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Latin American and Caribbean Center on Health Sciences Information

Lilacs Methodology

Manual of Bibliographic Description

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This document was produced with the use of Documents Conformation Methodology (NorDoc) developed by BIREME.

Methodology document set

The complete set consists of 4 documents:

1. Document Selection Guidelines for LILACS Database;
2. **Manual of Bibliographic Description;**
3. LILDBI-Web Manual of Procedures;
4. Indexing Manual for Documents to LILACS Database.

Table of contents

Abbreviations used

- **AACR2**. Anglo-American Cataloguing Rules - 2nd Edition.
- **ANSI**. American National Standards Institute.
- **ASCII**. American Standard Code for Information Interchange.
- **BIREME**. Latin American and Caribbean Center on Health Sciences Information.
- **BVS**. Biblioteca Virtual em Saúde (*see* VHL).
- **CNS**. Conselho Nacional de Saúde [National Health Council (Brazil)].
- **DDC**. Dewey Decimal Classification.
- **DeCS**. Health Sciences Descriptors.
- **FST**. Field Selection Table.
- **iAH**. Interface for Access on Health Information.
- **ISBN**. International Standard Book Number.
- **ISO**. International Organization for Standardization.

- **ISSN**. International Standard Serial Number.
- **LILACS**. Latin American and Caribbean Health Sciences Literature.
- **LILDBI-DOS**. LILACS Bibliographic Description and Indexing - DOS Version.
- **LILDBI-WEB**. LILACS Bibliographic Description and Indexing - Web Version.
- **MeSH**. Medical Subject Headings.
- **NLM**. National Library of Medicine.
- **PAHO**. Pan American Health Organization.
- **SCAD**. Serviço Cooperativo de Acesso ao Documento [Cooperative Service for Accessing Documents].
- **SciELO**. Scientific Electronic Library Online.
- **SeCS**. Serials in Health Sciences.
- **UDC.** Universal Decimal Classification.
- **UNESCO**. United Nations Educational, Scientific and Cultural Organization.
- **UNIFESP**. Universidade Federal de São Paulo
- **UNISIST**. United Nations Information System in Science and Technology.
- **URL**. Universal Resource Locator.
- **VHL**. Virtual Health Library.
- **WHO**. World Health Organization.

How to use this manual

This manual has a main section on “Description of Data Fields”, which explains the definition of each field and how the data should be entered.

The manual was designed to provide instructions on how to fill in the data fields defined in the LILACS format. The standardization of data elements follows internationally accepted rules.

Some elements are standardized according to the recommendations of the AACR2 (Anglo-American Cataloguing Rules 2) while others follow the ISO (International Standard Organization) standards. The standardization of data elements guarantees the quality control of data upon entering them into the base and exporting them to the LILACS base, one of the Sources of Information of the VHL (Virtual Health Library.)

The Manual has several attachments, including “The Correspondence of the LILACS X MARC 21 Fields”, to be used by the institutions desiring to convert their databases.

Conventions Applied

The conventions applied may be checked in Chapter 5 “Description of Data Fields”.

1 Preface

1.1 About BIREME

Year after year, BIREME has been following its mission of being a center dedicated to scientific and technical health information for the region of Latin America and the Caribbean. Founded in Brazil in 1967, under the name of Regional Medicine Library (which the acronym BIREME comes from), it has always met the growing demand for up-to-date scientific literature from the Brazilian health systems and the communities of healthcare researchers, professionals and students. Then, in 1982, its name changed to Latin-American and Caribbean Center on Health Sciences Information so as to better express its dedication to the strengthening and expansion of the flow of scientific and technical health information across the region, but kept the acronym.

Networking, based on decentralization, on the development of local capacities, on sharing information resources, on developing cooperative products and services, on designing common methodologies, has always been the foundation of BIREME's technical cooperation work. It has been like this that the center established itself as an international model that fosters professional education with managerial and technical information with the adoption of information and communication paradigms that best meet local needs.

The main foundations that gave origin and which support the existence of BIREME are following:

- ✓ access to scientific and technical health information is essential for the development of health;
- ✓ the need to develop the capacity of Latin American and Caribbean countries to operate their sources of scientific-technical health information in a cooperative and efficient manner;
- ✓ the need to foster the use and to respond to the demands for scientific-technical health information from governments, health systems, educational and research institutions.

BIREME, as a specialized center of the Pan-American Health Organization (PAHO)/ World Health Organization (WHO), coordinates and conducts technical cooperation activities on the management of scientific information and knowledge with the aim of strengthening and expanding the flow of scientific health information in Brazil and in other Latin American and Caribbean countries as a key condition for the development of health, including its planning, management, promotion, research, education, and care.

The agreement that supports BIREME is renewed every five years by the members of the National Advisory Committee of the institution (PAHO, Brazilian Ministry of Health, Brazilian Ministry of Education and Culture, Secretary of Health of the State of São Paulo, and Federal University of São Paulo – Unifesp). The latter provides the physical infrastructure necessary for the establishment of the institution.

In 2004 the institution took on the responsibility of becoming a knowledge-based institution.

1.2 The Virtual Health Library (VHL)

With the rise and consolidation of the internet as the prevailing means of access to information and communication, BIREME's technical cooperation model evolved, as of 1998, to build and develop the Virtual Health Library (VHL) as a common space for the convergence of the cooperative work of producers, intermediaries, and users of information. The VHL promotes the development of a network of sources of scientific and technical information with universal access on the internet. For the first time there has been a real possibility of equal access to health information.

To BIREME, the Virtual Health Library is a model for the management of information and knowledge, which includes the cooperation and convergence between institutions, systems, networks, and initiatives of producers, intermediaries, and users in the operation of networks of local, national, regional and international information sources favoring open and universal access.

Today, every country in Latin America and the Caribbean (Region) participates either directly or indirectly in the cooperative products and services offered by the VHL, which includes over 1,000 institutions in more than 30 countries.

The VHL is simulated in a virtual space of the internet formed by a collection or network of health information sources in the Region. Users of different levels and locations can interact and navigate in the space of one or many information sources, regardless of where they are. Information sources are generated, updated, stored and operated on the internet by producers, integrators, and intermediaries, in a decentralized manner, following common methodologies for their integration in the VHL.

The VHL organizes information in a structure that integrates and interconnects reference databases, specialist directories, events and institutions, a catalogue of the information resources available on the internet, collections of full texts with a highlight for the SciELO (*Scientific Electronic Library Online*) collection of scientific journals, selective information dissemination services, information sources to support education and decision-making, news, discussion lists, and support to virtual communities. The space of the VHL is, therefore, a dynamic and decentralized network of information sources based on which it is possible to retrieve and extract information and knowledge to support health decision-making processes.

The Virtual Health Library can be visualized as a distributed base of scientific and technical health knowledge that is saved, organized and stored in electronic format in the countries of the Region, universally accessible on the internet and compatible with international databases.

1.3 About the Lilacs Methodology

The LILACS Methodology is a component of the Virtual Health Library and is in continuous development. It is composed of standards, manuals, guides and applications for the collection, selection, description and indexing of documents and also for database generation.

The methodology emerged in 1982 from the need of a common methodology for the scientific-technical literature produced in the Latin America and the Caribbean area.

By using the methodology, all countries that integrate the Latin American and Caribbean System on Health Information Sciences are able to create local and national databases as well as to cooperate with records for LILACS database, this way contributing with bibliographic control and the spread of scientific-technic literature in the Region, as established by the Virtual Health Library model of technical cooperation.

The set of databases that use the patterns and rules established by the LILACS Methodology is entitled as LILACS System. The system is currently integrated by the following databases: LILACS, BBO, BDENF, MEDCARIB and national databases from Latin America and the Caribbean.

2 Introduction to the LILACS Methodology

The LILACS - Latin American and Caribbean Literature on Health Sciences database is a cooperative product of the Virtual Health Library, coordinated by BIREME.

The bibliographic description format developed by BIREME is based on the "Reference Manual for Machine-readable Bibliographic Description" of UNISIST/UNESCO, with adaptation based on MARC21 Lite – Machine-Readable Cataloguing – of the Library of Congress from 2006.

The decision to adopt this methodology is justified by the successfull production of bibliographic databases in Latin America, thereby enabling the compatibility of records between LILACS and related databases.

3 Objectives of the LILACS Manual of Bibliographic Description

The Manual of Bibliographic Description aims to present the data field description defined in the LILACS format and to provide the guidelines for data entry.

The standardization of the data elements follows international standards, such as the recommendations of the AACR2 (Anglo-American Cataloguing Rules 2nd.), ISO standards (International Organization for Standard) and others.

4 Basic Concepts

Document:

It is considered as document any support, be it printed or not, possible to be described bibliographically. Within the context of the LILACS methodology, a document can be: a collection of monograph, a monograph, a chapter of a monograph, a thesis, dissertation, a chapter of a thesis, dissertation, an article of a journal, a report, a paper presented in a scientific meeting, a film, a tape recording, a musical or nonmusical sound record, a photograph, a map, an object, etc.

Conventional document:

Work/Informational item published and distributed through the formal publication channels (commercial, governmental or academic editors).

Non-conventional document:

Work/Informational item issued in an informal way. It is not published formally, this is, does not have a responsible publisher, is usually published with a limited number of copies, is not standardized, do not follow the formal publication and distribution channels and, for this characteristics, can not be considered as a conventional document.

Data element:

All the information that characterizes a document is considered a data element. For example, data elements include the name of the author, the title, a descriptor, etc.

Data elements are transcribed in the appropriate areas or fields available in LILACS format.

Data field:

The data field is used for the transcription of one or more data elements and is identified in the LILACS format with a number. For example, field 10 is used for the entry of the name of the author of a document. A data field can contain one or more subfields.

Data subfield:

It is a part of a data field separately identified and that contains a data element. It is identified in the LILACS format by the symbol ^ followed by a letter or a number.

Characteristics of a data field:

a) In relation to entry:
   - A data field can be defined as mandatory, essential, or optional.
   - Data fields characterized as mandatory should always be entered.
   - Essential data fields should be entered whenever there is an established condition or whenever the information can be obtained from the document analyzed.
   - Optional data fields should be entered at the criteria of the documentalist in charge of the description.

b) In relation to length:
   - A data field can be of fixed or variable length.
   - A fixed length data field is that whose data element has a predefined length.
   - A variable length data field is that whose data element has a non-determined length.

c) In relation to repeatable fields:
   - A data field is repeatable when it permits the recording of several data elements.
   - Non-repeatable data fields indicate that the data element cannot occur more than once.

d) In relation to editing:
   - A data field can be enetered automatically, under control or freely.
   - Automatic entry: when the system fills in the data automatically. Example: the record creation date.
   - Controlled entry: when there are tables with pre-defined values or codes that must be consulted before the field is entered. Example: language codes.
   - Free entry: the text is the responsibility of the cataloguer.
   - Fields can be editable of non editable. Some fields with pre-defined values enable the cataloguer to make a changes.

5 General Notes on Data Entry

1. When a data field is repeatable, the characteristics of the field are applied to each occurrence. Each one of them should be entered, and separated from each other with the “enter” key;
2. The set of permitted characters is the following:
   - All the letters of the Spanish and Portuguese language (capital and lowercase letters)
   - All the numbers
   - The following symbols: % : , ; / ! - ? @ $ & * # () + = " [ ]

For the DOS version of the LILDBI the character % is reserved to indicate field repetition, in accordance with the definition CDS/ISIS definition. However, the Web version of the LILDBI the character % can be used as part of the data, because WXIS (CDS/ISIS web version developed by BIREME) does not have this restriction.

a) THE FINAL FULL STOP must not be entered, ON ANY ACCOUNT, to indicate the end of a data element. This rule applies including when the element is an abbreviation;
b) The subfields are always identified with the symbol ^, followed by a lowercase letter or a number, identified in the Manual.

6 Description of data fields

01 CENTER CODE

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Automatic

2. DEFINITION OF THE DATA ELEMENT:

Identification code of the institution responsible for the creation of a bibliographic record.

3. NOTES:

a) The institution code comprises the ISO Code of the country where it is located, followed by a number that identifies it;

b) LILACS National Coordinating Institutions should send to BIREME the complete address of the Cooperating Centers in the country, so that they can be registered and receive a code;

c) All LILACS Cooperating Centers will receive a code from BIREME identifying them.

d) Institutions that are not LILACS Cooperating Center or National Coordinating Institution will also receive a code identifying them.

4. EXAMPLES:

a) BR1.1 (code of the National Center of Brazil)

b) VE1.1 (code of the National Center of Venezuela)

c) BR67.1 (code of a Cooperating Center of the Brazilian Network)

02 IDENTIFICATION NUMBER

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Automatic

2. DEFINITION OF THE DATA ELEMENT:

A unique sequential number assigned and controlled by the System or the Processing Institution indicated in field 01, with the objective of identifying each record in the database to facilitate processing by the computer programs.

3. NOTE:

This number must not be changed because when it is doubled in the database it may cause problems in data processing.

4. EXAMPLES:

a) 1

b) 522

03 CALL NUMBER

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Comprises the Code of the Institution that processes the document and the number of the document's physical location (call number) in its collection.

3. NOTES:

a) Records the code of the Institution that processed the document described.

b) When the document´s call number is known, it should be registered in the following subfields:

Subfield ^a:

Subfield ^a records the document's classification number (NLM, CDU, CDD, etc.):

^a: the document´s classification number (NLM, CDU, CDD, etc.);

Subfield ^b:

Subfield ^b records the author number (CUTTER, PHA, etc.):

^b: the author number (CUTTER, PHA, etc.);

Subfield ^c:

Subfield ^c records information regarding volume, volume part, part, number of copies, etc. that are part of the call number. Items are separated by commas:

^c: information referring to the volume, part of the volume, etc., that are part of the call number. Items are separated by commas.

Subfield ^t:

See note on "Lending System" in this field.

4. EXAMPLES:

a) BR1.1^a1.00

This example indicates that BR1.1 is the Code of the Institution that has the document, ^a is the indicator of subfield a, and 1.00 is the document's call number in the Institution collection);

b) BR1365.1

BR734.1

This example indicates that the document is located in Institutions, BR1365.1 and in BR734.1);

c) BR67.1^a614.32^bT17a^cv.1, e.2

This example indicates that the document is located in the Institution BR67.1 with the number:

614.32 (classification number)^a

T17a(Cutter number)^b

v.1, e.2 (volume 1, copy 2)^c

05 LENDING SYSTEM

For libraries that use LILDBI to manage inventory together with application applicationEMP for loan control, it is recommended that field 03 use the following structure, in addition to that detailed in item 3:

Subfield ^t:

The inventory number must be registered in subfield ^t. In the case of a whole collection, all volumes pertaining to the collection must be represented and each volume should have its own call number, including subfield ^t. In case it is not a whole collection, there is no need to enter this subfield, just field 07.

^t: inventory number.

EXAMPLE:

BR67.1^a614.32^bT17a^cv.1^t1001

BR67.1^a614.32^bT17a^cv.2^t1002

BR67.1^a614.32^bT17a^cv.3^t1003

This example indicates that volumes 1 to 3 of the collection are in the Institution BR67.1 under the following numbers:

614.32 (classification number)

T17a (cutter number)

v.1 (volume 1)

1001 (inventory number)

614.32 (classification number)

T17a (cutter number)

v.2 (volume 2)

1002 (inventory number)

614.32 (classification number)

T17a (cutter number)

v.3 (volume 3)

1003 (inventory number)

04 DATABASE

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Automatic and Optional

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Name of the database to which the record will be transferred.

3. NOTES

a) Records the name of the database to which the records will be transferred;

b) This field allows the Cooperating Center to identify the records that should be part of the LILACS System in its database;

c) If the word LILACS is eliminated, the program does not automatically control field entry as per LILACS Methodology. This enables the application to be used for feeding and managing its own databases. In this case, the record should not be sent to LILACS base, because it will not be accepted.

4. EXAMPLES:

a) LILACS

b) LILACS

LIVECS

c) BBO

05 LITERATURE TYPE

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Controlled

2. DEFINITION OF THE DATA ELEMENT:

Code that identifies the Type of Literature of the document as per the categories suggested by UNISIST:

(S) Serial:

A document in print or non-print format, published indefinitely, generally at fixed or irregular intervals, in successive parts, each one containing numerical or chronological indications and that intend to continue indefinitely.

For practical and functional purposes, serials are divided into two groups:

a) Periodical series that include journals, newspapers, annual reports, separata, and newspapers.

b) Monographic series that includes monographs in a series.

Note that this definition refers to numbered series, but excludes collections. A collection consists of a predetermined and finite issue of volumes, with individual titles, different from the title of the collection, that can be published simultaneously or separately over a period. A collection differs from the monographic series, that also has numbers with individual titles and a collective title that brings them together, but does not have a defined number of volumes and intends to continue to be published indefinitely. If the publication simultaneously has an ISSN number and ISBN number, the ISSN corresponds to the series and ISBN to this document in particular. Thus, if it has ISSN is one series, it is not collection. A collection can have an ISBN number; however, it cannot have an ISSN number.

