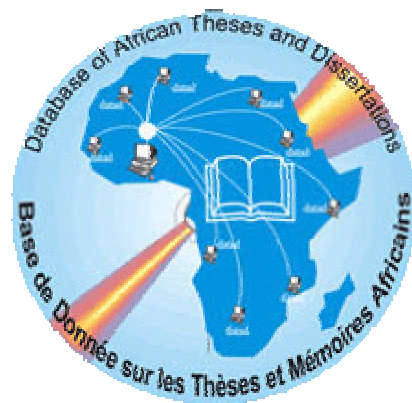


Association of African Universities



Database of African Theses and Dissertations



DATAD Methodology Manual

**Association of African Universities
Database of African Theses and Dissertations**

DATAD Methodology Manual

Edited by Mary Materu-Behitsa and Justin Chisenga

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- ▶ collecting, classifying and disseminating information on higher education and research, particularly in Africa;
- ▶ organizing, encouraging and supporting seminars and conferences between members of the academic, technical and administrative staff, students and university administrators in African universities;
- ▶ promoting cooperation between its members and representatives of governments, the productive, public and social sectors, as well as other stakeholders and constituencies interested in higher education and research.

The association currently has a membership of 171 institutions in 43 African countries. These institutions include public and private universities, research centers and other higher education institutions. To enhance the relevance and impact of its programmes the AAU continually seeks to strengthen and widen relations with other associations and networks. The AAU benefits from support from funding agencies and governments.

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Association of African Universities
DATAD Methodology Manual

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The DATAD Methodology Manual

1. INTRODUCTION

The DATAD Methodology Manual is a result of a conscious effort to compile a brief account of the processes and procedures that were found instrumental in successful implementation of the pilot project. This documentation is expected to meet the current and potential needs of DATAD network of users although some of its content can however be of interest to a wider community, especially individuals and institutions establishing bibliographic databases on ProCite.

The Manual outlines pertinent coordination and management issues, indicative hardware, software and infrastructure requirements, data transfer mechanisms, and posting of the database on a local area network. A detailed outline of the fields constituting a DATAD record and a field-to-field description and data entry guide is expected to supplement initial training, usually provided to joining institutions. A brief discussion on subject indexing is provided to guide the selection and assignment of keywords. Four appendices add detail to the manual. Appendix 1 gives broad subject categories, Appendix 2 provides a guide to forms of personal names, Appendix 3 is a rough guide for purchasing equipment and Appendix 4 is Omni PagePro supported scanners.

It should be noted that the document is in no way a panacea to DATAD implementation challenges. It is just a broad guide to be supplemented by individual and collective experiences, skills, as well as local practice.

2. MANAGEMENT OF DATAD

The DATAD Project Coordination Unit, within the Secretariat of the Association of African Universities provides the requisite leadership and coordination. This is guided by a DATAD Advisory Committee, which provides professional, technical and expert advise and guidance on the planning and implementation and serves to extend the vision and mission of the AAU to the institutions within Africa and internationally.

Management at institutional level is by a DATAD Management Team (DMT). Membership to this group draws from the graduate studies directorate, IT support services division, the library, and graduate students body. The AAU works with the institutions through the DMTs to streamline pertinent policy and management issues and oversee implementation of DATAD activities.

3. REQUIREMENTS

Infrastructure

DATAD can be implemented with a minimum infrastructure consisting of two networked computers, a CD writer and a scanner. However, for efficient working, it is preferable to have e-mail and/or Internet connection for easy communication with the coordinating unit, and for data transfer, and a local area network for accessing the database.

Hardware

It is recommended to have compatible equipment and the same software at all DATAD sites, so as to facilitate troubleshooting in common problems and software upgrading. Basically each institution is required to have a minimum of two computers connected to a local area network, a scanner and additional accessories as itemized below. Specifications indicated for computers are the minimum requirement.

Item	Quantity	Specification
Computer	2	PIII 933, 128Mb, Floppy, 20Gb, CD-RW, 10/100 NIC Card, 2 USB Ports, Win 98 2 nd Edition with 15" monitor
Scanner	1	HP ScanJet 5370C
Printer	1	HP LaserJet 1200C Printer
UPS	2	600 VA
LAN	N/A	TCP/IP network with connection to Internet if possible

Software

Item	Remarks
ProCite 5	The bibliography management software that will manage the database in which the records would be stored
Reference Web Poster	To enable the database to be browsed over a local area.
Xitami HTTP Server	Or any HTTP server like Apache for windows, Netscape, Microsoft IIS. <i>(Xitami was chosen because its very light weight and ideal for intranets)</i>
OmniPage Pro 11	To handle scanning of abstracts
Corel WordPerfect 8 / MS Word	For word processing abstracts
Latest version of Anti-virus: e.g McAfee, Norton, or any other	Recommended to protect computer programs against viruses

4. DATAD Fields Template

The DATAD Fields Template or Workform lists the fields defined for the DATAD record. The template has been adapted from the 'Book Long Form', which is one of the default forms provided with the ProCite software. Since the default field tags (numbers) as provided by ProCite cannot be changed, a correspondence has been made between the DATAD record fields names and tags and the ProCite field names and tags. Care has been taken to ensure correspondence/relevance of data structure handling by the program. For example, fields assigned for numeric data, indexing, or having provisions for special formatting features. The names and tag numbers assigned by ProCite are given side by side with the DATAD field names. While entering data, only the DATAD names are shown.

<i>ProCite Tag No.</i>	<i>ProCite Name</i>	<i>DATAD Name</i>
07	Author, Monographic	Author
08	Author Role	Gender
09	Title, Monographic	Title
15	Edition	Degree
16	Author, subsidiary	Supervisor(s)
18	Place of Publication	Town and Country
19	University	University and Department
20	Date of Publication	Year of Submission
23	Report ID	Acronym
27	Packaging Method	Abstract in alternative language
28	Size	Physical Description
35	Document type	Language
37	Availability	Availability and Address
38	Location/URL	Location/URL
39	CODEN	DATAD Identifier
42	Notes	Copyright statement
43	Abstract	Abstract
44	Call Number	Call Number
45	Keywords	Keywords

