Communicable Diseases, Diarrhoeal
        Diseases Control Programme

WHO / Geneva / CH / Division of Family Health

WHO / Geneva / CH / Division of Malaria and Other Parasitic Diseases

WHO / Geneva / CH / Expert Committee on the Selection of Essential
        Drugs

WHO / Geneva / CH / International Study Group

WHO / Manila / PH

Woman and Child Health Care Station of Jutung County / Kiangsu / CN

Women's Community Service Centre / Los Angeles CA / US

World Council of Churches / Geneva / CH / Christian Medical Commission

World Federation of Public Health Associations / Halifax NS / CA

World Fertility Survey / London / GB

World Health Forum / Geneva / CH

World Health Statistics / Geneva / CH

World Health / Geneva / CH

World Hospitals / Oxford / GB

World Neighbors / Oklahoma City OK / US

Xerophthalmia Club / Oxford / GB

Yale University / New Haven CT / US / Institute for Social and Policy
        Studies

Yemen. Ministry of Health / * * / YE

Yonsei University / Seoul / KR / College of Medicine

Yugoslav Academy of Sciences and Arts / Zagreb / YU

Zaire. Department of Public Health / * * / ZR

Zambia. Ministry of Health / * * / ZM

Zambia. National Food and Nutrition Commission / * * / ZM

Zeitung / Basle / CH

ANNEX 12: GUIDELINES FOR DOCUMENT SELECTION

The health care bibliography is intended to be a reference source for material on the delivery of health care in the developing countries. To ensure that the selected material falls within the subject scope, certain criteria have been established. These criteria should be consulted when documents are accessioned and again when abstracts are prepared. If the document meets any of the criteria listed, it can be included in the bibliography.

I.   Low-cost rural health:

   a)   The document describes or prescribes methods for
        the efficient use of resources such as layout,
        building materials, drugs, or facilities
        relevant to developing countries.

   b)   The document aids health education or health
        planning by:

        1)   discussing the health needs of rural areas,
             developing countries, or underprivileged
             populations of developed countries;

        2)   providing a statistical basis (financial,
             cultural, etc.) for planning, comparison, or
             evaluation;

        3)   setting forth steps for planning or evaluation;

        4)   offering solutions to health problems;

        5)   portraying the organization of present health
             services in developing countries, rural areas,
             or underprivileged populations of developed
             countries;

        6)   illustrating administrative policies for
             efficient health education or health planning;

        7)   evaluating a health programme that is or has
             been in operation; or

        8)   providing a useful reference tool for health
             planners or educators in developing countries.

II. Health manpower training and utilization:

   a)   The document suggests or compares alternative
        methods for training

1) professional health personnel or

2) auxiliary health personnel.

b) The document is

    1) a teaching aid (training manual, audiovisual aid, curriculum, etc.),

    2) a job description, or

    3) a reference tool for health manpower training or utilization.

c) The document concerns the supervision or evaluation of health personnel or their training.

At the moment, documents more than 10 years old are not being included in the bibliography, unless they are exceptionally valuable.

ANNEX 13: ABSTRACTING

A. Definition and function of an abstract

An abstract provides a brief summary of the purpose and content of a document. It should be self-contained and readily understood without reference to the original material. Faithful representation of the author's meaning and intent should be the main consideration in writing an abstract.

An abstract is either descriptive or informative. A descriptive abstract describes the contents and format of the document. It reports broadly what is discussed or included in the document, in what manner the information is presented, and, if necessary, to whom the document is addressed. In short, it is a guide to the contents of the document. In contrast, an informative abstract is a summary of the author's main ideas. It contains a statement of the author's thesis, development or proof, and conclusions, and is a condensed duplication of the document's contents.

The decision to write a descriptive or an informative abstract depends upon the structure and size of the document and the author's presentation. Most of the documents in the health care data base require informative abstracts (e.g., articles, research reports, speeches, statements of opinion, discussions, or general ideas). However, the contents of some documents may be so varied or loosely related that summarizing them will distort the information and thereby mislead the user. Reviews of research, broad overviews of a subject, curricula or instructional guides, and administrative and programme reports, for example, may need descriptive abstracts. Bibliographies and documents with multiple authors or subjects (conference proceedings or collections of essays not separated into component parts for abstracting) may also call for descriptive abstracts.

Although the two types of abstracts are separate and distinct, a descriptive abstract will contain some information about the substance of a document, and an informative abstract may have short descriptions of content. The difference is that an informative abstract shows the meaningful, coherent relationship between the author's ideas and arguments and thus distinguishes between major and minor information in the document and between this document and others on the same subject. For these reasons, write an informative abstract whenever possible.

B. Content

The abstract should emphasize the same points as the original document and should exclude irrelevant or insignificant material. An abstract that fails to distinguish between major and minor information will misrepresent the document to the user who is seeking substantial

Speeches, editorials, and general discussions usually require informative abstracts, which should contain: (1) background information only if necessary, (2) a statement of the premise or thesis, (3) the development of ideas or arguments, with proofs and major supporting facts, and (4) the conclusions.

Abstracts of curriculum guides and other instructional material should include: (1) the subject area and grade level of the curricular material or target population, (2) the specific objectives of the course, (3) the unit areas of the course, (4) particularly interesting methods used, and (5) supplementary activities and materials suggested.

Abstracts of programme outlines should contain: (1) the objectives of the programme and identification of the target population, (2) types of special teachers and other personnel, (3) means or suggested means of implementing the programme, including any sort of community participation or publicity efforts, (4) special methods used to overcome problems, and (5) the uptodate progress of the programme with expected changes in future plans, or, if the programme has been completed, conclusions or evaluations of effectiveness.

Bibliographies and literature reviews often require descriptive abstracts, which should mention: (1) the subjects included, (2) annotations, if given, (3) the dates of materials (earliest to latest), (4) the types of materials listed, and (5) the potential users or target audience. Reviews should include topics covered, central thesis, sources used and their dates, and conclusions drawn.

Depending on the number of articles, conference proceedings and other multiple author documents may require a descriptive abstract, which should contain: (1) a statement of the subject and scope of the collection, and (2) a prose table of contents. If there are too many articles to list, group them under broad subject areas.

F. Specific guidelines for abstract style

Abstracts are ordinarily limited to a single paragraph of approximately 100 words. The accepted rules about paragraph writing must be followed, especially those concerning coherence and unity. A coherent paragraph contains connected sentences, each following the other in logical order. Before beginning to write an abstract, mentally synthesize the author's arguments so that they form a logical whole. Use transitional words and phrases to avoid writing a paragraph that is nothing more than a series of sentences, each one summarizing a separate topic in the document.

Each paragraph should have a topic sentence, some central statement of the document's major thesis, from which the rest of the abstract can develop. This is especially important in an informative abstract. Generally, the topic sentence is the first sentence of the abstract, and, because it occupies this strategic position, it should

be as full and accurate a statement as possible of what the total subject and scope of the document is, or what the author's purpose is in writing the document.

Vary sentence length as much as possible to avoid the unpleasant effect of a series of short, choppy sentences; however, overlong, complex sentences full of clauses and phrases are equally undesirable.

Every sentence should have high informative density, and, without being cryptic, convey a maximum amount of information in a minimum number of words.

Try to incorporate into the abstract the key words in the article, especially if they are repeated often, but avoid direct quotations, because they do not usually carry enough information to make it worthwhile to cite them. However, single words or short phrases should be quoted if the author has coined some new phrase that is essential to the whole study and if failure to call attention to it would be misleading. Briefly define new or technical terms. Also, place polemical or exceptionally suggestive words within quotation marks.

Avoid the monotonous repetition of a series of sentences beginning: ""It was suggested that...,'' ""It was found that...,'' ""It was reported that...,'' etc. Similarly, abstracts in which most sentences end with ""are discussed'' and ""are given'' are ineffective.

Use the active voice whenever possible in an informative abstract, because it allows for direct expression when summarizing the actual contents of the document. The passive voice is more appropriate for a descriptive abstract to describe and highlight the process of writing the document. Ideally, such words as ""are included,'' ""is presented,'' and ""are reviewed'' should only appear in a descriptive abstract.

The verb tense used in the document should suggest the tense of the abstract. If the document describes completed research or programmes, use the past tense, but the present tense is proper for both informative and descriptive abstracts (e.g., ""are listed'' instead of ""were listed'').

Use common sense about abbreviations. USA need not be explained, but CMC (Christian Medical Commission) should be spelled out in full before being used in abbreviated form.

information. Bibliography readers should never be unsure of the content of the document. Furthermore, they must be able to depend upon the presence of significant information in the document if such information is intimated by the abstract.

Although, by its nature, abstracting is a process of selection, it is important to remain objective. Be faithful only to the contents of the document. Never introduce implicitly or explicitly personal or professional prejudices. Evaluations or qualitative language, unless they are the author's, should never be part of an abstract.

C. Method

First examine the document to determine the type of abstract it requires. For an informative abstract, read all or as much of the document as is necessary to transmit its contents precisely; relate the ideas coherently. (Be aware that a cursory or superficial reading of the document may lead to the omission of an important part of the author's argument.) If the document requires a descriptive abstract, ""read'' it by merely examining the table of contents, foreword, and/or introduction, and by scanning the text. Because the document is to be described rather than summarized, concentrate on its scope and format rather than its content.

D. Audience

The users of the health care bibliographies and data base are generally professionals (teachers, researchers, administrators, policymakers, and medical personnel) working in developing countries. It is safe to assume that they share a basic core of knowledge (most readers will know much more, of course); therefore, an abstract should not dwell unnecessarily on background information or on commonplace ideas. But no abstract should be so narrow in outlook or language that it cannot be read with understanding by all the users of the system; remember that the user has not seen or read the original document.

E. Guidelines for abstracting specific kinds of documents

Include as much of the following information as is relevant to each document.

Research articles usually require informative abstracts, which should contain: (1) the objectives of the research, (2) the methodology, (3) the findings and conclusions, and (4) the specific implications or recommendations for further research. Give details about the subject population (numbers, type, age, sex), research design, apparatus, procedures, or tests. Data and findings such as statistical significance levels (i.e., $p < _____$) should also be included. Mention any limitations to the study and include background information only if necessary to explain the objectives.

AGRIS (International Information System for the Agricultural Sciences
and Technology)

An international information system, created through the
cooperation of the Food and Agriculture Organization of the
United Nations (FAO), governments, and institutions to provide
access to literature relevant to research in the food and
agricultural sector and allied fields.

ANALYTIC LEVEL see BIBLIOGRAPHIC LEVEL

AUTHORITY FILE

Reference list containing the correct form of name to be used
for institutions, serial titles, personal authors, etc.

BIBLIOGRAPHIC LEVEL

Serves to identify the level(s) of analysis for a given
bibliographic item. The following bibliographic levels are
defined:

Analytic (A)   - Relates to an item that is not issued
                    separately, but as part of a larger
                    bibliographic entity, e.g., chapter in a book,
                    article in a periodical, section in a report,
                    map or any other piece extracted from a single
                    document.

Monographic (M)   - Relates to an item issued as a single physical
                    piece that is complete in its own right, e.g.,
                    a book, report, thesis, map, film, sound
                    recording, one part of a multivolume work
                    bearing its own title.

Collective (C)   - Relates to an item comprising two or more
                    physical pieces issued at once or over a
                    predetermined time, e.g., multivolume report,
                    multivolume encyclopedia.

Serial (S)   - Relates to a number of physical pieces,
                    produced over an indefinite time and bearing a
                    common title, e.g., periodical, monographic
                    series, annual report, yearbook, newspaper.

BIBLIOGRAPHIC RECORD

A collection of information that pertains to a single
documentary unit and is stored in machine-readable form as a
self-contained and unique logical structure.

COLLECTIVE LEVEL see BIBLIOGRAPHIC LEVEL

DATA BASE

A set of machine-readable bibliographic records.

DATA ELEMENT

Information relating to a specific aspect of a bibliographic
item, e.g., title, author, descriptor. Data elements are
recorded on a worksheet in the appropriate fields for entry into
the system.

DEVSIS (Development Sciences Information System)

An international information system proposed in 1975 to
identify, collect, record, and disseminate literature related to
the socioeconomic aspects of development.

DOCUMENTARY UNIT

Any discrete item that merits individual treatment and, thus,
its own bibliographic record in a data base. It may be an
extract from a larger document or a document that is complete in
one or more physical parts. Examples include an article from a
periodical, a report, a multivolume encyclopedia.

ESSENTIAL FIELD

A field in which data must be entered in every record in a data
base.

FIELD

An area reserved in a bibliographic record to store a particular
data element, e.g., title of documentary unit, date of
imprint/issue. Each field can be identified by its full name, a
mnemonic, and a field tag. A worksheet contains spaces
designated for the fields defined in a data base.

FIELD TAG

A group of characters that identify a field in a data base and
on a worksheet. A field tag may be numeric (e.g., 81) or
alphanumeric (e.g., B230).

GENERIC DOCUMENT

A monograph or collection from which a chapter or section has been extracted to be treated as a documentary unit.

LANGUAGE OF ANALYSIS

The official language of a system that is selected to record information in a particular bibliographic record.

MANDATORY FIELD

A field in which data must be entered, if the information is available and if the field applies to the documentary unit in hand.

MAXIMUM LENGTH

The maximum number of characters permitted in one occurrence of a field.

MNEMONIC

A group of characters that identify a field in a data base and that usually constitute an abbreviated form of the field name, e.g., RECTYP, DESC.

MONOGRAPHIC LEVEL see BIBLIOGRAPHIC LEVEL

MONOGRAPHIC SERIES

A group of separate items issued in succession and related to one another by the fact that each bears, in addition to its own title, a common title applying to the group as a whole. Each issue in a monographic series has its own separate pagination. A monographic series differs from a collection in that it is intended to continue indefinitely.