(M) Monograph:

Document that comprises a unit in itself, or is considered complete in a finite number of separate parts (multivolume monographs), with a publisher responsible for its publication, covers (not necessarily hard) and title page with the essential data for identification (author, title, editor, place and date of publication). Do not mistake a monograph multivolume with a collection. Thesis, dissertation are excluded from this category.

(T) Thesis, Dissertation:

Original document of research, submitted to a University or Center of Studies, with the purpose and as requirement to obtain an academic degree or postgraduate professional title. Monographs or academic papers for final graduation courses are excluded from this definition.

(N) Non Conventional:

Document that appears outside the conventional channels of publication, or is not published formally, that is to say, does not have a publisher responsible. It is normally published for a limited number of persons, does not follow standards and by its characteristics of presentation, cannot be defined by any of other categories previously defined.

Complementary categories:

(P) Project

It is a complementary category of Type of Literature and is used to identify the document referring to a project, or the project as such.

(C) Conference:

It is a complementary category of Type of Literature. It is used in order to identify the document or group of documents presented in a conference. The generic term conference includes conferences as such, seminars, congresses, courses, workshops, etc.

3. NOTES:

a) The selection of the data elements necessary for the bibliographic description of a document depends on the correct choice of the document's type or types of literature.

b) Code or combinations of possible codes for the categorization of Type of Literature:

Code	Description
S	Document published as a periodic series
SC	Conference papers as a periodic series
SCP	Paper of project and conference as a periodic series
SP	Project paper as a periodic series
M	Document published as a monograph
MC	Conference paper as a monograph
MCP	Paper of project and conference as a monograph
MP	Project paper as a monograph
MS	Document published as a monographic series
MSC	Conference paper as a monographic series
MSP	Project paper as a monographic series
T	Thesis, Dissertation (published or not)
TS	Thesis, Dissertation as a monographic series
N	Non Conventional document
NC	Conference paper in a non conventional format
NP	Project paper in a non conventionally

c) Categories C and P can be only used combined with some of the other allowable categories by the system.

4. EXAMPLES

a) M

b) MSP

06 TREATMENT LEVEL

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Controlled

2. DEFINITION OF THE DATA ELEMENT:

Code that identifies the level of treatment that has been decided for the bibliographic description of a document.

The levels of treatment defined by the system are:

m Monographic level:

This level is used in the description of a document that is not an integral part of any other document, in other words, that is not a part of a serial or a collection.

mc Monographic level of collection:

This level is used in the description of a document that is part of a collection. At this level of treatment the correct description of the document requires information about the collection of which it is part.

ms Monographic level of serial:

This level is used in the description of a document that is part of a serial. At this level of treatment, the correct description of the document requires information about the serial of which it is part.

am Monographic analytical level:

This level is used in the description of a document that is part of a monograph, in other words, the description of a chapter or article of a monograph. At this level of treatment, the correct description of the document (chapter or article) requires information from the higher level (monographic) of which it is part.

amc Monographic analytics level of collection:

This level is used in the description of a document that is part of a monograph, which is, in turn, part (volume) of a collection. At this level of treatment, the correct description of the document (chapter) requires information from the monographic level (volume) and also of the collection level of which is part.

ams Monographic analytics level of serial:

This level is used in the description of a document that is part of a monograph (volume), which is, in turn, part of a serial. At this level of treatment, the correct description of the document (chapter or article) requires information from the monographic level (volume) and also the serial level of which is part.

as Analytics level of serial:

This level is used in the description of a document that is part of a periodical series. At this level of treatment, the correct description of the document requires information from the analytics level (article) and the serial level of which it is part.

c Collection level:

This level is used in the description of an entire collection, considering it as a sole document. All documents comprising a definite number of parts are considered a collection (volumes). The record describes the unit defined for a common origin or administrative convenience for the record and for better understanding of the system. In this level of treatment, the correct description of the document requires information of the monographic level of the collection and the analytics level of the collection (volumes that compose the collection). For example, a unique record that describes theBritish Encyclopedia: Micropedia and Macropedia, Annexes, etc.

3. EXAMPLES:

a) am

b) as

07 INVENTORY NUMBER

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Optional

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Unique sequential number attributed to the document by the Processing Institution, in accordance with its entry in the library.

3. NOTE:

If this information does not exist, the entry is not necessary.

4. EXAMPLES:

a) 1

b) 2

c) 13795

08 ELECTRONIC ADDRESS

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Address of the type of access to the information by electronic communication medium.

3. NOTES:

a) Records the information in subfield ^u followed by the proper type of file, extension, additional information and language.

b) In relation to language materials to be sent to L*ILACS don't must be included in this field electronic address that show only the cover, abstract or informations that do not specify or represent the own document. Will be accepted to LILACS documents with full text* or with subject or technic-scientific discussion that complement the material descripted in the record;

c) Records the language in subfield ^i, according to ISO 639:1988 standard. If it is not possible to identify a language, the abbreviation **^i**und (Undetermined) must be used.

d) Entry of one of the data fields 8 or 14 (for analytics) and 8 or 20 (for the publication as a whole) is mandatory for registers that field 9 has language material, printed music, printed cartographic material, manuscript language material, manuscript music and manuscript cartographic material. If field 38 has the information CD-ROM or Disquete in the subfield ^a this obligatoriness does not exist.

e) If the document is not to be available on the Internet, the same could be recorded in the server by "uploading" the document in the icon "Publish document", in compliance with the conditions on copyrights. For records to be sent do LILACS database, if your server is not with external access will be necessary to send the files in electronic format with the bibliographic records.

f) If the document available in this field is in its full version, subfield ^g must be filled making a click in the box “Full text”, available in this field.

g) For specific information the specific following subfields should be entered:

subfield	**description**
^u	Search locator (electronic address): mandatory
^i	Language code: mandatory
^g	Full text
^k	Password (FTP example = anonymous)
^l	Logon
^q	File extension: mandatory. To access the table with extension suggestions see ANNEX VI
^s	File length
^x	No public note
^y	File type: mandatory. To access the table with extension suggestions see ANNEX VI
^z	Public note

4. EXAMPLES:

a) ^**u**http://www.scielo.br/scielo.php?script=sci_arttext&pid=S0102-86502001000200001&lng=pt&nrm=iso^**q**php^**y**DYNAMIC HTML^**g**Full text^**i**pt

b) ^**u**ftp.cdc.gov/pub/EIS/vol/adobe.pdf^**x**cannot verify because of transfer difficulty^**z**FTP access to PostScript version includes articles files with .pdf extension^**q**pdf^**y**PDF^**i**en (fictitious example)

09 RECORD TYPE

1. DESCRIPTION OF THE DATA FIELD:

Fixed length

Controlled

2. DEFINITION OF THE DATA ELEMENT:

Code that identifies the type of the document, according to the categories suggested by MARC.

3. NOTES:

a) The adopted codes correspond to the values of the Leader/006 and the type of records corresponds to the definition of the type of materials in the field 008 of the MARC, according to:

Field 9	Type	Description
a	BK	Language material: it is also used in microforms of printed material and texts. Includes preprints. Used to the conventional material included in LILACS.
c	MU	Printed music: includes microforms and music in electronic text.
d	MU	Manuscript music: it is also used in microforms of musical manuscripts.
e	MP	Printed cartographic material: includes maps, atlas, globes, digital maps and other cartographic items, microforms of printed maps.
f	MP	Manuscript cartographic material: it is also used in microforms of manuscripts of maps.
g	VM	Projected medium: motion picture, videorecording, slides, transparencies, material drawing specially or with possibilities to be projected, radiography, video ultrasonography, magnetic resonance.
i	MU	Nonmusical sound recording – for example: spoken records.
j	MU	Musical sound recording – it includes: sound disk, compact disk, tape records.

Field 9	Type	Description
k	VM	Two-dimensional nonprojectable graphic – this code is used for items as: all kind of cards, diagram, collage, computer chart, drawing, masters of duplication, painting, photonegative and photographic studies, printed photographs, posters, technical drawing, transparency, photomechanic reproduction and reproduction of any of them, cards, visit cards, postal cards, printed materials, studio printed materials, pamphlet, graphics, art reproduction, engraving, printed ultrasonography.
m	CF	Computer file: used for records of the following classes of electronic resource: software (including programs, games, fonts) numerical or textual data, multimedia, on-line systems or services. For this class of material, if there is a significant point that makes the material to be classified in another category, it must be coded accordingly. For example, a cartographic vectorial data is not classified as numeric, but as cartographic. Other classes of electronic resources are coded by their more important points. For example: textual materials, iconographic or cartographic, sound, music and moving images. In case of doubt, or if the most important aspect cannot be determined, consider the document as electronic resource for computer.
o	VM	Kit: the described material contains a mixture of components and none is considered predominant.
p	XM	Mixed material: significant materials in two or more formats that generally are related for have been thus accumulated for a person or entity. It includes archival funds and manuscript collections of materials in mixing formats, such as texts, photographs and sound records.
r	VM	Three-dimensional artifact or naturally occurring object: used for manmade objects, such as: models, dioramas, games, puzzle, simulations, sculptures and other three-dimensional works of art and reproductions, exhibitions, machines, clothes, games and sewing materials. It includes materials from nature, such as microscope specimens and other objects assembled to be seen.
t	AM	Manuscript language material: it is also used in manuscript microforms.

Considering to:

AM = Control of archives and manuscripts

BK = Language material

CF = Computer files

MP = Printed and manuscripts maps

MU = Music; printed music; Musical and Nonmusical sound recording

VM = Visual material visual; Projectable media; Two-dimensional nonprojectable graphic; Three-dimensional artifact; Kit

XM = Mixed material

b) This field will only use the codes presented in column "field 9" of the table. The column "Type" was added only for better visualization of the categories adopted by MARC. The values presented in this column will not be used.

c) Language materials (a) will be identified in field 5 as S, M, T or N, depending on its specific type.

d) Non language materials can be identified by any of the options at field 5, because the selection will depend on its contents more than its form, but it is recommended that this kind of document be identified preferentially as “N”. It must be included in this note the non language materials allowed to LILACS (film, videorecording and nonmusical sound record).

e) According to the type of record, fields 110 to 115 sould be entered. In Annex IX is the table of availability for fullfilling of the fields 9 and 110 to 115, as well as the types allowed for LILACS.

4. EXAMPLES:

a) For a printed book, code “a” should be selected

b) For a video, code “g” should be selected

c) For a recorded interview, code “i” should be selected

d) For a printed score, code “c” should be selected

e) For a photograph, code “k” should be selected

10 INDIVIDUAL AUTHOR (analytic level)

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Name of the person responsible for the intellectual content of a document and indication of the type of responsibility, when it is not the author.

3. NOTES:

Author

a) Records the name of the person responsible, starting with the surname, followed by comma, space and name as such. The preferred name should be recorded in the complete form. Some basic rules for standardization based on AACR2 are in Annex I;

b) If there is more than one person responsible, all names should be registered in the sequence given in the document, and separated by the “enter” key;

c) The entry of one of data fields 10 or 11 is mandatory at the analytics level. If there is no information on authorship (individual or collective author), enter the abbreviation Anon (anonymous);

d) Do not fill both individual author and corporate author. If there is an individual author, preference should be given to this one. (field 10).

Affiliation

Fulfilling out the affiliation subfield is mandatory only for the analytics level of the serials, but if it is filled for other types of documents, the same rules must be followed:

a) For the author, register to which he/she belongs to and not the institution where the work was carried out, in case of mentioning both;

b) The institution and its hierarchical levels are registered in subfields **^1**, **^2** and **^3**. As of the third hierarchic level, separate by a dot and space. The country is registered in subfield ^p and the city in subfield ^c. Entering:

^1: is mandatory

^2 and **^3**: are optional

^p: is essential, if subfield **^1** is not **s.af**

If subfield **^1** is filled out with an affiliation, this field becomes mandatory.

If there is no information about the country, utilize the abbreviation ^ps.p (without country).

^c: is optional

c) If there is no information about the affiliation, utilize the abbreviation **^1s.af** (without affiliation);

d) When the author belongs to more than one institution, place the first institution, or preferentially the one located in Latin America;

e) When there have 2 or more authors and only an institutional indication, consider the same institution for all;

f) When there are 2 or more authors and it is not possible to identify correctly to which institution each one belongs, place **^1**s.af for all authors (without affiliation).

Degree of responsibility

a) The degree of responsibility is registered in subfield **^r,** using one of the following abbreviations:

Description	Content
Editor	^redt
Compiler	^rcom
Coordinator	^rcoord
Organizer	^rorg

For special materials it is possible to amplify the degrees of responsibility making use of the abbreviation used by the Library of Congress, that can be found in Annex VIII.

b) There is only one degree of responsibility registered for each author.

4. EXAMPLES:

a) Silva, Regina^1Universidade Federal de São Paulo^2Escola Paulista de Medicina^3Departamento de Enfermagem. Disciplina de Otorrinolaringologia. Sessão de Fonética^pBrasil^cSão Paulo

b) Greco, Luis Miguel^1Universidade Federal de São Paulo^pBrasil^cSão Paulo

c) Silva, Rodolfo^1s.af

d) Gonçalves, Maria^1Hospital de los Niños^ps.p

e) Catañedo, Juan^redt^1s.af

11 CORPORATE AUTHOR (analytic level)

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Name of the institution responsible for the intellectual content of a document. Indicate the degree of responsibility, when this is not that of author.

3. NOTES:

a) If there is more than one institution responsible, enter their names in the sequence given in the document, separated by the “enter” key;

b) The entry of one of the fields of data 10 or 11 is mandatory at the analytics level. If there is no information on individual or collective author, enter the abbreviation **Anon** (anonymous) in field 10;

c) Do not fill both individual author and corporate author. If there is an individual author the preference must be given to this one. (field 10).

d) The name of the institution, in principle, is recorded in the identical form to which appears in the document, being added, if necessary, by the name of the hierarchically superior institution. Some basic rules for standardization of the name of the collective authors that are based in AACR2, are in Annex II;

e) When the editorial of a journal was written by the Publishing Committee and the Publishing Committee is stated as the author, not specifying the names of the authors, to give the entry by the Committee as institutional author.

Degree of responsibility

a) The degree of responsibility is registered in subfield ^r, using one of the following abbreviations:

Description	Content
Editor	^redt
Compiler	^rcom
Coordinator	^rcoord
Organizer	^rorg

For special materials it is possible to amplify the degrees of responsibility making use of the abbreviation used by the Library of Congress, that can be found in Annex VIII.

b**)** Record only one degree of responsibility for each author.

4. EXAMPLES:

a) Universidade Federal de São Paulo. Escola Paulista de Medicina. Departamento de Pediatria

b) UNESCO

Organización Panamericana de la Salud

c) Organización Panamericana de la Salud^redt

d) Comitê Editorial da Revista da Associação Médica Brasileira

12 TITLE (analytic level)

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Mandatory

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Title of the document in the language and format in which it appears, and title in another language in the case of multilingual publications.

3. NOTES:

a) The title is registered in small case letter, following the orthographic rules of the corresponding language;

b) It is always registered in the complete form, including subtitles, if any, separated from the title by colons;

c) If there is more than one title, enter their names in the same sequence given in the document, in the same field, separated by the “enter” key. Only the titles that possess a corresponding text in the same language must be represented in this field.

d) Register the language code, following ISO 639:1988 standard, in subfield **^i** at the end of each title. If it is not possible to identify a language, the abbreviation **^i**und (Undetermined) must be used.

e) The languages allowed to LILACS are that presented in Annex IV.

4. EXAMPLES:

a) Medicina experimental: estudos básicos: revisão^ipt

b) La efectividad en el tratamiento quirúrgico: I. Superficies planas de molares: estudio de 24 meses^ies

c) 1º Consenso Brasileiro para o Uso da Monitoração Ambulatorial da Pressão Arterial^ipt

d) Chlamydia pneumoniae Arteriosclerose: identificação do DNA bacteriano na parede Arterial^ipt

Chlamydia pneumoniae and atherosclerosis: identification of bacterial DNA in the arterial wall^ien

13 ENGLISH TRANSLATED TITLE (analytic level)

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

2. DEFINITION OF THE DATA ELEMENT:

English version of the title registered in field 12.

3. NOTES:

a) The complete translation is registered, including subtitles, if any, separated by colons;

b) Titles originally in English or parallel titles in English should only be registered in field 12.

4. EXAMPLES:

a) Matching basic teaching with professional needs

b) Date bank of FLORA program, from CNPq (National Council of Scientific and Technological Development), on natural products

c) The elimination of coronary artery disease

14 PAGES (analytic level)

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Initial and final numbers of the pages found in the document. For the documents that are in electronic format, entering this field is optional.