DATAD/ProCite Data Entry Guide

<i>ProCite Tag No.</i>	<i>ProCite Name</i>	<i>DATAD Name</i>	<i>Field usage and Data Entry Guide</i>
07	Author, Monographic	Author	Enter author names in full in the order: Lastname, Firstname Middlename Type the first character of each name in upper case and all other characters in lower case. Put a comma between the last name, and a period and space after each initial. Examples Andoh, Kofi Essel de Souza, Amma Essien, E. M. Okechuku, Bankole J. For multiple authors, use double slashes (//) between author names and enter continuously. For example: Agbevi, John Yawo//Semenyo, Michael J. See appendix 1 for more information on name forms
08	Author Role	Gender	Enter M for male and F for female. <i>Hint: You can get clues to gender in the acknowledgment statement in case it is not clear from the name.</i>
09	Title, Monographic	Title	Enter the title of the thesis/dissertation as it appears in the document only capitalizing the first letter and proper nouns
15	Edition	Degree	Enter the degree for which it was submitted as stated in the document. Enter the names of degrees consistently.
16	Author, subsidiary	Supervisor(s)	Enter the name(s) of the supervisors in full as they appear in the document, separated by double slash (//) in case they are more than one. <i>Hint: In some cases the names can be obtained by reading through the acknowledgment</i>
18	Place of Publication	Town and Country	Enter the name of the town where the institution is located and the country, eg Cairo, Egypt; Cape Coast, Ghana; Dar es Salaam, Tanzania; Harare, Zimbabwe
19	University	University and Department	Enter the full name of the institution and the faculty/ school/ college/ department, e.g. Addis Ababa University, Department of.....

20	Date of Publication	Year of Submission	Enter in four characters, the year the thesis was submitted. Avoid ambiguous dates such as January 1901/02 or 1998/99
23	Report ID	Acronym	Enter the ACRONYM of the institution where work was submitted. For works not submitted in the same institution, leave blank if not known.
27	Packaging Method	1. Abstract in Alternative Language 2. Table of Contents	1. This field is used for the abstract in the alternative language in case the thesis/dissertation has one. 2. Inclusion of Table of Contents is <i>Optional</i> . Include Chapter headings and sub-headings only without the preliminary pages not the pagination information.
28	Size	Physical Description	Enter the physical dimensions or format of the thesis or dissertation. Number of pages, and information about accompanying material, like cassette, floppy disk, photographs, CD-ROM etc. Example: 26p., includes radio cassette.
35	Document type	Language	Give the language of the main text in full. Example: English, French
37	Availability	Availability and Address	The address and e-mail contact from where to consult or get a copy of the work. Example: University of Dar es Salaam Library, P.O. Box 35092, Dar es Salaam, Tanzania. Tel/fax: 255 22 2410241, e-mail: general@libis.udsm.ac.tz
38	Location/URL	Location/URL	The Location/URL field provides an active link to the location of the electronic copy. As we do not have full text in DATAD (as of now) it will be the URL of the institution, library or centre responsible for theses and dissertations or actual full text for the individuals works having web addresses.
39	CODEN	DATAD Identifier	Leave this field empty. Data will be entered at AAU.
42	Notes	Copyright Statement	Enter here copyright information as available in the individual document or as provided by the institution
43	Abstract	Abstract	Key in the abstract if short, Copy/Cut and paste the scanned abstract. Check against the original and edit. Do not summarize or truncate any abstract.

44	Call Number	Call Number	Enter the Call Number as provided by the library. This number is important as it will facilitate identification of the document in the library collection. If not catalogued, consult the library to facilitate this or improvise a simplified identification scheme and use it consistently.
45	Keywords	Keywords	<p>This field is used for identification terms or keywords that describe the subject content of the work. The term keyword is also used to mean subject heading or descriptor. A keyword can be used for searching by topic. For ProCite to find records with the same terms in this field, keywords must be entered consistently. To facilitate this,</p> <ol style="list-style-type: none"> 1. Use ProCite field content lists to help maintain consistent use of terms. 2. Pick at least one term from the Broad Subject Categories provided in Appendix 2. 3. Add terms from the subjects provided in the institution's catalogue cards 4. Add broad and local geographical names 5. Add local terms and words from language of main text if not English.

6. POSTING ON THE LOCAL AREA NETWORK (Optional)

In order to post the ProCite Database over the local area network you will need to install Xitami (<http://www.xitami.com>) and Reference Web Poster. The Reference Web Poster will take the ProCite database and directly post it on to the intranet. The Xitami is an Open Source HTTP server software ideal for intranets.

A copy can be obtained from the link above.

Directions for installing Xitami HTTP server and the Reference Web Poster

1. Download the free (open source) Xitami server (specific for your OS) from this location <http://www.xitami.com/download.htm>
2. Install Xitami and change your admin password immediately
3. Open the file "defaults.cfg" in the Xitami directory (with Notepad or WordPad) and cut the text below and paste it into "defaults.cfg"

---/-----cut---/-----

[Alias]

Ris=C:\Web Poster

Risimages=C:\Web Poster\images

[Cgi-alias]

Ris=C:\Web Poster

---/-----cut---/-----

5. Install your Reference Web Poster program in to the directory C:\Web Poster
If you install Reference Web Poster in another directory, you should change the paths in the cut-and-paste text mentioned at point 3.
6. Stop and start your Xitami web server
7. Start Reference Web Poster configuration via [Start][Programs][Reference Web Poster], Click [Properties] and choose server type "Other" (instead of Microsoft) and put your "Server Status" ON.
8. Close Reference Web Poster configuration by clicking twice OK.
9. Start your internet browser and type the following URL:

<http://127.0.0.1/ris/risweb.cgi>

OR

<http://localhost/ris/risweb.cgi>

Now you should be able to see the sample databases that come with Reference Web Poster. If you would like to add your own databases, start the Reference Web Poster configuration again and go to "properties" and the "Content" tab and add your database(s).

7. The Record Format

The Procite software will manage data entry. All fields should be formatted to New Times Roman (Font Type), and font size 10. See the sample records printout below having the above specifications.

The screenshot shows the Procite 5 software interface with a record entry form. The form contains the following fields and values:

- Author (07):** Nshimbo, Angelina Rufaro
- Gender (08):** F
- Title (09):** A study to identify factors that are associated with patient non-compliance to prescribed anti-tuberculosis treatment undertaken at Beatrice Road Infectious Diseases Hospital during June and July 1996
- Degree (15):** Bachelor of Adult Education
- Supervisor(s) (16):** W. Murodzenfa
- Town and Country (18):** Harare, Zimbabwe
- University and Department (19):** University of Zimbabwe, Department of Adult Education
- Year (20):** 1996
- Acronym (23):** UE
- Abstract in Alternate Language (27):**
- Physical description (28):** 80pp
- Language (29):** English
- Availability and Address (37):** University of Zimbabwe Main Library, P. O. Box MP 43, Mount Pleasant, Harare, Zimbabwe. specialcollections@uzlib.uz.ac.zw
- Location/URL (38):** University of Zimbabwe Main Library, <http://www.uz.ac.zw/library>
- DATAD Identifier (39):**
- Copyright statement (42):** The University of Zimbabwe relies on guidelines in the Copyright Act (Chapter 26:01) of 1981 which stipulates that copyright vests in the author of the work and therefore copyright for theses and dissertations belongs to students.
- Abstract (43):**

The aim of the study was to identify the factors that are associated with non-compliance to prescribed TB treatment by patients at Beatrice Road Infectious Disease Hospital. TB is a curable disease and the numbers of defaulters is increasing. The descriptive survey design was guided by the following objectives:

 - 1 To assess knowledge levels on TB management among TB patients with regards to non-compliance.
 - 2 To determine the attitudes of TB patients with regards to non-compliance.
 - 3 To determine practices of patients with TB with regards to non-compliance.