NONREPEATABLE FIELD

A field in which all data elements are entered in a single occurrence.

OPTIONAL FIELD

A field in which data are entered at the discretion of the participating centre.

PERIODICAL

A serial issued at regular intervals, at least annually, where each issue contains separate articles, contributions, etc.

RECORD see BIBLIOGRAPHIC RECORD

REPEATABLE FIELD

A field that may occur more than once. Each occurrence of the data element is treated as a separate entry.

RESADOC (Reseau Sahelien d'Information et de Documentation Scientifiques et Techniques)

A regional information network created by the Permanent Inter-State Committee of Drought Control in the Sahel to provide access to scientific and technical literature on the Sahelian countries.

SERIAL

A publication appearing in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Serials are normally issued by the same publisher or organization, in a uniform style and format. Serials include periodicals, newspapers, yearbooks, and monographic series.

SERIAL LEVEL see BIBLIOGRAPHIC LEVEL

SERIALS AUTHORITY FILE

Reference list containing the correct form of entry for serial titles.

SERIES see MONOGRAPHIC SERIES

SIMPLE (NOT SUBFIELDED) FIELD

A field in which data elements are entered directly and not subdivided into separate components.

SUBFIELDED FIELD

A field in which data elements are entered in distinct subfields that behave as individual fields but are recognized by the system as belonging to the same set.

Agrindex. Rome, Food and Agriculture Organization of the United Nations, v.1, 1975-

AGROVOC thesaurus. Preliminary ed. 1981.

Anglo-American cataloguing rules. 2d ed. Chicago, American Library Association, 1978.

Beauchet, M. et al. Manuel du bibliothecaire documentaliste travaillant dans les pays en developpement. Paris, Presses Universitaires de France, 1977.

Centro Latinoamericano de Documentacion Economica y Social. Manual del sistema comun. Santiago, CLADES, 1981. (E/CEPAL/SCIB/IN.4)

Devindex-Africa: index to the literature on economic and social development in Africa. Addis Ababa, United Nations Economic Commission for Africa, 1980-

DEVSIS Study Team. DEVSIS: the preliminary design of an international information system for the development sciences. Ottawa, International Development Research Centre, 1976. (IDRC-065e)

Dierickx, Harold and Hopkinson, Alan. Reference manual for machine-readable bibliographic descriptions. 2d rev. ed. Paris, Unesco, 1981. (PGI/81/WS/22)

Europa yearbook: a world survey. London, Europa Publications. (annual)

International Federation of Library Associations and Institutions. International Office for UBC. Names of persons: national usages for entry in catalogues. 3d ed. London, IFLA International Office for UBC, 1977.

International Federation of Library Associations and Institutions. International Office for UBC. Supplement to Names of persons: national usages for entry in catalogues. London, IFLA International Office for UBC, 1980.

International Organization for Standardization. Codes for the representation of currencies and funds. 2d ed. Geneva, ISO, 1981. (ISO 4217)

International Organization for Standardization. Codes for the representation of names of countries. Geneva, ISO, 1974. Amendments issued frequently. (ISO 3166)

International Organization for Standardization. Documentation -
format for bibliographic information interchange on magnetic
tape. Geneva, ISO, 1973. (ISO 2709)

International Organization for Standardization. Information
transfer: handbook on international standards governing
information transfer. Geneva, ISO, 1977. (ISO Standards
Handbook 1)

International Organization for Standardization. International
system for the transliteration of Arabic characters. Geneva,
ISO, 1961. (ISO/R 233)

International Organization for Standardization. International
system for the transliteration of Slavic Cyrillic characters. 2d
ed. Geneva, ISO, 1968. (ISO/R 9)

International Organization for Standardization. Symbols for
languages, countries and authorities. Geneva, ISO, 1967. (ISO/R
639)

International Organization for Standardization. Writing of
calendar dates in all-numeric form. Geneva, ISO, 1976. (ISO
2014)

ISDS Bulletin. Paris, ISDS International Centre, v.1, 1974-

Martinelli, Maria Teresa. AGRIS: guidelines for bibliographic
description. Rome, AGRIS Coordinating Centre, FAO, 1979.
(FAO-AGRIS-4-Rev.2)

Prince-Perciballi, Ingrid. AGRIS classification scheme. Rome,
AGRIS Coordinating Centre, FAO, 1979. (FAO-AGRIS-3-Rev.3)

Times atlas of the world: comprehensive edition. 6th ed.
London, Times Books, 1980.

Valantin, Robert L. CDS/ISIS and MINISIS: a functional analysis
and comparison. Ottawa, International Development Research
Centre, 1981. (IDRC-TS37e)

Viet, Jean. Macrothesaurus for information processing in the
field of economic and social development. New English ed. Paris,
OECD, 1978.

World Intellectual Property Organization. ICIREPAT manual. 10th
ed. Geneva, WIPO, 1979.

The idiosyncrasies of the health care data base with regard to spelling, punctuation, and capitalization in the abstracts will become familiar with use.

A. Spelling

These notes have been adapted from the Style manual for IDRC English publications.

a) The spelling rules are a combination of the Webster and Oxford dictionaries with some words, like programme, spelled according to Oxford and others, like maneuver, spelled according to Webster. The authority for spelling within IDRC English publications is Webster's third new international dictionary.

The notable exceptions are

-"our" in such words as honour, labour, colour;
-"re" in such words as centre, theatre;
-"ae" in such words as aesthetic, anaemia, anaesthesia--
"pediatrics" is an exception;
-"programme" instead of program.

b) When "-ary", "-ous", "-ize", or "-ation" are added to words ending in "-our", the "u" of "-our" is dropped.

e.g.,   humour, humorous
        honour, honorous
        vapour, vaporize
        colour, coloration

c) When the spelling of the official name of a group, company, etc., differs from IDRC style, do not change the spelling.

e.g.,   Nutrition Center of the Philippines
        Land Reform Programme

In paraphrasing, however, IDRC spelling should be used.

d) When quoting material verbatim from another publication, retain within the quote the spelling contained in the original material, even if it differs from IDRC style. In paraphrasing, however, IDRC spelling should be used.

e.g.,   The problem, as reported in the newsletter, was explained by the programme director in

these words: ""Organisation of such a programme
requires the co-ordination of many centers of
learning''

but   The programme director realized that the
coordination of centres of learning would be
required to organize such a programme.

e) When deciding whether or not to double a letter when
adding a suffix, follow the rule:

A word that
(i) ends in a consonant,
that is
(ii) preceded by a single vowel,
and is
(iii) accented on the last syllable (hence all
one-syllable words also)
doubles the consonant whenever a suffix beginning with
a vowel (for example, *-ing+, *-ed+, *-er+) is added.

e.g.,   run becomes runner, running;
        occur becomes occurred, occurring;
        bar becomes barred, barring.

If any of (i), (ii), or (iii) does not apply to the
word, then the consonant is not doubled.

e.g.,   bare becomes baring, bared (word ends in a
        vowel, not a consonant)

When the dictionary gives a choice of doubling a
letter, please use the above rule.

e.g.,   travel becomes traveler, not traveller (accent
        not on last syllable);
        focus becomes focused, not focussed (accent not on
        last syllable);
        level becomes leveler, not leveller (accent not
        on last syllable);
        benefit becomes benefited, not benefitted (accent
        not on last syllable).

B. Capitalization

Capital (upper case) letters are used sparingly; some
general rules follow:

a) Capitalize proper nouns and most adjectives derived
from proper nouns.

e.g., Boole, Boolean

b) Capitalize titles of persons when they are used as part of the name.

    e.g.,   Director Peabody

    but   he was the director of health services

c) Capitalize official titles of conferences, congresses organizations, institutions, business firms, and governmental agencies, but do not capitalize unofficial references.

    e.g.,   WHO Expert Committee on the Organization of Local and Intermediate Health Administrations

    but   a WHO expert committee

d) Capitalize accepted geographical names, political divisions, specific locations, and accepted designations for regions. Do not capitalize expressions indicating general direction or location.

    e.g.,   Eastern Europe;
             go west from here

e) For capitalization in quotes, follow the original capitalization exactly.

f) Do not capitalize names of seasons.

    e.g.,   autumn, winter

C. Punctuation

The following rules do not apply to punctuation on the rural health care worksheet. For rules governing this, refer to the individual fields within the section ""Completing the Worksheet.''

I. Colon: the colon is used as a mark of separation to indicate some degree of coordination or relationship.

a) Use a colon to separate two main clauses when the second contains an illustration or amplification of the first.

    e.g.,   This question must be answered: does the end justify the means?

b) Use a colon to introduce an enumeration, especially after anticipatory phrasing such as, "the following", or "as follows".

e.g., A pit privy is made as follows: (1) dig a
hole approximately 1 m wide and 4 m deep; (2)
construct a floor with a hole above the pit; (3)
ensure there is a snug fitting cover for the
hole; (4) build a well-ventilated shelter above
the floor.

II. Comma: the comma is used as a mark of separation within
a sentence to make clear the grouping of words, phrases,
and clauses with regard to (1) grammatical structure and
(2) intended meaning.

a) in general, commas are used (1) after opening clauses
or long opening phrases; (2) to set off clauses that
are not essential; and (3) to avoide misunderstanding.

b) In simple enumeration (where no commas appear within the
list), use commas to separate elements. In these
cases, a comma should precede "and", "or",
"but", or "nor".

c) Commas should be used to set off certain expressions--that
is, they should precede and follow them. For example:

"e.g., i.e., viz.", etc.

d) Use commas to separate the elements in an address.

III. Dash: Use the dash sparingly to indicate interruptions
in the sequence of a sentence. For example, "All of these
factors--access to health care, distribution of health
personnel, and financial support--affect the developing
countries in geometrical fashion."

IV. Hyphen: Refer to Webster's new dictionary
for hyphenation of words or compound words.

a) When adverbs that do not end in "-ly" are combined with
other words to form a single modifier, they are separated
by hyphens.

e.g., full-time staff, the staff worked full time

b) Hyphens may be employed to avoid ambiguity.

e.g., small-bowel obstruction

c) Hyphenate a combination of two or more nouns used as a
single noun.

e.g., director-planner

d) Join without hyphen most common suffixes and prefixes.

e.g., nongovernmental, precoordinate

But use a hyphen to combine a proper noun with a prefix or suffix.

e.g., non-Canadian

e) When two or more hyphenated compounds have a common word as the root, omit the root in all except the last.

e.g., first-, second-, and third-phase tests

V. Italics: use to designate the titles of books and periodicals and to set off non-English terms.

VI. Parentheses:

a) Use to indicate parenthetical explanation.

b) When using numbers to delineate the elements in an enumeration, enclose the number in parentheses.

e.g., (1)

VII. Quotation Marks:

a) Use double quotation marks (inverted commas) to set off quotations in the text.

b) Use single quotation marks to set off a quote within a quote.

c) Use double quotation marks to set off coined phrases or words.

d) Use double quotation marks to set off names of chapters or sections in a document and names of journal articles.

e) A word or phrase following "so called" should not be enclosed in quotation marks.

VIII. Periods (full stops):
of every sentence and in abbreviations that have two or fewer capital letters (the exception being UN) or that end in a lower case letter.

IX. Semicolon:

a) Use a semicolon to separate main clauses in a compound sentence when no connective word (conjunction) is used or when they are joined by an adverb connector, such as, "however", "therefore". In most cases where a

semicolon is used, a period (full stop) could be
substituted and the clauses made into complete sentences.

b) A semicolon should be used to separate elements in a
complex enumeration (one in which there are commas).

X. Numbers:

(These notes have been adapted from the Style manual for
IDRC English publications.)

Generally, spell out numbers one through nine and use Arabic
numerals for larger numbers. Exceptions to this rule are:

a) Use Arabic numerals to express any number that
immediately precedes a standard unit of measure or its
abbreviation and for a date, an expression of time,
a page number, a decimal quantity, or a numerical
designation.

b) Treat ordinal numbers as you would cardinal numbers:

e.g., third, fourth, 33rd, 54th

c) Do not begin a sentence with a numeral; either spell
out the numeral, reword the sentence, or end the
preceding sentence with a semicolon.

d) Numbers from 1 000 to 999 999 are written with a half
space separating the components of the number. In tables,
to save space, all numbers (10000 or 1000) are solid.

e) When writing a large number ending in several zeros,
either substitute a word for part of the number or add
an appropriate prefix to a basic unit of measurement:

e.g., $6 million (not $6 000 000 or 6 000 000 dollars)
10 kg (not 10 000 g)

f) In a series containing some numbers of 10 or
more, and some less than 10, use numerals for all.

e.g., the 7 apple trees, 9 peach trees, and 20
orange trees were given six applications of dust

ANNEX 15: LIST OF SALUS CHAPTER HEADINGS

I   Reference works

Organization and planning of

II.1   Health manpower
II.2   Organization and administration (of services and
            facilities)
II.3   Planning (national health plans, etc.)
II.4   Geographical distribution of health services and
            workers
II.5   Financial aspects
II.6   Cultural aspects
II.7   Epidemiological, family planning, maternal child
            health, nutrition, and disease control studies

Health care implementation (in the form of)

III.1   Inpatient care (hospitals, etc.)
III.2   Outpatient care
III.3   Mobile units and services
III.4   Health education
III.5   Appropriate technology

Health workers--training and utilization

    Medical personnel
IV.1.1 Professional (physicians)
IV.1.2 Auxiliary (medical assistants, community health
                workers, etc.)

