

# How to input analyses for BBS Speleological Abstracts

## 1. Installing the software

The software is available for download on the webpage: <http://www.ssslib.ch/bbs/collabo/en/frame.htm> through the link for "Tools and instructions for the realization of the BBS"

The software requires MacOS X, Windows XP, Vista or Seven. It works with database software Filemaker 7 or later (Filemaker 9 is recommended), or with an autoexecutable version.

- Download the Filemaker version if you have Filemaker 7 or later.
- Download the runtime version if you don't have Filemaker.
- Also download the BBS classification list in PDF.

Files are compressed to reduce download time. You might need to unzip them with a small free utility (such as WinRAR). A file saisieBBS\_SA\_v5.63 will be created on your hard drive. Put the file extracted in your programs files (C:>Programs>).

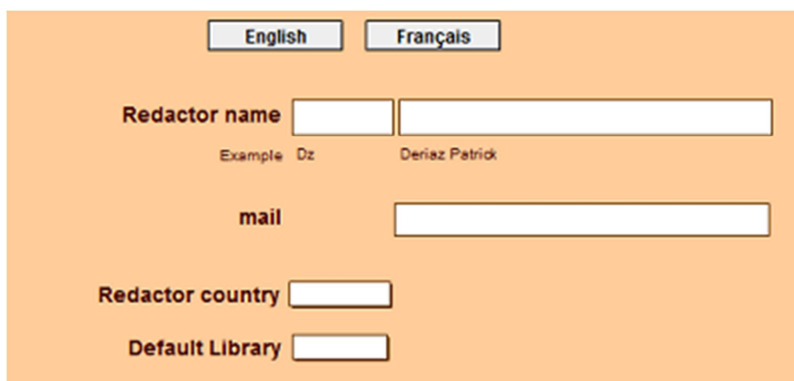
Nom	Taille	Type
Extensions		Dossier de fichiers
Microsoft.VC90.CRT		Dossier de fichiers
Microsoft.VC90.MFC		Dossier de fichiers
Microsoft.VC90.MFCLOC		Dossier de fichiers
saisie 5.56 runtime		Dossier de fichiers
SASL2		Dossier de fichiers
XTPTrans		Dossier de fichiers
DBEngine.dll	6 044 Ko	Extension de l'applic...
FMEngine.dll	2 487 Ko	Extension de l'applic...
FMOLE.dll	102 Ko	Extension de l'applic...
FMP Acknowledgements.pdf	97 Ko	Adobe Acrobat Doc...
FMRSRC.dll	9 911 Ko	Extension de l'applic...
FMWrapper.dll	112 Ko	Extension de l'applic...
libcurl.dll	195 Ko	Extension de l'applic...
libeay32.dll	958 Ko	Extension de l'applic...
libetpan.dll	481 Ko	Extension de l'applic...
libsasl.dll	195 Ko	Extension de l'applic...
mainBBSSA.USR	5 264 Ko	FileMaker Pro 7 Run...
MFCX.dll	107 Ko	Extension de l'applic...
NSViews.dll	49 Ko	Extension de l'applic...
OmniDynamic4.dll	1 477 Ko	Extension de l'app...
OmniORB4.dll	1 198 Ko	Extension de l'app...
OmniThread.dll	28 Ko	Extension de l'app...
ProofReader.dll	521 Ko	Extension de l'app...
saisie556.exe	9 567 Ko	Application
ssleay32.dll	187 Ko	Extension de l'applic...
Support.dll	1 487 Ko	Extension de l'applic...
ToolkitPro1122vc9011.dll	6 253 Ko	Extension de l'applic...

Begin inputting your analyses by opening the file mainBBSSA.USR.

## 1.1 User parameters

First, you must configure your personal parameters on the welcome page.

1. Select the English version to display the fields in English.
2. Input your initials, first name, last name, and email. Your initials will be added in parentheses to all of your analyses.
3. Select your country and library



The screenshot shows a user configuration form with an orange background. At the top, there are two buttons: "English" (selected) and "Français". Below these are four input fields: "Redactor name" (with a sub-label "Example Dz Deriez Patrick" and two text boxes), "mail" (with one text box), "Redactor country" (with one text box), and "Default Library" (with one text box).

## 1.2 Opening a file and importing analyses from previous versions



**Important:** With the runtime version, you may not directly open a file without importing the associated files into the software. You must use the Import / Export functions by clicking on this icon and selecting the

first option: 

It is not possible to import data from versions older than version 4.

If you are working on a file you received by email, you must save it to your computer's hard drive. Do not work on it from your email program -- you will receive error messages like "impossible to carry out this task, this file is not modifiable" or "this file is damaged, use the retrieval function".