3. NOTES:

a) Must be registered the initial number in subfield **^f** (first) and the final number in subfield **^l** (last) in the form that appears in the document;

b) When the paging is irregular or inexistent, the documentatlist must register the initial and final number of the calculated pages, between brackets;

Example: [1-45]

c) When paging is not sequential, page pools must be registered in subfields **^f** (first) and **^l** (last). If there are more than three groups, the three first groups must be registered in the respective subfields. The remaining groups must be registered "passim" in subfield **^f**;

Examples:

^f34^l35

^f38^l41

^f50^l59

^fpassim

d) For a document that consists of a page only, register the number of the page in subfields **^f** (first) and **^l** (last);

Example: ^f5^l5

e) If the pagination is expressed in Roman numbers, it must be registered in subfields **^f** (first) and **^l** (last) in the format they appear in the document;

Examples:

^fIII^lVII

^fii^lix

^fxxi^lxxii

f) If the pagination comprises letters and numbers, it must be registered in subfields **^f** (first) and **^l** (last) in the format it appears in the document;

Examples:

^fP32^lP34

^f32P^l36P

g) For articles written in more than one language in the same physic unit the total number of pages should be considered, including all versions in other languages;

h) For documents in electronic format it is not necessary to enter this field.

4. EXAMPLES:

a) ^f12^l19

b) ^f304^l310

c) [1-45]

d) ^fP32^lP34

16 INDIVIDUAL AUTHOR (monographic level)

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Name of the person responsible for the intellectual content of a document and the institution it belongs to. Indicate the degree of responsibility, when it is not the author's.

3. NOTES:

Author

a) Register the name of the person responsible, starting with the surname, followed by a comma, a space and the name as such. The preferred name should be entered in the complete form. Some basic rules for standardization based on the AACR2 are in Annex I;

b) If there is more than one responsible person, its names should be registered in the sequence given in the document separated by the “enter” key;

c) The entry of one of the fields of data 16 or 17 is mandatory. If there is no information on authorship (individual or collective author) enter the abbreviation **Anon** (anonymous) in field 16;

d) Do not fill both individual author and corporate author. If there is an individual author the preference must be given to this one. (field 16).

Affiliation

Fullfilling the affiliation subfield is mandatory only for the analytical level of the serials, but if it is filled for monograph and other types of documents, the same rules must be followed. Except in theses, who do not have data in affiliation field, because the institution data are described in fields 50 and 51.

a) For the author, register the institution to which he/she belongs to and not the institution where the work was carried out, in case of mentioning both;

b) The institution and its hierarchical levels are registered in subfields **^1**, **^2** and **^3** as of the third hierarchic level, separate by a dot and space. The country is registered in subfield ^p and the city in subfield ^c. Entering:

^1: is mandatory

^2 and ^3: are optional

^p: is essential, if subfield **^1** is not **s.af**

If subfield ^1 is filled out with an affiliation, this field become mandatory.

If there is no information about the country, utilize the abbreviation ^ps.p (without country).

^c: is optional

c) When the author belongs to more than one institution, place the first institution, or preferentially the one located in Latin America;

d) When there are 2 or more authors and only an institutional indication, consider the same institution for all;

e) When there are 2 or more authors and it is not possible to identify correctly to which institution each one belongs, they must be without affiliation.

Degree of responsibility

a) The degree of responsibility is registered in subfield "^r", using one of the following abbreviations:

Description	Content
Editor	^redt
Compiler	^rcom
Coordinator	^rcoord
Organizer	^rorg

For special materials it is possible to amplify the degrees of responsibility making use of the abbreviation used by the Library of Congress, that can be found in Annex VIII.

b) There is only one degree of responsibility registered for each author.

4. EXAMPLES:

a) Silva, Regina^1Universidade Federal de São Paulo^2Escola Paulista de Medicina^3Departamento de Enfermagem. Disciplina de Otorrinolaringologia. Sessão de Fonética^pBrasil^cSão Paulo

b) Greco, Luis Miguel^1Universidade Federal de São Paulo^pBrasil^cSão Paulo

c) Silva, Rodolfo^1s.af

d) Gonçalves, Maria^1Hospital de los Niños^ps.p

e) Catañedo, Juan^redt^1s.af

17 CORPORATE AUTHOR (monographic level)

1. DESCRIPTION OF THE DATA FIELD

Variable length

Essential

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Name of the institution responsible for the intellectual content of a document and indication of the degree of responsibility, when it is not the author.

3. NOTES:

a) If there is more than one responsible institution, enter their names in the sequence given in the document, separated by the “enter” key;

b) The entry of one of the fields of data 16 or 17 is mandatory at the analytics level. If there is no information on the individual or collective author, register the abbreviation **Anon** (anonymous) in field 16;

c) Do not fill out both individual author and corporate author. If there is an individual author the preference must be given to this one. (field 16).

d) The name of the institution, in principle, is registered in the identical form to which it appears in the document, being added, if necessary, the name of the hierarchically superior institution. Some basic rules for standardization of the name of the collective authors that are based in the AACR2, are in Annex II;

Degree of responsibility

a) The degree of responsibility is registered in subfield ^r, using one of the following abbreviations:

Description	Content
Editor	^redt
Compiler	^rcom
Coordinator	^rcoord
Organizer	^rorg

For special materials it is possible to amplify the degrees of responsibility making use of the abbreviation used by the Library of Congress, that can be found in Annex VIII.

b) Register only one degree of responsibility for each author.

4. EXAMPLES:

a) University Catholic Mother and Teacher. Medicine Department

b) UNESCO

World Health Organization

c) Pan American Health Organization^red

18 TITLE (monographic level)

1. DESCRIPTION OF THE DATA FIELD

Variable length

Mandatory

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Title of the document in the language and form in which it appears, and title in another language in case of multilingual publications.

3. NOTES:

a) Enter the title in lowercase letters, following the orthographic rules of the corresponding language.

b) Always enter the complete form including the subtitles, if present, separated from the title by colon.

c) If there is more than one title, enter their names in the same sequence given in the document, separated by the “enter” key. Only the titles that possess a corresponding text in the same language must be represented in this field.

d) Register the language code, following the ISO 639:1988 standard, in subfield **^i** at the end of each title. If it is not possible to identify a language, the abbreviation **^i**und (Undetermined) must be used.

e) The languages allowed to LILACS are those presented in Annex IV.

4. EXAMPLES:

a) Cólera: informe técnico^ipt

b) V Simpósio de Plantas Medicinais no Brasil^ipt

c) Eight years of their lives: through schooling to the labor market in Chile^ien

d) A saúde no Brasil^ipt

The health in Brazil^ien

19 ENGLISH TRANSLATED TITLE (monographic level)

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

2. DEFINITION OF THE DATA ELEMENT:

English version of the title entered in field 18.

3. NOTES:

a) Enter the complete translation, including subtitle if present separated by colon;

b) Titles originally in English or parallel titles in English should be entered only in field 18.

4. EXAMPLES:

a) Cholera: technical information

b) V Symposium on medical plants in Brazil

c) Pharmacology, v.1

20 PAGES (monographic level)

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

2. DEFINITION OF THE DATA ELEMENT:

Total number of pages of the document.

3. NOTES:

a) When the first pages of the document were numbered with Roman numbers and the rest of the text with Arabic numbers**,** starting at 1, enter both totals, separated by comma and without spaces;

Examples:

viii,210 and not viii, 210

xvii,323 and not xvii, 323 p.

b) When the numbers are sequential starting with Roman numbers followed by Arabic numbers, enter the total number of pages only;

Example:

176 and not i-xii.13-176

c) When the pagination is represented by sequential letters of the Latin alphabet, enter the letter that identifies the first page, followed by the letter of the last page separated by a dash (-) ;

Example: A-Z

d) When the pagination is irregular or nonexistent enter the total number of estimated pages. Indicate that the pagination was estimated by the documentalist, adding the [ ] symbols before and after the number respectively;

Example: [72]

e) When the document contains unnumbered annexes, count the total number of pages and enter between square parenthesis [ ];

f) When the total amount of volumes that the monograph not pertaining to a collection (multivolume monograph) has is known, this information must be registered in field 20 followed by the paging (See rule 1.5B3 of the AACR-2).

g) When the total amount of volumes that the monograph not pertaining to a collection (monograph multivolume) has is known, but the paging is not known, only this information must be registered in field 20.

h) For documents written in more than one language in the same physical unit, the total number of pages should be considered, including the version in the other languages;

i) For documents in electronic format it is not necessary to enter this field.

4. EXAMPLES:

a) 95

b) 207

c) viii,210

d) [72]

e) 3 v. (1397 p.)

f) 3 v

21 VOLUME (monographic level)

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

2. DEFINITION OF THE DATA ELEMENT:

Number that identifies the volume of the document that is part of a collection treated at the monographic level. The term volume is the volume strictly speaking or its possible subdivisions as tome, part, etc.

3. NOTES:

a) Entering this field is mandatory when the level of treatment of the document is

monographic level pertaining to a collection, or an analytics one of a monographic level pertaining to a collection;

b) Enter the volume, tome or part preceded by the abbreviation that identifies it, such as:

Description	Abreviation
Volume	v
Tome	t
Part	pt

c) If the volume has subdivisions, these should be entered in sequence separated by a comma and without an intermediate space.

d) When the total amount of volumes that the collection has is known, this information must be registered in field 27.

e) When the total amount of volumes that the monograph not pertaining to a collection (monograph multivolume) is known, this information must be registered in field 20.

4. EXAMPLES:

a) v.3

b) v.2,pt.1

23 INDIVIDUAL AUTHOR (collection level)

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Name of the person responsible for the intellectual content of a document and indication of the degree of responsibility, when it is not the author.

3. NOTES:

Author

a) Enter the name of the person responsible, from the surname followed by comma, space and first names. Preferably enter the full name. Some basic rules for standardization that are based on the AACR2 are in Annex I;

b) When there is more than one responsible person, enter their names in the sequence given in the document, separated by the “enter” key;

c) It is mandatory to fill either field 23 or 24 in the collection level. If no author information exists (individual author or corporate author) enter the abbreviation Anon (anonymous);

d) Do not enter both individual author and corporate author. If there is an individual author the preference must be given to this one. (field 23).

Affiliation

Fullfilling the affiliation subfield is mandatory only for the analytical level of the serials, but if it is filled for monograph and other types of documents, the same rules must be followed. Except in theses, who do not have data in affiliation field, because the institution data are described in fields 50 and 51.

a) For the author, register the institution to which he/she belongs and not the institution where the work was carried out, in case of mentioning both;

b) The institution and its hierarchical levels are registered, in subfields **^1**, **^2** and **^3**. As of the third hierarchic level, separate by a dot and space. The country is registered in subfield ^p and the city in subfield ^c. Filling out:

^1: is mandatory

^2 and ^3: are optional

^p: is essential, if subfield **^1** is not **s.af**

If subfield ^1 is filled out with an affiliation, this field becomes mandatory.

If there is no information about the country, utilize the abbreviation ^ps.p (without country).

^c: is optional

c) When the author belongs to more than one institution, place the first institution, or preferentially the one that is located in Latin America;

d) When there are 2 or more authors and only an institutional indication, consider the same institution for all;

e) When there are 2 or more authors and it is not possible to identify correctly to which institution each one belongs, they must be without affiliation.

Degree of responsibility

a) The degree of responsibility is registered in subfield ^r, using one of the following abbreviations:

Description	Content
Editor	^redt
Compiler	^rcom
Coordinator	^rcoord
Organizer	^rorg

For special materials it is possible to amplify the degrees of responsibility making use of the abbreviation used by the Library of Congress, that can be found in Annex VIII.

b) There is only one degree of responsibility registered for each author.

4. EXAMPLES:

a) Silva, Regina^1Universidade Federal de São Paulo^2Escola Paulista de Medicina^3Departamento de Enfermagem. Disciplina de Otorrinolaringologia. Sessão de Fonética^pBrasil^cSão Paulo

b) Greco, Luis Miguel^1Universidade Federal de São Paulo^pBrasil^cSão Paulo

c) Silva, Rodolfo^1s.af

d) Gonçalves, Maria^1Hospital de los Niños^ps.p

e) Catañedo, Juan^redt^1s.af

24 CORPORATE AUTHOR (collection level)

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Name of the institution responsible for the intellectual content of a document and indication of the degree of responsibility, when it is not the author.

3. NOTES:

a) When there is more than one responsible institution enter their names in the same sequence given in the document, separated by the “enter” key;

b) It is mandatory to enter one of the fields 23 or 24 in the collection level. If there is no information about the authorship (individual or corporate author) enter the abbreviation Anon (anonymous) in field 23;

c) Do not fill out both individual author and corporate author. If there is an individual author the preference must be given to this one. (field 23).

d) Enter the name of the institution, in principle, in the same form that it appears in the document, adding, if necessary, the name of the hierarchically superior institution. Some basic rules for standardization that are based on the AACR2 are in Annex II.

Degree of responsibility

a) The degree of responsibility is registered in subfield ^r, using one of the following abbreviations:

Description	Content
Editor	^redt
Compiler	^rcom
Coordinator	^rcoord
Organizer	^rorg

For special materials it is possible to amplify the degrees of responsibility making use of the abbreviation used by the Library of Congress, that can be found in Annex VIII.

b) Register only one degree of responsibility for each author.

4. EXAMPLES:

a) Universidade Federal de São Paulo. Escola Paulista de Medicina. Departamento de Pediatria

b) UNESCO

Organización Panamericana de la Salud

c) Organización Panamericana de la Salud^redt

25 TITLE (collection level)

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Mandatory

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Title of the document in the language and form in wich it appears, and title in another language in case of multilingual publication.

3. NOTES:

a) Enter the title in small letters, following the orthographic rules of the corresponding language;

b) Always enter the complete form, including subtitle if it had, separated from the title by colons;

c) If there ismore than one title, enter their names in the sequence given in the document, separated by the “enter” key. Only the titles that possess a corresponding text in the same language must be represented in this field.

d) Register the language code, following the ISO 639:1988 standard, in subfield **^i** at the end of each title. If it is not possible to identify a language, the abbreviation **^i**und (Undetermined) must be used.

e) The languages allowed to LILACS are those presented in Annex IV.

4. EXAMPLES:

a) Lecturas básicas para la conceptualización social^ies

b) A saúde no Brasil^ipt

Health in Brazil^ien

26 ENGLISH TRANSLATED TITLE (collection level)

1. DESCRIPTION OF THE DATA FIELD:

Variable lenght

Essential

2. DEFINITION OF THE DATA ELEMENT:

English version of the title registered in field 25.

3. NOTES:

a) Enter the complete translation, including sub-heading if present, separated by colon;

b) Titles originally in English or parallel titles must be registered only in field 25.

4. EXAMPLES:

a) Cholera: technical information

b) V Symposium on Medical Plants in Brazil

27 TOTAL NUMBER OF VOLUMES (collection level)

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

2. DEFINITION OF THE DATA ELEMENT:

Total number of volumes that compraise a collection.

3. NOTE:

Enter only the total number of volumes, omitting the abbreviation v (volume).

4. EXAMPLES:

a) 11

b) 6

30 TITLE (serial level)

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Mandatory

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

a) Title of a serial publication (journal, monographic series, newspaper, yearbook, etc.) in the language of the publication and titles in another language in case of multilingual publications.

b) Title of a journal from which was generated a separata, in the language where it appears in the publication, and titles in other languages in the case of multilingues publication.

3. NOTES:

Periodical series:

a) Enter the title in abbreviated form according to the List established and maintained by the ISSN International Centre, as stated by ISO 4 – “Information and Documentation – Rules for the abbreviation of title words and titles of publications”.

b) For LILACS database will only be accepted official separata of journal not selected for LILACS database and that are in accordance with the selection criteria. It is considered as official separata the publication of part of a work (in the case, articles of journals), accurately keeping the same typographical characteristics and of formatting of the original workmanship, that receives a cover, with the respective information that ties it with all, and the expression "Separata of" in evidence.

c) The title of the journal of the separata must consist of the relation of available titles for this field. In case that it is not available, the LILACS Cooperanting Center must to contact BIREME. In future update of the base auxiliary of this field the title will be available in the titles relation.

d) For LILACS database not official separatas of journals must be treated as non conventional material.

Monographic series:

a) Enter the title in the complete form transcribing in capital letter the first letter of every significant word;

b) If the title includes the name of the institution responsible for its publication, enter it as it appears in the document;

c) If the title does not include the name of the institution responsible for the document, this should be included before the title preferably the acronym in the language of the text;

d) Avoid entering the name of the serials with the word **"serials"**;

e) If there is more than one title (parallel titles) they should be entered in the same sequence given in the document, separated by the “enter” key.

4. EXAMPLES:

a) Rev. bras. saúde ocup

b) PAHO. Publicação Científica

PAHO. Scientific Publication

c) Cuadernos de CEPAL

d) BNB. Estudos Econômicos e Sociais

31 VOLUME (serial level)

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

2. DEFINITION OF THE DATA ELEMENT:

Number that corresponds to the greatest subdivision of a series (periodical or monographic) which can appear with the indication of volume, year or tome.

3. NOTES:

a) Enter the volume in Arabic numbers;

b) Omit Information for this field in case of serial publications that do not include clear information about the volume;

c) If the volume comprises more than one number, enter the first and last number separated by the symbol (/).