    Nursing personnel
IV.2.1 Professional
IV.2.2 Auxiliary

    Midwives and family planning workers
IV.3.1 Professional
IV.3.2 Auxiliary (including traditional birth attendants)

    Dental personnel
IV.4.1 Professional
IV.4.2 Auxiliary

IV.5   Laboratory and X-ray Technicians
IV.6   Environmental health workers
IV.7   Occupational and physical therapists
IV.8   Health educators

```
        Teaching aids
IV.9.1    Health care, nutrition, and disease control
IV.9.2    Family planning and midwifery


Formal evaluative studies (in the areas of)

V.1       Health workers
V.2       Organization and administration
V.3       Planning
V.4       Geographical distribution of health services and
             workers
V.5       Financial aspects
V.6       Cultural aspects
V.7       Epidemiological, family planning, maternal child
             health, nutrition, and disease control studies
```

ANNEX 16: LIST OF SALUS DESCRIPTORS

BT: Broader Term
NT: Narrower Term
SN: Scope Note
UF: Use in place of
USE: Use this term

- A -

Aborigines
    BT: Tribes

Abortion
    BT: Birth Control

Abstracting Journal
    BT: Mass Media

Accident Prevention

Acupuncture
    BT: Traditional Medicine

Addiction

Administration, Child Health Services

Administration, Clinic

Administration, Dental Services

Administration, Disease Control

Administration, Emergency Health Services

Administration, Environmental Health Services

Administration, Family Planning Programme

Administration, Health Centre

Administration, Health Education

Administration, Health Manpower

Administration, Health Services

Administration, Hospital

Administration, Mass Campaign

Administration, Maternal Child Health Services

Administration, Mental Health Services

Administration, Nursing Services

Administration, Nutrition Programme

Administration, Rehabilitation Services

Administration, Training

Administration, Tuberculosis Programme

Administration, Vaccination Programme

Administrative Aspect

Administrator
    BT: Health Manpower

Admission Requirements
    USE: Student Selection

Afghanistan

Africa

Agent Sanitaire
    BT: Auxiliary Health Worker
    SN: specific to Zaire and West Africa

Agricultural Sector

Aid Post Orderly
    BT: Auxiliary Health Worker
    SN: commonly found in Papua New Guinea

ALERT
    BT: International Organization
    SN: All Africa Leprosy Rehabilitation and
        Training Centre, Addis Ababa

Algeria

Anaemia
    BT: Nutrition

Anaesthesia

Anaesthetist
    BT: Health Manpower

Angola

Annual Report
    BT: Mass Media

Antenatal Care
    BT: Maternal Child Health Services

Anthrax
    BT: Infectious Diseases

Anthropometric Measurement
    BT: Evaluation, Nutrition

Antigua

Appropriate Technology

Argentina

Aruba

Ascariasis
    BT: Parasitic Diseases

Asia

Attitudes

Audiovisual Aid
    BT: Teaching Aid

Australia

Austria

Auxiliary Health Worker
    BT: Health Manpower
    NT: Agent Sanitaire
        Aid Post Orderly
        Barefoot Doctor
        Basic Health Worker
        Behdar
        Child Health Associate
        Community Health Aide
        Community Health Worker
        Dispensary Attendant
        Doctor's Orderly
        Dresser
        Feldsher
        Health Extension Officer
        Health Visitor
        Medex
        Medical Assistant

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Ophthalmic Medical Assistant
Paramedic
Rural Health Promoter
Rural Medical Aid
Traditional Practitioner
Worker Doctor
see also below

Auxiliary, Anaesthetist

Auxiliary, Child Health

Auxiliary, Community Nurse

Auxiliary, Dental
    BT: Dental Manpower

Auxiliary, Environmental Health

Auxiliary, Family Planning
    BT: Family Planning Manpower

Auxiliary, Health Educator

Auxiliary, Health Inspector
    BT: Sanitation Manpower

Auxiliary, Laboratory

Auxiliary, Maternal Child Health

Auxiliary, Mental Health

Auxiliary, Midwife
    NT: Traditional Birth Attendant

Auxiliary, Multipurpose

Auxiliary, Nurse

Auxiliary, Nurse-midwife

Auxiliary, Nutrition

Auxiliary, Orthodontics and Prosthetics

Auxiliary, Orthopedic

Auxiliary, Pharmacy

Auxiliary, Sanitation
    BT: Sanitation Manpower

Auxiliary, Single-purpose

Auxiliary, Statistician

Auxiliary, Surgical

Auxiliary, X-ray Technician

Ayurvedic Medicine
     USE: Traditional Medicine

Bahamas

Bahrain

Bangladesh

Bamileke
      USE: Tribes

Bantu
      BT: Tribes

Barbados

Barber-woman
      BT: Traditional Birth Attendant

Barefoot Doctor
      BT: Auxiliary Health Worker
      SN: use only to refer to health workers from
          the People's Republic of China

Basic Health Worker
      BT: Auxiliary Health Worker
      SN: specific to India

BCG Vaccination
      BT: Vaccination
      SN: Bacillus Calmette-Guerin vaccination
          against tuberculosis

Bedouin
      BT: Nomads
      SN: nomadic Arabs found mainly in North Africa
          and the Middle East

Behdar
      BT: Auxiliary Health Worker
      SN: middle-level auxiliary specific to Iran

Belgium

Belize

Benin

Bhutan

Bibliography
      BT: Mass Media

Bilharzia
    USE: Schistosomiasis

Birth Control
    BT: Family Planning
    NT: Abortion
        Intrauterine Device
        Oral Contraceptive
        Tubal Ligation
        Vasectomy

Birthrate
    BT: Demography
    UF: Fertility

Blindness
    BT: Eye Diseases

Block Extension Educator
    SN: Health Educator specific to India

Bolivia

Bonaire

Botswana

Brain Drain
    BT: Migration

Brazil

Breast-feeding
    BT: Infant Feeding

British Virgin Islands

Brunei

Bulgaria

Burma

Burns

Burundi

- C -

Cambodia

Cameroon

Canada

Canadian Indian Health Service

Cancer

Cape Verde

Cardiovascular Diseases

Caribbean

Cataracts
      BT: Eye Diseases

Central Africa

Central African Republic

Central America

Chad

Chagas' Disease
      USE: Trypanosomiasis

Child Care

Child Health

Child Health Associate
      BT: Auxiliary Health Worker

Child Health Services
      BT: Health Services

Childbirth
      USE: Parturition

Children
      BT: Family
      NT: Infants

Chile

China PR

Cholera
      BT: Infectious Diseases

Clinic
      BT: Health Centre

Clinic, Antenatal

Clinic, Child Health

Clinic, Dental

Clinic, Family Health

Clinic, Family Planning

Clinic, Maternal Child Health

Clinic, Mental Health

Clinic, Outpatient

CMC
      BT: International Organization
      SN: Christian Medical Commission, Geneva

Cold Chain
      SN: the process by which a vaccine is kept viable
          (usually by refrigeration) during transport

Colombia

Communicable Diseases
      USE: Infectious Diseases

Communications
      BT: Mass Media
      NT: Radio Communications

Community
      NT: Village

Community Development

Community Diagnosis
      BT: Diagnosis
      SN: the process and/or the result of analyzing
          health-related problems within the community

Community Health

Community Health Aide
      BT: Auxiliary Health Worker

Community Health Officer
    BT: Physician

Community Health Worker
    BT: Auxiliary Health Worker
    UF: Village Health Worker

Community Medicine

Community Nurse
    BT: Nurse

Community Participation
    USE: Social Participation

Comoros

Congo

Congo DR

Conjunctivitis
    BT: Eye Diseases

Construction

Construction, Clinic

Construction, Equipment

Construction, Health Centre

Construction, Hospital

Construction, Housing

Construction, Mobile Health Unit

Construction, Sanitary Facilities

Construction, School

Construction, Water Supply

Continuing Education
    BT: Training

Contraception
    USE: Birth Control

Cost Measures
    BT: Health Economics

Cost-benefit Analysis
      BT: Health Economics

Costa Rica

Costs and Cost Analysis
      BT: Health Economics

Cuba

Cultural Aspect

Cultural Change
      BT: Culture

Cultural Revolution
      USE: China PR and Political Aspect

Culture
      NT: Cultural Change
            Ethics
            Folklore
            Language
            Social and Cultural Anthropology
            Tradition

Curative Medicine

Curriculum
      BT: Training
      NT: see below

Curriculum, Administrator

Curriculum, Aid Post Orderly

Curriculum, Auxiliary

Curriculum, Barefoot Doctor

Curriculum, Basic Health Worker

Curriculum, Behdar

Curriculum, Child Health Associate

Curriculum, Community Health Aide

Curriculum, Community Health Worker

Curriculum, Community Nurse

Curriculum, Dental Auxiliary

Curriculum, Dental Health Nurse

Curriculum, Dental Hygienist

Curriculum, Dental Manpower

Curriculum, Dentist

Curriculum, Dispensary Attendant

Curriculum, Doctors' Orderly

Curriculum, Dresser

Curriculum, Family Nurse Practitioner

Curriculum, Family Planning Educator

Curriculum, Family Planning Manpower

Curriculum, Feldsher

Curriculum, Health Education

Curriculum, Health Educator

Curriculum, Health Extension Officer

Curriculum, Health Inspector

Curriculum, Health Manpower

Curriculum, Health Visitor

Curriculum, Laboratory Auxiliary

Curriculum, Laboratory Technician

Curriculum, Medex

Curriculum, Medical Assistant

Curriculum, Medical Technologist

Curriculum, Mental Health Manpower

Curriculum, Mental Health Nurse

Curriculum, Midwife

Curriculum, Midwife Auxiliary

Curriculum, Multipurpose Auxiliary

Curriculum, Nurse

Curriculum, Nurse Auxiliary

Curriculum, Nurse Practitioner

Curriculum, Nurse-midwife

Curriculum, Occupational Therapist

Curriculum, Ophthalmic Medical Assistant

Curriculum, Orthopedic Auxiliary

Curriculum, Paramedic

Curriculum, Pharmacist

Curriculum, Pharmacy Auxiliary

Curriculum, Physician

Curriculum, Physiotherapist

Curriculum, Rural Health Promoter

Curriculum, Rural Medical Aid

Curriculum, Sanitary Engineer

Curriculum, Sanitary Inspector

Curriculum, Sanitation Auxiliary

Curriculum, Statistician Auxiliary

Curriculum, Teacher

Curriculum, Traditional Birth Attendant

Curriculum, X-ray Technician

Cyprus

Czechoslovakia

Dai
    BT: Traditional Birth Attendant
    SN: specific to Bangladesh, India, Pakistan

Danfa Project, Ghana
    BT: Pilot Project

Data Collection
    NT: Medical Records
        Survey

Deafness
    BT: Ear Diseases

Demography
    NT: Birthrate
        Life Expectancy
        Migration
        Population
        Population Increase

Denmark

Dental Health

Dental Hygienist
    BT: Dental Manpower

Dental Manpower
    NT: Auxiliary, Dental
        Dental Hygienist
        Dentist

Dental Services
    BT: Health Services

Dentist
    BT: Dental Manpower

Dentistry

Dermatology

Developed Country

Developing Country

Diagnosis
    NT: Community Diagnosis

Diarrhea
     BT: Enteric Diseases

Diet
     BT: Nutrition

Diphtheria
     BT: Infectious Diseases

Direct Service Costs
     BT: Health Economics

Directory
     BT: Mass Media

Directory, Auxiliary Training Centre

Directory, Medical School

Directory, Nursing School

Directory, Public Health School

Disabled

Disaster

Disease Control
     NT: Drugs
          Oral Rehydration

Dispensary
     BT: Health Centre

Dispensary Attendant
     BT: Auxiliary Health Worker

Distribution
     NT: see below

Distribution, Auxiliary

Distribution, Clinic

Distribution, Dental Manpower

Distribution, Dentist

Distribution, Family Planning Manpower

Distribution, Health Centre

Distribution, Health Manpower

Distribution, Health Services

Distribution, Hospital

Distribution, Maternal Child Health Services

Distribution, Medex

Distribution, Medical Assistant

Distribution, Mental Health Manpower

Distribution, Mental Health Services

Distribution, Midwife

Distribution, Nurse

Distribution, Nurse Practitioner

Distribution, Pharmacist

Distribution, Physician

Distribution, Psychiatrist

Distribution, Rural Health Post

Distribution, Traditional Practitioner

Djibouti

Doctors' Orderly
    BT: Auxiliary Health Worker

Dominica

Dominican Republic

Dresser
    BT: Auxiliary Health Worker

Drugs
    BT: Disease Control
    NT: Essential Drugs
        Medicinal Plant

Dubai

Dukun
    BT: Traditional Birth Attendant
    SN: specific to Indonesia

- E -

Ear Diseases
    NT: Deafness

East Africa

Eastern Europe

Ecology
    BT: Environmental Health

Economic Aspect

Economic Development

Ecuador

Education
    NT: see below

Education, Dental Health

Education, Environmental Health

Education, Family Planning

Education, Health

Education, Nutrition

Education, Sex

Egypt

El Salvador

Elephantiasis
    BT: Parasitic Diseases

Emergency Health Services
    BT: Health Services

Emergency Medical Care
    NT: First Aid

Enteric Diseases
    BT: Infectious Diseases
    NT: Diarrhea
        Gastroenteritis

Environmental Health
     NT: Ecology
     UF: Environmental Sanitation

Environmental Health Services
     BT: Health Services

Environmental Sanitation
     USE: Environmental Health

Epidemiology
     SN: the study of factors determining the frequency
     BT: Health Indicators
          and distribution of disease

Equipment
     NT: see below

Equipment, Clinic

Equipment, Dental

Equipment, Dispensary

Equipment, Emergency Health Services

Equipment, Health Centre

Equipment, Hospital

Equipment, Intensive Care Unit

Equipment, Laboratory

Equipment, Maternal Child Health Services

Equipment, Mobile Health Unit

Equipment, Nutrition Evaluation

Equipment, Rehabilitation
     NT: Prosthesis

Equipment, Rehabilitation Services

Equipment, Rural Health Post

Equipment, Sanitation

Equipment, Vaccination

Equipment, Vaccination Programme

Equipment, X-ray Unit

Ergonomics
     NT: Occupational Health
     SN: the science of humans at work, encompassing
         physiological, mechanical, and mental aspects