### 1.3 Main menu

List of icons on the data entry form.



New analysis or copy the previous analysis. You can either: cancel the task (Cancel), make a copy of the current file (Duplicate), or create a new file (New). It can be useful to copy a file when you need to make another file for an article in the same journal, since it will copy the general fields (editor, journal title, year, etc.). However, you must remember to modify the other fields!!!



Analysis mode / List mode. The small blue triangle at the left of a line toggles between modes. Analysis mode lets you enter the analysis. List mode lets you sort files by different fields (click on the names of underlined columns).



Search screen. To perform an OU search, make a new request (Control + N). For example: to find journals with title containing bulletins or notebooks, you must break it down into two searches, namely title 1 = bulletin, new search title 2 = notebooks.



This function does not work. But you can display the mask "print file in italics" via the tab on the top left and manually print a PDF.



Checks : extra spaces or returns, wrong codes, author checks. It is important to run these checks before you send your analyses. Please see chapter 4: checking your entered data.



File import/export. You can import a saved database, save a database on your desktop (use this function to send it to your national coordinator), export files as text, or delete the whole database (make a backup first!), which lets you import a saved database without adding it to the current one.



Report an error. A message is automatically written (requires your computer to have a configured email software such as *Outlook express*, *Thunderbird*, etc. !) Otherwise, please write an error report to your coordinator by email.



Use this to mark one or more files by putting a cross in the tick box. The magnifying glass lets you find all marked files. The "all" button lets you cancel all search criteria.



Toggle between the French and English interface.

Init saves your personal parameters.



The buttons to the left of or above the files in the grey bar let you browse files, either as a book (page by page using the left and right arrows) or with the cursor.



To the bottom of the files in the grey bar, this button increases the file's size on the screen.

## 2. Entering data

This chapter explains how to enter your analyses. The typographic and abbreviation rules are in the next chapter. To move from one field to the next, use the TAB key. To move backwards use both keys SHIFT + TAB.

### 2.1 List of fields

- **Article title**

It must be written in the original language. If a transliteration is required (for example for Cyrillic, Slavic, Greek, Chinese, etc.), add a transliteration and/or a translation. In all cases, put the translated title in square brackets [ ]. In the comments box, write the name of the original language, for example (In Jap.).

- **Publication year**

The year printed in the publication. If you find mismatching dates (such as conference date vs. date of its proceedings), use the date of proceedings publication.

- **Library code**

This field says where the publication is available. If the library is not known, select "NC". For digital publications, select WWW (see URL publication).

- **Publication**

Enter the publication title. See chapter "periodical or monograph". For a monograph, always include the ISBN if it is available.

- **Publication URL**

For online scientific articles, use the DOI address if possible, because it is a permanent address. If there is no DOI, use the shortest possible URL and do not point directly to a PDF file unless you know its publication permissions. For links to a presentation page on a commercial or other website which does not display the document's content, use the field "URL publisher's address".

- **Volume**

Volume number according to the numbering system used in the journal, or use the following lower-case abbreviations: vol. for volume ; n° for number (ex.: vol. 14, n° 38). Put the publication year in parentheses.

- **Pages**

Pages analysed in the journal (ex.: 3-6), or number of book pages (ex.: 345 p.). Use square brackets if there are no page numbers, ex.: [34] p.

- **Comments**

For example, original language, maps, accompanying photos, finish with a full stop. Ex.: In Czech, 2 photos. Bibliogr. Index.

Language notation: English; Czech; Greek; French; Hungarian; Slovak; German; Italian; Russian; Bulgarian; Spanish; Croatian, etc.

- **Editor's name and postal address**

This field is optional and is only to provide an address where the publication is available. This information must allow the reader to order the publication.

For a journal, only provide the address if the journal is new or has changed. Only put it on the first analysis of the journal.

For a monograph, complete this field only if the full address is known.

- **Summary**

Optional field for an analysis of the published text. Follow the general rules mentioned above. Write concise summaries, use key-words, do not repeat the title, include at least the geographical location (town, region) and the name of the described phenomenon, if these are not in the title. Finish with a full stop.

See chapter 3 for typographic rules and abbreviations.

If the summary is copied from the article abstract, tick the box **Abstract from author**.

- **Cave reference (only for Switzerland)**

Include the official cave number(s) following the Swiss cave database (use the CH button).

- **Author name / Society and initials / Name**

Author's last name and first name are in separate fields. Put each author on a different line. If possible write the full first names and avoid initials. Transliterated or translated initials should be in square brackets [ ].