4. EXAMPLES:

a) 2

b) 123

c) 10/11

32 ISSUE NUMBER (serial level)

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

2. DEFINITION OF THE DATA ELEMENT:

Sequential number that identifies each part of a series within a collection or volume.

3. NOTES:

a) Enter the issue number in Arabic numbers;

b) If there is additional information such as special issue, commemorative issues, or supplement, enter it after the issue number, separated by a comma and without a space;

c) If the issue has subdivisions, separate by a comma without space;

d) If the issue comprises more than one number, enter the first and last number separated by the symbol (/).

4. EXAMPLES:

a) 7

b) 3,n.esp

c) supl.3

d) 3,supl

e) 2/3

f) 2A

g) 5,pt.1

35 ISSN

1. DESCRIPTION OF THE DATA FIELD:

Variable length, maximum 9 characters

Essential

2. DEFINITION OF THE DATA ELEMENT:

Number that identifies a serial internationally (International Standard Serial Number).

3. NOTE:

Enter the ISSN in the complete form, including the script. Do not include the abbreviation ISSN before the number.

4. EXAMPLE:

0034-8910

38 DESCRIPTIVE INFORMATION

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Description of physical details of the document itself, Illustrative material that accompanies the document (graphs, maps and tables) and other descriptive information.

3. NOTES:

a) Select from the index one or more types of descriptive information. This information will be automatically recorded in subfield ^b. The meaning of the abbreviations are:

Abreviation	Description
illus	Illustrations (photos, drawings, pictures and figures)
maps	Maps
Tab	Tables
graf	Graphics

b) For specific information one or more of the following subfields can be entered:

Subfield	Description
^a	Item extension – quantity, specific designation of the material (name of the material), total time of the described item. Example: CD-ROM, Disquette. **NOTE:** data related to VOLUME must be inserted on fields 20 or 21 or 27 or 31, and data related to pages must be inserted on fields 14 or 20, according to the document type.
^b	Other physical details - Examples: AAD, VHS, color, etc.
^c	Dimension - expressed in centimeters, millimeters, counts
^e	Accompanying material – can include physical description of the accompanying material.

4. EXAMPLES:

a) ^a1 disk (20 min.) :^banalog, 33 1/3 rpm, stereo. ;^c12 in

b) ^a160 slides :^bcol. ;^c2 x 2 in

c) ^a8 carretéis de 8 (7557 ft.) :^bsd., col. ;^c35 mm

d) ^a1 videocassete de 1 (Beta) (30 min.) :^bsd., col. ;^c1/2 in

f) ^a1 CD-ROm : Brazilian Health Atlas^bsd., col. ;^c3 1/2 in

g) ^a1 score (30 p.) ;^c20 cm. +^a16 partes ; ^c32 cm

h) ^a1 globo :^bcol., madeira, no carrinho de bronze;^c12 cm. em diam

i) ^a1 disk (56 min.) :^bdigital, stereo. ;^c4 3/4 in

j) ^bilus. ;^c21 cm. +^eatlas (37 p., 19 folhas de placas : 19 col. mapas ; 37 cm.)

k)^bilus. (xilografias/xilogravuras) ;^c20 cm. (8vo)

l) ^a1 CD-ROM**;**^c3 1/2 in. +^emanual de referência

m) ^bilus

n) ^aDiskette

40 LANGUAGE OF TEXT

1. FIELD DESCRIPTION

Length fixed, 2 characteres

Mandatory

Repeatable

2. DATA DEFINITION

Code that identifies the language of the text analyzed, in accordance with the standard ISO-ST-R-639-1977 (new number of ISO-ST-8601-1988).

3. NOTE

When the text is written in one or more languages, in the index choose the language corresponding to the text. The ISO code for the language will be created in the database.

4. EXAMPLES

Select	Register
Portuguese	Pt
English	En
French	Fr
Spanish	Es

49 THESIS, DISSERTATION - LEADER

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Name of the person responsible for the orientation or co-orientation of the thesis or dissertation. In general the person who orientates answers for the thesis in the institution and the person who co-orientates is indicated by his experience in the content of the work and can be external to the institution. However, must be evaluated the real necessity to add the person who co-orientates the work.

3. NOTES:

Leader

a) Enter the name of the person responsible, from the surname followed by comma, space and first name. Preferably enter the full name. Some basic rules for standardization that are based on the AACR2 are in Annex I;

b) In the case of person who co-orientate the thesis, the same one can be registered, not having, however, distintion between the person who orientates and the person who co-orientates in the field.

Affiliation

Entering the affiliation subfield is mandatory only for the analytics level of the serial, but if it is filled out for other types of documents, the same rules must be followed:

a) For the leader, register the institution to which he/she belongs and not the institution where the work was carried out, in case of mentioning both;

b) The institution and its hierarchical levels are registered in subfields **^1**, **^2** and **^3**. As of the third hierarchic level, separate by a dot and space. The country is registered in subfield ^p and the city in subfield ^c. Entering:

^1: is mandatory

^2 and ^3: are optional

^p: is essential, if subfield **^1** is not **s.af**

If subfield ^1 is filled out with an affiliation, this field becomes mandatory.

If there is no information about the country, utilize the abbreviation ^ps.p (without country).

^c: is optional

c) When the leader belongs to more than one institution, place the first institution, or preferentially the one located in Latin America;

4. EXAMPLES:

a) Silva, Regina^1Universidade Federal de São Paulo^2Escola Paulista de Medicina^3Departamento de Enfermagem. Disciplina de Otorrinolaringologia. Sessão de Fonética^pBrasil^cSão Paulo

b) Greco, Luis Miguel^1Universidade Federal de São Paulo^pBrasil^cSão Paulo

c) Silva, Rodolfo^1s.af

d) Gonçalves, Maria^1Hospital de los Niños^ps.p

e) Catañedo, Juan^1s.af

50 THESIS, DISSERTATION – INSTITUTION TO WHICH IT IS SUBMITTED

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Mandatory

2. DEFINITION OF THE DATA ELEMENT:

Name of the institution to which the thesis or dissertation is presented to obtain an academic degree.

3. NOTE:

Enter the name according to the rules of entry of the AACR2, which are in Annex II.

4. EXAMPLES:

a) University of Buenos Aires. School of Medicine

b) Universidade Federal de São Paulo. Escola Paulista de Medicina

51 THESIS, DISSERTATION – ACADEMIC TITLE

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Mandatory

2. DEFINITION OF THE DATA ELEMENT:

Identification of the academic degree obtained through presenting a thesis or dissertation.

3. NOTES:

a) Enter the academic title in the language of the document;

b) Monographs or academic papers for undergraduates are not considered as thesis; exceptions will be made for the area of Nursing and Public Health (Epidemiology, Health Services, Health Attention and Promotion, Social Medicine, Oral Health, Woman and Child Health, Public health Veterinary, Nutrition, etc.) for which master dissertations or monographs of specialization and broad sense after-graduation courses, duly recognized in the country, will be enclosed.

c) The academic title must be selected from the index, following the options:

Options
Expert
Master
Doctor
Titular professor

4. EXAMPLES:

a) Doctor

b) Master

c) Titular professor

d) Expert

52 CONFERENCE – SPONSORING INSTITUTION

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Name of the institution or organization that sponsored a conference or meeting during which the paper was presented.

3. NOTES:

a) Enter the name in accordance to the rules of entry of the AACR2 that are in the Annex II;

b) When there is more than one institution enter them separated by the “enter” key.

4. EXAMPLES:

a) Latin American Otorhinolaryngology Society

b) Peruvian Foundation of Support for National Investigation

Council of Scientific Development and National Technological

53 CONFERENCE - NAME

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Mandatory

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Name of the conference, meeting, congress, seminar or course, in the form that it appears in the document.

3. NOTES:

a) Enter the name of the conference in its original language, capitalizing the first letters of every significant word;

b) When the number of the conference is given, this should be entered in Arabic numbers, after the name separated by comma and space and without the indication for ordinal;

c) In case of more than one conference taking place, enter all the names separating them by the “enter” key or give preference to the greater conference.

4. EXAMPLES:

a) Latin American Congress of Otorhinolaryngology, 12

b) Symposium of Medicinal Plants in Brazil, 5

c) National Congress on Cardiology, 2

Workshop on Trends in Diagnostic Cardiology, 4

54 CONFERENCE - DATE

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Mandatory

2. DEFINITION OF THE DATA ELEMENT:

Enter the dates on which the conference was held in field 53.

3. NOTES:

a) Enter the date in the language of the document omitting prepositions;

b) The months should be abbreviated; consult the table of abbreviations in the Annex III;

c) The initial and final dates should be separated with a dash (-);

d) When the date of the conference does not appear, enter s.d (without date).

4. EXAMPLES:

a) 14-18 mayo 1991

b) 31 May-1 Jun. 1990

c) 4-7 maio 1992

d) May 8-12, 1993

e) s.d

55 CONFERENCE - STANDARDIZED DATE

1. DESCRIPTION OF THE DATA FIELD:

Fixed length, 8 characters

Essential

2. DEFINITION OF THE DATA ELEMENT:

Date of the conference in standardized form.

3. NOTES:

a) Enter the date of the conference according to the ISO 8601:1988 standard, i.e., the first four digits for the year, the following two for the month and the final two for the first day of the conference;

b) If the date is related to a period of time, register the first of the period;

c) Entering the information in this field is conditional to the filling out field 54;

d) If field 54 to contains "s.d" field 55 does not have to be filled out with information.

4. EXAMPLES:

a) 19910914

b) 19930000

56 CONFERENCE - CITY

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Mandatory

2. DEFINITION OF THE DATA ELEMENT:

Name of city where the conference entered in field 53 was held.

3. NOTES:

a) Enter the name of the city in full form and in the language of the name of the conference;

b) If it is not possible to determine the city where the conference was held, enter s.l (without place).

4. EXAMPLES:

a) São Paulo

b) Bogotá

c) s.l

57 CONFERENCE - COUNTRY

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

2. DEFINITION OF THE DATA ELEMENT:

Name of the country where the conference entered in field 53 was held.

3. NOTE:

The country must be selected from the index. The country ISO code will be registered in the database.

4. EXAMPLES:

Select	Register
Brazil	BR
Colombia	CO

58 PROJECT - SPONSORING INSTITUTION

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Name of the institution responsible for the project described in the document.

3. NOTES:

a) Enter the name of the institution in accordance to the rules of entry of the AACR2 that are in the Annex II;

b) In case of more than one institution, enter their names separated by the “enter” key.

4. EXAMPLE:

International Development Research Centre

59 PROJECT - NAME

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

2. DEFINITION OF THE DATA ELEMENT:

Name of the project stated in the document.

3. NOTES:

a) Enter the name of the project in the original language of the document, using capital letters in the first letter of every significant word;

b) When the project is known by an acronym, enter it after the name separated by a space.

c) It is mandatory to fill out data field 59 or 60. If there is no information about the name or the number of the project do not indicate that the document is part of a project.

4. EXAMPLES:

a) Assistance to Human Settlement Planning

b) Ecuador. Ministerio de la Salud

60 PROJECT - NUMBER

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

2. DEFINITION OF THE DATA ELEMENT:

Numeric or alphanumeric code that identifies the project stated in the document.

3. NOTES:

a) Enter the project number in the form that it appears in the document.

b) It is mandatory to fill out data field 59 or 60. If there is no information about the name or the number of the project do not indicate that the document is part of a project.

4. EXAMPLES:

MOZ/79/002

61 INTERNAL NOTE

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Optional

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Additional information about the document for exclusive use of the processing Center.

3. NOTE:

Enter the information that the processing Center decides is important in this field, with free language.

4. EXAMPLES:

a) The text contains illegible pages

b) Exist two copies

c) Article presented also in the journal Reproducão, 6(5/6), set.-dez. 1991

62 PUBLISHER

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Mandatory

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Name of the institution responsible for publishing the document

3. NOTES:

a) When the document presents more than one publisher, they must be separated by the “enter” key;

b) Enter the publisher’s name in the abbreviated form, omitting abbreviation as: Inc., Co., or Ltd;

c) When the publisher is a corporate entity, enter the name of the institution according to the AACR2 rules for entry for institutional authors, which are in Annex II;

d) When no publisher can be found, enter s.n (without name).

4. EXAMPLES:

a) Pan American Health Organization

b) Brazil. Ministério da Saúde

c) Atlas

Guanabara

d) s.n

63 EDITION

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

2. DEFINITION OF THE DATA ELEMENT:

Number of edition of the document, followed by the abbreviation **ed** (edition) and complementary information when applicable.

3. NOTES:

a) When the document is first edition, omit this information;

b) Enter the edition using cardinal numbers;

c) For types of documents that show the term “Version” to specify a new edition with changes must be registered the full term in the language of the document followed by the number of the version;

d) When there is complementary information about the edition of the document analyzed, this is entered in the same order that it appears, adopting the following abbreviations:

Description	**Language**			
	Spanish	**Portuguese**	**English**	**French**
Abbreviated	abrev.	abrev.	abbrev.	abr.
Augmented	aum.	aum.	augm.	augm.
Commented	coment.	coment.	comment.	comment.
Corrected	corr.	corr.	corr.	corr.
Special	esp.	esp.	sp.	sp.
Revised	rev.	rev.	rev.	rev.

4. EXAMPLES:

a) 3 ed

b) 18 ed., abbrev., corr

c) Versión 3.0

64 PUBLICATION DATE

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Mandatory

2. DEFINITION OF THE DATA ELEMENT:

Date of publication of the document.

3. NOTES:

a) Enter the date in the language of the document, omitting the prepositions;

b) The months should be abbreviated as established in Annex III;

c) The dates included should be registered separated by a dash;

d) When no date can be found, enter s.d (without date).

4. EXAMPLES:

a) July-Dec. 1993

b) Sept. 1992

c) 1993

d) Aug.-Oct. 1991

e) nov. 1993 - jan. 1994

f) July 6, 2000

g) s.d

65 STANDARDIZED DATE

1. DESCRIPTION OF THE DATA FIELD:

Fixed length, 8 characters

Essential

2. DEFINITION OF THE DATA ELEMENT:

Date of publication of the document in standardized form.

3. NOTES:

a) Register the date of publication following the ISO 8601:1988 standard, i.e., the year in the first four digits, the month in the two following digits and the day in the last two;

b) If the date refers to a period of time, the last date of the period is registered;

c) Entering information in this field is conditional to filling out field 64;

d) If field 64 contains **s.d**, field 65 does not have to be filled out.

4. EXAMPLES:

a) 19900900

b) 19910000

c) 19940204

66 CITY OF PUBLICATION

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Mandatory

2. DEFINITION OF THE DATA ELEMENT:

Name of the city where the publishing house of the document is located.

3. NOTES:

a) Register the name of the city completely, in the language in which the title of the document was registered;

b) When there is more than one publisher, register the city of the first one;

c) If it is not possible to determine the city where the publishing house is located, register s.l (without place).

4. EXAMPLES:

a) Mexico City

b) Belo Horizonte

c) s.l

67 COUNTRY OF PUBLICATION

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

2. DEFINITION OF THE DATA ELEMENT:

Name of the country where the publisher of the document is located.

3. NOTE:

The country must be selected from the index. The country ISO code will be registered in the database.

4. EXAMPLES:

Select	Register
Brazil	BR
Colombia	CO

68 SYMBOL

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Alphanumeric code used by some organizations to identify their publications, reports, crafts, etc.

3. NOTES:

a) Enter the symbol in the form that it appears in the document;

b) If the document has more than one symbol they should be entered separated by the “enter” key.

4. EXAMPLE:

IDRC-MR58e

69 ISBN

1. DESCRIPTION OF THE DATA FIELD:

Variable length, maximum 13 characters

Essential

2. DEFINITION OF THE DATA ELEMENT:

Number that identifies a monograph internationally (International Standard Book Number).

3. NOTES:

a) Enter the ISBN in its complete form including the dashes, but omitting the initials ISBN;

b) If the document has more than one ISBN enter the one that corresponds to the present document.

4. EXAMPLE:

0-88936-326-9

71 PUBLICATION TYPE

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Terms that define the type or types of indexed publications.

3. NOTES:

a) One or more publication types can be selected from the index;

b) For the selection of the type of publication, the DeCS and the Indexing Manual should be consulted.

4. EXAMPLES:

a) Editorial

b) Review, Tutorial

Historical Article

72 TOTAL NUMBER OF REFERENCES

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

2. DEFINITION OF THE DATA ELEMENT:

Total number of references presented in a document.

3. NOTES:

a) Enter the total number of references contained in the document only when these were numbered, avoiding thus the work to count them;

b) Mandatory in the case of review articles.

4. EXAMPLES:

a) 15

b) 347

74 TIME LIMITS (FROM)

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

2. DEFINITION OF THE DATA ELEMENT:

Initial year or year corresponding to the subject content of the document.

3. NOTE:

If the subject content of the document refers to more than one year, the final year is registered in field 75.

4. EXAMPLE:

1945

75 TIME LIMITS (TO)

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

2. DEFINITION OF THE DATA ELEMENT:

Final year of the period covered by the subject content of the document.