A structural interview schedule was used to collect data from fifty convenient sampled patients. The study results revealed that:

The respondents had high levels of knowledge on TB. They knew that they had TB, that TB was curable. However, the respondents practice on TB management was found to be lacking although they had positive attitudes towards TB.

There were gaps in specific factual information. For example, 64% did not know the causes of tuberculosis. Despite high knowledge levels and positive attitudes about TB a significant number 69% of the respondents respectively confessed that they took a double dose of medication after realising the omission of previous dose.

In view of the above findings, there is need to put more impetus on dissemination of specific factual information about TB. In view of TB knowledge gaps, there is need for health workers as disseminators of information, to improve their communication skills in order to effectively educate TB patients. Means of ensuring compatibility between high knowledge levels on TB and appropriate practices pertaining to TB management should be sought and implemented as a matter of urgency.
- Call Number (44):** Thesis FOL RA 644 T7 Z36 NDCJ
- Keywords (45):** public health/tuberculosis/TB patients/TB management/Zimbabwe

ProCite 5 - [makere University dated project Edit Record]

File Edit View Help Record Groups Database Tools Window Help

Search: 717

Author (07): Jukko Tugene Hiale [Configure Edit Record](#)

Gender (08): M

Title (06): Econometric modelling for aggregate cereals supply in Ethiopia

Degree (15): M.Stat.

Supervisor(s) (14): Magyiba, X.R.O Thandamukwe, E.

Town and Country (18): Kampala, Uganda

University and Department (19): Makerere University, Institute of Statistics and Applied Economics

Year (20): 1999

Accession (23): MAE

Abstract in Alternate Language (27):

Physical description (28): 113p.

Language (35): English

Availability and Address (37): Po,Box 7062 Makerere University Library,Kampala-Uganda,E-mail: info@mak.ac.ug

Location/URL (38): Mj, Dawa 18 makereev.ac.ug (Under Construction)

DATAD Identifier (39): DATAD-MAE 001/21/03/03

Copyright statement (42): All rights reserved by Makerere University. No part of this publication may be reproduced without having prior permission from the University. Any permitted copying or quotation should be fully acknowledged.

Abstract (43): This thesis has explored the main factors that influence the trend and supply of aggregate cereals in Ethiopia related to modeling of aggregate cereals supply under changing levels of the proposed explanatory variables. The econometric model of the Nerlove type is fitted, using Ordinary Least Square techniques for the period 1974/75-1997/99. From these findings, one-year lag aggregate cereals supply and producer price, yield of aggregate cereals and use of fertilizer are found to be significant factors to explain the changes in the supply of aggregate cereals. The remaining variables such as trend and war have not had dominant effect on the supply of aggregate cereals. Statistically these variables are considered insignificant during the process of dropping and including variables from the preliminary regressions using economic, statistical and econometric criteria.

The parameters in the estimated model are consistent with the theory and stable from sample to sample according to the test made for all key assumptions maintained in econometric modeling.

The estimated Nerlove Partial Adjustment Model also provides the basis for aggregate cereals supply elasticities with respect to the explanatory variables. The short run elasticities of one year lag aggregate cereals supply and producer price, yield of aggregate cereals and use of fertilizer are 0.33, 0.13, 0.70 and 0.04, respectively. Aggregate cereals supply with respect to yield for 1974/75-1997/99 provides a greater short run elasticity than other variables.

Although some possible time series models like exponential smoothing and time series decomposition were fitted to analyse the comparative simulation performance of the NPAM, the comparisons generally show that NPAM is superior in forecasting aggregate cereals supply. In general this study attempted to explore the available significant factors, in order to provide evidence and shed more light on the actual facts of aggregate cereals supply. In the mean time it can be used in respect to simulation of the future situation of aggregate cereals supply.

Call Number (44): U 330.01595 ADD

Keywords (45): Econometrics/Modeling/ Cereals/ Aggregate cereals supply/ Statistics/Ethiopia

Configure Edit Record display options

9:31 AM

Appendix 1

BROAD SUBJECT CATEGORIES

Subject Indexing

The primary aim of subject indexing is to allow the user seeking information on a particular subject to retrieve all the relevant items in the database. The DATAD database has a wide coverage, thus requires an indexing system that is universal in nature. However, the customisation of an existing system or the establishment of a new one is usually complex, time consuming and expensive. For a start, DATAD is making extensive use of keywords, mainly derived from subject headings already assigned to the documents by the librarians. In addition, a Broad Subject Category List is (Appendix 1) is provided. In addition, geographical and words from the local languages are also included. Subject indexing at each institution is accomplished by using features available within the ProCite software.

At the co-ordinating unit, the main database provides searching by free text for the following fields: Author, Title, Degree, Supervisor, University and department, Year of submission, Keywords and Record ID.

On the DATAD Template, use Field no 45. The field is used for identification terms or keywords that describe the subject content of the work. For ProCite to find records with the same terms in this field, keywords must be entered consistently. To facilitate this,

1. Use ProCite field content lists to help maintain consistent use of terms.
2. Pick at least one term from the Broad Subject Categories provided in Appendix 1.
3. Add terms derived from the subject headings provided in the institution's catalogue cards
4. Add broad and local geographical names
5. Add local terms and words from language of main text if not English.