- Anonymous or unsigned works (ex. only first name or initials): put AA (anonymous) in the **Authors name/society** field.
- Collective works: put all author names if possible on all 10 lines available, or use Auct. var. in the field **Authors name/society** or the collective group name.
- Scientific editor (directed by, edited by): for a global journal analysis, cite the last name and first name in **Authors name/society** and add (ed.) in parentheses after the author first name, then write author names as usual.  
For an article only, include it in the publication title after "In:". For example:  
PRICE, Liz (2010) : Brunei Darussalam. In: Laumanns & Price (eds.) *Berliner Höhlenkundliche Berichte, Vol. 40 : 19-20...*

- **Chapter code**

It must be selected after the list of "Chapter Codes" (ex. 2.11). Select the correct code from the scrolling menu or type it in. If you cannot find the search term, see the PDF or ask the software using the "subject list" function.

- **Country code**

Must be completed only if the chapter has a geographical mention of caves or geology of the terrain. If you cannot find the search term, see the PDF or ask the software using the "country list" function.

- **Remark on the chapter or country**

Use these fields to send your remarks to the BBS editor in case of doubts on the classification.

- **Cross reference country or chapter**

Put the codes of other countries or chapters related to this article.

Chapters 3, 4 and 5 are geographically subdivided. They must not mention biospeleology, archaeology, or paleontology in the cross-index if these are the main subjects of the article. Use the classification within major categories.

- **Reference**

Do not complete this field. It is reserved for sequence numbers (ex. 99.2345).

- **Analyser**

Your initials are inserted automatically. To change your parameters, click the "Fr Eng" icon to the right of the main menu.

- **2.2 Periodical or monograph?**

A periodical is any publication that appears periodically, even if the period is irregular or unknown. A monograph is any document that appears once (such as a book, special issue, brochure, video, CD-Rom, etc.).

- Periodical: an example with the magazine Speleologia

Article title: Antonio Rossi: 1942-2011

Article year: 2011      Library Code: I 01      Centro Italiano di documentazione speleologica "F. Anelli", Società Speleologica

Publication: Speleologia Emiliana, rivista della Federazione regionale di speleologia dell'Emilia

Publication Url:

Fascicule: Serie V, n. 2 (2011)      Pages: 4-10  
Vol. 38, no 54 (January 1999)      9-10, 8 (for serie) 333 p. (for book)

Comments: Foto.  
In Jap.: plan, photos.

Name and Post address of the: Federazione regionale di speleologia dell'Emilia Romagna, Bologna (I).

Url publisher's address:

E-mail of the editor:

Abstract: Ricordo dello speleologo modenese scomparso, petrografo.

**No caving subjects**  
 55 characters

Monograph: example with a exploration report

Article title:

Article year: 2010      Library Code: UK 01      British Cave Research Association BCRA, Library

Publication: Matienzo: 50 Years of Speleology (Matienzo: 50 años de Espeleología) (ISBN: 978-0-9566045-0-7)

Publication Url:

Fascicule:       Pages: 320 p.  
Vol. 38, no 54 (January 1999)      9-10, 8 (for serie) 333 p. (for book)

Comments: Full colour throughout / dual language - English / Spanish. A1 geological map (folded):  
In Jap.: plan, photos.

Name and Post address of the: Matienzo Caves, UK

Url publisher's address: <http://www.geography.lancs.ac.uk/Matienzo/history/50years/BookMat50.htm>

E-mail of the editor: [juancorrin@matienzo.org.uk](mailto:juancorrin@matienzo.org.uk)

Abstract: Cave exploration, cave diving, geology, archaeology, geomorphology and personal recollections are all included in a wide ranging overview of 50 years of speleology in and around Matienzo. The Cantabrian village of Matienzo lies at the base of the largest enclosed depression in Spain and, for many years, has hosted British and multi-national caving expeditions. This book is a celebration of excellent relationships with the villagers and 50 years of Spanish and foreign explorations in over 3400 caves. • Cave surveys • DVD with extra photos and movie files - Power Point presentations - Google Maps presentation • Geological map of the area around Matienzo

**No caving subjects**  
 659 characters

Authors name/society	First name	Abstract from author
DERIAZ	Patrick (full)	<input checked="" type="checkbox"/>
1 CORRIN	Juan	<input type="checkbox"/>
2 SMITH	Peter	<input type="checkbox"/>
3		
4		

**Cave reference**      **CH**

Italic flag

The title should be listed under publication. The ISBN can be added after in brackets. The editor is always listed in the editor field.

- When to make a file?