Eskimos
     BT: Minority Groups

Essential Drugs
     BT: Drugs

Ethics
     BT: Culture

Ethiopia

Europe

Evaluation
     NT: see below

Evaluation, Administration

Evaluation, Administrator

Evaluation, Aid Post Orderly

Evaluation, Antenatal Care

Evaluation, Anthropometric Measurement

Evaluation, Audiovisual Aid

Evaluation, Auxiliary

Evaluation, Barefoot Doctor

Evaluation, Basic Health Worker

Evaluation, Child Health

Evaluation, Child Health Associate

Evaluation, Child Health Services

Evaluation, Clinic

Evaluation, Community Health Aide

Evaluation, Community Health Worker

Evaluation, Community Nurse

Evaluation, Curriculum

Evaluation, Data Collection

Evaluation, Dental Health

Evaluation, Dental Services

Evaluation, Dentist

Evaluation, Development

Evaluation, Disease Control

Evaluation, Dispensary Attendant

Evaluation, Doctors' Orderly

Evaluation, Emergency Health Services

Evaluation, Environmental Health

Evaluation, Environmental Health Services

Evaluation, Equipment

Evaluation, Family Health

Evaluation, Family Nurse Practitioner

Evaluation, Family Planning

Evaluation, Family Planning Education

Evaluation, Family Planning Manpower

Evaluation, Family Planning Programme

Evaluation, Health

Evaluation, Health Centre

Evaluation, Health Education

Evaluation, Health Educator

Evaluation, Health Extension Officer

Evaluation, Health Manpower

Evaluation, Health Services

Evaluation, Health Team

Evaluation, Health Visitor

Evaluation, Hospital

Evaluation, Housing

Evaluation, Immunization

Evaluation, Inpatient Care

Evaluation, Laboratory

Evaluation, Laboratory Technician

Evaluation, Mass Campaign

Evaluation, Maternal Child Health

Evaluation, Maternal Child Health Services

Evaluation, Medex

Evaluation, Medical Assistant

Evaluation, Medical Records

Evaluation, Medical Records Maintenance

Evaluation, Medical Technologist

Evaluation, Medicinal Plant

Evaluation, Mental Health

Evaluation, Mental Health Manpower

Evaluation, Mental Health Services

Evaluation, Methodology

Evaluation, Midwife

Evaluation, Mobile Health Unit

Evaluation, Nurse

Evaluation, Nurse Practitioner

Evaluation, Nurse-midwife

Evaluation, Nursing Services

Evaluation, Nutrition

Evaluation, Nutrition Education

Evaluation, Nutrition Programme

Evaluation, Ophthalmic Medical Assistant

Evaluation, Outpatient Care

Evaluation, Paramedic

Evaluation, Pharmacist

Evaluation, Pharmacy

Evaluation, Physician

Evaluation, Pilot Project

Evaluation, Planning

Evaluation, Preventive Medicine

Evaluation, Project

Evaluation, Psychiatrist

Evaluation, Rehabilitation

Evaluation, Rehabilitation Services

Evaluation, Rural Health Post

Evaluation, Rural Health Promoter

Evaluation, Sanitary Facilities

Evaluation, Sanitation

Evaluation, Sanitation Auxiliary

Evaluation, Sanitation Services

Evaluation, Screening

Evaluation, Sex Education

Evaluation, Social Worker

Evaluation, Student

Evaluation, Survey

Evaluation, Teacher

Evaluation, Teaching Aid

Evaluation, Teaching Method

Evaluation, Traditional Birth Attendant

Evaluation, Traditional Medicine

Evaluation, Traditional Practitioner

Evaluation, Training

Evaluation, Tropical Medicine

Evaluation, Tuberculosis Programme

Evaluation, Vaccination

Evaluation, Vaccination Programme

Evaluation, Volunteer

Evaluation, Waste Disposal

Evaluation, Water Supply

Eye Diseases
    NT: Blindness
        Cataracts
        Conjunctivitis
        Glaucoma
        Onchocerciasis
        Trachoma
        Xerophthalmia

- F -

Family
    NT: Children
        Women
        Youths

Family Health

Family Nurse Practitioner
    BT: Nurse

Family Planning
    NT: Birth Control

Family Planning Educator
    BT: Family Planning Manpower

Family Planning Manpower
    BT: Health Manpower
    NT: Auxiliary, Family Planning
        Family Planning Educator
        Lady Family Planning Visitor

Family Planning Programme

Family Planning Worker
    USE: Auxiliary, Family Planning

FAO
    SN: Food and Agriculture Organization

Far East

Federation of Cuban Women
    BT: Voluntary Organization

Feldsher
    BT: Auxiliary Health Worker

Fertility
    USE: Birthrate

Fiji

Filariasis
    BT: Parasitic Diseases

Film
    BT: Mass Media

Financial Aspect

Finland

First Aid
      BT: Emergency Medical Care

Flying Doctor Service
      BT: Mobile Health Unit

Folklore
      BT: Culture

Food
      BT: Nutrition

Food Inspector
      BT: Sanitation Manpower

Food Production

France

French Guiana

French Polynesia

Gabon

Gambia

Gastroenteritis
    BT: Enteric Diseases

Geriatrics

Germany DR

Germany FR

Ghana

Glaucoma
    BT: Eye Diseases

Goitre
    BT: Nutrition

Government

Government Policy

Government Project

Government, Central

Government, Local

Greece

Greenland

Grenada

Guadeloupe

Guatemala

Guinea

Guinea Worm
    BT: Parasitic Diseases

Guinea-Bissau

Guyana

Haemorrhagic Fever
      BT: Infectious Diseases

Haiti

Handbook
      NT: see below

Handbook, Administration

Handbook, Administrator

Handbook, Auxiliary

Handbook, Barefoot Doctor

Handbook, Child Health

Handbook, Community Health

Handbook, Community Health Aide

Handbook, Community Health Worker

Handbook, Construction

Handbook, Dental Health

Handbook, Disease Control

Handbook, Dispensary Attendant

Handbook, Emergency Medical Care

Handbook, Environmental Health

Handbook, Epidemiology

Handbook, Evaluation

Handbook, Family Planning

Handbook, Family Planning Education

Handbook, First Aid

Handbook, Health Education

Handbook, Health Educator

Handbook, Health Extension Officer

Handbook, Hygiene

Handbook, Laboratory

Handbook, Laboratory Technician

Handbook, Leprosy

Handbook, Maternal Child Health

Handbook, Medex

Handbook, Medical Assistant

Handbook, Mental Health

Handbook, Midwife

Handbook, Nurse

Handbook, Nurse Auxiliary

Handbook, Nurse-midwife Auxiliary

Handbook, Nutrition

Handbook, Nutrition Education

Handbook, Occupational Health

Handbook, Paramedic

Handbook, Pest Control

Handbook, Physician

Handbook, Physiology

Handbook, Planning

Handbook, Rehabilitation

Handbook, Rural Health Promoter

Handbook, Rural Medical Aid

Handbook, Sanitation

Handbook, Survey

Handbook, Teacher

Handbook, Training

Handbook, Tropical Medicine

Handbook, Waste Disposal

Handbook, Water Supply

Health Centre
    NT: Clinic
        Dispensary
        Hospital
        Laboratory
        Mobile Health Unit
        Pharmacy
        Rural Health Post
        X-ray Unit

Health Economics
    NT: Cost Measures
        Costs and Cost Analysis
        Cost-benefit Analysis
        Direct Service Costs

Health Educator
    BT: Health Manpower
    NT: Nutrition Educator

Health Extension Officer
    BT: Auxiliary Health Worker
    SN: specific to Papua New Guinea

Health Indicators
    NT: Epidemiology
        Morbidity
        Mortality

Health Inspector
    BT: Sanitation Manpower

Health Insurance

Health Manpower
    NT: Administrator
        Anaesthetist
        Auxiliary Health Worker
        Dental Manpower
        Family Planning Manpower
        Health Educator
        Health Team
        Laboratory Technician
        Medical Technologist
        Mental Health Manpower
        Midwife

```
             Nurse
             Nurse-midwife
             Occupational Therapist
             Ophthalmologist
             Pharmacist
             Physician
             Physiotherapist
             Sanitation Manpower
             Social Worker
             Statistician
             Teacher
             Volunteer
             X-ray Technician

Health Officer
     BT: Physician

Health Services
     NT: Child Health Services
         Dental Services
         Emergency Health Services
         Home Visiting
         Maternal Child Health Services
         Nursing Services
         Radiology
         Rehabilitation Services
         Sanitation Services

Health Status

Health Team
     BT: Health Manpower

Health Visitor
     BT: Auxiliary Health Worker
     NT: Lady Health Visitor

Hilot
     BT: Traditional Birth Attendant
     SN: specific to the Philippines

History of Health Services

Home Visiting
     BT: Health Services

Honduras

Hong Kong

Hookworm
     BT: Parasitic Diseases
```

Hospital
        BT: Health Centre
        NT: Intensive Care Unit
            see below

Hospital, Missionary

Hospital, Rural

Housing

Hungary

Hygiene

IBRD
      BT: International Organization
      SN: International Bank for Reconstruction and
          Development

Immunization
      NT: Vaccination

India

Indochina

Indonesia

Infant Feeding
      NT: Breast-feeding
      BT: Nutrition

Infants
      BT: Children

Infectious Diseases
      NT: Anthrax
          Cholera
          Diphtheria
          Ear Diseases
          Enteric Diseases
          Eye Diseases
          Haemorrhagic Fever
          Leprosy
          Malaria
          Measles
          Parasitic Diseases
          Pertussis
          Poliomyelitis
          Rabies
          Respiratory Diseases
          Sexually Transmissible Diseases
          Skin Diseases
          Smallpox
          Tetanus
          Typhoid Fever
          Yellow Fever

Information Service
      BT: Mass Media

Information System
      NT: Medical Records Maintenance

Inpatient Care

Inpatient Care, Rural

Intensive Care Unit
     BT: Hospital

International Aid

International Cooperation

International League Of Red Cross Societies
     BT: International Organization

International Organization
     NT: ALERT
         CMC
         IBRD
         International League of Red Cross Societies
         IPPF
         OECD
         PAHO
         SIDA
         UN
         UNDP
         Unesco
         UNICEF
         WHO

Intrauterine Device
     BT: Birth Control

IPPF
     BT: International Organization
     SN: International Planned Parenthood Federation

Iran

Iraq

Ireland

Israel

Italy

IUD
     USE: Intrauterine Device

Ivory Coast

Jamaica

Jamkhed Project, India
       BT: Pilot Project

Japan

Job Description
       NT: see below

Job Description, Administrator

Job Description, Aid Post Orderly

Job Description, Anaesthetist

Job Description, Anaesthetist Auxiliary

Job Description, Auxiliary

Job Description, Barefoot Doctor

Job Description, Basic Health Worker

Job Description, Behdar

Job Description, Community Health Aide

Job Description, Community Health Worker

Job Description, Community Nurse

Job Description, Dental Auxiliary

Job Description, Dental Health Nurse

Job Description, Dental Hygienist

Job Description, Dentist

Job Description, Dispensary Attendant

Job Description, Dresser

Job Description, Family Nurse Practitioner

Job Description, Family Planning Auxiliary

Job Description, Family Planning Manpower

Job Description, Feldsher

Job Description, Health Educator

Job Description, Health Educator Auxiliary

Job Description, Health Extension Officer

Job Description, Health Inspector

Job Description, Health Manpower

Job Description, Health Team

Job Description, Health Visitor

Job Description, Laboratory Auxiliary

Job Description, Laboratory Technician

Job Description, Lady Health Visitor

Job Description, Maternal Child Health Auxiliary

Job Description, Medex

Job Description, Medical Assistant

Job Description, Medical Officer

Job Description, Medical Technologist

Job Description, Mental Health Auxiliary

Job Description, Mental Health Nurse

Job Description, Midwife

Job Description, Midwife Auxiliary

Job Description, Multipurpose Auxiliary

Job Description, Nurse

Job Description, Nurse Anaesthetist

Job Description, Nurse Auxiliary

Job Description, Nurse Practitioner

Job Description, Nurse-midwife

Job Description, Nurse-midwife Auxiliary

Job Description, Nutrition Auxiliary

Job Description, Occupational Therapist

Job Description, Ophthalmic Medical Assistant

Job Description, Orthopedic Auxiliary

Job Description, Paramedic

Job Description, Pharmacist

Job Description, Physician

Job Description, Physiotherapist

Job Description, Psychiatrist

Job Description, Rural Health Promoter

Job Description, Rural Medical Aid

Job Description, Sanitary Engineer

Job Description, Sanitary Inspector

Job Description, Sanitation Auxiliary

Job Description, Sanitation Manpower

Job Description, Single-purpose Auxiliary

Job Description, Social Worker

Job Description, Statistician

Job Description, Surgical Auxiliary

Job Description, Teacher

Job Description, Traditional Birth Attendant

Job Description, Traditional Practitioner

Job Description, Volunteer

Job Description, X-ray Technician

Jordan

- K -

Kampuchea

Kenya

Kiribati

Korea DPR

Korea R

Kuwait

Kwashiorkor
       BT: Nutrition

Laboratory
    BT: Health Centre

Laboratory Technician
    BT: Health Manpower

Lady Family Planning Visitor
    BT: Family Planning Manpower

Lady Health Visitor
    BT: Health Visitor

Language
    BT: Culture

Laos PDR

Latin America

Lebanon

Legal Aspect

Legislation

Legislation, Health

Leishmaniasis
    BT: Parasitic Diseases

Leprosy
    BT: Infectious Diseases

Lesotho

Liberia

Libya

Life Expectancy
    BT: Demography

Living Conditions

Local Level

Machakos Project, Kenya
        BT: Pilot Project

Madagascar

Malaria
        BT: Infectious Diseases

Malawi

Malaysia

Maldives

Mali

Malta

Marasmus
        BT: Nutrition

Martinique

Masai
        BT: Tribes

Mass Campaign
        NT: see below

Mass Campaign, Disease Control

Mass Campaign, Family Planning

Mass Campaign, Health Education

Mass Media
        NT: Abstracting Journal
            Annual Report
            Bibliography
            Communications
        Directory
        Film
            Information Service
            Periodical

Maternal Child Health

Maternal Child Health Services
        NT: Antenatal Care
            Postpartum Care

Mauritania

Mauritius

Measles
     BT: Infectious Diseases

Medex
     BT: Auxiliary Health Worker

Medical Assistant
     BT: Auxiliary Health Worker

Medical Officer
     BT: Physician

Medical Records
     BT: Data Collection

Medical Records Maintenance
     BT: Information System

Medical Social Worker
     BT: Social Worker

Medical Technologist
     BT: Health Manpower

Medical Technology

Medicinal Plant
     BT: Drugs

Mental Health

Mental Health Manpower
     BT: Health Manpower
     NT: Auxiliary, Mental Health
         Nurse, Mental Health
         Psychologist
         Psychiatrist

Mental Health Services
     BT: Health Services

Mental Retardation

Methodology
     NT: see below

Methodology, Evaluation

Methodology, Planning

Methodology, Research

Methodology, Screening

Methodology, Survey

Mexico

Middle East

Midwife
      SN: Use only for trained professionals. Indigenous
          midwives are called Traditional Birth Attendants.