Broad Subject Categories

1. THE HUMANITIES AND SOCIAL SCIENCES / *LES SCIENCES HUMAINES ET SOCIALES*

1.1 Communications and the Arts / *Communications et Lettres / Portuguese*

Architecture / *Architecture*

Art History / *Histoire Artistique*

Cinema / *Cinema*

Dance / *Danse*

Design and Decoration Arts / *Design et Décoration*

Fine Arts / *Beaux-Arts*

Information Science / *Science de l'Information*

Journalism / *Journalisme*

Landscape Architecture / *Architecture Paysagère*

Library Science / *Bibliothéconomie*

Mass Communication / *Communication de Masse*

Music / *Musique*
Speech Communication / *Présentation de Discours*
Theatre / *Théâtre*

1.2 Education / *Education*

General / *Général*
Administration / *Administration Scolaire*
Adult and Continuing / *Education des Adultes et Education Permanente*
Agricultural / *Enseignement Agricole*
Art / *Lettres*
Bilingual and Multicultural / *Bilingue et Multiculturel*
Business / *Affaires*
Community College/ *Collège Communautaire*
Curriculum and Instruction / *Programme d'Etudes et Instruction*
Early Childhood / *Prime Enfance*
Educational Psychology / *Psychologie de l'Education*
Elementary / *Education Primaire*
Finance / *Finance*
Guidance & Counselling / *Orientation & Conseil Pédagogique*
Health / *Santé*
Higher / *Enseignement Supérieur*
History of / *Histoire de l'Education*
Home Economics / *Economie Sociale et Familiale*
Industrial / *Industriel*
Language and Literature / *Langue et Littérature*
Mathematics / *Mathématiques*
Music / *Musique*
Philosophy of / *Philosophie de l'Education*
Physical / *Education Physique et Sportive*
Reading / *Lecture*
Religious / *Religieuse*
Sciences / *Sciences*
Secondary / *Enseignement Secondaire*
Social Sciences / *Sciences Sociales*
Sociology of / *Sociologie de l'Education*
Special / *Spéciale*
Teacher Training / *Formation des Enseignants*
Technology / *Technologie*
Tests and Measurements / *Tests et Evaluation*
Vocational / *Formation Professionnelle*

1.3 Language, Literature and Linguistics / *Langue, Littérature et Linguistique*

Language / *Langue*
General / *Général*
Ancient / *Antique*
Linguistics / *Linguistique*
Modern / *Moderne*

Rhetoric and Composition / *Rhétorique et Composition*
Literature / *Littérature*
General / *Général*
Classical / *Classique*
Comparative / *Comparée*
Medieval / *Médiéval*
Modern / *Moderne*
African / *Africaine*
American / *Américaine*
Asian / *Asiatique*
Canadian (English) / *Canadienne (Anglais)*
Canadian (French) / *Canadienne (Francophone)*
Caribbean / *des Caraïbes*
English / *Anglaise*
Germanic / *Allemande*
Latin American / *Latino-Américaine*
Middle Eastern / *Moyen Orient*
Romance / *Romance*
Slavic and East European / *Slovaque et de l'Europe de l'Est*

1.4 Philosophy, Religion and Theology / *Philosophie, Religion et Théologie*

Philosophy / *Philosophie*
Religion / *Religion*
 General / *Général*
 Biblical Studies / *Etudes Bibliques*
 Clergy / *Clergé*
 History of / *L'Histoire de la Religion*
 Philosophy of / *Philosophie de la Religion*
Theology / *Théologie*

1.5 Social Sciences / *Sciences Social*

African Studies / *Etudes Africaines*
Anthropology / *Anthropologie*
 Archaeology / *Archéologie*
 Cultural / *Culturel*
 Physical / *Physique*
Business Administration / *Administration des Affaires*
 General / *Général*
 Accounting / *Comptabilité*
 Banking / *Opérations Bancaires*
 Management / *Gestion*
 Marketing / *Marketing*
Economics / *Sciences Economiques*
 General / *Général*
 Agricultural / *Agroéconomie*
 Commerce-Business / *Commerce - Affaires*
 Finance / *Finance*

History / *Histoire*
 Labor / *Travail*
 Theory / *Théorie*
 Folklore / *Folklore*
 Geography / *Géographie*
 Gerontology / *Gérontologie*
 History / *Histoire*
 General / *Général*
 Ancient / *Antique*
 Medieval / *Médiéval*
 Modern / *Moderne*
 Black / *Noir*
 Church / *Eglise*
 African / *Africaine*
 Asia, Australia and Oceania / *de l'Asie, de l'Australie et de l'Océanie*
 Canadian / *Canadienne*
 European / *Européenne*
 Latin American / *Latino-Américaine*
 Middle Eastern / *Moyen-Orient*
 United States / *des Etats Unis*
 History of Science / *Histoire de la Science*
 Law / *Droit*
 Political Science / *Science Politique*
 General / *Général*
 International Law and Relations / *Droit International et Relations Internationales*
 Public Administration / *Administration Publique*
 Recreation / *Loisirs*
 Social Work / *Travail Social*
 Sociology / *Sociologie*
 General / *Général*
 Criminology and Penology / *Criminologie et Pénologie*
 Demography / *Démographie*
 Ethnic and Racial Studies / *Etudes Ethniques et Raciales*
 Individual and Family Studies / *Etudes de l'Individu et de la Famille*
 Industrial and Labor Relations / *Relations Industrielles et du Travail*
 Public and Social Welfare / *Bien-être Public et Social*
 Social Structure and Development / *Structure Sociale et Développement*
 Theory and Methods / *Théorie et Méthodes*
 Transportation / *Transport*
 Urban and Regional Planning / *Aménagement Urbain et Régional*
 Women's Studies / *Etudes de la Femme*
 Gender and Women's studies / *Etudes du Genre et de la Femme*

2. THE SCIENCES AND ENGINEERING / *SCIENCES ET INGÉNIERIE*

2.1 Biological Sciences / *Sciences Biologiques*

Agriculture / *Agriculture*

General / *Général*

Agronomy / *Agronomie*

Animal Culture and Nutrition / *Production et Nutrition Animale*

Animal Pathology / *Pathologie Animale*

Fisheries and Aquaculture / *Pêches et Aquaculture*

Food Science and Technology / *Science et Technologie Alimentaire*

Forestry and Wildlife / *Foresterie et Vie Sauvage*

Plant Culture / *Culture des Plantes*

Plant Pathology / *Pathologie des Plantes*

Range Management / *Gestions des Etendues*

Soil Science / *Science du Sol*

Wood Technology / *Technologie du Bois*

Biology / *Biologie*

General / *Général*

Anatomy / *Anatomie*

Animal Physiology / *Physiologie Animale*

Biostatistics / *Biostatistiques*

Botany / *Botanique*

Cell / *Cellule*

Ecology / *Ecologie*

Entomology / *Entomologie*

Genetics / *Génétique*

Limnology / *Limnologie*

Microbiology / *Microbiologie*

Molecular / *Moléculaire*

Neuroscience / *Science neurologique*

Oceanography / *Océanographie*

Plant Physiology / *Physiologie des Plantes*

Veterinary Science / *Science Vétérinaire*

Zoology / *Zoologie*

Biophysics / *Biophysique*

General / *Général*

Medical / *Médical*

2.2 Earth and Environmental Sciences / *Sciences de la Terre et de l'Environnement*

Biochemistry / *Biochimie*

Environmental Sciences / *Sciences de l'Environnement*

Geochemistry / *Géochimie*

Geodesy / *Géodésie*

Geology / *Géologie*

Geophysics / *Géophysique*

Hydrology / *Hydrologie*

Mineralogy / *Minéralogie*

Paleobotany / *Paléobotanique*
Paleoecology / *Paléoécologie*
Paleontology / *Paléontologie*
Paleozoology / *Paléozoologie*
Palynology / *Palynologie*
Physical Geography / *Géographie Physique*
Physical Oceanography / *Océanographie Physique*