A file should be created for articles written by different authors. You may also make a global file for a journal volume which only has a few dozen pages. On the other hand, you may also make detailed files for a monograph, such as for conference proceedings, in which case a global file should not be created.

Any editorial without a clearly expressed intrinsic value should not be filed. The goal of the BBS is to allow a quick search for relevant information.

## 2.3 Classification

The BBS classification is listed in the PDF available on the collaborator tools page <http://www.ssslib.ch/bbs/collabo/en/frame.htm>), but we recommend printing it onto paper for reference while entering data.

It is important to associate the correct key-words (from the classification list) to your analyses, for search purposes. Generally it is preferred to favor a topical classification before a geographical one. Thus, it is possible to view a given country's whole range of topics on the subterranean world. For example, Malaysia has no technical speleology topic, but the topics of tourism, archaeology, and paleontology are well-represented. Another example is Moroccan karstology, which should be classified under 1: Karstology. In this case, the country is listed in the cross-index by a scrolling menu below the file, as for the other categories which lack geographical subdivisions (6 to 9).

Some classification examples:

- 1. Karstology
  - 1.23: infills such as formations, but use 1.26 for speleothem analyses referring to paleoclimatology or paleoenvironmental studies
  - 1.14: Climatology, karst biology (ex.: Patagonia's erosion rates)
  - 1.24: Cave climatology (radon should be under 1.25 with radioactivity).
- 2. Regional speleology
  - This category should only contain field speleology, inventories of a specific region, and dye-tracing hydrology in a specific area.
- 3.15: in biospeleology, the topic is more important than the country. For example, every article on bats is classified under 3.15 vertebrates, regardless of country.
- 3.31: Biospeleology in Europe
  - Only classify regionally what cannot be precisely defined
- 4.3: Personalia



Ex.: a text about a Swiss speleologist who is famous for his cave studies. A few caves are mentioned. In this case, only cross-index Switzerland if there is information about the caves.

- 6.1: A text about cave cleanup in France: put FP in the country cross-index
- 6.2: Mine or quarry descriptions: if not speleological exploration; otherwise (ex. a visit to Paris catacombs): F/A
- 7.4: All rescue exercises and real rescues. A text about a cave rescue in France can be cross-indexed to country or region if there is information about the cave.
- 7.6: All novice training activities, such as National Speleology Days or public outreach events. Put the county in the body of the text and the region in country cross-index.
- 7.7: National and international UIS congresses, but can also include club and Federation meetings, conferences, AGMs, and any kind of meetings that do not fit into any other category.
- 8.5: General books: only for books that cover all fields at once, such as encyclopedias, combined scientific approaches (ex. karstology + biospeleology), or cave photograph collections. Try to use a category if the book can be classified into a topic (ex. a photo book can be 8.41 if it has no didactics).
- 9: No Caving subject  
Reserved for journals that have been systematically analysed but do not contain any interesting topics in that year: the journal should appear in the general index only.
- 9.1 Canyoning  
Although these will not be published in the BBS, continued analyses are welcome. If the text mentions a canyon in Spain, the Spanish region should be cross-indexed.

## 3. Typographic and abbreviation rules

### 3.1 BBS specific typographic rules

In order to make typesetting efficient, the software will re-calculate some fields following BBS-specific rules.

- **Space**
  - Basic rule: after a full stop (.), semi-colon (;), comma (,), colon (:): always add a space before the next word. Before and after a parenthesis, add a space (but no spaces inside the parentheses)
  - Do not put a space before a colon (:) and semi-colon (;). Do not use non-breaking spaces, as they cause problems exporting to the typesetting software.

- Do not use spaces between thousands, as they will be deleted during typesetting, for example: 10 000 becomes 10000km. You may use kilometres for better legibility. Units should be joined onto numbers; the space is also deleted.

- **Periods**

Measuring units: m; km; km<sup>2</sup>; m<sup>3</sup>/s. Do not put a period after them. For example: -345m, +12m, 38km

Abbreviations: Do not use periods in organisation names, such as CNRS or CDS

- **Accents**

Capital letters are not necessarily accented, but you may do so if you wish.

In the author window, if you select an accented alphabet, please use it systematically, since accents create different index entries (see 4.2 author check)

All Slavic characters will be imported during typesetting.

- **Upper-case**

After a full stop (.), question mark (?), or Suspension points (...), use an upper-case letter. After a hyphen (-) use a lower-case letter.

- **Hyphens**

Always use hyphens in double town names. Ex : Saint-Marcel-d'Ardèche (but beware: Massif de La Pierre Saint-Martin)

## 3.2 Abbreviations

Ordinal numbers = 1<sup>er</sup>, 2<sup>e</sup>, 3<sup>e</sup>, 4<sup>e</sup>, 5<sup>e</sup>...