Migration
      BT: Demography
      NT: Brain Drain

Military

Minority Groups
      NT: Eskimos
          Tribes

Missionary
      BT: Volunteer

Mobile Dental Unit
      BT: Mobile Health Unit

Mobile Eye Unit
      BT: Mobile Health Unit

Mobile Family Planning Unit
      BT: Mobile Health Unit

Mobile Health Unit
      BT: Health Centre
      NT: Flying Doctor Service
          Mobile Dental Unit
          Mobile Eye Unit
          Mobile Family Planning Unit
          Mobile Vaccination Unit

Mobile Vaccination Unit
      BT: Mobile Health Unit

Mongolia PR

Montserrat

Morbidity
      BT: Health Indicators

Morocco

Mortality
     BT: Health Indicators
     NT: see below

Mortality, Child (-)

Mortality, Infant ( )

Mortality, Maternal

Mozambique

Namibia

National Health Plan
    BT: National Plan

National Plan
    NT: National Health Plan

Nepal

Netherlands

Netherlands Antilles

New Hebrides

New Zealand

Nicaragua

Niger

Nigeria

Nomads
    NT: Bedouins

North Africa

North America

Norway

Nurse
    BT: Health Manpower
    NT: Community Nurse
        Nurse Anaesthetist
        Nurse Educator
        Nurse Practitioner
        Nurse, Dental Health
        Nurse, Mental Health

Nurse Anaesthetist
    BT: Nurse

Nurse Educator
    BT: Nurse

Nurse Practitioner
    BT: Nurse

Nurse, Dental Health
     BT: Nurse

Nurse, Mental Health
     BT: Nurse

Nurse-midwife

Nursing Services
     BT: Health Services

Nutrition
     NT: Anaemia
         Diet
         Food
         Goitre
         Infant Feeding
         Kwashiorkor
         Marasmus
         Vitamin Deficiency

Nutrition Educator
     BT: Health Educator

Nutrition Programme

- O -

Obstetrics

Occupational Health
        BT: Ergonomics

Occupational Therapist
        BT: Health Manpower

Occupational Therapy

Oceania

OECD
        BT: International Organization
        SN: Organization for Economic Co-operation and
                Development

Oman

Onchocerciasis
        BT: Eye Diseases
                Parasitic Diseases

Ophthalmic Medical Assistant
        BT: Auxiliary Health Worker

Ophthalmologist
        BT: Health Manpower

Ophthalmology

Oral Contraceptive
        BT: Birth Control

Oral Rehydration
        BT: Disease Control

Organization
        NT: see below

Organization, Child Health Services

Organization, Clinic

Organization, Dental Services

Organization, Disease Control

Organization, Dispensary

Organization, Emergency Health Services

Organization, Environmental Health Services

Organization, Family Planning Programme

Organization, Health Centre

Organization, Health Education

Organization, Health Manpower

Organization, Health Services

Organization, Health Team

Organization, Hospital

Organization, Mass Campaign

Organization, Maternal Child Health Services

Organization, Mental Health Services

Organization, Mobile Health Unit

Organization, Nursing Services

Organization, Nutrition Education

Organization, Nutrition Programme

Organization, Project

Organization, Rehabilitation Services

Organization, Sanitation Services

Organization, School Health

Organization, Training

Organization, Tuberculosis Programme

Organization, Vaccination Programme

Outpatient Care

Outpatient Care, Rural

Pacific Islands USA

PAHO
      BT: International Organization
      SN: Pan American Health Organization

Pakistan

Palestine

Panama

Papua New Guinea

Paraguay

Paramedic
      BT: Auxiliary Health Worker

Parasitic Diseases
      BT: Infectious Diseases
      NT: Ascariasis
          Elephantiasis
          Filariasis
          Guinea Worm
          Hookworm
          Leishmaniasis
          Onchocerciasis
          Schistosomiasis
          Trypanosomiasis

Parturition
      UF: Childbirth

Pediatrics

Periodical
      BT: Mass Media

Pertussis
      BT: Infectious Diseases

Peru

Pest Control

Pharmacist
      BT: Health Manpower

Pharmacology

Pharmacy
    BT: Health Centre

Philippines

Physical Examination

Physician
    BT: Health Manpower
    NT: Medical Officer

Physiological Aspect

Physiotherapist
    BT: Health Manpower

Physiotherapy

Pilot Project
    NT: Danfa Project, Ghana
        Jamkhed Project, India
        Machakos Project, Kenya

Planning
    NT: see below

Planning, Child Health

Planning, Child Health Services

Planning, Clinic

Planning, Curriculum

Planning, Dental Health Education

Planning, Dental Manpower

Planning, Dental Services

Planning, Development

Planning, Disease Control

Planning, Emergency Health Services

Planning, Environmental Health

Planning, Environmental Health Services

Planning, Evaluation

Planning, Family Planning Programme

Planning, Health Centre

Planning, Health Education

Planning, Health Manpower

Planning, Health Services

Planning, Health Team

Planning, Hospital

Planning, Mass Campaign

Planning, Maternal Child Health

Planning, Maternal Child Health Services

Planning, Mental Health Manpower

Planning, Mental Health Services

Planning, Mobile Health Unit

Planning, National

Planning, Nursing Services

Planning, Nutrition

Planning, Nutrition Education

Planning, Nutrition Evaluation

Planning, Nutrition Programme

Planning, Project

Planning, Regional

Planning, Rehabilitation

Planning, Rehabilitation Services

Planning, Research

Planning, Sanitary Facilities

Planning, Sanitation Services

Planning, School Health

Planning, Survey

Planning, Training

Planning, Tuberculosis Programme

Planning, Vaccination Programme

Planning, Waste Disposal

Planning, Water Supply

Poisoning

Poland

Poliomyelitis
    BT: Infectious Diseases

Political Aspect

Population
    BT: Demography

Population Increase
    BT: Demography

Portugal

Postpartum Care
    BT: Maternal Child Health Services

Poverty

Pregnancy

Preventive Medicine

Primary Care

Prosthesis
    BT: Equipment, Rehabilitation

Psychiatrist
    BT: Mental Health Manpower

Psychiatry

Psychological Aspect

Psychologist
    BT: Mental Health Manpower

Psychology

Puerto Rico

- Q -

Qatar

Questionnaire

.

- R -

Rabies
     BT: Infectious Diseases

Radio Communications
     BT: Communications

Radiology
     BT: Health Services

Refugees

Rehabilitation

Rehabilitation Services
     BT: Health Services

Research
     NT: see below

Research Centre

Research, Child Health

Research, Disease Control

Research, Environmental Health

Research, Family Planning

Research, Health Education

Research, Health Manpower

Research, Health Services

Research, Maternal Child Health

Research, Mental Health

Research, Nutrition

Research, Rehabilitation

Respiratory Diseases
     BT: Infectious Diseases

Reunion

Rhodesia

Romania

Rural Area

Rural Development

Rural Health Post
    BT: Health Centre

Rural Health Promoter
    BT: Auxiliary Health Worker
    SN: specific to Latin America

Rural Medical Aid
    BT: Auxiliary Health Worker
    SN: specific to East Africa

Rwanda

Sahel

Samoa

Sanitary Engineer
    BT: Sanitation Manpower

Sanitary Facilities

Sanitary Inspector
    BT: Sanitation Manpower

Sanitation

Sanitation Manpower
    BT: Health Manpower
    NT: Auxiliary, Health Inspector
        Auxiliary, Sanitation
        Food Inspector
        Health Inspector
        Sanitary Engineer
        Sanitary Inspector

Sanitation Services
    BT: Health Services

Saudi Arabia

Scabies
    BT: Skin Diseases

Schistosomiasis
    BT: Parasitic Diseases
    UF: Bilharzia

School
    NT: see below

School Health

School, Dental

School, Medical

School, Nursing

School, Public Health

Scotland

Screening

Self-care

Senegal

Sexually Transmissible Diseases
    BT: Infectious Diseases
    UF: Venereal Diseases

Seychelles

SIDA
    BT: International Organization
    SN: Swedish International Development Authority