2.3 Health Sciences / Sciences de la Santé

Health Sciences / *Sciences de la Santé*
General / *Général*
Audiology / *Audiologie*
Dentistry / *Dentisterie*
Education / *Education*
Health Care Management / *Gestion de la Santé*
Human Development / *Développement Humain*
Immunology / *Immunologie*
Medicine and Surgery / *Médecine et Chirurgie*
Mental Health / *Santé Mentale*
Nursing / *Allaitement*
Nutrition / *Nutrition*
Obstetrics and Gynaecology / *Obstétrique et Gynécologie*
Occupational Health and Safety / *Santé et Sécurité du Travail*
Oncology / *Oncologie*
Ophthalmology / *Ophtamologie*
Pathology / *Pathologie*
Pharmacology / *Pharmacologie*
Pharmacy / *Pharmacie*
Public Health / *Santé Publique*
Radiology / *Radiologie*
Recreation / *Loisirs*
Rehabilitation and Therapy / *Réadaptation et Thérapie*
Speech Pathology / *Pathologie de la Parole*
Toxicology / *Toxicologie*
Home Economics / *Economie Domestique*

2.4 Physical Sciences / Sciences Physiques

2.4.1 Pure Science

Chemistry / *Chimie*
General / *Général*
Agricultural / *Agricole*
Analytical / *Analytique*
Biochemistry / *Biochimie*
Inorganic / *Inorganique*
Nuclear / *Nucléaire*
Organic / *Organique*
Pharmaceutical / *Pharmaceutique*
Physical / *Physique*
Polymer / *Polymère*

Radiation / *Radiation*
Mathematics / *Mathématique*
Physics / *Physique*
 General / *Général*
 Acoustics / *Acoustique*
 Astronomy and Astrophysics / *Astronomie et Astrphysique*
 Atmospheric Science / *Science Atmosphérique*
 Atomic / *Atomique*
 Condensed Matter / *Matière Concentrée*
 Electricity and Magnetism / *Electricité et Magnésium*
 Elementary Particles and High Energy / *Particules Élémentaires et Haute Energie*
Fluid and Plasma / *Fluide et Plasma*
 Molecular / *Moléculaire*
 Nuclear / *Nucléaire*
 Optics / *Optiques*
 Radiation / *Radiation*
Statistics / *Statistics*

2.4.2 Applied Sciences / Sciences Appliquées

Applied Mechanics / *Mécaniques Appliquées*
Computer Science / *Informatique*
Engineering / *Ingénierie*
 General / *Général*
 Aerospace / *Aérospatiale*
 Agricultural / *Agricole*
 Automotive / *Biomédical*
 Chemical / *Chimique*
 Civil / *Civil*
 Electronics and Electrical / *Electronique et Electrotechnique*
 Environmental / *de l'Environnement*
 Industrial / *Industriel*
 Marine and Ocean / *Marine et de l'Océan*
 Materials Science / *Science des Matériaux*
 Mechanical / *Mécanique*
 Metallurgy / *Métallurgie*
 Mining / *Industrie Minière*
 Nuclear / *Nucléaire*
 Packaging / *Emballage*
 Petroleum / *Pétrolier*
 Sanitary and Municipal / *Sanitaire et Municipal*
 System Science / *Science du Système*
Geotechnology / *Géotechnologie*
Operations Research / *Recherche Opérationnelle*
Plastics Technology / *Technologie des Matières Plastiques*
Textile Technology / *Technologie Textile*

2.4.3 Psychology / Psychologie

 General / *Générale*
 Behavioral / *du Comportement*

Clinical / *Clinique*
Cognitive / *Cognitif*
Developmental / *du développement*
Experimental / *Expérimental*
Industrial / *Industrielle*
Personality / *Personnalité*
Physiological / *Physiologique*
Psychological / *Psychologique*
Psychometrics / *Psychométrie*
Social / *Social*

Appendix 2

GUIDELINES FOR PERSONAL AUTHOR NAMES

Adapted from Di Lauro A. and Brandon E. Manual for preparing records in microcomputer based bibliographic information systems.. Ottawa, Ont., IDRC, 1990.

1. The information provided will be used to guide DATAD database data entry for fields:

- 07 Author
- 16 Supervisor(s)

2. In most cases, the institution's Library Catalog /OPAC will already have entries for the correct form of the name and "see" references from other possible forms of the name. Use this information whenever available and use these guides in the absence of such information.

Note: Most computer programs can pick any name whatever the order of data entry. However, for consistency in indexing by the 'terms list' feature of ProCite, it is strongly recommended that you use the names guide during data entry.

RULES FOR FORM OF PERSONAL NAME

Do not add indications of rank, such as General, Professor, or Doctor unless required under special cases.

When there is no card for the name, and it is not evident which part of the name should be used as the entry element, follow the rules below.

3. *African Names*

3.1 Botswana

Enter under the last part of the name.

Example

Name: Tebogo Kagiso Pule

Enter: Pule, Tebogo Kagiso

3.2 Burkina Faso

Enter under the last part of the name. Do not separate hyphenated compound names.

Examples

Name: Joseph Ki-Zerbo

Enter: Ki-Zerbo, Joseph

Name: Cheik Ousman Diallo

Enter: Diallo, Cheik Ousman

3.3 Burundi

Enter under the last part of the name. Do not separate hyphenated compound surnames.

Examples

Name: Emile Hatungimana
Enter: Hatungimana, Emile

3.4 Cameroon

Enter under patronymic, i.e., the part of the name that follows a forename of European or Islamic origin

Examples

Name: Ousmane Mey
Enter: Mey, Ousmane
Name: Mathias Makang Ma Mbock
Enter: Makang Ma Mbock, Mathias

3.5 Chad

Enter under the first element of the name, in direct order.

Examples

Name: Sou Ngonn Sou
Enter: Sou Ngonn Sou
Name: Bongbanda Hogra
Enter: Bongbanda Hogra

3.6 Côte d'Ivoire

Enter under patronymic, which is usually the first element of the name. Insert a comma after the patronymic.

Examples

Name: Assouan Akassiba
Enter: Assouan, Akassiba
Name: Amoikon Aka N'da
Enter: Amoikon, Aka N'da

3.7 Ethiopia

Enter under the first element of the name, in direct order

Examples

Name: Ermias Kebraab
Enter: Ermias Kebraab
Name: Eshetu Habte Georgis
Enter: Eshetu Habte Georgis

3.8 The Gambia

Enter under patronymic. This is usually the last element.