3. NOTE:

Entering information in this field is dependent on entry in field 74.

4. EXAMPLE:

1960

76 CHECK TAGS

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Terms that define concepts predetermined by the indexing system and that are in almost all the documents.

3. NOTES:

a) One or more check-tags can be selected from the index;

b) For the selection of the check tag descriptor in DeCS the Indexing Manual should be consulted.

4. EXAMPLES:

a) Human

Female

Male

Child

b) Animals

c) History of Medicine, 20th Cent.

78 PERSON AS SUBJECT

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Name of the person as the subject of the document. In general this occurs in historical, biographical, or obituary documents.

3. NOTES:

a) Register the complete name, following the same rules adopted for the entry of authors that are in Annex I;

b) If there is more than one name, register them in sequence separated by the “enter” key.

4. EXAMPLE:

Cruz, Oswaldo

82 NON DeCS REGION

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Terms that are not in DeCS used to represent other localities.

3. NOTE:

The terms registered in this field should be standardized and controlled by the Processing Institution.

4. EXAMPLES:

a) Buenos Aires

b) Rio de Janeiro, RJ

São Paulo, SP

83 ABSTRACT

1. DESCRIPTION OF THE DATA FIELD:

Variable length, maximum 6.000 characters (2.000 characters by occurrence)

Essential

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Summary of the contents of the document.

3. NOTES:

a) If the document includes an abstract supplied by the author, enter the abbreviation (AU) at the end; if the document does not includes an abstract supplied by the author, the documentalist can make it, without enter the abbreviation (AU) at the end;

b) If there is more than one summary, all must be registered, in the sequence given in the document, separating them with the “enter” key.

c) Register the language code, following the ISO 639:1988 standard, in subfield **^i** at the end of each abstract. If it is not possible to identify a language, the abbreviation **^i**und (Undetermined) must be used.

d) The languages allowed in LILACS are those presented in Annex IV.

4. EXAMPLES:

The phenomenon of incidence of tropical diseases in 50 percent of a rural population that did not benefit from the national health programs studied. It is based on research data obtained...(AU)^ien

Estuda-se o fenômeno da incidência de doenças tropicais em 50 por cento da população ribeirinha que não se beneficiou dos programas nacionais de saúde. Baseia-se em dados obtidos através de pesquisas...(AU)^ipt

84 TRANSFER DATE TO DATABASE

1. DESCRIPTION OF THE DATA FIELD:

Fixed length, 10 characters

Automatic

2. DEFINITION OF THE DATA ELEMENT:

Referring date to the sending of the register for the Database.

3. NOTE:

The date follows the ISO 8601:1988 standard, i.e., the first four digits for the year, the following two for the month and the final two for the day.

4. EXAMPLE:

2004-12-17

85 AUTHOR KEYWORD

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Optional

Repeatable

2. DEFINITION OF THE DATA ELEMENT

Keywords suggested by the Author and/or Editor of the document.

3. NOTES:

a) All keywords must be registered, even if they are in DeCS.

b) If there are subheadings or qualifiers after the keywords, register them in the subfield ^s.

c) Choose the language code of the text, according to the ISO 639:1988 standard, in the subfield ^i in the end of each keyword.

d) There is an orientation to the Authors to use DeCS descriptors to assign keywords to the article. In case of not having DeCS descriptors to describe the content of the document, the Authors can assign terms or expressions commonly used in the area.

4. EXAMPLES:

Perimetry^sinstrumentation^ien

Perimetría^sinstrumentación^ies

Aging^ien

Case Reports [Publication Type]^ien

Rats^ien

87 MAJOR DESCRIPTORS

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Mandatory

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Descriptors extracted from DeCS that describe the subject content of the document. Major descriptors are selected as those most significant to represent the content of the document.

3. NOTES:

a) For the selection of the descriptors in the DeCS, the orientations of the Indexing Manual should be followed;

b) Enter all the descriptors necessary for the description of the content in the document;

c) Qualifiers are entered after each descriptor, separated by the subfield indicator **^s**. To record qualifiers, DeCS abbreviated forms should be considered.

4. EXAMPLES:

a) ^dMeasles^simmunol

^dMeasles Vaccine^simmunol

b) ^d Health Services

88 MINOR DESCRIPTORS

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Descriptors extracted from the DeCS to represent the thematic content of the document. Minor descriptors are those that are appropriate, but less significant for the representation of the subject content of the document.

3. NOTES:

a) For selecting the descriptors in DeCS, guidelines of the Indexing Manual should be followed;

b) Enter all the descriptors necessary for the description of the subject content in the document;

c) Qualifiers are entered after each descriptor, separated by the subfield indicator **^s**. To record qualifiers, DeCS abbreviated forms should be considered.

4. EXAMPLES:

a) ^dBrazil^sepidemiol

b) ^dAge Factors

91 RECORD CREATION DATE

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Automatic

2. DEFINITION OF THE DATA ELEMENT:

Date of the creation of the record (bibliographic description of the document).

3. NOTES:

a) Enter the date following the ISO 8601:1988 standard, that is, the year in the first four digits, the month in the two following digits and the day in the last two.

b) Enter in the subfield ^i the initial time of the creation following the ISO 8601:1988 standard, at the *Extended format*, that is, the hour in the first two digits, colon (:), the minute in the follow two digits, colon (:) and the second in the last two digits.

c) Enter in the subfield ^f the final time of the creation following the ISO 8601:1988 standard, at the *Extended format*, that is, the hour in the first two digits, colon (:), the minute in the follow two digits, colon (:) and the second in the last two digits.

d) Enter in the subfield ^t the total time of the creation following the ISO 8601:1988 standard, at the *Extended format*, that is, the hour in the first two digits, colon (:), the minute in the follow two digits, colon (:) and the second in the last two digits.

4. EXAMPLE:

20060626^i14:04:18^f14:04:37^t0:0:19

92 DOCUMENTALIST

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Automatic

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Initials, in capital letters, of the person responsible for the description and analysis of the document.

3. EXAMPLE:

SMY

93 LAST CHANGE DATE

1. DESCRIPTION OF THE DATA FIELD:

Variable lenght

Automatic

2. DEFINITION OF THE DATA ELEMENT:

Date of the last change of the record.

3. NOTES:

a) The date follows the ISO 8601:1988 standard, i.e., the year in the first four digits, the month in the two following digits and the day in the last two.

b) Enter in the subfield ^i the initial time of the change following the ISO 8601:1988 standard, at the *Extended format*, that is, the hour in the first two digits, colon (:), the minute in the follow two digits, colon (:) and the second in the last two digits.

c) Enter in the subfield ^f the final time of the change following the ISO 8601:1988 standard, at the *Extended format*, that is, the hour in the first two digits, colon (:), the minute in the follow two digits, colon (:) and the second in the last two digits.

d) Enter in the subfield ^t the total time of the change following the ISO 8601:1988 standard, at the *Extended format*, that is, the hour in the first two digits, colon (:), the minute in the follow two digits, colon (:) and the second in the last two digits.

4. EXAMPLE:

20060626^i14:04:18^f14:04:37^t0:0:19

98 LINK RECORD (MONOGRAPH, NON CONVENTIONAL, COLLECTION, SERIAL OR THESIS, DISSERTATION)

1. DESCRIPTION OF THE DATA FIELD

Variable length

Automatic

2. DEFINITION OF THE DATA ELEMENT:

Identification code of the source record from which the content of the data fields that are to be repeated for the analytics will be automatically copied in accordance to the bibliographical level of the record and type of literature. Used to complete information for monographs, collections, serials or thesis, dissertation.

3. NOTES:

a) Identification of the parent record is composed of the Institution code entered in field 01 followed by the identification number from field 02 of the record that contains the pertinent information;

b) This option is used when information entered in fields 16, 17, 18, 20, 21, 23, 24, 25, 27, 30, 31, 32, 50, 51, 62, 63, 64, 65, 66, 67, 68 and 69 of the parent record is relevant to the document being analyzed.

4. EXAMPLE:

TT1.1-131 (In this case, the record will be completed from the monograph, non conventional, collection, serial thesis, dissertation in the record that corresponds to TT1.1-131).

101 LINK RECORD (CONFERENCE)

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Automatic

2. DEFINITION OF THE DATA ELEMENT:**:**
Identification code of the record that contains the complete information of the conference relevant to the document being analyzed.

3. NOTES:

a) The identification code is formed by the Institution code entered in field 01, followed by the identification number entered in field 02 of the record that contains the pertinent information;

b) This feature can only be used when information entered in fields 52, 53, 54, 55, 56 and 57 of the parent record is relevant to the document being analyzed.

4. EXAMPLE:

BB3.1-1487 (In this case the record will be completed with information of the conference contained in the record BB3.1-1487).

102 LINK RECORD (PROJECT)

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Automatic

2. DEFINITION OF THE DATA ELEMENT:
Identification code of the record that contains the complete information of the project relevant to the document being analyzed.

3. NOTES:
a) The identification code is formed by the Institution code entered in field 01 followed by the identification number entered in field 02 of the record that contains the pertinent information;

b) This feature can only be used when information entered in fields 58, 59 and 60 of the parent record is relevant to the document being analyzed.

4. EXAMPLE:

BZ6.1-24 (In this case the record will complemented with project information found in the parent record BZ6.1-24).

110 ITEM FORM

1. DESCRIPTION OF THE DATA FIELD:

Fixed length

Automatic and essential

2. DEFINITION OF THE DATA ELEMENT:

Code that identifies the item form, according to the table suggested by MARC. It must be used for printed material, manuscripts, printed music, music manuscripts, musical records, non musical sound records, cartographic material, manuscripts of cartographic material, projectable materials, two-dimensional nonprojectable graphic, kit, mixed material and three-dimensional material, device, object.

code	description
<empty> #	None of this list
a	Microfilm
b	Microfiche
c	Microopaque
d	Large print
f	Braille
r	Regular print reproduction – eye-readable print
s	Electronic
|	No attempt to code

3. NOTES:

a) This field is empty by default. For the traditional material from LILACS (journal articles, books, thesis, dissertations, non conventional materials) it is no necessary to fill it out, but for documents that are only in the electronic way this field must be filled with the option “s”.

b) According to the type of record defined at field 9 fields 110 to 115 sould be entered. In Annex IX is the table of availability for fullfilling of the fields 9 and 110 to 115, as well as the types allowed to LILACS.

4. EXAMPLES:

a) c

b) |

111 TYPE OF COMPUTER FILE

1. DESCRIPTION OF THE DATA FIELD:

Fixed length

Automatic and essential

2. DEFINITION OF THE DATA ELEMENT:

Code that identifies the type of computer file, according to the categories suggested by MARC.

code	description
<empty> #	None of this list
a	Numeric data
b	Computer program

code	description
c	Representational – Pictorial or graphic information that can be manipulated in conjunction with other types of files to produce graphic patterns that can be used to interpret and give meaning to the information.
d	Document
e	Bibliographic data
f	Type of letters (font)
g	Game
h	Sound
I	Interactive multimedia
J	Online system or service
m	Combination
u	Unknown
z	Other
|	No attempt to code

3. NOTES:

a) This field is empty by default.

b) According to the type of record defined at field 9 fields 110 to 115 sould be entered. In Annex IX is the table of availability for fullfilling of the fields 9 and 110 to 115, as well as the types allowed to LILACS.

4. EXAMPLES:

a) c

b) |

112 TYPE OF CARTOGRAPHIC MATERIAL

1. DESCRIPTION OF THE DATA FIELD:

Fixed length

Automatic and essential

2. DEFINITION OF THE DATA ELEMENT:

Code that identifies the type of cartographic material (not book), according to the categories suggested by MARC.

code	description
<empty> #	None of this list

code	description
a	Single map
b	Map series - A number of related but physically separate and bibliographically distinct cartographic units intended by the producer or issuing body to form a single group.
c	Map serial - A cartographic publication issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely.
d	Globe
e	Atlas
f	Separate map as supplement to another work
g	Map bound as part of another work
u	Unknown
z	Other
|	No attempt to code

3. NOTES:

a) This field is empty by default.

b) According to the type of record defined at field 9 fields 110 to 115 sould be entered. In Annex IX is the table of availability for fullfilling of the fields 9 and 110 to 115, as well as the types allowed to LILACS.

4. EXAMPLES:

a) c

b) |

113 TYPE OF JOURNAL

1. DESCRIPTION OF THE DATA FIELD:

Fixed length

Automatic and essential

2. DEFINITION OF THE DATA ELEMENT:

Code that identifies the type of journal, according to the categories suggested by MARC.

code	description
<empty> #	None of this list. This code is also used for yearbooks and annual reports.
l	Updating loose-leaf
n	Newspaper
p	Journal
u	Separata *
|	No attempt to code

*Code not available at MARC.

3. NOTES:

a) This field is empty by default.

b) According to the type of record defined at field 9 fields 110 to 115 sould be entered. In Annex IX is the table of availability for fullfilling of the fields 9 and 110 to 115, as well as the types allowed to LILACS.

4. EXAMPLES:

a) p

b) |

114 TYPE OF VISUAL MATERIAL

1. DESCRIPTION OF THE DATA FIELD:

Fixed length

Automatic and essential

2. DEFINITION OF THE DATA ELEMENT:

Code that identifies the type of visual material, according to the categories suggested by MARC.

code	description
<empty> #	None of this list
a	Art (original)
b	Kit
c	Art (reproduction)
d	Diorama
f	Filmstrip
g	Game
i	Picture
k	Graphic

code	description
l	Technical drawing
m	Motion picture
n	Chart
o	Flash card
p	Microscope slide
q	Model
r	Realia
s	Slide
t	Transparency
v	Videorecording
w	Toy
z	Other
|	No attempt to code

3. NOTES:

a) This field is empty by default.

b) According to the type of record defined at field 9 fields 110 to 115 sould be entered. In Annex IX is the table of availability for fullfilling of the fields 9 and 110 to 115, as well as the types allowed to LILACS.

4. EXAMPLES:

a) c

b) |

115 SPECIFIC DESIGNATION OF THE MATERIAL (NON PROJECTABLE MATERIAL)

1. DESCRIPTION OF THE DATA FIELD:

Fixed length

Automatic and essential

2. DEFINITION OF THE DATA ELEMENT:

Code that identifies the specific designation of the material (non projectable material), according to the categories suggested by MARC.

code	description
<empty> #	None of this list
c	Collage

code	description
d	Drawing
e	Painting
f	Photomechanical printing
g	Photonegative
h	Photoprint
i	Picture
j	Print
l	Technical drawing
n	Chart
o	Flash card
u	Unspecified
z	Other
|	No attempt to code

3. NOTES:

a) This field is empty by default.

b) According to the type of record defined at field 9 fields 110 to 115 sould be entered. In Annex IX is the table of availability for fullfilling of the fields 9 and 110 to 115, as well as the types allowed to LILACS.

4. EXAMPLES:

a) c

b) |

500 GENERAL NOTE

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Optional

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Additional information related to the document directed to the users.

3. NOTE:

This field contains a record, in any language, of information that may interest users.

4. EXAMPLES:

a) Notes in the album by Phillip Ramey.

b) Article presented in the III Videosurgery Simposium, São Paulo, 16-20 dez. 2004.

505 FORMATTED CONTENTS NOTE

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Optional

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Formatted note of content. A content note can be classified in two levels: basic or increased. It contains the titles of separate works, or parts of an item. It can also include the responsibilities associated to these works or parts. The sequential numbers of volumes and other assignments are in the contents note, but the numbers of chapters are omitted.

3. NOTES:

a) Content note generally contains the titles of separat works, or parts of an item, and can also include the responsibilities associated to these workworks or parts.

b) The sequential number of volumes and other indications are also part of content notes, but numbers of chapters are omitted.

c) For some materials the data can usually be placed in other notes or areas of description (example: number of pages, parts, pictures in each part)

d) For mixed materials and material under filling control, this field can contain a remissive index.

e) Unformatted content notes should be entered in field 500.

f) Rule 1.7B18 of AACR2 should be followed, along with its variants for each type of document.

4. EXAMPLES:

a) 5. Big Mountains -- 7. Devils Gate -- 8. Fort Steele -- 9. Flaming Gorge -- 10. South Pass -- 11. Wind River -- 12. Heart Mountain -- 13. Grand Teton -- 14. Fossil Butte.

b) pt. 1. Historical study. v. 1, Text. v. 2, Notes -- pt. 2. Annexes: alphabetic repertory of noble families <v. 1 >

c) pt.1. A causa da liberdade (24 min.). – pt.2. A impossibilidade da guerra (25 min.).

d) v.1 - Época do patronato. v.2 - Época de Bolivar. v.3 - Apêndices e índice.

e) Conteúdo parcial : O problema da história da filosofia / Artur Versiani Veloso.

530 ADDITIONAL PHYSICAL FORM AVAILABLE NOTE

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Optional

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Information referring to a different physical format, in which the described material is available.

