

Instructions for entering analyses for the Speleological Abstracts Bulletin

1. Installing the software

You have either received a CD-Rom with instructions and files for entering the data, or you can download the files from the website:

<http://www.ssslibch/bbs/collabo/fr/outils.htm>

The software runs in Mac OS 8.6 or later, Power PC, and Windows (95 or later), with the Filemaker 5 (or later) database or auto-executable version.

Follow the instructions on the CD for installing the software.

The following files will be created in a new folder named «saisie_v4xx» :



Nom	Date de modification	Taille
AuthorsChk.fp5	samedi 6 avril 2002, 15:30	72 Ko
cavite_ch.fp5	Hier, 19:55	1,3 Mo
CenDocUis.fp5	Aujourd'hui, 15:00	24 Ko
COUNTR2.FP5	Aujourd'hui, 15:13	72 Ko
Countries.fp5	Aujourd'hui, 15:00	80 Ko
NewAbstr.fp5	Aujourd'hui, 15:26	248 Ko
Publications.fp5	Aujourd'hui, 15:01	304 Ko
subjects.fp5	Aujourd'hui, 15:24	64 Ko

The file extensions can vary depending on the version.

Use NewAbstr to start the program, and enter your collaborator parameters.

1.1 Retrieving analyses from previous versions

Once the installation and configuration is complete, it is possible to import analyses entered in a previous version, but only for versions 3.60 or later.

Open the command File/import. Select the file to import (still with NewAbstr) and import by «matching name» (= par noms concordants).

2. Entering information

This chapter describes the rules for entering analyses. Typing and abbreviation rules are given in the next chapter.

To move forward from one field to the next, use the <TAB> button. To move back a field, use the <SHIFT> <TAB> combination.

The button <NoCaving Subject> allows you to enter an analysed journal that does not relate to caving. The journal will simply appear in the list of analysed journals. There is no need to complete the various fields. The Chapter Code will be 9.

- **Article Title**

Must be entered in the original language. If transliteration is necessary (for example from Cyrillic, Slavic, Greek, Chinese, etc.), use only the translation or (and) add the translated title to the original. In all cases, put square brackets [] around the translated title. In the comments, include the name of the original language, for example (in Jap.).

Generally, there is always a title for an article; sometimes it is necessary to add one, for example: [Activities].

- **Authors name/society and Initials/first name**

The author's family name and first name are each entered into a different field. Each author must appear on a different line. 10 lines are available for this. When possible, write the full first name and avoid using initials. Transliterated or translated author names must also appear in square brackets [].

- Anonymous or incompletely signed publications: write AA (Anonymous) in the **Authors name/society** field.
- Multiple authors : write all the author names if possible. Otherwise enter Auct. var. into the **Authors name/society** field, or the name of the group that was used.
- Monographs : cite the editor in the **Authors name/society** field, followed by the list of authors as usual.

- **Article year**

This is the year printed in the publication. If dates are inconsistent (such as the date of a convention and date of publication of its proceedings), enter the date of proceedings publication.

- **Library code**

This field cites the library where the text is available (it is possible to enter «WEB» for Internet articles, or «nc» if the library is not known).

- **Publication**

Use the select button, or type the publication title. See the chapter on «periodical or monograph».

- **Publication URL**
This field is reserved for the Internet address from which the publication was pulled. This field is only used when the publication is distributed over the Internet. The little globe gives direct access to the URL appearing in the field «Publication URL».
- **Fascicule**
Number of the issue, number of volume given, following the numbering system used in the journal.
- **Pages**
Pages of the journal analysed.
- **Comments**
e.g. original language: Chinese; maps or photos accompanying the article.
- **Address**
This field is optional and is only to be used to cite the address where the publication is available.
This information must allow the reader to order the publication. These addresses will be published at the end of the book, in the list of publications analysed.
- **URL Address.** This is the Internet address from which the publication can be ordered.
- **Abstract:** optional field intended for a summary of the published text. Follow the general rules listed below. Write concise abstracts, use keywords, do not repeat the title, and mention at least the geographical location (including the region or province) based on the «Codes and Geographical Names». End with a period.

The summary should not contain more than 700 characters. The reader should be able to get a good idea of the content of the text, but not get the entire text. Often two lines are enough to explain what the article is about. Only copy authors' summaries if they respect the above criteria. Otherwise, prepare a simple summary yourself.
- **Abstract from author:** Put a tick mark in this box if the summary was copied from the author's article.
- **Italic flag:** add a tick mark to the box if your summary contains biospeleological terminology. (Those words must be in italics in the Filemaker entry.)
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- **Cave reference (only for Switzerland):** enter the official number(s) of the caves cited in the article, according to the Swiss cave database (use the CH button).
- **Chapter code**
Must be selected from the list of «Chapter Codes» (e.g. 2.11; 6.2). Select the correct code from the scrolling menu or enter it directly.

- **Country code**
This field is only to be completed when the chapter has a geographical reference. This field is used only to describe caves, or geology, or regional biospeleology. All other cases do not have a geographical reference.
- **Remark about chapter, remark about country**
Use these fields to pass on your comments to the BBS editor if you have any doubts about classification.
- **Cross reference country / chapter**
Enter the codes for other countries or chapters pertaining to the article.
- **Reference**
Do not fill in this field. It is destined for an ordering number (e.g. 99.2345).
- **Redactor**
The abstractor's initials are automatically entered according to the starting configuration. It is possible to change them.

2.1 Periodical or monograph?

Periodical refers to all publications which appear periodically, even if the period is unknown. Monograph refers to all documents which are published once (these can be books, special issues, videos, CD-Roms, etc.)