Sierra Leone

Singapore

Skin Diseases
    BT: Infectious Diseases
    NT: Scabies
        Yaws

Slums

Smallpox
    BT: Infectious Diseases

Social and Cultural Anthropology
    BT: Culture

Social Aspect

Social Change
    NT: Urbanization

Social Development

Social Participation
    UF: Community Participation

Social Sciences

Social Security

Social Services

Social Structure

Social Theory

Social Worker
    BT: Health Manpower
    NT: Medical Social Worker

Socialism

Socioeconomic Aspect

Socioeconomic Development

Sociology

Solomon Islands

Somalia

South Africa

South America

South Pacific

Southeast Asia

Spain

Sri Lanka

St. Kitts-Nevis-Anguilla

St. Lucia

St. Vincent

Statistical Analysis

Statistical Data

Statistician
    BT: Health Manpower

Student Selection
    UF: Admission Requirements

Students

Sudan

Supervision

Supervision, Auxiliary

Surgery

Surinam

Teaching Aid
     NT: Audiovisual Aid
         see below

Teaching Aid, Dental Health

Teaching Aid, Disease Control

Teaching Aid, Environmental Health

Teaching Aid, Family Planning

Teaching Aid, First Aid

Teaching Aid, Health Education

Teaching Aid, Inpatient Care

Teaching Aid, Maternal Child Health

Teaching Aid, Mental Health

Teaching Aid, Nutrition

Teaching Aid, Nutrition Education

Teaching Aid, Rehabilitation

Teaching Aid, Tropical Medicine

Teaching Method

Tetanus
     BT: Infectious Diseases

Textbook

Thailand

Togo

Tonga

Trachoma
     BT: Eye Diseases

Tradition
     BT: Culture
     NT: Traditional Medicine

Traditional Birth Attendant
     BT: Auxiliary, Midwife

```
        NT: Barber-woman
            Dai
            Dukun
            Hilot

Traditional Medicine
        BT: Tradition
        NT: Acupuncture

Traditional Practitioner
        BT: Auxiliary Health worker

Training
        NT: Curriculum
            see below

Training Centre

Training Centre, Auxiliary

Training Course

Training Course, Auxiliary

Training Manual
        NT: see below

Training Manual, Administrator

Training Manual, Auxiliary

Training Manual, Barefoot Doctor

Training Manual, Child Health

Training Manual, Community Health Aide

Training Manual, Community Health Worker

Training Manual, Community Nurse

Training Manual, Dental Auxiliary

Training Manual, Disease Control

Training Manual, Dresser

Training Manual, Family Planning Manpower

Training Manual, First Aid

Training Manual, Midwife

Training Manual, Nurse
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Training Manual, Nurse Auxiliary

Training Manual, Nurse-midwife

Training Manual, Nurse-midwife Auxiliary

Training Manual, Nutrition

Training Manual, Physician

Training Manual, Rehabilitation Services

Training Manual, Rural Health Promoter

Training Manual, Rural Medical Aid

Training Manual, Sanitation Manpower

Training Manual, Sex Education

Training Manual, Teacher

Training Manual, Traditional Birth Attendant

Training Manual, Tropical Medicine

Training, Administrator

Training, Aid Post Orderly

Training, Anaesthetist

Training, Anaesthetist Auxiliary

Training, Auxiliary

Training, Barefoot Doctor

Training, Basic Health Worker

Training, Behdar

Training, Child Health Associate

Training, Community Health Aide

Training, Community Health Officer

Training, Community Health Worker

Training, Community Nurse

Training, Dental Auxiliary

Training, Dental Health Nurse

Training, Dental Hygienist

Training, Dental Manpower

Training, Dentist

Training, Dispensary Attendant

Training, Doctors' Orderly

Training, Dresser

Training, Family Nurse Practitioner

Training, Family Planning Auxiliary

Training, Family Planning Educator

Training, Family Planning Manpower

Training, Feldsher

Training, Food Inspector

Training, Health Education

Training, Health Educator

Training, Health Educator Auxiliary

Training, Health Extension Officer

Training, Health Inspector

Training, Health Manpower

Training, Health Team

Training, Health Visitor

Training, Laboratory Auxiliary

Training, Laboratory Technician

Training, Lady Family Planning Visitor

Training, Lady Health Visitor

Training, Maternal Child Health Auxiliary

Training, Medex

Training, Medical Assistant

Training, Medical Officer

Training, Medical Technologist

Training, Mental Health Auxiliary

Training, Mental Health Manpower

Training, Mental Health Nurse

Training, Midwife

Training, Midwife Auxiliary

Training, Multipurpose Auxiliary

Training, Nurse

Training, Nurse Auxiliary

Training, Nurse Practitioner

Training, Nurse-midwife

Training, Nurse-midwife Auxiliary

Training, Nutrition Auxiliary

Training, Occupational Therapist

Training, Ophthalmic Medical Assistant

Training, Orthopedic Auxiliary

Training, Paramedic

Training, Pharmacist

Training, Pharmacy Auxiliary

Training, Physician

Training, Physiotherapist

Training, Psychiatrist

Training, Rural Health Promoter

Training, Rural Medical Aid

Training, Sanitary Engineer

Training, Sanitary Inspector

Training, Sanitation Auxiliary

Training, Sanitation Manpower

Training, Single-purpose Auxiliary

Training, Social Worker

Training, Statistician

Training, Statistician Auxiliary

Training, Supervisor

Training, Teacher

Training, Traditional Birth Attendant

Training, Traditional Practitioner

Training, Volunteer

Training, X-ray Technician

Transport

Tribes
    BT: Minority Groups
    NT: Aborigines
        Bantu
        Masai
        Yoruba
        Zulu

Trinidad and Tobago

Tropical Area

Tropical Medicine

Trypanosomiasis
    BT: Parasitic Diseases
    UF: Chagas' Disease

Tubal Ligation
    BT: Birth Control

Tuberculosis
    BT: Infectious Diseases

Tuberculosis Programme

Tunisia

Turkey

Typhoid Fever
      BT: Infectious Diseases

Uganda

UK
SN: Great Britain

UN
BT: International Organization
SN: United Nations

UNDP
BT: International Organization
SN: United Nations Development Programme

Unesco
BT: International Organization
SN: United Nations Economic and Social Council

UNICEF
BT: International Organization
SN: United Nations Children's Fund

United Arab Emirates

University

Upper Volta

Urban Area

Urbanization
BT: Social Change

Uruguay

US AID
SN: United States Agency for International
     Development

US Indian Health Service

US Virgin Islands

USA
SN: United States of America

USSR
SN: Union of Soviet Socialist Republics

Utilization Rate
NT: see below

Utilization, Child Health Services

Utilization, Clinic

Utilization, Dental Services

Utilization, Dispensary

Utilization, Emergency Health Services

Utilization, Health Centre

Utilization, Health Services

Utilization, Hospital

Utilization, Maternal Child Health Services

Utilization, Mental Health Services

Utilization, Mobile Health Unit

Utilization, Nursing Services

Utilization, Rural Health Post

Utilization, Traditional Medicine

Vaccination
    BT: Immunization

Vaccination Programme

Vasectomy
    BT: Birth Control

Venereal Diseases
    USE: Sexually Transmissible Diseases

Venezuela

Vietnam

Village
    BT: Community

Village Health Worker
    USE: Community Health Worker and Village

Vitamin Deficiency
    BT: Nutrition

Voluntary Organization
    NT: Federation of Cuban Women

Volunteer
    BT: Health Manpower
    NT: Missionary

- W -

Wage Structure

Waste Disposal

Water Supply

Water Treatment

West Africa

Western Pacific

WHO
        BT: International Organization
        SN: World Health Organization

Women
        BT: Family

- X -

X-Ray Technician
    BT: Health Manpower

X-ray Unit
    BT: Health Centre

Xerophthalmia
    BT: Eye Diseases
        Vitamin Deficiency

Yaws
    BT: Skin Diseases

Yellow Fever
    BT: Infectious Diseases

Yemen

Yoruba
    BT: Tribes

Youths
    BT: Family

Yugoslavia

- Z -

Zaire

Zambia

Zimbabwe

Zulu
    BT: Tribes

ANNEX 17: SAMPLE WORKSHEETS

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           SALUS WORKSHEET (MONOGRAPHS, COLLECTIONS, BOOK ANALYTICS)

                                              ISN: 11081
                                              CCODE(B811): OKAY


TITLE(B230): Medical supply management after natural disaster
TRITEN(B240):


AUTHOR(B210):


CORPORATE:  INSTNA(B221):
            INSTSB(B225):
            INSTCI(B222):                     INSTCC(B223):


BIBLIO. LEVEL: LEVDU(A131): M    LEVGD(A132): S     ORIGIN(A160): Un
LANGUAGES: LANTEX(B540): En      LANSUM(B560):      YEAR(B630): 1983
LOCATION: LIBCOD(A121):        CALLNO(A122):        PGEO(C101): XL


GENERIC DOCUMENT OR COLLECTION:                     VOLCO(B340):
TITLEG(B330):
AUTGEN(B310):
CORPORATE:  INSBGA(B321):
            INSGSB(B325):
            INSGCI(B322):                     INSGCC(B323):


PUBLISHER:      EDITN(B670):       DATE(B620): 1983
PUBNA(B611): Pan American Health Organization
PUBCI(B612): Washington, DC              PUBCC(B613): US
PAGINA(B641): 135p.        COLNOT(B642): 15 ref.
SERIES: TITLES(B410): Scientific Publication     VOLSER(B420): No.438
REPORT(B650):               ISBN(B660): 92-75-11438-2
ADATA(B820): Also published in Spanish as *Suministros médicos con
             posterioridad a los desastres naturales**
DEGREE(B720):


CONFERENCE:
MEETNA(B711):
MEETCI(B712):              MEETCC(B713):
MEETDA(B714):


DOCUM(D100): DVK       CHAPTR(C140): IV.9.1      SEECHP(C160): II.2, II.3

DESCRIPTORS(C210): /Developing Country/ /Caribbean/ /Latin America/
/Administration, Emergency Health Services/ /Disaster/ /Drugs/ /Emergency
Health Services/ /Equipment, Emergency Health Services/ /Essential Drugs/
/Evaluation, Emergency Health Services/ /Handbook, Administration/
/Legislation/ /Organization, Emergency Health Services/ /Planning,
Emergency Health Services/ - /Administrative Aspect/ /Legal Aspect/
/Equipment/ /Evaluation/ /Planning/ /Organization/ /Training/ /Handbook/
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ISN: 11081

ABSTR(C310): This manual was prepared for use in developing countries but with Latin America and the Caribbean specifically in mind. Part 1 discusses problems encountered in medical supply management (lack of coordination, unsolicited donations, etc.). Part 2 suggests ideas for planning medical supply management (stock availability, training of personnel, legal aspects of disaster relief, etc.), while the 3rd part covers responses to disaster, such as the preparation of a list of essential medical supplies, inventory preparation and control, distribution, etc. The annexes make up part 4 and include: WHO/UNHCR emergency health kit, replacements for essential drugs, essential medical supplies (quantities and procurement costs), a cross index of INN/proprietary names of pharmaceuticals, role of vaccines, marking and labeling relief consignments, medical supply management component in disaster relief legislation, and evaluating the relief effort.

SALUS WORKSHEET (MONOGRAPHS, COLLECTIONS, BOOK ANALYTICS)

ISN: 11082
CCODE(B811): DIRE

TITLE(B230): Manuel pour les accoucheuses traditionnelles
TRITEN(B240): Manual for traditional birth attendants

AUTHOR(B210):

CORPORATE: INSTNA(B221): Mali, Ministère de la Santé
            INSTSB(B225):
            INSTCI(B222):   INSTCC(B223): ML

BIBLIO, LEVEL: LEVDU(A131): M   LEVGD(A132):   ORIGIN(A160): ML
LANGUAGES: LANTEX(B540): Fr   LANSUM(B560):   YEAR(B630): 1982
LOCATION: LIBCOD(A121):   CALLNO(A122):   PGEO(C101): ML

GENERIC DOCUMENT OR COLLECTION: VOLCO(B340):
TITLEG(B330):
AUTGEN(B310):
CORPORATE: INSBGA(B321):
            INSGSB(B325):
            INSGCI(B322):   INSGCC(B323):

PUBLISHER: EDITN(B670):   DATE(B620): 1982
PUBNA(B611): Ministère de la Santé
PUBCI(B612): Bamako   PUBCC(B613): ML
PAGINA(B641): 49p.   COLNOT(B642): ill.
SERIES: TITLES(B410):   VOLSER(B420):
REPORT(B650):   ISBN(B660):
ADATA(B820):
DEGREE(B720):

CONFERENCE:
MEETNA(B711):
MEETCI(B712):   MEETCC(B713):
MEETDA(B714):

DOCUM(D100): RMB   CHAPTR(C140): IV.9.2   SEECHP(C160): IV.3.2

DESCRIPTORS(C210): /Mali/ /Training Manual, Traditional Birth Attendant/
/Traditional Birth Attendant/ /Training, Traditional Birth Attendant/
/Antenatal Care/ /Postpartum Care/ /Parturition/ /Child Care/ /Infant
Feeding/ /Diarrhea/ /Malaria/ - /Training Manual/ /Training/

ISN: 11082

ABSTR(C310): This training manual for traditional birth attendants in
Mali is intended to prepare them not only to assist
during childbirth but also to provide antenatal and
postpartum care. With the aid of drawings, it presents
basic information on pregnancy and delivery, child care
and feeding, diarrhea, and malaria prevention. The
principles learned are then reinforced by stories using
local settings and characters, each of which includes a
series of questions and answers summarizing the main
points.

SALUS WORKSHEET (MONOGRAPHS, COLLECTIONS, BOOK ANALYTICS)

TITLE(B230): Results of medical and nutritional surveys
TRITEN(B240):

AUTHOR(B210): Mondot-Bernard, J., Monjour, L., Karam, M.

CORPORATE: INSTNA(B221):
            INSTSB(B225):
            INSTCI(B222):   INSTCC(B223):

BIBLIO. LEVEL: LEVDU(A131): M   LEVGD(A132): C   ORIGIN(A160): FR
LANGUAGES: LANTEX(B540): En   LANSUM(B560):   YEAR(B630): 1980
LOCATION: LIBCOD(A121): CA-IDRC   CALLNO(A122): 613.2(662.1) M 6E v.2