Examples

Name: Seydou N'jie Badjan
Enter: Badjan, Seidou N'jie

3.9 Ghana

Enter under surname, that is, the last element in the name. Enter compound surnames under the first part of the compound. Enter surnames beginning with a prefix under the prefix.

Examples

Name: Kweku Dua-Agyemang

Enter: Dua-Agyemang, Kweku
Name: Daniel Kojo Da Rocha
Enter: Da Rocha, Daniel Kodjo

3.10 Ivory Coast *see* Côte d'Ivoire

3.11 Kenya

- a) Afro-Asiatic group of languages (Somali, Borana, etc.)

Enter under the first element of the name, in direct order.

Examples

Name: Yusuf Hassan

Enter: Yusuf Hassan

Name: Amina Inan Ali

Enter: Amina Inan Ali

- a) Bantu group of languages

Enter under the last element of the name.

Examples

Name: Munyao wa Musau

Enter: Musau, Munyao wa

Name: James Musau Munyao Mula

Enter: Mula, James Musau Munyao

- a) Kalenjin; Luo

Enter under the last element of the name.

Examples

Name: John Ongayo Kokwaro

Enter: Kokwaro, John Ongayo

Name: Arphaxao Kipruto arap Maiyo

Enter: Maiyo, Arphaxao Kipruto arap

- a) Pokot

Enter under the parts of the name following a forename of foreign origin, in direct order.

Examples

Name: Ruth Chenanga Checo Kapelion

Enter: Chenanga Chepo Kapelion, Ruth

Name: Athman bin Lali Omar

Enter: Athman bin Lali Omar

3.12 Mauritania

Enter under the first element of the name, in direct order

Examples

Name: Moktar Ould Haiba

Enter: Moktar Ould Haiba

Name: Ahmed Ould Djeddou

Enter: Ahmed Ould Djeddou

3.13 Nigeria

Enter under family name, which is the last element of the name.

Examples

Name: Chinua Achebe

Enter: Achebe, Chinua

Name: Abubakar Babba-Innar
Enter: Babba-Innar, Abubakar

3.14 Senegal

Enter under patronymic, which is usually the last element of the name, and include terms of respect, such as “Adjaratou” and “El Hadj”, as in the examples.

Examples

Name: Amadou Ndiaye Samb
Enter: Samb, Amadou Ndiaye
Name: El Hadj Assane Diop
Enter: Diop, El Hadj Assane
Name: Adjaratou Magatte Sall Ndiaye
Enter: Ndiaye, Adjaratou Magatte Sall

3.15 Tanzania

a) Names in western form

Enter under surname. Enter a surname beginning with a prefix under the prefix. Enter a compound surname under the last element of the name.

Example (surname beginning with a prefix)

Name: R.K. Che Kondo
Enter: Che Kondo, R.K.

Examples (compound name)

Name: Julius Kambarage Nyerere
Enter: Nyerere, Julius Kambarage
Name: B.B. Ngene wa Mapua
Enter: Mapua, B.B. Ngene wa

a) Islamic and tribal forms

Enter under the first element of the name, in direct order.

Examples

Name: Hasani bini Ismail
Enter: Hasani bini Ismail
Name: Kiziku wa Maziku
Enter: Kiziku wa Maziku

3.16 Uganda

Enter under family name, which is the last element of the name.

Examples

Name: Tucker Lwanga
Enter: Lwanga, Tucker
Name: Okot p'Bitek, Okot
Enter: p'Bitek, Okot
Name: John Kibuka-Musoke
Enter: Kibuka-Musoke, John

3.17 Upper Volta *see* Burkina Faso

3.18 Zaire/Democratic Republic of Congo

Enter under the first element of the name, in direct order.

Examples

Name: Ilanga Nyonschi
Enter: Ilanga Nyonschi
Name: Lumpungu Kamanda
Enter: Lumpungu Kamanda

3.19 Zambia

Enter under the last element of the name.

Examples

Name: Samuel Samusungwa
Enter: Samusungwa, Samuel

4. Portuguese Names

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

Examples

Name: Antonio Pires de Gastro
Enter: Gastro, Antonio Pires de
Name: Ovid Silva
Enter: Silva, Ovid

4.2 When the last element of the family name is a qualifier indicating a family relationship, such as Filho, Junior, Neto or Sobrinho, enter under the second last element of the name.

Examples

Name: Victor Vidal Neto
Enter: Vidal Neto, Victor
Name: Antonio Ribeiro de Castro Sobrinho
Enter: Castro Sobrinho, Antonio Ribeiro de

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

Examples

Name: Antonio Luis Neto
Enter: Neto, Antonio Luis
Name: Jorge Sobrino
Enter: Sobrinho, Jorge

4.4 Enter a simple surname beginning with a prefix under the part following the prefix.

Example

Name: Martinho Augusto da Fonseca
Enter: Fonseca, Martinho Augusto da

5. Spanish Names

5.1 Compound Spanish surnames usually consist of the father's name followed by the mother's name. A married woman may add, after these elements, the proposition "de" and her husband's name. Enter compound Spanish names under the first element of the surname. This is usually the second last element of the name, but

may be, in the case of married women using all three name elements, the third last element.

Examples

Name: Franciso Rodriguez Marin

Enter: Rodriguez Marin, Francisco

Name: Marcelino Menéndez y Pelayo

Enter: Menéndez y Pelayo, Marcelino

Name: Elena Torres Garcia de Urbina

Enter: Torres Garcia de Urbina, Elena

5.2 Sometimes Spanish authors give only the initial of the last element of the name. If it is not possible to determine the full form of the name, enter it in the form found on the document.

Example

Name: Guillermo Isaza V.

Enter: Isaza V., Guillermo

5.4 Enter surname beginning with a prefix consisting only of an article such as “Las”, under the prefix.

Example

Name: Manuel Las Heras

Enter: Las Heras, Manuel

5.5 Enter surnames beginning with a prefix consisting of a preposition, or a preposition and an article, under the part of the name following the prefix.

Examples

Name: Fransisco de la Vega

Enter : Vega, Francisco de la

Name: José Maria de Pereda

Enter: Pereda, José Maria de

6. European Names (except Portuguese and Spanish)

6.1 Entry Element

The entry element is the surname or family name which is usually the last element in the name.

Examples

Name: Angus Blair

Enter: Blair, Angus

Name: Yolande Lacroix

Enter: Lacroix, Yolande

Name: Italo Calvino

Enter: Calvino, Italo

6.2 Compound names

The entry element may be a compound surname. The parts of compound names are often, but not always, joined by a hyphen. Enter compound names under the first element of the compound.