3. NOTES:

a) If the publisher of the other physical is other than the publisher of the item that is being catalogued, this field contains the source and information of number of order of the additional form.

b) The additional physical form can be published or be available for use as deposit/copy of security.

c) This field is used only for notes that describe different physical forms. Notes that contain information on other editions (example: previous version, abridged version, version in different language) are registered in field 500.

4. EXAMPLES:

a) Available in computer file and microfiche

b) Available in CD-ROM

c) Available in microfiche.

d) Available in videorecording (11 min)

e) Available in printed material

f) Available too in microfilm 16mm

533 REPRODUCTION NOTE

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Optional

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Information that describes an item that is a copy of the original material.

3. NOTES:

a) The original item is described in the main part of the bibliographical record and information referring to the copy is placed as a note in this field.

b) It is used whenever an institution decides that the description should reflect the original material and the note should reflect the information of the copy.

c) For mixed materials this field contains the information describing a copy of the unitary record when the institution that is describing the material has only one copy and, in accordance with the conventions, the original is described in the main part of the control record.

4. EXAMPLE:

Microfilm – V. 1, n. 1 (Jan. 1837) – v. 20, n. 12 (Dez. 1856) – Washington, DC: Photoduplication Service of the Congress Library, 1971.

534 ORIGINAL VERSION NOTE

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Optional

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

It describes the original production of a piece of a work.

3. NOTES:

a) The reproduction is described in the main part of the bibliographic record.

b) Important details of the original are supplied in this field when they differ from the information described in the copy.

4. EXAMPLE:

Original version: map of Virgínia e Maryland. London: sold by Thomas Basset on Fleetstreet and Richard Criswell in St. Pauls Church yard [1976]

610 INSTITUTION AS SUBJECT

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Name of the institution that represents the content of the document.

3. NOTES:

a) The record should include the name, preferably the full name, following the same rules adopted for the entry of institutional authors, which can be found in Annex II;

b) If there is more than one name, they should be entered sequentially, separated by the “enter” key.

4. EXAMPLES:

a) Universidade Federal de São Paulo

b) Universidade Federal de São Paulo

Banco do Brasil

c) Grupo Ecológico Salve a Natureza

653 LOCAL DESCRIPTORS

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Optional

Repeatable

2. DEFINITION OF THE DATA ELEMENT:

Non DeCS descriptors defined by the institution to represent the thematic content of the document.

3. NOTE:

Enter all the descriptors necessary for the description of the subject content in the document;

4. EXAMPLE:

a) Palm cabbage

Store

700 CLINICAL TRIAL REGISTRY NAME

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essential

Repeatable

2. DEFINITION OF THE DATA ELEMENT

Database name and registry number of the Clinical Trial and/or Randomized Clinical Trial which internationally identifies the research.

3. NOTES:

a) Mandatory filling if the Type of Publication – Field [71] – is any type of DeCS Clinical Trial, according to LILACS Indexing Manual.

b) Select in the table the database name where the document was registered and fill its number in the following subfield. See the list in Annex XI.

c) The database name should be included in the list of names available for this field. In case it is not available, the LILACS Cooperating Center must contact BIREME to update the list. In a future updating of the auxiliary database of this field, the database name will be available on the list.

d) The database name and the registry number will be saved and the registry number will be preceded by the subfield ^a.

e) If the document presents the URL of the clinical trial record, include it in the subfield ^u.

4. EXAMPLES:

ISRCTN^aISRCTN08471887

ClinicalTrials.gov^aNCT00371709^uhttp://www.clinicaltrials.gov/ct/show/NCT00371709?order=1

724 DOI NUMBER

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Optional

2. DEFINITION OF THE DATA ELEMENT

Digital Object Identifier (DOI) is a pattern for identification of documents in computers network, such as Internet.

3. NOTES:

a) The DOI number shows in the begging of the cientific article.

b) Only one DOI number is register for each article. Because it is a unique identifier do not repeat this number.

4. EXAMPLES:

10.1590/S0102-311X2008000500013

899 SOFTWARE VERSION

1. DESCRIPTION OF THE DATA FIELD:
Variable length

Automatic

2. DEFINITION OF THE DATA ELEMENT:

Software version used to generate the bibliographic record.

3. NOTE:

This field allows identifing in your Database the software version used.

4. EXAMPLE:

LILDBIWEB-1.5a

9XX – FIELDS FOR LOCAL USE BY THE INSTITUTIONS

The fields 900 to 999 are reserved to the local use by the institutions.

7 Unused Fields

41 ABSTRACT LANGUAGE

At the Web version the language is now indicated as a subfield of the title and abstract fields. It is already in use at the DOS version.

42 RESTRICTIONS

It is still in use at the DOS version.

43 IMPRESSION

73 TIME LIMITS

77 DESCRIPTOR

79 THEMATIC CATEGORY

80 PRIMARY COUNTRIES AND REGIONS

81 SECONDARY COUNTRIES AND REGIONS

90 AVAILABILITY

It is still in use at the DOS version.

93 DATES OF SEND, RECEPTION AND FI AL REVISION

103 LINK RECORD (THESIS)

It is still in use at the DOS version.

870 THEMATIC AREA OF VHL

8 Fields for LILACS Database Internal use

70 COCHRANE

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Essencial

Repeatable

Controlled

2. DEFINITION OF THE DATA ELEMENT:

Used to control clinical trial records revised by the Cochrane Library of Brazil.

3. NOTE:

BIREME's internal control field.

4. EXAMPLES:

a) EXCCCT

b) RCTCCT

777 IDENTIFICATION NUMBER OF THE COOPERATING CENTER GENERATED BY FIELD 02

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Automatic

2. DEFINITION OF THE DATA ELEMENT:

Single sequential number attributed by the Cooperating Center, proceeding from field 02, preceded by the code of the center identified in field 01. Its purpose is to identify the original ID of the record sent by the Cooperating Center.

3. NOTES:

a) BIREME's internal control field.

b) The Cooperating Center should not change it.

4. EXAMPLES:

a) VE1.1-450

b) BR67.1-491

778 LILACS RECORD IDENTIFICATOR

1. DESCRIPTION OF THE DATA FIELD:

Variable length

Automatic

2. DEFINITION OF THE DATA ELEMENT:

Identification number of the record generated in the exporting of a reference from LILACS Online.

3. NOTES:

a) BIREME's internal control field.

b) The Cooperating Center should not change it..

c) It is used in the replacement of unindexed records by the indexed records sent by the Cooperating Centers.

4. EXAMPLE:

398633^dBIREME_LLXP^sS0103-40142000000200015

9 Bibliographic references

1. BIREME. *Descritores em Ciências da Saúde*. 2.ed. rev. São Paulo, 1992. 1111 p.

2. BIREME. *Guía para preparación de resúmenes*. Versión preliminar. São Paulo, 1985.

3. BIREME. *Index Medicus Latino-Americano*. São Paulo.

4. BIREME. *Manual de Indexação*. São Paulo, 1988. 209p.

5. BIREME. *Manual do Sistema SeCS*. São Paulo, 1992. 88p.

6. BIREME. Qualificadores. In: *Manual de Indexação*. Rev. São Paulo, 1993.

7. Centro Panamericano de Ingenieria Sanitaria y Ciencias del Ambiente. *Manual para el llenado de la hoja de entrada de la REPDISCA*. 3. ed. Lima: CEPIS, 1984. 129p.

8. CHAREN, Thelma. Medlars indexing manual: Part II. In: *Bibliography Services Division*: Index Section. Bethesda: National Library of Medicine, 1983.

9. Comission Economica para América Latina. *Sistema de Información Bibliográfica*: uso de hojas de trabajo (HDB y HAC) y tarjeta de registro Bibliográfico (TRB). Santiago: NU/CEPAL, 1984. 169p.

10. DIERICKX, H.; HOPKINSON, A. (Ed.) *Reference manual for machine-readable bibliographic descriptions*. 2nd ed. rev. Paris: UNESCO, 1981. 341p.

11. GORMAN, Michael; WINKLER, Paul W. (Ed.) *Anglo American cataloguing rules*. 2nd ed. Chicago: American Library Association, 1988. 677p.

12. International Organization for Standardization. *ISO 2108:1992*: International standard book numbering. Genève: ISO, 1988.

13. International Organization for Standardization. *ISO 3166:1997*: Codes for the representation of names of countries. Genève: ISO, 1988.

14. International Organization for Standardization. *ISO 3297:1998*: International standard serial numbering. Genève: ISO, 1988.

15. International Organization for Standardization. *ISO 639:1967*: Code for the representation of names of languages : Symbols for languages, countries and authorities. Genève: ISO, 1988.

16. International Organization for Standardization. *ISO 8601:1988*: Data elements and interchange formats - Information interchange - Representation of dates and times : Writing of calendar dates in all-numeric. Genève: ISO, 1988.

17. International Serials Data System; International Organization for Standardization. *List d'abréviations de mots des titres de publications en série = List of serial title word abbreviations*. Paris: ISDS, Genève: ISO, 1985. 215p.

10Glossary

- **Affiliation**. Institution to which the author belongs or to which he/she is subordinated.
- **Analytics Level**. Bibliographic description of part of a document. See also Analytics.
- **Analytics**. Part of a document, such as the article of a periodical or the chapter of a book.
- **Backup**. Procedure used to duplicate one or more files and/or directories in another storing device (tape or disc), thus producing a backup copy that may be restored in the event of accidental deletion or physical damage to the original data.
- **Bibliograhic Database**. Electronic version of a catalog or bibliographic index.
- **Bibliographic Description**. Description of a bibliographic item by using attributes such as author, title, edition, size, etc.
- **Browser**. Internet page navigator, such as Internet Explorer and Netscape Navigator.

- **Category**. A very generic class.
- **CDS/ISIS – MicroISIS**. Software programs developed and maintained by UNESCO to treat bibliographic data.
- **Controlled or structured vocabulary**. Colection of related terms, organized according to a methodology, in order to facilitate the access to the information previously indexed with those terms.
- **Cooperating Center**. Institution that participates in the VHL and/or contributes bibliographic records to Bireme.
- **Cutter**. Table created by Charles Cutter with symbols that are used to organize documents according to the author or title.
- **Database**. Collection of data that are structured to be easily accessed and handled. It is formed by units called records whose attributes are represented by fields. For example, in a file called "customer base", each customer is a record, with several fields such as "NAME", "CUSTOMER CODE", "TELEPHONE" etc.
- **DeCS Server**. Application developed by Bireme using the IsisScript language to manage the database of health descriptors (DeCS).
- **Editorial Committee**. Group of professionals and specialists of the publication area of a periodical whose objective is to establish the rules and editorial conventions and to evaluate the contributions received by the publication to guarantee a certain quality standard.
- **Electronic Format**. Any form of storage, retrieval or presentation of information that may be transmitted on-line or recorded in magnetic or optical media.
- **Epigraph**. A quotation from a third person at the beginning of a piece of writing and whose meaning is usually related to the piece of writing. See quotation.

- **File**. In computing, a set of data that may be saved into some type of storing device. The data files are created by applications, such as a text processor for example.

- **Glossary**. Vocabulary for specific or controlled use, used in publications to clarify the meaning of technical or restricted terms which are not widely used.

- **Guide**. Defines the processes needed for the production of a source of information or phases of a methodology.

- **ID**. ID number assigned to a specific register in the database.

- **Indexing**. Procedure to identify and describe the content of a document with terms that reflect the corresponding subject matters to allow the document to be retrieved later.

- **ISO Code.** Code created under the typology of ISO 2709 standard within ILO - International Labour Organization.

- **ISO Format (of files)**. Standard established by the ISO to allow the exchange of data between institutions, networks and users.

- **Lato sensu**. Graduate course, specialization course. This is a more flexible, market-oriented course. It also prepares students for Stricto Sensu graduate courses (master's and PHD degrees).

- **LILACS Format**. A bibliographic description format established by BIREME, based on the UNISIST Reference Manual for Machine-readable Bibliographic Descriptions.

- **LILDBI-DOS**. DOS version of the "LILACS Bibliographic Description and Indexing" system.

- **LILDBI-Web**. Web version of the "LILACS Bibliographic Description and Indexing" system.

- **Manual**. Set of steps and operations, whether automatic or manual, required to provide users with instructions on a certain application, program or methodology.
- **Methodology**. Set of rules and conventions used to standardize a process or the production of a source of information.
- **Monographic Level**. Bibliographic description of a document that is a unit in itself.
- **National Coordinating Center**. Institution that cooperates with the VHL and whose primary role is the coordination of a region's cooperating centers.
- **PDF**. File format developed by Adobe whose objective is to maintain the presentation format of a document designed for printing when this document is stored in digital media.
- **PHA**. Table created by Heloísa de Almeida Prado with symbols that are used to organize documents according to the author or title of these documents. Is is an adaptation of the Cutter table for Portuguese names.
- **Quotation**. Excerpt originally written by a third person. Quotations appear between inverted commas in a publication, with a mention to the author.
- **Scientific production**. Collation (gathering and analysis) of all the literature on a certain theme or literature produced by a specific author for the purpose of analysis, especially of a quantitative nature.
- **Specialized Center**. Institution that specializes in a determined subject within the area of health.
- **Stricto sensu**. Graduate course at the master's or doctorate level that prepares students for an academic career.
- **TCP/IP Protocol**. Standard that defines the method of communication between digital equipment. It employs a single number of identification.

- **Technical Cooperation**. Exchange between developing countries or between developing countries and developed countries to enable cooperation in certain areas, such as the exchange of specialists and faculty members, development or transfer of technology, exchange of information, exchange of information and experiences to improve sanitary conditions.

- **Template**. File which contains the basic definition of the type of document that will be used, with style, predefined text, etc.

- **Thematic area**. Specific set of information on the subject matter of a VHL which allows user topic-based navigation.

- **Treatment Level**. Codified definition of the degree of depth applied to the document upon its bibliographic description.

- **URL**. Standard defined for the addressing of data contents via the TCP/IP protocol. Internet browsers use the URL to access Web pages.

Annex I - Basic rules for entering authors

The rules for author entry vary accordingly to their nationality and are based on the rules of AACR-2 - Anglo American Cataloguing Rules, 2nd ed.

To determine the nationality of the author, look for notes on the title page of the document or other existing sources that have information about the author. When it is not possible to determine the nationality of the author assume it is the same as the country of origin of the document.

a) English names

Enter compound surnames under the first element omitting the hyphen;

Example: Marshall Burnett, Syringa

Enter a surname that includes an article or preposition under the prefix;

Examples:

La Grenade, Lois
De Benoist, Bruno

b) Portuguese names

Enter the name under the last element of the surname;

Example: Ovidio Saraiva de Carvalho Silva

Must be registered as:

Silva, Ovidio Saraiva de Carvalho

If the name includes words that indicate relationship such as Filho, Junior, Neto or Sobrinho these should treated as part of the surname;

Example: Antonio Ribeiro de Castro Sobrinho

Must be registered as:

Castro Sobrinho, Antonio Ribeiro de

Some surnames are compound, however, if this condition is not expressed with a dash, enter by the last surname;

Example: Pedro Luiz de Paula Souza

Must be registered as:

Souza, Pedro Luiz de Paula

Exception is made for compound names that cannot be separated:

Examples: Vitor Espiritu Santo

Must be registered as:

Espiritu Santo, Vitor

Augusto Castelo Branco

Must be registered as:

Castelo Branco, Augusto

c) Spanish names

Enter authors with two surnames by the first;

Example: Eduardo Gonzalez Rivera

Must be registered as:

Gonzalez Rivera, Eduardo

If the surname begins with an article, start by the article

Example: Manuel Antonio Las Heras

Must be registered as:

Las Heras, Manuel Antonio

Some Spanish surnames are preceded by the "de" (married women). In these cases enter by the maiden name followed by the married name;

Example: Antonia Murillo de Nogueira

Must be registered as:

Murillo de Nogueira, Antonia

Surnames joined by the letter "y", are entered as they appear;

Exemplos: Emílio Cotarelo y Mori

Must be registered as:

Cotarelo y Mori, Emílio

Antônio Gonzáles y Gonzáles

Must be registered as:

Gonzáles y Gonzáles, Antônio

d) Names in other languages

In general enter by the last surname. German names with prefixes are entered by the surname;

Example: Hans Von Helmholtz

Must be registered as:

Helmholtz, Hans Von

Dutch names with the prefix 'van' are entered by this;

Annex II - Basic rules for entering corporate authors

The rules for institutional author entry vary accordingly to their nationality and are based on the rules of AACR-2 - Anglo American Cataloguing Rules, 2nd ed.