PGEO(C101): ML

GENERIC DOCUMENT OR COLLECTION: VOLCO(B340): v.2
TITLEG(B330): Satisfaction of food requirements and agricultural
              development in Mali
AUTGEN(B310):
CORPORATE: INSBGA(B321): OECD
            INSGSB(B325): Development Centre
            INSGCI(B322): Paris   INSGCC(B323): FR

PUBLISHER: EDITN(B670):   DATE(B620): 1980
PUBNA(B611): OECD
PUBCI(B612): Paris   PUBCC(B613): FR
PAGINA(B641): 90p.   COLNOT(B642): 35 graphs, 40 tables
SERIES: TITLES(B410): Development Centre Papers   VOLSER(B420):
REPORT(B650):   ISBN(B660):
ADATA(B820): See also entries 10962 and 11019.
DEGREE(B720):

CONFERENCE:
MEETNA(B711):
MEETCI(B712):   MEETCC(B713):
MEETDA(B714):

DOCUM(D100): DP-E   CHAPTR(C140):   SEECHP(C160):

DESCRIPTORS(C210): /Mali/ /Village/ /Survey/ /Nutrition/ /Evaluation,
Nutrition/ /Evaluation, Health/ /Epidemiology/ /Morbidity/ /Anthropometric
Measurement/ /Children/ /Anaemia/ /Malaria/ /Parasitic Diseases/
/Birthrate/ /Statistical Data/ - /Evaluation/

ISN: 11084

ABSTR(C310): This report presents the results of medical and
nutritional surveys conducted during 1977-1978 in four
Mali villages by the OECD Development Centre. Findings
and data are presented on biochemical parameters,
parasitic diseases, anthropometric measurements of
children, fertility, and child mortality. In general, the
overall prevalence of anaemia was about 25% and that of
malaria, 90%. The overall level of parasitic infections
generally was low, but there were wide variations among
villages (7.1%-82.9%). The three most common parasitic
diseases were amoebiasis, trichomoniasis, and
bilharziasis. Chronic malnutrition affected more than 50%
of children aged 24-35 months and 34% of all children
examined. Higher fertility and child mortality were
observed in the four villages than for Mali as a whole.

SALUS WORKSHEET (MONOGRAPHS, COLLECTIONS, BOOK ANALYTICS)

TITLE(B230): Community participation in family health; a communication /
            education programme in Ecuador
TRITEN(B240):

AUTHOR(B210): Roppa, G.M., Rodriguez de Andrade, R.V.

CORPORATE: INSTNA(B221):
            INSTSB(B225):
            INSTCI(B222):   INSTCC(B223):

BIBLIO. LEVEL: LEVDU(A131): M   LEVGD(A132):   ORIGIN(A160): EC
LANGUAGES: LANTEX(B540): En   LANSUM(B560):   YEAR(B630): 1980
LOCATION: LIBCOD(A121): CA-IDRC   CALLNO(A122): 301.185(866) R 6
PGEO(C101): EC

GENERIC DOCUMENT OR COLLECTION: VOLCO(B340):
TITLEG(B330):
AUTGEN(B310):
CORPORATE: INSBGA(B321):
            INSGSB(B325):
            INSGCI(B322):   INSGCC(B323):

PUBLISHER: EDITN(B670):   DATE(B620): 1980
PUBNA(B611): Ministry of Public Health
PUBCI(B612): Quito   PUBCC(B613): EC
PAGINA(B641): 187p.   COLNOT(B642):
SERIES: TITLES(B410):   VOLSER(B420):
REPORT(B650):   ISBN(B660):
ADATA(B820): Also published in Spanish as *Participación comunitaria en
            salud familiar; un programa de comunicación social y educación
            en el Ecuador**
DEGREE(B720):

CONFERENCE:
MEETNA(B711):
MEETCI(B712):   MEETCC(B713):
MEETDA(B714):

DOCUM(D100): AF   CHAPTR(C140): II.4   SEECHP(C160):

DESCRIPTORS(C210): /Ecuador/ /Social Development/ /Family Health/
/Communications/ /Planning, Development/ /Health Services/ /Maternal Child
Health Services/ /Education, Health/ /Organization, Maternal Child Health
Services/ /Planning, National/ /Evaluation, Health Services/ /Evaluation,
Maternal Child Health Services/ /Methodology, Evaluation/ /Methodology/
/Survey/ /Social Participation/ /Methodology, Planning/ /Evaluation,
Planning/ /Education, Environmental Health/ /Data Collection/ - /Education/
/Evaluation/ /Planning/ /Questionnaire/ /Teaching Aid/ /Organization/

ISN: 11090

ABSTR(C310): Written for social development personnel working with the community, this publication was compiled by a team of communicators and social educators in Ecuador from December 1977-December 1979. The 1st part outlines Ecuador's health scene and health services, the people's health behaviour, the mother and child health programme, and the communication/education component, while the 2nd describes the comprehensive strategy: objectives and methodology, preliminary surveys, programming workshops, implementation, inter-agency cooperation, national activities, and communication/education materials. Part 3 concerns the operational system, internal review, the national convention, and the people's reactions. Annexes include the survey areas and questionnaire, reporting format, etc.

SALUS WORKSHEET (MONOGRAPHS, COLLECTIONS, BOOK ANALYTICS)

ISN: 11107
CCODE(B811): OKAY

TITLE(B230): Malaria control and national health goals; report of the
             seventh Asian Malaria Conference
TRITEN(B240):

AUTHOR(B210):

CORPORATE: INSTNA(B221): WHO
           INSTSB(B225):
           INSTCI(B222): Geneva   INSTCC(B223): CH

BIBLIO. LEVEL: LEVDU(A131): M   LEVGD(A132): S   ORIGIN(A160): CH
LANGUAGES: LANTEX(B540): En   LANSUM(B560):   YEAR(B630): 1982
LOCATION: LIBCOD(A121): CA-IDRC   CALLNO(A122): 613 WHO T 4 no.680
PGEO(C101): XP

GENERIC DOCUMENT OR COLLECTION: VOLCO(B340):
TITLEG(B330):
AUTGEN(B310):
CORPORATE: INSBGA(B321):
           INSGSB(B325):
           INSGCI(B322):   INSGCC(B323):

PUBLISHER: EDITN(B670):   DATE(B620): 1982
PUBNA(B611): WHO
PUBCI(B612): Geneva   PUBCC(B613): CH
PAGINA(B641): 68p.   COLNOT(B642):
SERIES: TITLES(B410): WHO Technical Report Series   VOLSER(B420): v.680
REPORT(B650):   ISBN(B660): 92-412-0680-2
ADATA(B820):
DEGREE(B720):

CONFERENCE:
MEETNA(B711): Asian Malaria Conference, 7th
MEETCI(B712): Manila   MEETCC(B713): PH
MEETDA(B714): 3-8 Nov 1980

DOCUM(D100): EB   CHAPTR(C140): V.7   SEECHP(C160):

DESCRIPTORS(C210): /Asia/ /Malaria/ /Evaluation, Disease Control/
/Planning, Disease Control/ /Research, Disease Control/ /Drugs/ /Planning,
Regional/ /Training, Health Manpower/ /China PR/ /Thailand/ /Vietnam/
/Disease Control/ /International Cooperation/ /Mass Campaign, Disease
Control/ /Epidemiology/ /Morbidity/ - /Planning/ /Evaluation/ /Mass
Campaign/ /Research/

ISN: 11107

ABSTR(C310): Representing the text of the report of the 7th Asian

Malaria Conference, held in November 1980 in Manila, this

document deals with the following areas: (1) the malaria

situation and future prospects of malaria control in

Asia; (2) reintroduction of malaria into countries from

which it has been eradicated; (3) drug resistance of

*Plasmodium falciparum** in Asia; (4) the role of malaria

programmes within national strategies for Health for All

by the Year 2000; (5) training for malaria control; and

(6) malaria research in Asia. The final section lists

recommendations regarding future needs, research

priorities, training programmes, and international

cooperation.

SALUS WORKSHEET (MONOGRAPHS, COLLECTIONS, BOOK ANALYTICS)

ISN: 11113
CCODE(B811): DIRE

TITLE(B230): Community health
TRITEN(B240):

AUTHOR(B210): Wood, C.H., Vaughan, J.P., de Glanville, H.

CORPORATE: INSTNA(B221):
            INSTSB(B225):
            INSTCI(B222):   INSTCC(B223):

BIBLIO. LEVEL: LEVDU(A131): M   LEVGD(A132): S   ORIGIN(A160): KE
LANGUAGES: LANTEX(B540): En   LANSUM(B560):   YEAR(B630): 1981
LOCATION: LIBCOD(A121): CA-IDRC   CALLNO(A122): 362.1(678) W 6
PGEO(C101): TZ

GENERIC DOCUMENT OR COLLECTION: VOLCO(B340):
TITLEG(B330):
AUTGEN(B310):
CORPORATE: INSBGA(B321):
            INSGSB(B325):
            INSGCI(B322):   INSGCC(B323):

PUBLISHER: EDITN(B670):   DATE(B620): 1981
PUBNA(B611): African Medical and Research Foundation
PUBCI(B612): Nairobi   PUBCC(B613): KE
PAGINA(B641): 478p.   COLNOT(B642): charts, ill., maps, tables
SERIES: TITLES(B410): Rural Health Series   VOLSER(B420): no.12
REPORT(B650):   ISBN(B660):
ADATA(B820):
DEGREE(B720):

CONFERENCE:
MEETNA(B711):
MEETCI(B712):   MEETCC(B713):
MEETDA(B714):

DOCUM(D100): DF-E   CHAPTR(C140): IV.9.1   SEECHP(C160):

DESCRIPTORS(C210): /Tanzania/ /Handbook, Community Health Worker/
/Community Health/ /Statistical Data/ /Demography/ /Health Services/
/Organization, Health Services/ /Nutrition/ /Administration, Health
Services/ /Environmental Health/ /Immunization/ /Vaccination Programme/
/Family Planning/ /Nutrition Programme/ /Disease Control/ /Maternal Child
Health/ /Education, Health/ - /Handbook/ /Education/ /Organization/
/Administrative Aspect/ /Community Health Worker/

ISN: 11113

ABSTR(C310): This handbook on community health is intended to supply
Tanzanian health workers with relevant teaching material
based on local conditions. Separate chapters present an
introduction to community health, provide background
information on the Tanzanian people, and cover a variety
of topics such as patterns of health and disease, health
services organization and administration, community
health techniques, environmental health, immunization,
family planning, nutrition, health education, disease
control, maternal child health, and health services for
special groups. Appendices contain additional information
on the construction of pit latrines and vaccination and
nutrition programmes. There is also an index.

SALUS WORKSHEET (MONOGRAPHS, COLLECTIONS, BOOK ANALYTICS)

ISN: 11119
CCODE(B811): DIRE

TITLE(B230): Breast-feeding in practice; a manual for health workers
TRITEN(B240):

AUTHOR(B210):   Helsing, E., Savage King, F.

CORPORATE: INSTNA(B221):
             INSTSB(B225):
             INSTCI(B222):   INSTCC(B223):

BIBLIO. LEVEL: LEVDU(A131): M   LEVGD(A132): C   ORIGIN(A160): GB
LANGUAGES: LANTEX(B540): En   LANSUM(B560):   YEAR(B630): 1982
LOCATION: LIBCOD(A121): CA-IDRC   CALLNO(A122): 613.953 H 4
PGEO(C101): XZ

GENERIC DOCUMENT OR COLLECTION: VOLCO(B340):
TITLEG(B330):
AUTGEN(B310):
CORPORATE: INSBGA(B321):
             INSGSB(B325):
             INSGCI(B322):   INSGCC(B323):

PUBLISHER: EDITN(B670):   DATE(B620): 1982
PUBNA(B611): Oxford University Press
PUBCI(B612): Oxford   PUBCC(B613): GB
PAGINA(B641): 271p.   COLNOT(B642): ill., ref.
SERIES: TITLES(B410): Oxford Medical Publications   VOLSER(B420):
REPORT(B650):   ISBN(B660): 0-19-261298-0
ADATA(B820):
DEGREE(B720):

CONFERENCE:
MEETNA(B711):
MEETCI(B712):   MEETCC(B713):
MEETDA(B714):

DOCUM(D100): EB   CHAPTR(C140): IV.9.1   SEECHP(C160):

DESCRIPTORS(C210): /Handbook, Maternal Child Health/ /Infants/ /Drugs/
/Breast-feeding/ /Maternal Child Health/ /Nutrition/ /Infant Feeding/
/Education, Health/ /Diet/ /Bibliography/ /Statistical Data/ /Attitudes/ -
/Cultural Aspect/ /Education/ /Psychological Aspect/ /Handbook/

ISN: 11119

ABSTR(C310): Written for health workers, nurses, auxiliaries, and
non-specialist doctors in both developing and
industrialized countries, this manual combines old
traditions from the cultural history of women and recent
experience and research on the practical aspects of
lactation. Covering all areas of breast-feeding, it
includes: the physiology of breast-feeding; preparations
for breast-feeding and common problems during the 1st
weeks and months; supplementary feeding and weaning;
factors affecting breast-feeding, e.g. diet, drugs
consumed, illness of mother or of infant; relactation and
induced lactation; mechanical aids; economic and
psychological aspects; and traditional and modern
superstitions. A copious bibliography, numerous line
drawings, and tables of data are included. The appendix
contains guidelines for health workers in the dietary
management of infants aged 0-6 months who are not
adequately breast-fed.

ISN: 11061
CCODE(B811): DIRE

TITLE(B230): Endemic goitre: a preventable and yet highly prevalent disease
             in Sarawak.
TRTIEN(B240):

AUTHOR(B210): Chen, P.C.

CORPORATE: INSTNA(B221):
             INSTSB(B225):
             INSTCI(B222):   INSTCC(B223):

BIBLIO. LEVEL: LEVDU(A131): A LEVGD(A132): S ORIGIN(A160): SG
LANGUAGES: LANTEX(B540): En LANSUM(B560):   PGEO(C101): MY

TITLES(B410): Medical Journal of Malaysia
PUBCI(B612): Singapore   PUBCC(B613): SG
VOLSER(B420): v.36(2)   ISSN(B430):
DATE(B620): Jun 1981   YEAR(B630): 1981
PAGINA: p.67-69   COLNOT(B642): map, photo, 8 ref., table

ADATA(B820):

CONFERENCE:
MEETNA(B711):
MEETCI(B712):   MEETCC(B713):
MEETDA(B714):

DOCUM(D100): HC-L   CHAPTR(C140): II.7   SEECHP(C160):

DESCRIPTORS(C210): /Malaysia/ /Goitre/ /Morbidity/ /Disease Control/
/Epidemiology/ /Legislation, Health/ - /Legislation/

ISN: 11061

ABSTR(C310): Although a voluntary salt iodization programme has been
in existence since 1957, goitre continues to be endemic
in Sarawak (Indonesia) with a prevalence of 40%-50% among
women aged more than 15 years. Indeed, the prevalence
reaches 99.5% in one district, where it is associated
with the distribution of non-iodized salt. This paper
discusses the causes and effects of iodine deficiency and
its contributing factors in Sarawak and calls for
legislation making the iodization of all types of
salt--including the coarse rock salt used in
fish-salting--compulsory.

ISN: 11064
CCODE(B811):

TITLE(B230): Evaluation on microscopists on sputum examinations at urban
            health centres
TRTIEN(B240):

AUTHOR(B210): Young, P.K.

CORPORATE: INSTNA(B221):
              INSTSB(B225):
              INSTCI(B222):   INSTCC(B223):

BIBLIO. LEVEL: LEVDU(A131): A   LEVGD(A132): S   ORIGIN(A160): KR