Examples

Name: Marguerite Mignot-Lefebvre

Enter: Mignot-Lefebvre, Marguerite

Name: Winigred Wekes-Vagliani

Enter: Wekes-Vagliani, Winigred

6.3 Compound surnames containing prefixes

Option 1

b) Enter surnames beginning with the following prefixes under the prefix.

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

Examples

Am Rhyn, August

Di Giacomo, Salvatore

De la Fontaine, Jean

Ver Boven, Aja

b) Enter surnames beginning with the following prefixes under the part of the surname following the prefix.

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

Examples

Beek, Leo op de

Brink, Jan ten

Hagen, Friedrich von der

Hallstrom, Gunnar af

Option 2

a) English-speaking countries

Enter surnames beginning with a prefix under the prefix.

Examples

Name: Walter De la Mare

Enter: De la Mare, Walter

Name: Mark van Doren

Enter: van Doren, Mark

a) France

Enter surnames beginning with “de” under the part of the name following the prefix.

Enter surnames beginning with other prefixes under the prefix.

Examples

Name: Simone de Bevoir

Enter: Beauvoir, Simone de
Name: Charles-Marc Des Granges
Enter: Des Granges, Charles-Marc
Name: Roland Le Cordier
Enter: Le Cordier, Roland

a) Germany and Austria

Follow the same rules as for option 1.

Examples

Name: Friedrich von der Hagen
Enter: Hagen, Friedrich von der
Name: Adolf von Schack
Enter: Schack, Adolf von

a) Italy

Enter surnames beginning with a prefix under the prefix.

Examples

Name: Edmondo De Amicis
Enter: De Amicis, Edmondo
Name: Roberta Di Camerino
Enter: Di Camerino, Roberta

a) Netherlands

Follow the same rules as for option 1

Examples

Name: Carel Ver Huell
Enter: Ver Huell, Carel
Name: Jan ten Brink
Enter: Brink, Jan ten

f) Danish, Norwegian and Swedish names

Enter surnames beginning with a prefix of Germanic origin, such as “von”, “der”, “af”, under the part of the name following the prefix. Enter surnames beginning with other kinds of prefix under the prefix.

Examples

Name: Gustav af Geijerstam
Enter: Geijerstam, Gustav af
Name: Ernest von der Recke
Enter: Recke, Ernest von der
Name: Magnus Gabriel De la garde
Enter: De la garde, Magnus Gabriel

7. Arabic Names

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

Examples

Name: Fatimah Barakat

Enter: Barakat, Fatimah

Name: Jamil Mattar

Enter: Mattar, Jamil

7.2 Compound names containing prefixes

Enter compound family names containing the prefixes Al, El, Abou, Abun, Abdul, Abdel, Ben, or Ibn under the prefix.

Examples

Name: Abbas Mahmud Al'Akkad

Enter: Al'Akkad, Abbas Mahmud

Name: Tahir Abdul Hakim

Enter: Abdul Hakim, Tahir

Name: Abdul Rahman Ibn Khaldoun

Enter: Ibn Khaldoun, Abdul Rahman

7.3 Compound names containing suffixes

The phrase "El-Dine" and its variants (al-din, al-Din, etc.) is a suffix and is therefore always the second part of a family name or a given name.

Examples

Name: Kheir El-Dine Raouf

Enter: Raouf, Kheir El-Dine

Name: Muhammad Sadr al-Din

Enter: Sadr al-Din, Muhammad

8. *Asian Names*

8.1 Bangladesh

Enter under the last element of the name.

Examples

Name: Anwar Pasha

Enter: Pasha, Anwar

Name: Rabindra Bijay Barua

Enter: Barua, Rabindra Bijay

8.2 Burma *see* Myanmar

8.3 Chinese names

Enter under the family name, which is the first element of the name. Insert a comma after the family name.

Examples

Name: Lee Hon-ling

Enter: Lee, Hon-ling

Name: Li Xuzeng

Enter: Li, Xuzeng
Name: Lim Hong Too
Enter: Lim, Hong Too

Note: Chinese living abroad or writing for a Western audience frequently reverse the traditional order of their name.

Example

Name: Ching-Chi Chen
Enter: Chen, Ching-Chi

When a Western forename is added, enter it before the Chinese forenames.

Examples:

Name: Loh Philip Fook Seng
Enter: Philip, Loh Fook Seng

8.4 India

a) Punjabi name (i.e., names containing “Singh”)

Enter under the first element, in direct order.

Examples

Name: Surjit Singh Sethi
Enter: Surjit ,Singh Sethi
Name: Trilok Singh
Enter: Trilok, Singh

a) Other names

When parts of the name have been reduced to initials, enter under the parts of the name written in full. If it is not clear which part of the name should be the entry element, enter under the last element of the name.

Examples

Name: V.K.P. Rao
Enter: Rao, V.K.P.
Name: C.P. Ramaswamy Ayyar
Enter: Ramaswamy Ayyar, C.P.
Name: Subhash Chandra Bose
Enter: Bose, Subhash Chandra

8.5 Indonesia

Enter names containing terms of relationship, such as bin, binte, binti, or ibni, under the first element, in direct order.

Examples

Name: Abdullah bin Nuh
Enter: Abdullah bin Nuh

Enter other names under the last element of the name.

Examples

Name: Amir Taat Nasution

Enter: Nasution, Amir Taat

Name: Nani Suwondo-Surasno

Enter: Suwondo-Surasno, Nani

8.6 Japan

Enter under family name, which is the last element of the name.

Examples

Name: Itsue Takamure

Enter: Takamure, Itsue

Name: Hiroko, Ozaki

Enter: Ozaki, Hiroko

8.7 Korea

Treat Korean names in the same way as Chinese names.

Examples

Name: Kim Ku

Enter: Kim, Ku

Name: Koh Hoe-Young

Enter: Koh, Hoe-Young

8.8 Malay names

Enter under the first element of the name, in direct order. However, if it is known that the person treats another element of the name as the surname, treat that part as the entry element.

Examples

Name: Abdullah Sanusi bin Ahmad

Enter: Abdullah Sanusi bin Ahmad

Name: Fatimah Husain

Enter: Fatimah Husain

Name: A. Samad Said

Enter: A. Samad Said

8.9 Myanmar

Enter under the first element of the name, in direct order, unless the first element is a Western forename. Terms of address, such as U, Daw, Ko, Ma, Maug, Bo, and Saya, are entered after the name, preceded by a comma.

Examples

Name: U Thant

Enter: Thant, U

Name: Freddie Ba Hli

Enter: Ba Hli, Freddie

Name: Maung Hla Htun

Enter: Hla Htun, Maung

8.10 Pakistan

Enter under the last element of the name.