As a general rule enter the name in the form that it appears in the document, except in the following cases:

1) When a term indicating that the institution is a part of another (department, division, section, etc.) is present, enter the name of the institution in the higher hierarchy followed by the one responsible for the document and omit intermediate;

Examples:

University of the West Indies. Department of Medicine

and not:

University of the West Indies. Faculty of Medical Sciences. Department of Medicine

2) If the name of the institutional author indicates that it is subordinate to a government (federal, state or municipal) enter the name of the country, province, state followed by the institution responsible for the document;

Examples:

Barbados. Ministry of Health. Library

and not:

Library of the Ministry of Health of Barbados

Guyana. Ministry of Health and Social Security

and not:

Ministry of Health and Social of Guyana

3) If the name of the institutional author varies, use the most frequent form, if this cannot be ascertained adopt the shortest even if this is a acronym;

Example:

Abbreviated variant form: UNESCO

Full variant form: United Nations Educational, Scientific and Cultural Organization

Form to be used: UNESCO

4) If the institutional author appears in more than one language, enter in the official language of the institution;

Example:

Societé Historique Franco-Americaine

and not:

Sociedade Historica Francoamericana or Franco-American Historical Society

5) If there is more than one official language and one of them is Spanish, enter this:

Example:

Organización Panamericana de la Salud

and not:

Pan American Health Organization

Annex III - Months abbreviations

Months	Languages			
	Espanhol	**Português**	**English**	**French**
January	ene.	jan.	Jan.	janv.
February	feb.	fev.	Feb.	févr.
March	mar.	mar.	Mar.	mars
April	abr.	abr.	Apr.	avril
May	mayo	maio	May	mai
June	jun.	jun.	June	juin
July	jul.	jul.	July	juil.
August	ago.	ago.	Aug.	aout
September	sept.	set.	Sept.	sept.
October	oct.	out.	Oct.	oct.
November	nov.	nov.	Nov.	nov.
December	dic.	dez.	Dec.	déc.

Annex IV - ISO language codes

Language	Code
Spanish	es
French	fr
English	en
Portuguese	pt

Annex V - Table of current fields for general use

[01] - Center Code
[02] - Identification Number
[03] - Call Number
[04] - Database
[05] - Literature Type
[06] - Treatment Level
[07] - Inventory Number
[08] - Electronic Address
[09] - Record Type
[10] - Individual Author (analytic level)
[11] - Corporate Author (analytic level)
[12] - Title (analytic level)
[13] – English Translated Title (analytic level)
[14] - Pages (analytic level)
[16] - Individual Author (monographic level)
[17] - Corporate Author (monographic level)
[18] - Title (monographic level)
[19] - English Translated Title (monographic level)
[20] - Pages (monographic level)
[21] - Volume (monographic level)
[23] - Individual Author (collection level)
[24] - Corporate Author (collection level)

[25] - Title (collection level)
[26] - English Translated Title (collection level)
[27] - Total Number of Volumes (collection level)
[30] - Title (serial level)
[31] - Volume (serial level)
[32] - Issue Number (serial level)
[35] - ISSN
[38] - Descriptive Information
[40] - Language
[49] - Thesis, Dissertation - Leader
[50] - Thesis, Dissertation - Institution to which they are Submitted
[51] - Thesis, Dissertation - Academic Title
[52] - Conference - Sponsoring Institution
[53] - Conference - Name
[54] - Conference - Date
[55] - Conference - Standardized Date
[56] - Conference - City
[57] - Conference - Country
[58] - Project - Sponsoring Institution
[59] - Project - Name
[60] - Project - Number
[61] - Internal Note
[62] - Publisher
[63] - Edition
[64] - Publication Date
[65] - Standardized Date
[66] - City of Publication
[67] - Country of Publication
[68] - Symbol
[69] - ISBN
[71] - Publication Type
[72] - Total Number of References
[74] - Time Limits (from)
[75] - Time Limits (to)
[76] - Check Tags
[78] - Person as Subject
[82] - Non-DeCS Region
[83] - Abstract
[84] - Transfer Date to Database
[85] - Author Keywords
[87] - Major Descriptor
[88] - Minor Descriptor

[91] - Record Creation Date
[92] - Documentalist
[93] - Last Change Date
[98] - Link Record (Monograph, Non Conventional, Collection, Series or Thesis, Dissertation)
[101] - Link Record (Conference)
[102] - Link Record (Project)
[110] - Item Form
[111] - Type of Computer File
[112] - Type of Cartographic Material
[113] - Type of Journal
[114] - Type of Visual Material
[115] - Specific Designation of the Material (Non Projectable Material)
[500] - General Note
[505] - Formatted Contents Note
[530] - Additional Physical Form Available Note
[533] - Reproduction note
[534] - Original Version Note
[610] - Institution as Subject
[653] - Local Descriptors
[899] - Software version
[9XX] - Fields for local use by the Institutions

Annex VI – Some computer file extensions

1) Alphabetical listing by Type of File

Type of File (subfield ^y from field 8)	**Extension of the File (subfield ^q from field 8)**
APPLICATION PROGRAM INTERFACE	api
AUDIO	aif, au, mp3, ram, wav, wm, wma, wmd
AUTOCAD	dxf, mnx, plt, shp, shx , sld, slb
CATALOG	cat
COMMUNICATION PROTOCOL	dsn
COMPACT/ZIPPED CONTENT	arc, arj, hqx, lzh, tas, taz, tgz, tz, uu, zip
CONFIGURATION	cfg
CORELDRAW	cmp, bpt, dot, wfn
DATABASE	db, dbf, mda, mdb, sql
DOCUMENT	doc
DOCUMENT TYPE DEFINITION	dtd
DICTIONARY	dic, lex
DYNAMIC LINK LIBRARY	dll
EXTENSIBLE MARKUP LANGUAGE	xml
FONT	font
HELP	hlp
IMAGE	jpe, jpeg, jpg, wmf, tif, tiff, bmp, gif
INFORMATION	inf

Type of File (subfield ^y from field 8)	Extension of the File (subfield ^q from field 8)
INITIALIZATION	ini
MESSAGE	eml, msg
MS-OUTLOOK	oft, pst, pab
MS-WORD TEMPLATE	dot
MULTIMEDIA	avi, mid, midi, mpe, mpg, mpeg , mp2, wms, wmv, wmx, wmz, asf
PORTABLE DOCUMENT FORMAT	pdf
POWER-POINT	pot, pps, ppt
PROGRAMMING LANGUAGE	asp, php
SPREADSHEET	xls
STATIC HTML	html, htm, htx
STYLE SHEET	css
TEXT	csv, txt

2) Alphabetical listing by Extension of the File

Extension of the File (subfield ^q from field 8)	Type of File (subfield ^y from field 8)
aif	AUDIO
api	APPLICATION PROGRAM INTERFACE
arc	COMPACT/ZIPPED CONTENT
arj	COMPACT/ZIPPED CONTENT
asf	DATABASE
asp	PROGRAMMING LANGUAGE
au	AUDIO
avi	MULTIMEDIA
bmp	IMAGE
bpt	CORELDRAW
cat	CATALOG
cfg	CONFIGURATION
cmp	CORELDRAW
css	STYLE SHEET
csv	TEXT
db	DATABASE
dbf	DATABASE
dic	DICTIONARY
dll	DYNAMIC LINK LIBRARY
doc	MS-WORD DOCUMENT
dot	CORELDRAW
dot	MS-WORD TEMPLATE
dsn	COMMUNICATION PROTOCOL
dtd	DOCUMENT TYPE DEFINITION
dxf	AUTOCAD
eml	MESSAGE
font	FONT

Extension of the File (subfield ^q from field 8)	Type of File (subfield ^y from field 8)
gif	IMAGE
hlp	HELP
hqx	COMPACT/ZIPPED CONTENT
htm	STATIC HTML
html	STATIC HTML
htx	STATIC HTML
inf	INFORMATION
ini	INITIALIZATION
jpe	IMAGE
jpeg	IMAGE
jpg	IMAGE
lex	DICTIONARY
lzh	COMPACT/ZIPPED CONTENT
mda	DATABASE
mdb	DATABASE
mid	MULTIMEDIA
midi	MULTIMEDIA
mnx	AUTOCAD
mp2	MULTIMEDIA
mp3	AUDIO
mpe	MULTIMEDIA
mpg	MULTIMEDIA
mpeg	MULTIMEDIA
msg	MESSAGE
oft	MS-OUTLOOK
pab	MS-OUTLOOK
pdf	PORTABLE DOCUMENT FORMAT
php	PROGRAMMING LANGUAGE
plt	AUTOCAD
pot	POWER-POINT
pps	POWER-POINT
ppt	POWER-POINT
pst	MS-OUTLOOK
ram	AUDIO
shp	AUTOCAD
shx	AUTOCAD
slb	AUTOCAD
sld	AUTOCAD
sql	DATABASE
tas	COMPACT/ZIPPED CONTENT
taz	COMPACT/ZIPPED CONTENT
tgz	COMPACT/ZIPPED CONTENT
tif	IMAGE
tiff	IMAGE
txt	TEXT
tz	COMPACT/ZIPPED CONTENT
uu	COMPACT/ZIPPED CONTENT
wav	AUDIO

Extension of the File (subfield ^q from field 8)	**Type of File (subfield ^y from field 8)**
wfn	CORELDRAW
wm	AUDIO
wma	AUDIO
wmd	AUDIO
wmf	IMAGE
wms	MULTIMEDIA
wmv	MULTIMEDIA
wmx	MULTIMEDIA
wmz	MULTIMEDIA
xls	SPREAD SHEET
xml	EXTENSIBLE MARKUP LANGUAGE
zip	COMPACT/ZIPPED CONTENT

Annex VII - Fields correspondence LILACS ←→ MARC 21

The information about MARC proceeds from MARC 21 Lite Bibliographic Format, 2005 edition, http://www.loc.gov/marc/bibliographic/lite/ , with additions of:

- MARC 21 Concise Format for Bibliographic Data, ed. 2004, http://www.loc.gov/marc/bibliographic/ecbdhome.html
- List of countries codes MARC, http://www.loc.gov/marc/countries/
- List of languages codes MARC, http://www.loc.gov/marc/languages/
- Link entries, http://www.loc.gov/marc/bibliographic/litespa/elbdenla.htm

Table of abbreviations

Abreviation	Description
R	Repeatable
NR	Not Repeatable
N/A	Not applicable, it does not have corresponding field in the MARC. Fields can be defined in blocks x9x and 9xx, if desirable
#	Indicates a mandatory blank space (is not necessary to enter the # character)
|	Not used, reserved space (blank space can be used)
^	Indicator of subfield in ISIS
$	Indicator of subfield in MARC
%	Indicates a symbol of repetition of field in CDS/ISIS
LDR	Record leader. The positions (zero based) are indicated by the following rule: LDR/006 is the 6th position (7th character)
008/xx-yy	Field 008 is indicated by the position interval (zero based) that occupy the characters from position xx to position yy.

Conversion of LILACS to MARC21 – general considerations

The conversion of LILACS to MARC records is usually done with ISO2709 files. The conversion process must consider some aspects that are listed below.

- Length of the record of the ISO file

  Records in CDS/ISIS come in 80-characters blocks. On the other hand, MARC records are of variable size. The export process will determine the type of size used.
- Set of characters

  LILACS records created by the LILDBI application for the web, as well as those in BIREME´s site, use ANSI characters. The records created through the LILDBI version for MS-DOS are in ASCII under one of the two modes of page code: 850 or 437.

  When exporting or importing records, you should indicate the appropriate set of characters used.

- Record leader

  ISO2709 format reserves a fixed field of 24 positions in the beginning of each record with information on the form to process it. MARC stores data on the bibliographical object in positions 5-8 and 17-19 of this field, but only positions 5-7 have information used by LILACS. The other positions will blank spaces.

- Field

  The fields in MARC must be indicated with three digits, and in sequential ascending order. This means that LILACS field **12** will have to be exported as **012** to MARC, and the fields will have to be rearranged in ascending order. These restrictions are unnecessary for users of any variant of the CDS/ISIS, but they will have to be contemplated if exported to another system or software other than CDS/ISIS that uses MARC.

- Indicators

  MARC uses two positions in the begining of every field over 009, which should be respected in the exporting process. In case there is no data for these positions, two blank spaces will be recorded (indicated by the symbol # in the examples).

- Punctuation

  LILACS does not incorporate bibliographical punctuation as part of the data in the records. The export process will generate this punctuation if possible. Position 18 of the leader (LDR/18 - "descriptive cataloging form") will indicate with an "**i**" if the records include the punctuation, or with a blank space "#" or an "**u**" if they do not.

- Code tables

  LILACS uses two-character ISO code tables and MARC uses three-character codes of. Codes should be changed in the the exporting process.

- Description by levels

  LILACS, as format derived from UNISIST standard, describes bibliographical units in up to three levels: (1) analytics, (2) monograph and/or serial, (3) collection. For each one of these levels corresponding fields are attributed with the same structure. Identical data - for example author - will be registered in an identical form in any of the three levels of description in one of these fields (10,16,23).

  MARC format organizes the data in different way. It always attributes the same field for the same type of data object of the description. Example: the first author will always be registered in field 100. Other authors will be entered in field700 , and bibliographical elements of superior level will be registered in field 773 .

  The fields of authors and titles of the analyzed part are registered in MARC in the fields 1xx, 7xx and 245, no matter the level of the description (analytics, monograph, collection). See the examples below. A complete explanation of the conversion process with the programs in c-isis used by BIREME are registered in http://www3.bireme.br/abd/I/LILACS-MARC_Tabela_completa_en_rev_nov05.pdf

  The titles translated by the cataloguing agency will be registered in field 242.

In any type analytics record, (journal article, book chapter, volume of a collection, etc), the data of the host will be always in the field 773, registering the bibliographical reference using the needed subfields.

What will vary according to the bibliographical level will be the value of the position 07 of the Leader (LDR/07), that will have a different code in accordance with the description level.

The types of literature defined in LILACS in field v5 are reduced to only three basic types (monograph, serial, collection) in MARC; for this reason, Thesis and the Not Conventional ones will be dealt with accordance with the code field v09 of LILACS, or in its default as printed monographs.

LILACS' monograph series will be treated as standard monographs, and the data of the series should be entered in field 440.

The "complement types" of literature in LILACS (P=project, C=meeting), will generate MARC bibliographic records according to the three basic types and, additionally, as it corresponds:

- the secondary entries in field 711 (name of the meeting),
- dissertation note fields (502),
- project field (536),
- all other notes that could be considered necessary in fields 5xx.

- Cluster of records

  LILACS creates clusters of records associated in vertical form (the whole with the parts) tied through special fields, or fields of indicators: v98, v101, v102. The creation of clusters is also considered in MARC by the "Entrance link (76X-78X)" fields, which link the contracting parties with a host record. For example, the chapters of a monograph with the record of this monograph. However, the general implementation in MARC does not decide the entailings with the same efficiency that LILDBI; for tis reason, while exporting LILACS records you will have to rebuild the records made up from multiple components in one complete record in output.

  If the exportation of LILACS records is not performed through the LILDBI program, or through the web interface of BIREME´s website, then exportation should include a join procedure of records with the keys indicated in indicator fields.