LANGUAGES: LANTEX(B540): En,Ko   LANSUM(B560):   PGEO(C101): KR

TITLES(B410): Tuberculosis and Respiratory Diseases
PUBCI(B612): Seoul   PUBCC(B613): KR
VOLSER(B420): v.27(2)   ISSN(B430): 0355-5011
DATE(B620): Jun 1980   YEAR(B630): 1980
PAGINA: 59-63   COLNOT(B642): 11 refs., tables

ADATA(B820):

CONFERENCE:
MEETNA(B711):
MEETCI(B712):   MEETCC(B713):
MEETDA(B714):

DOCUM(D100): HC-L   CHAPTR(C140): IV.5   SEECHP(C160): V.1

DESCRIPTORS(C210):   /Korea R/ /Laboratory Technician/ /Evaluation,
Laboratory Technician/ /Tuberculosis/ /Disease Control/ - /Evaluation/
/Laboratory/

ISN: 11064

ABSTR(C310): Various evaluations of the slide-reading ability of
health centre microscopists have been carried out by the
Korean Institute of Tuberculosis and have indicated the
need for more frequent inspection and upgrading of the
microscopists' skills in this area. Such efforts have
already resulted in considerable improvement between 1976
(when assessment yielded false-positive and
false-negative rates of 3.0% and 2.5%, respectively) and
1977 (when assessment yielded a false-positive rate of
1.9%). Workload allowing, fluorescence microscopy rather
than the conventional Ziehl-Neelsen techinique is
recommended for use in the health centres of Seoul.

SALUS WORKSHEET (SERIAL ANALYTICS)

TITLE(B230): Acción educativa institucional hacia la comunidad
TRTIEN(B240): Institutional health activities for the community

AUTHOR(B210): Erosio de Storch, B.

CORPORATE: INSTNA(B221):
             INSTSB(B225):
             INSTCI(B222):   INSTCC(B223):

BIBLIO. LEVEL: LEVDU(A131): A   LEVGD(A132): S   ORIGIN(A160): AR
LANGUAGES: LANTEX(B540): Es   LANSUM(B560):   PGEO(C101): AR

TITLES(B410): Revista de la Asociación Odontológica Argentina
PUBCI(B612): Buenos Aires   PUBCC(B613): AR
VOLSER(B420): v.69(2)   ISSN(B430):
DATE(B620): Mar-Apr 1981   YEAR(B630): 1981
PAGINA: 97-101   COLNOT(B642): ref.

ADATA(B820):

CONFERENCE:
MEETNA(B711):
MEETCI(B712):   MEETCC(B713):
MEETDA(B714):

DOCUM(D100): HC-L   CHAPTR(C140): III.4   SEECHP(C160):

DESCRIPTORS(C210):   /Argentina/ /Dental Health/ /Education, Dental Health/
/Teacher/ /Radio Communications/ /School/ - /Education/

ISN: 11065

ABSTR(C310): A dental health education programme has been mounted in Argentina with a view to encouraging the public to take a more active role in their dental health and to make the best use of the available dental health services. The programme includes a series of prime-time radio interviews with a dentist on basic dental care and disease prevention (including answers to queries from listeners) and courses for school teachers to enable them to function as dental health promoters in the classroom. This paper outlines the objectives, strategies, methodology, and evaluation method of each part of the programme.

ISN: 11078
CCODE(B811): BLCP

TITLE(B230): Proliferation of enteropathogens in oral rehydration solutions
          prepared with river water from Honduras and Surinam
TRTIEN(B240):

AUTHOR(B210): Black, R.E., Levine, M.M., Clements, M.L., Angle, P.,
          Robins-Browne, R.

CORPORATE: INSTNA(B221):
             INSTSB(B225):
             INSTCI(B222):   INSTCC(B223):

BIBLIO. LEVEL: LEVDU(A131): A   LEVGD(A132): S   ORIGIN(A160): GB
LANGUAGES: LANTEX(B540): En LANSUM(B560):   PGEO(C101): XL

TITLES(B410): Journal of Tropical Medicine and Hygiene
PUBCI(B612): London   PUBCC(B613): GB
VOLSER(B420): v.84(5)   ISSN(B430): 0022-5304
DATE(B620): 1981   YEAR(B630): 1981
PAGINA: 195-197   COLNOT(B642): ref., table

ADATA(B820):

CONFERENCE:
MEETNA(B711):
MEETCI(B712):   MEETCC(B713):
MEETDA(B714):

DOCUM(D100): EB   CHAPTR(C140): V.7   SEECHP(C160):

DESCRIPTORS(C210): /Disease Control/ /Diarrhea/ /Oral Rehydration/
/Children/ /Honduras/ /Surinam/ /Water Supply/ /Evaluation, Water Supply/
/Statistical Data/ /Village/ - /Evaluation/

ISN: 11078

ABSTR(C310):   In order to make recommendations for preparing and
storing sugar electrolyte solutions, the authors of the
present study assessed the capability of recognized
bacterial enteropathogens to survive and proliferate in
solutions made either with distilled water or river water
collected in Honduras and Surinam. The methodology,
results, and possible dangers are discussed and presented
as statistical data. Despite the presence of significant
amounts of *Shigella flexneri**, *Vibrio cholerae**,
*Escherichia coli 851/71**, and *E. coli B72** in
solutions that had been stored for 48 hours, it is
nevertheless suggested that, where resources are limited,
these fluids should still be administered to local
children with diarrhea since they have already been
exposed to these pathogens.

ISN: 11199
CCODE(B811): DENY

TITLE(B230): CODEP bulletin
TRTIEN(B240):

AUTHOR(B210):

CORPORATE: INSTNA(B221): St. Thomas Hospital and Leprosy Centre
             INSTSB(B225): Community Development Programme
             INSTCI(B222): Chetturattu   INSTCC(B223): IN

BIBLIO. LEVEL: LEVDU(A131): S LEVGD(A132):   ORIGIN(A160): IN
LANGUAGES: LANTEX(B540): En LANSUM(B560):   PGEO(C101): IN

TITLES(B410):
PUBCI(B612): Chetturattu   PUBCC(B613): IN
VOLSER(B420):   ISSN(B430):
DATE(B620):   YEAR(B630):
PAGINA: COLNOT(B642):

ADATA(B820):

CONFERENCE:
MEETNA(B711):
MEETCI(B712):   MEETCC(B713):
MEETDA(B714):

DOCUM(D100): DP-E   CHAPTR(C140): I   SEECHP(C160):

DESCRIPTORS(C210): /India/ /Community Development/ /Hospital/ /Periodical/
/Training/ /Training Course/ /Maternal Child Health/ /Disease Control/
/Rehabilitation/

ISN: 11199

ABSTR(C310): This bulletin describes CODEP (Community Development Programme) non-formal education activities and training courses in the areas of literacy, community development, rehabilitation, maternal child health, and disease control.

ISN: 11726
CCODE(B811): DENY

TITLE(B230): Problems of nutrition and food policy
TRTIEN(B240):

AUTHOR(B210): Hruby, J.

CORPORATE: INSTNA(B221):
             INSTSB(B225):
             INSTCI(B222):   INSTCC(B223):

BIBLIO. LEVEL: LEVDU(A131): A LEVGD(A132): M ORIGIN(A160): CH
LANGUAGES: LANTEX(B540): En LANSUM(B560):   PGEO(C101): XZ

TITLES(B410): World Review of Nutrition and Dietetics
PUBCI(B612): Basel   PUBCC(B613): CH
VOLSER(B420): v.41   ISSN(B430):
DATE(B620): 1983   YEAR(B630): 1983
PAGINA: p.1-39   COLNOT(B642): 155 ref.

ADATA(B820): For complete document see entry 11128.

CONFERENCE:
MEETNA(B711):
MEETCI(B712):   MEETCC(B713):
MEETDA(B714):

DOCUM(D100): DP-E   CHAPTR(C140): II.3   SEECHP(C160):

DESCRIPTORS(C210): /Tunisia/ /Indonesia/ /Morocco/ /Iran/ /India/
/Pakistan/ /Honduras/ /Peru/ /Papua New Guinea/ /Germnay DR/ /USSR/
/Czechoslovakia/ /Poland/ /USA/ /Canada/ /Norway/ /FAO/ /UN/ /Food/
/Nutrition/ /Planning, Nutrition/ /Planning, National/ /Government Policy/
- /Planning/

ISN: 11726

ABSTR(C310): A Czechoslovakian nutritionist considers the relatively
new concept of a nutrition and food policy (NFP) and the
mixed reactions that it has produced. He reviews policy
formulation efforts by various international bodies and
by a number of developed and developing countries. The
author strongly advocates the establishment of NFP, even
with possible errors and uncertainties. Such policy,
however, must be accompanied by a clear statement of its
goals, become part of the entire nutrition system and of
the national economy, and require minimal institutional
involvement.

ISN: 11748
CCODE(B811): DENY

TITLE(B230): Singapore community health bulletin
TRTIEN(B240):

AUTHOR(B210):

CORPORATE: INSTNA(B221): Singapore. Ministry of Health
             INSTSB(B225):
             INSTCI(B222):   INSTCC(B223): SG

CORPORATE: INSTNA(B221): Singapore. Ministry of the Environment
             INSTSB(B225):
             INSTCI(B222):   INSTCC(B223): SG

BIBLIO. LEVEL: LEVDU(A131): S LEVGD(A132):   ORIGIN(A160): SG
LANGUAGES: LANTEX(B540): En LANSUM(B560):   PGEO(C101): SG

TITLES(B410):
PUBCI(B612): Singapore   PUBCC(B613): SG
VOLSER(B420):   ISSN(B430): 0129-7457
DATE(B620):   YEAR(B630):
PAGINA: COLNOT(B642):

ADATA(B820):

CONFERENCE:
MEETNA(B711):
MEETCI(B712):   MEETCC(B713):
MEETDA(B714):

DOCUM(D100): RMB   CHAPTR(C140): II.7   SEECHP(C160):

DESCRIPTORS(C210): /Singapore/ /Periodical/ /Community Health/
/Environmental Health/ /Maternal Child Health/ /Education, Health/
/Addiction/ /Rehabilitation/ /Geriatrics/

ISN: 11748

ABSTR(C310): Published annually, this Journal contains articles on various issues in community and environmental health in Singapore. Subjects covered in a typical issue include smoking, breast-feeding, family planning, care of handicapped children and the elderly, and pollution. Notices concerning upcoming conferences and lectures, as well as free publications, are also given. Many articles contain photographs and statistical data.

ISN: 11062
CCODE(B811): DIRE

TITLE(B230): Health education for the community
TRITEN(B240):

AUTHOR(B210): Adi, F.C.

CORPORATE: INSTNA(B221):
            INSTSB(B225):
            INSTCI(B222):   INSTCC(B223):

BIBLIO. LEVEL: LEVDU(A131): M   LEVGD(A132):   ORIGIN(A160): NG
LANGUAGES: LANTEX(B540): En   LANSUM(B560):   YEAR(B630): 1979
LOCATION: LIBCOD(A121): CA-IDRC   CALLNO(A122): 613(02) A3
PGEO(C101): NG

GENERIC DOCUMENT OR COLLECTION: VOLCO(B340):
TITLEG(B330):
AUTGEN(B310):
CORPORATE: INSBGA(B321):
            INSGSB(B325):
            INSGCI(B322):   INSGCC(B323):

PUBLISHER: EDITN(B670):   DATE(B620): 1979
PUBNA(B611): Nwamife Publishers
PUBCI(B612): Enugu   PUBCC(B613): NG
PAGINA(B641): 152p.   COLNOT(B642): ill., photo
SERIES: TITLES(B410):   VOLSER(B420):
REPORT(B650):   ISBN(B660): 978-124-036-9
ADATA(B820):
DEGREE(B720):

CONFERENCE:
MEETNA(B711):
MEETCI(B712):   MEETCC(B713):
MEETDA(B714):

DOCUM(D100): DP-E   CHAPTR(C140): IV.9.1   SEECHP(C160):

DESCRIPTORS(C210): /Nigeria/ /Textbook/ /Training Manual, Health Education/
/Training Manual, Teacher/ /Disease Control/ /Infectious Diseases/
/Nutrition/ /Community Health/ /Diagnosis/ /Pregnancy/ /Parturition/ /First
Aid/ /School Health/ /Addiction/ /Environmental Health/ /Education, Health/
- /Teacher/ /Training Manual/ /Education/

ISN: 11062

ABSTR(C310): Written by a Nigerian doctor who is distressed by the
death and suffering of (even educated) Nigerians who have
sought treatment from traditional practitioners, this
book is intended for use by teachers and literate parents
and in universities and teacher training institutions.
Seperate chapters cover: the human body, including the
reproductive system; disease transmission, cancer, and
environmental and mental health; nutrition and drug
abuse; community health; common disease symptoms;
communicable and non-communicable diseases; reproduction;
and first aid and school health. Many illustrations and
photographs are included.

SALUS WORKSHEET (MONOGRAPHS, COLLECTIONS, BOOK ANALYTICS)

TITLE(B230): Problematik der Gesundheitsplanung in Entwicklungsländern
TRITEN(B240): Problems of health planning in developing countries

AUTHOR(B210): Bichmann, W.

CORPORATE: INSTNA(B221):
             INSTSB(B225):
             INSTCI(B222):   INSTCC(B223):

BIBLIO. LEVEL: LEVDU(A131): M   LEVGD(A132): S   ORIGIN(A160): DE
LANGUAGES: LANTEX(B540): De   LANSUM(B560):   YEAR(B630): 1979
LOCATION: LIBCOD(A121):   CALLNO(A122):   PGEO(C101): XA

GENERIC DOCUMENT OR COLLECTION: VOLCO(B340):
TITLEG(B330):
AUTGEN(B310):
CORPORATE: INSBGA(B321):
             INSGSB(B325):
             INSGCI(B322):   INSGCC(B323):

PUBLISHER: EDITN(B670):   DATE(B620): 1979
PUBNA(B611): Peter Lang
PUBCI(B612): Frankfurt   PUBCC(B613): DE
PAGINA(B641): 294p.   COLNOT(B642): ref.
SERIES: TITLES(B410): Medizin in Entwicklungsländern   VOLSER(B420): v.1
REPORT(B650):   ISBN(B660):
ADATA(B820):
DEGREE(B720):

CONFERENCE:
MEETNA(B711):
MEETCI(B712):   MEETCC(B713):
MEETDA(B714):

DOCUM(D100): EB   CHAPTR(C140): V.3   SEECHP(C160):

DESCRIPTORS(C210): /Africa/ /Developing Country/ /Evaluation, Health
Services/ /Demography/ /Morbidity/ /Mortality/ /Epidemiology/ /Community
Development/ /Planning, Health Services/ /Evaluation, Planning/
/Distribution, Health Services/ /Traditional Medicine/ /Government Policy/
/History of Health Services/ /WHO/ /Statistical Data/ - /Rural Area/
/Cultural Aspect/ /Social Aspect/ /Economic Aspect/ /Evaluation/ /Planning/
/Social Change/ /Distribution/

ISN: 11068

ABSTR(C310): Dealing mainly with the least developed countries on the
African continent, this monograph is divided into three
main parts, following an introduction which presents the
social and economic characteristics of these countries.
Part 1 explores the development of the health sectors
after political independence with the aid of 28 tables of
data on health indicators. The 2nd part examines problems
in health care planning with an overview of the economic
approach in planning and the applicability of planning
methodology in these African nations. Topics covered in
the 3rd part include colonial medical services,
traditional approaches and newer concepts regarding
development of national health systems, WHO policies
since the 1960s, and long-term objectives and priorities
of health development. Statistical data and a
comprehensive bibliography are included.