Examples

Name : Anwarul Haque Chaudhri

Enter: Chaudhri, Anwarul Haque

Name: Muhammad Husayn

Enter: Husayn, Muhammed

However, names consisting of two personal names, of which the first is not Muhammad, or a variant form of Muhammad, are entered under the first name, in direct order.

Examples

Name: Hazrat Ali

Enter: Hazrat Ali

Name: Noor Mohammad

Enter: Noor Mohammad

8.11 Phillipines

Enter compound surnames under the first element of the compound. Enter surnames beginning with a prefix under the prefix.

Examples

Name: Pedro Pe Benito

Enter: Pe Benito, Pedro

Name: Horacio de la Costa

Enter: de la Costa, Horacio

8.12 Sri Lanka

Enter under the last element of the name. Enter surnames beginning with a prefix under the prefix. When the last element of the name is preceded by a name of western origin, thus making a compound surname, enter under the first element of the compound.

Examples

Name: Ratne Welikala

Enter: Welikala, Ratne

Name: Lal Premnath De Mel

Enter: De Mel, Lal Premnath

Name: D.F. De Silva Guneratne

Enter: De Silva Guneratne, D.F.

8.13 Thailand

Enter under the first element of the name, in direct order.

Examples

Name: Nilawan Pinthong

Enter: Nilawan, Pinthong

Name: Maria Laosunthara

enter: Maria, Laosunthara

8.14 Vietnam

Enter under the last element of the name, which is the personal name. Although the first element of the name is the family name, it is not used as the entry element.

Example

Name: Nguyen Dinh Thi

Enter: Thi, Nguyen Dinh

Appendix 3

Guide for the Purchase of DATAD Equipment

1. Computers

1.1 **One computer will be used for data entry.** This will have the following software installed and peripherals connected to it.

Software

- ProCite 5*: This is a bibliographic software that will be used for data entry and editing.
- OmniPage Pro 11*: this is an Optical Character Recognition (OCR) software that will facilitate scanning of the abstracts to speed up data entry.
- Word processing software

1.2 Peripherals

- Scanner*
- CD Writer*
- Printer*:

•*Scanner : OmniPage Pro 11* is the scanning/OCR software that was used during the pilot phase and AAU has developed the capacity for its use within the pilot institutions. The range of scanners listed as Appendix 4 are supported by OmniPagePro 11 software(as of June 2002). It is therefore recommended to check that a selected scanner is also supported.

In consideration of the minimum system requirement for the different software and the peripherals to be connected, the following **minimum specification** is recommended for the computer.

Hard disc storage capacity: 10 GB or higher

Processor: Pentium II or higher, 400mhz or higher

RAM: 128 MB or higher

Operating system: Windows 98 (Second Edition)

Others: CD-WRITER

At least 2 USB Ports (for connecting the scanner and the CD Writer)

Floppy drive

SVGA monitor

1.2 The second computer will host the web access software:

Services to be offered by the computer:

Hosting the Internet server: HTTP server running on Windows 98

Providing Internet Connection: Dedicated access to a TCP/IP network

Internet Browsing: A World Wide Web browser, preferably Netscape Navigator v3

Currently, the Reference Web Poster (RWP) is used. The minimum system requirements for the RWP are tentatively taken to guide the specifications for the second computer:

Minimum Requirements:

- Pentium II or higher, 400mhz or higher
- 128MB RAM or higher
- 20 GB disk space or higher
- 3.5" floppy disk drive, mouse
- CD-ROM drive
- 2 USB ports

- Network adapter/card

2. System Requirements for the different software used by DATAD

ProCite 5 minimum System Requirements

- Microsoft Windows 95/98/2000 or higher, NT Workstation 4.0 or higher
- Intel Pentium or higher
- 64 MB of RAM
- Minimum 30 MB available disk space for full installation?
- CD-ROM reader
- USB port
- CD writer

OmniPage Pro 11 System Requirements

Windows 95, 98, ME, XT, NT 4.0, or 2000

Intel Pentium processor or equivalent

32 MB RAM (64 MB Recommended)

Hard disk space: 115-170 MB depending on operating system requirements

CD-ROM drive

SVGA monitor, minimum 800 x 600 (256 colours or higher)

Reference Web Poster System Requirements

- HTTP server running on Windows 98/95 or later, Windows NT Workstation 4.0 or later.
HTTP Servers from Microsoft or Netscape recommended.
- Dedicated access to a TCP/IP network
- A World Wide Web browser, preferably Netscape Navigator v3 or later,
- Pentium 90 or higher
- 16 MB RAM minimum, 32 MB recommended
- 3 MB disk space recommended
- 3.5" floppy disk drive, mouse

Xitami System Requirements

- Dedicated access to a TCP/IP network with a Static IP for the machine
- Pentium 90 or higher
- 16 MB RAM minimum, 32 MB recommended
- 30MB disk space recommended

Appendix 4

OmniPage Pro 11 Supported scanners

Scanner Model	Operating System
Acer	
Prisa 320U	98/2K/ME
Prisa 620P	98/ME/NT4.0
Prisa 620U	98/2K/ME
Canon	
CanoScan 620U	98/ME
CanoScan 650U	98/2K/ME
Epson	
Expresion	98
HP	
Scanjet 3200C	98/ME
Scanjet 3300	98/2K/ME
Scanjet 4200CSE	98/2K/ME
Scanjet 4300Cse	98/2K/ME
Scanjet 5200C	98/2K/ME/NT4.0
Scanjet 5300Cse USB/Par	98/2K/NT/ME
Scanjet 5370CSE	98/2K/NT/ME
Scanjet 5470	98/2K
Scanjet 6200C	98/2K/ME
Scanjet 6300Cse USB	98/2K/ME
Scanjet 6350	98/2K/ME
Scanjet3400Cse	98/2K/ME
Microtek	
3600	98
Scanmaker 3600	98
Primax	
Colorado 1200P	98
Colorado 1920 USB	98/2K/ME
Umax	
Astra 1220U	98/2K/ME
Astra 2000P	98/2K/ME/NT
Astra 2100U	98/ME
Astra 2200U	98/2K/ME
Astra 3400	98/2K/ME
Astra 4000U	98/ME
Astra 6100B	98
Astra 6400	98/2K/ME
Visioneer	
OneTouch 5300	98/2K/NT/ME
OneTouch 8100 USB/Par	98/2K/NT/ME
PaperPort 6100P	98/2K/ME
PaperPort 6100U	98/2K/ME
PaperPort 6200	98/2

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<http://www.nal.usda.gov/index/subjguid.html> (Accessed on 12/03/03)