Description of the major part of a description by levels

- analytic of serial publication → LDR/07 = b
- analytic of monograph → LDR/07 = a
- monography that is part of a collection → LDR/07 = d

773 Description of the host record (R)

- $a – Main entry (individual or institutional author)
- $b – Edition
- $d – Place of edition and publication date
- $g – Data from volume, number, pages, etc
- $h – Physical description
- $k – Data from serial
- $t – Title

Note: ISBD punctuation must be added

Examples:

- Analytic of serial publication S-as

30	Arq. Bras. Med	32	98	64	Sept. 1992
31	17	14	^f78^l159		

773 0#$a Arq. bras. med**$gVol.** 17**, no.** 98 **(**Sept. 1992**), p.** 78-159

- Analytic of monograph series M-am MS-ams

16	Schraiber, Lilia Blima	30	Saude em Debate. Serie Didatica	62	Hucitec
18	Programacao em saude hoje	31	30	64	1990
20	226	32	2	66	Sao Paulo

773 0#$a Schraiber, Lilia Blima**, $t**Programacao em saude hoje**.$d**Sao Paulo **:** Hucitec**,** 1990**.$h**226 **p.$kVol**. 30**, no.** 2**$g**Saude em Debate. Serie Didatica

- Analytic of a monograph part of a collection M-mc M-amc

10	El Batawi, M. A	Nivel analítico	16	Valdez Marte, José	24	Universidad Catolica Madre y Maestra. Departamento de Medicina
12	Riesgos multiples		18	Salud y trabajo	25	Lecturas básicas para la conceptualización social del proceso salud-enfermedad

14	21-28	20	81		
13	Multiple risks	21	v.5	27	12
62	Universidad Católica Madre y Maestra. Departamento de Medicina	64	1983	66	Santo Domingo

main description by field 10 to 13, and generate in field 773

773 0#$a Valdez Marte, José**,$t**Salud y trabajo**.$d**Santo Domingo **:** Universidad Católica Madre y Maestra. Departamento de Medicina**,** 1983**.$hvol.**5 **(**81**p.).$k**Lecturas básicas para la conceptualización social del proceso salud-enfermedad **/** Universidad Catolica Madre y Maestra. Departamento de Medicina**. –** 12 **vols.**

Examples of conversion of records

Only the fields necessary to the example are presented:

LILACS	**MARC21**
S-as ID=308026	
10 Ueno, Cristiane Mayumi^1Universidade de Säo Paulo^pBrasil^redt 10 Salles, Alessandra Grassi^1Universidade de Säo Paulo^2Faculdade de Medicina^pBrasil^redt 10 Fontana, Carlos^1Universidade de Säo Paulo^2Faculdade de Medicina^pBrasil^redt 10 Maio, Mauricio de^1Universidade de Säo Paulo^pBrasil^redt 10 Ferreira, Marcus Castro^1Universidade de Säo Paulo^pBrasil 12 Tratamento da Hipercromia pós-queimaduras em adultos 13 Treatament of post-burn hyperchromia in adults 14 ^f78^l80 30 ACM arq. catarin. med 31 29 32 supl.1 65 20000000	100 1 $aUeno, Cristiane Mayumi$eed$uUniversidade de Säo Paulo Brasil. 242 10$aTreatament of post-burn hyperchromia in adults$yeng 245 00$aTratamento da Hipercromia pós-queimaduras em adultos 700 1 $aSalles, Alessandra GrassieeduUniversidade de Säo Paulo. Faculdade de Medicina Brasil. 700 1 $aFontana, Carlos$eed$uUniversidade de Säo Paulo. Faculdade de Medicina Brasil. 700 1 $aMaio, Mauricio de$eed$uUniversidade de Säo Paulo Brasil. 700 1 $aFerreira, Marcus Castro$uUniversidade de Säo Paulo Brasil. 773 0 $aACM: arquivos catarinenses de medicina$dAssociaçäo Catarinense de Medicina$gVol.29, no.supl.1 (2000) p.78-80

LILACS	MARC21
MS-ams ID=368999	
11 Asamblea Medica Mundial 11 Asociación Américana de Hospitales 11 Organización Panamericana de la Salud^rtrad 12 Cartas de derechos del paciente 13 Patient rights letter 14 ^f239^l240 17 Organización Panamericana de la Salud 18 Bioética: temas y perspectivas 19 Bioethics: issues and perspectives 20 244 30 OPS. Publicación Científica 32 527 62 Organización Panamericana de la Salud 64 1990 65 19900000 66 Washington, D.C	110 2 $aAsamblea Medica Mundial 242 10$aPatient rights letter$yeng 245 00$aCartas de derechos del paciente 710 2 $aAsociación Américana de Hospitales 710 2 $aOrganización Panamericana de la Salud$etrad 773 0 $aOrganización Panamericana de la Salud, $tBioética: temas y perspectivas.$dWashington, D.C : Organización Panamericana de la Salud,1990. $h244p.$k, no. 527$gOPS. Publicación Científica
MC-amc ID=85771	
11 Fundacion Escuela Colombiana de Medicina 12 El seminario de epistemologia y el curriculum de la escuela 13 Epistemology seminary and school curriculum 14 11-36 17 Fundacion Escuela Colombiana de Medicina 18 Reflexiones sobre un programa 19 Reflections about a program 20 180 24 Fundacion Escuela Colombiana de Medicina 25 Coleccion Educacion Medica 27 2 52 Fundacion Escuela Colombiana de Medicina 53 Seminario de Filosofia e Historia de las Ciencias: Taller de Lanceros 54 19-20 mayo 1983 55 19830520 56 Paipa	110 2 $aFundacion Escuela Colombiana de Medicina 242 10$aEpistemology seminary and school curriculum$yeng 245 00$aEl seminario de epistemologia y el curriculum de la escuela 300 $a180 p. 710 2 $aFundacion Escuela Colombiana de Medicina 711 2 $aSeminario de Filosofia e Historia de las Ciencias: Taller de Lanceros ($d19-20 mayo 1983:$cPaipa, CO)$eFundacion Escuela Colombiana de Medicina 773 0 $aFundacion Escuela Colombiana de Medicina, $tReflexiones sobre un programa.$ds.l : Fundacion Escuela Colombiana de Medicina, 1984. $h180p.$kColeccion Educacion Medica / Fundacion Escuela Colombiana de Medicina. - 2 vols.

LILACS	MARC21
57 CO 62 Fundacion Escuela Colombiana de Medicina 64 1984 65 19840000 66 s.l	

Annex VIII – Responsibility levels according to the Library of Congress

The definition of each responsibility degree can be seen at
http://www.loc.gov/marc/relators/relaterm.html

Abreviation	English	Portuguese	Spanish
act	Actor	Ator	Actor
adp	Adapter	Adaptador	Adaptador
Aft	Author of afterword, colophon, etc.	Autor do posfácio, colofão, etc.	Autor del postfacio, colophon, etc.
anm	Animator	Animador	Animador
ann	Annotator	Anotador	Anotador
ant	Bibliographic antecedent	Antecedente bibliográfico	Antecedente bibliográfico
app	Applicant	Aspirante	Aspirante
aqt	Author in quotations or text abstracts	Autor das citações ou resumes	Autor de citas o resúmenes
arc	Architect	Arquiteto	Arquitecto
arr	Arranger	Arranjador	Arreglador
art	Artist	Artista	Artista
asg	Assignee	Procurador	Apoderado
asn	Associated name	Nome associado	Nombre asociado
att	Attributed name	Nome atribuído	Nombre atribuído
auc	Auctioneer	Leiloeiro	Subastador
aud	Author of dialog	Autor do diálogo	Autor del diálogo
aui	Author of introduction	Autor da introdução	Autor de la introducción
aus	Author of	Autor do roteiro, etc.	Autor de la animación de

Abreviation	English	Portuguese	Spanish
	screenplay, etc.		pantalla, etc.
aut	Author	Autor	Autor
bdd	Binding designer	Desenhista da encadernação	Diseñador de encuadernación
bjd	Bookjacket designer	Desenhista da capa do livro	Diseñador de la cubierta del libro
bkd	Book designer	Desenhista do livro	Diseñador del libro
bkp	Book producer	Produtor do livro	Productor del libro
bnd	Binder	Encadernador	Encuadernador
bpd	Bookplate designer	Desenhista do ex libris	Diseñador del ex libris
bsl	Bookseller	Livreiro	Librero
ccp	Conceptor	Autor intelectual	Autor intelectual
chr	Choreographer	Coreógrafo	Coreógrafo
clb	Collaborator	Colaborador	Colaborador
cli	Client	Cliente	Cliente
cll	Calligrapher	Calígrafo	Calígrafo
clt	Collotyper	Colotipador	Clotipiador
cmm	Commentator	Comentarista	Comentador
cmp	Composer	Compositor	Compositor
cmt	Compositor	Tipógrafo	Componedor
cnd	Conductor	Condutor	Conductor
cng	Cinematographer	Cinematógrafo	Cinematógrafo
cns	Censor	Censor	Censor
coe	Contestant-appellee	Demandante-apelado	Demandante-apelado
col	Collector	Colecionador	Coleccionista
com	Compiler	Compilador	Compilador
coord (*)	Coordinator	Coordenador	Coordinador
cos	Contestant	Demandante	Demandante
cot	Contestant-appellant	Demandante-apelante	Demandante-apelante
cov	Cover designer	Desenhista da capa	Diseñador de la capa
cpc	Copyright claimant	Demandante do copyright	Demandante del copyright
cpe	Complainant-appellee	Querelante-apelado	Querellante-apelado
cph	Copyright holder	Titular do copyright	Titular del copyright
cpl	Complainant	Querelante	Querellante
cpt	Complainant-appellant	Querelante-apelante	Querellante-apelante
cre	Creator	Criador	Creador
crp	Correspondent	Correspondente	Correspondiente
crr	Corrector	Corretor	Corrector
csl	Consultant	Consultor	Consultor
csp	Consultant to a project	Consultor de um projeto	Consultor de un proyectp
cst	Costume designer	Desenhista de trajes, vestuário	Diseñador de trajes, vestuario
ctb	Contributor	Contribuinte	Contribuyente
cte	Contestee-appellee	Contestado-apelado	Contendido-apelado

Abreviation	English	Portuguese	Spanish
ctg	Cartographer	Cartógrafo	Cartógrafo
ctr	Contractor	Contratante	Contratista
cts	Contestee	Contestado	Contestado
cur	Curator of an exhibition	Curador de uma exibição	Curador de una exhibición
cwt	Commentator for written text	Comentarista de texto escrito	Comentador de texto escrito
dfd	Defendant	Réu	Defensor
dfe	Defendant-appellee	Réu–apelado	Defensor-apelado
dft	Defendant-appellant	Réu–apelante	Defensor-apelante
dgg	Degree grantor	Concessor de grau	Concedente de grado
dis	Dissertant	Dissertante	Disertante
dln	Delineator	Delineador, desenhista	Delineador, dibujante
dnc	Dancer	Bailarino	Bailarín
dnr	Donor	Doador	Donante
dpc	Depicted	Retratado	Retratado
dpt	Depositor	Depositante	Depositante
drm	Draftsman	Desenhista de plantas e projetos	Dibujante
drt	Director	Diretor	Director
dsr	Designer	Desenhista	Diseñador
dst	Distributor	Distribuidor	Distribuidor
dte	Dedicatee	Dedicado	Dedicado
dto	Dedicator	Dedicador	Dedicador
dub	Dubious author	Autor duvidoso	Autor dudoso
edt	Editor	Editor	Editor
egr	Engraver	Gravador	Grabador
elt	Electrotyper	Eletrotipeador	Electrotipeador
eng	Engineer	Engenheiro	Ingeniero
etr	Etcher	Aquafortista	Grabador al agua fuerte
exp	Expert	Experto	Experto
fac	Facsimilist	Facsimilador	Facsimilador
flm	Film editor	Editor do filme	Editor de la película
fmo	Former owner	Proprietário anterior	Propietario anterior
fnd	Funder	Fundador	Fundador
fpy	First party / Second party	Demandante / Demandado	Demandante / Demandado
frg	Forger	Forjador	Forjador
grt	Graphic technician	Técnico gráfico	Técnico gráfico
hnr	Honoree	Honrado	Honrado
hst	Host	Anfitrião	Anfitrión
ill	Illustrator	Ilustrador	Ilustrador
ilu	Illuminator	Iluminador	Iluminador
ins	Inscriber	Rotulador / quem escreveu dedicatória	Rotulador
inv	Inventor	Inventor	Inventor
itr	Instrumentalist	Instrumentalista	Instrumentalista
ive	Interviewee	Entrevistado	Entrevistado

Abreviation	English	Portuguese	Spanish
ivr	Interviewer	Entrevistador	Entrevistador
lbt	Librettist	Libretista	Libretista
lee	Libelee-appellee	Difamado-apelado	Difamado-apelado
lel	Libelee	Difamado	Difamado
len	Lender	Emprestador	Prestador
let	Libelee-appellant	Difamado-apelante	Difamado-apelante
lgd	Lighting designer	Desenhista de iluminação	Diseñador de iluminación
lie	Libelant-appellee	Difamador-apelado	Difamador-apelado
lil	Libelant	Difamador	Difamador
lit	Libelant-appellant	Difamador-apelante	Difamador-apelante
lsa	Landscape architect	Paisagista	Arquitecto del paisaje
lse	Licensee	Beneficiário da licença	Beneficiario de la licencia
lso	Licensor	Outorgador da licença	Otorgador de licencia
ltg	Lithographer	Litógrafo	Litógrafo
lyr	Lyricist	Autor da letra de uma música	Autor de la letra de una canción
mdc	Metadata contact	Contato de metadatos	Contacto de metadatos
mfr	Manufacturer	Fabricante	Manufacturero
mod	Moderator	Moderador	Moderador
mon	Monitor	Monitor	Monitor
mrk	Markup editor	Editor de marcação	Editor de marcación
mte	Metal-engraver	Gravador de metais	Grabador de metales
mus	Musician	Músico	Músico
nrt	Narrator	Narrador	Narrador
opn	Opponent	Oponente	Oponente
org (*)	Organizer	Organizador	Organizador
orm	Organizer of meeting	Organizador de um encontro	Organizador de un encuentro
orn (**)	Originator	Criador	Creador
oth	Other	Outro	Otro
own	Owner	Proprietário	Propietario
pat	Patron	Patrono	Patrón
pbd	Publishing director	Diretor de publicação	Director de publicación
pbl	Publisher	Editora	Publicador
pfr	Proofreader	Verificador	Corrector de prueba
pht	Photographer	Fotógrafo	Fotógrafo
plt	Platemaker	Produtor de lâminas	Productor de planchas
pop	Printer of plates	Impresor de lâminas	Impresor de planchas
ppm	Papermaker	Fabricante de papel	Fabricante de papel
ppt	Puppeteer	Marionetista	Titiritero
prc	Process contact	Contato de processo	Contacto de proceso
prd	Production personnel	Pessoal de produção	Personal de producción
prf	Performer	Executante / ator	Ejecutante / actor
prg	Programmer	Programador	Programador
prm	Printmaker	Gráfico	Gráfico
pro	Producer	Produtor	Productor

Abreviation	English	Portuguese	Spanish
prt	Printer	Impressor	Impresor
pta	Patent applicant	Requerente de patente	Requeriente de patente
pte	Plaintiff-appellee	Demandante-apelado	Demandante-apelado
ptf	Plaintiff	Demandante	Demandante
pth	Patent holder	Titular da patente	Titular de la patente
ptt	Plaintiff-appellant	Demandante-apelante	Demandante-apelante
rbr	Rubricator	Rubricador	Rubricador
rce	Recording engineer	Engenheiro de gravação	Ingeniero de grabación
rcp	Recipient	Destinatário	Destinatario
red	Redactor	Redator	Redactor
ren	Renderer	Desenhista de reprodução	Dibujante del rendering
res	Researcher	Pesquisador	Investigador
rev	Reviewer	Revisor	Revisor
rpt	Reporter	Repórter	Repórter
rpy	Responsible party	Requerente / Responsável pelo conteúdo	Requerido / Responsable por el contenido
rse	Respondent-appellee	Demandado-apelado	Demandado-apelado
rsg	Restager	Remontador de peça teatral, Diretor teatral	Remontador de pieza teatral, Director teatral
rsp	Respondent	Demandado	Demandado
rst	Respondent-appellant	Demandado-apelante	Demandado-apelante
rth	Research team head	Chefe da equipe de pesquisa	Jefe del equipo de investigación
rtm	Research team member	Membro da equipe de pesquisa	Miembro del equipo de investigación
sad	Scientific advisor	Consultor científico	Consultor científico
sce	Scenarist	Animador de cenário	Animador de pantalla
scl	Sculptor	Escultor	Escultor
scr	Scribe	Escriba	Escriba
sec	Secretary	Secretária	Secretaria
sgn	Signer	Signatário	Firmante
sng	Singer	Cantor	Cantante
spk	Speaker	Orador	Orador
spn	Sponsor	Patrocinador	Patrocinador
srv	Surveyor	Agrimensor	Agrimensor
std	Set designer	Cenógrafo	Escenógrafo
stl	Storyteller	Contador de historia	Contador de historia
stn	Standards body	Comitê de Normalização	Comite de Normalización
str	Stereotyper	Estereotipador	Estereotipador
tch	Teacher	Professor	Profesor
ths	Thesis advisor	Orientador	Orientador
trc	Transcriber	Transcritor	Transcriptor
trl	Translator	Tradutor	Traductor

Abreviation	English	Portuguese	Spanish
tyd	Type designer	Desenhador de tipos de letras	Diseñador de tipos de letras
tyg	Typographer	Tipógrafo	Tipógrafo
vdg	Videographer	Videógrafo, Cameraman	Videógrafo, Cameraman
voc	Vocalist	Vocalista	Vocalista
wam	Writer of accompanying material	Escritor do material acompanhante	Escritor del material acompañante
wdc	Woodcutter	Xilógrafo (trabalha com a textura fina de um bloco de madeira)	Xilógrafo (trabaja con la textura fina de un bloque de madera)
wde	Wood-engraver, woodcutter	Xilógrafo (trabalha com o lado da prancha de um bloco de madeira)	Xilógrafo (trabaja con el lado de la plancha de um bloque de madera)
wit	Witness	Testemunha	Testigo

(*) Is not part of the list of Library of Congress.

(**) The original abbreviature of Library of Congress is “org”

Annex IX – Table of availability for fullfilling of the fields 9, 110, 111, 112, 113, 114 and 115 and allowance for LILACS

(v = field)

Field 9	Mandatory Available for fullfilling fields	Allowed to v4=LILACS
a	v110	Yes
a (for v5=S and v6=as)	v110 and v113	Yes if v113=p, u
c	v110	No
d	v110	No
e	v110 and v112	No
f	v110 and v112	No
g	v110 and v114	Yes if v114=m, v
i	v110	Yes
j	v110	No
k	v110 and {v114 or v115}	No
m	v111	No
o	v110 and v114=b	No
p	v110	No
r	v110 and v114	No
t	v110	No

Annex X - CLINICAL TRIAL DATABASES

Clinicaltrials.gov	CT
Australian Clinical Trials Registry	ACTR
International Standard Randomised Controlled Trial Number Register	ISRCTN
Nederlands Trial Register	NTR
University Hospital Medical Information Network	UMIN
Chinese Clinical Trial Register	ChiCTR