Example from the journal Spelunca

Article title	Laos		
Article year	2000	Library Code	F_01 Centre National de Documentation Spéléologique
Publication	Spelunca		
Select			
Fascicule	No. 79	Pages	11
	<i>vol. 38, no 54 (January 1999)</i>		<i>9-10, 8 (publication) 323 p. (book)</i>
Comments	1 plan		
	<i>in jap.; plan, photos.</i>		
Address			
Abstract	Compte-rendu sommaire de la reconnaissance dans le nord du Laos en décembre 1999.		
No caving subjects			

Example of a monograph (Xiangxi 95 – French-Chinese expedition). Note that the pages and comments were entered into the publication field.

Article title	Xiangxi 95 - Expédition Franco-Chinoise		
Article year	1998	Library Code	F_01 Centre National de Documentation Spéléologique
Publication	Xiangxi 95: 225 p. (1 topo (23 planches), 8 cartes, 12 fig., 3 tab.) (Bilingue français - chinois, résumé anglais)		
Select			
Fascicule		Pages	
	<i>vol. 38, no 54 (January 1999)</i>		<i>9-10, 8 (publication) 323 p. (book)</i>
Comments			
	<i>in jap.; plan, photos.</i>		
Address			
Abstract	Compte rendu de l'expédition d'août 1995 et résultats de 1993 et 1995, dans la province du Hunan, région du Xiangxi. Le réseau du Tigre Volant (Huoyan) est porté à 12,9 km. Déroulement, présentation et géologie du massif, étude des cavités, biospéologie, bibliographie (47 réf.).		
No caving subjects			

2.2 Some examples of classification

General note: the country should only be cited if it has a geographical relation to the cave.
 Some examples of classification:

- The text describes the exploration of a cave in a region of Switzerland. The classification will be: 2.11 SCH/B
- The text discusses a Swiss caver who stands out in scientific cave study. Several caves are cited. The classification will be 4.3. In the cross-index, include Switzerland only if information about caves are given.
- The text describes a cave rescue in France. The classification will be 7.4, and if information about the cave is given, the country cross-reference can include "France" or the region.

The program verifies whether a country should be cited according to which chapter was selected. A red message appears if there is an error, e.g.:

Chapter Code	<input type="text" value="2.11"/>	WESTERN & CENTRAL EUROPE
remark about chapter	<input type="text"/>	
	<input type="text"/>	The country code must be filled in !
Country Code	<input type="text"/>	
remark about country	<input type="text"/>	

«The country code must be filled in ! »

Or

Chapter Code	<input type="text" value="1.11"/>	KARST MORPHOLOGY AND MORPHOGENESIS : Exokarst of carbonatic rocks (limestones, dolomites, chalk, marbles); Geochemistry; Soil -
remark about chapter	<input type="text"/>	
	<input type="text" value="110"/>	This subject is not geographically referenced
Country Code	<input type="text" value="Antilles"/>	Antilles (Petites / Lesser) Antigua & Barbuda, Antilles néerlandaises
remark about country	<input type="text"/>	

«This subject is not geographically referenced». This chapter has no geographical reference, so the code must not be entered.

3. Typing and abbreviation rules

Spaces

- After a period (.), semi-colon (;), comma (,), colon (:) a space always comes before the next word.
- Put a space only before a colon (:).
- Put a space before and after parentheses (no spaces inside parentheses).

Units of measure

Write m; km; km² or km2; m³ or m3, L/s. All of these units should be written without a period. For example, write: -345 m (for the - sign, use an n dash, Mac <option> <->, windows : <CTRL> <+/->), +12 m, 38 km.

Pagination abbreviations

Use the pagination given in the journal, or the following ones:

Nr. or No. (English); vol. (for volume); p. for (page or pages). In a periodical, pages are given by a colon ":" followed by the pages cited.

Example : No. 38, vol. 14 : 3-6, or 345 p.

Special pronunciation characters

ñ; ç; ê; å; ë; ø, etc.

Use only the characters in this list.

Slavic characters

Use transliteration if necessary. It is not currently possible to retrieve these characters.

Language notations

English; Czech; Greek; French; Hungarian; Slovak; German; Italian; Russian; Bulgar; Spanish; Croatian, etc.

Other abbreviations :

Word to abbreviate	Abbreviation or term to use
summary	summ.
riassunto	riass.
résumé	rés.
Zusammenfassung	Zusammenfass.
figure	fig.
tableau	tab.
photo	photo
couleur	coul.
illustration	ill.
abstract	abstract
Bibliographie	Bibliogr.
topographie	topographie

depth	depth
survey	survey
extended profile	extended profile
développement	dév.
profondeur	prof.
Auteurs anonymes	AA
Auteurs divers	Auct. var.
et collaborateurs	et alii
noir et blanc	n/b
nombreuses illustrations	nbr. ill.

Please try to minimise the use of abbreviations. Abbreviations must conform to the rules of the language used. "Official" lists of abbreviations will be sent to abstractors, in particular for English, Italian, Spanish, and German. These lists will complement the above rules.

4. Checking the entered data

Use the list format to sort your analyses by topic.

The «rebuild» command checks the reconstructed analysis (abstract to check).

The «checkCountryCode» button starts a search for incomplete country codes.

The «checkAuthor» button generates an authors file which allows you to sort them alphabetically and checks for typing errors.

5. Exporting and saving data

Exporting

Use the «export to BBS redactor» icon in the Export menu. Follow the instructions. You can also send the NewAbstr.fp5 file to:

Commission de bibliographie UIS
Deriaz Patrick
CH – 1614 Granges, Suisse
Patrick@sslib.ch

List of publications analysed

This list is no longer necessary. It will be directly extracted from the completed analyses. Do not forget to fill in the «address» field.

Saving

The NewAbstr file is the only file which contains your entered data. To simplify things, we recommend saving the entire folder «saisie_v4xx».