<b>Word to abbreviate</b>	<b>Abbreviation or text to use</b>
trimester	trim.
semester	sem.
summary	summ.
riassunto	riass.
résumé	rés.
Zusammenfassung	Zusammenfass.
figure	fig.
table	tab.
photo	photo
colour	col.
illustration	ill.
abstract	abstract
Bibliography	Bibliogr.
topography	topographie

depth	depth
survey	survey

Please avoid using abbreviations, and follow the current rules of your language.

## 4. Checking entered data

### 4.1 First proofread, file-by-file

The right-hand window builds the analysis, but it does not show final page layout and returns (ex. the article title will be joined with the publication title). To get a better view of your work, you should reread your entered data on the screen using the option "print italic file" at the top left of the form.

If you have Filemaker, it is useful to validate a dictionary (File > option), and then use the spellchecker as-you-type.

Use the List format to sort your analyses by topic, and check the coherence of your indexing and the homogeneity of publication titles.



### 4.2 Checking functions available in the menu

- **Author check**



This requires copying the file `AuthorsChk.fp7` into the same folder as your file to analyse, which must be renamed as `BBSSA.fp7` or `.USR` if you have the runtime. A new window with author index will appear. Click on "show author change".

There should only be one Yes per author entry. Otherwise, correct it by clicking the blue triangle to the left of the line to access the file (feel free to resize the windows using the resize icon, or to move them side-by-side). Beware: there might be several files to correct. The most blatant errors should be corrected: periods in abbreviated names, incorrect indexing of first names or particles (ex.: d'Antoni-Nobecourt, Jean-Claude). Corrections will be updated when you next close the file.

- **Search for incorrect codes:** Searches for incomplete country codes.

The program checks for major country codes 2, 3, 4 and 5 because they are geographically subdivided. In case of an error, a red message will appear.

Chapter Code  WESTERN & CENTRAL EUROPE

remark about chapter

**The country code must be filled in !**

Country Code

remark about country

If your chapter has no geographic reference, the country code should not be filled in.

Chapter and codes **chapitre et codes**

Chapter Code  Geospeleology and Karstology / KARST MORPHOLOGY AND MORPHOGENESIS : Exokarst of carbonatic rocks (limestones, dolomites,  
 remark about chapter code

Country Code  Antilles (Petites / Lesser) Antigua & Barbuda, Antilles néerlandaises (NL)  
 This subject is not geographically referenced  
 remark about country code  **error in continent**  
**error**

- **Search for form errors, delete double spaces and returns**

This command will delete extra spaces at the end of each text section. In the runtime version and in Filemaker version 8 and later, these extra spaces can make the whole box appear red.

DERIAZ	Patrick (full)
1 ZHALOV	Alexey
2 AGAPOV	Iliya
3 <b>KAMINSKII</b>	Sergey
4 GYOREV	Vanyo
5	
6	
7	
8	
9	
10	

- **Search for summaries > 700 characters**

It is very important to write concise summaries. Avoid starting with "this note says" or "this article discusses". Go directly to the main information. Use key-words but do not repeat the title. If it is a scientific article, do not copy the whole abstract if it exceeds 700 characters, but point to the online article if available.

## 5. Export and save data

The news values are saved when the file is shut down.

Once you have finished entering, correcting, and checking your data, you must send the file to your national coordinator by email, or directly to the UIS Bibliography Commission director:

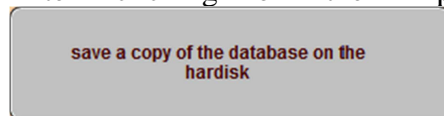
Commission de bibliographie UIS  
Deriaz Patrick  
CH – 1614 Granges, Suisse  
[Patrick@sslib.ch](mailto:Patrick@sslib.ch)

- **Export**

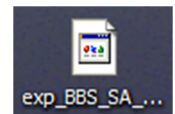
After clicking on the import/export button,



click on



The file



*exp\_BBS\_SA\_saisie.fp7* will appear on your desktop. This is the file to send - as an email attachment - to your coordinator.

- **Save**

Inside the input folder, the file MainBBSSA.USR, or NewAbstr.fp7 for Filemaker users, is the only file that contains your inputted data.

Advice 1 : save the file in a safe place, for example in a folder with previous years' analyses.

Advice 2 : rename the file before sending it, for example: Name of the region or the journal\_year\_analyser's initials\_number of analyses (example: Dordogne\_2011\_FG\_28).