Proposed style for computer files of arachnological references.

par
Jonathan A. Coddington
Pierre-Alain Fürst

1. INTRODUCTION

In order to transfer information efficiently between different bibliographic databases, the database file structures must be compatible, e.g. record and fields. This system outlines a standard record structure that should be convenient for different organizations. This format in entirely compatible with "Spider literature: A computer bibliography, version 3.0 (CODDINGTON, 1991), and with the CIDA bibliography (DEMANGE, pers. com.)

Each record is composed by 15 fields: 9 devoted to bibliographic information, and 6 devoted to keyword information, + one (16) for record separator (*). Each field occupies one and only one logical line and each logical line is terminated by a hard carriage return. No carriage returns should occur within a field. Records (e.g. citations, bibliographic entries, references, hereafter referred to as "references") are separated by a separator "*". The symbol "<" symbolizes a hard carriage return, ASCII 10. The fields are listed below. Fields 1, 2, 4, 5 and 10 must be entered for a reference to be acceptable. The remaining fields can be left blank if the information is unknown. Explanations for each field, and real examples follow.

Please note that exact adherence to the following format is important. As long as files have uniform structure, it is relatively easy to change that structure with programs or with global search and replace commands. As soon as random variation from the set format appears, such a procedure introduces errors, and corrections take a long time.

2. FIELDS

REMEMBER: "<" SYMBOLISES A CARRIAGE RETURN (ASCII CODE 10)

Line number:	Field title:
(1)	AUTHOR(S)<
(2)	YEAR (NOMINAL)<
(3)	YEAR (ACTUAL)<
(4)	TITLE<
(5)	JOURNAL TITLE/REFERENCE<
(6)	VOLUME/SERIES NUMBER<
(7)	PART(FASCICLE)<
(8)	PAGINATION<
(9)	LANGUAGE OF ORIGINAL ARTICLE AND SUMMARY, IF DIFFERENT<
(10)	TOPIC<
(11)	BIOGEOGRAPHY<
(12)	COUNTRY<
(13)	HABITAT<
(14)	TAXONOMY<
(15)	MISCELLANEOUS<
(16)	*<

3. EXPLANATION OF FIELDS

Material within (" ") quotes is exactly as it should appear in the field:

1. AUTHOR(S). Authors of the references are listed in the following format:

```
first author,initials/second author,initials/third author,initials<
------------,--------/---------------------/---------------------<
```

In this format last names and initials strictly alternate. First, given, or Christian names are always abbreviated as initials, never spelled out. Last names that consist of more than one word, or one word with particles such as von, Van, de, de l', etc. are entered with the first word or particle of the name first.
Thus:
```
            "van Helsdingen,PJ" or "di Caporiacco,L"
            NOT: "Helsdingen, PJ van," or "Caporiacco,L di"
```

This name order should be followed, regardless of the style preferred in the person's native language or country, in order to maintain consistency internationally.

Initials are set off from last names by commas and no intervening spaces. Initials should consist only of capital alphabetic characters (no hyphens or lower case letters). The following four lines are correctly entered AUTHOR fields. Note that in correctly entered author fields, the number of commas is equal to the number of authors; the number of "/" (slash) is equal to the number of authors - 1.

> e.g.
> "d'Ajello,V/Mauro,A/Bettini,S<"
> "de Armas,LF/Alay'n Garcia,G<"
> "Deeleman-Reinhold,CL<"
> "den Hollander,J/Dijkstra,HJ/Alleman,H/Vlijm,L<"

2. YEAR (NOMINAL). This is the year of publication printed on the reference, i.e. in the issue of the year, or on the title page of the book or monograph or whatever. Because the actual date of publication may differ from the nominal date, two fields are necessary to code this information. For example the last issue of a journal in a given year often is not printed and issued until early in the following calendar year.

3. YEAR (ACTUAL). This is the actual year of publication in which the reference appeared, if different from the nominal year of publication. When in doubt, leave this field bank.

4. TITLE. Titles should be entered exactly as they appear in the original publication, e.g. a direct quote. Do not break long titles into two lines with carriage returns. If titles contain underlined words such as latin names, code the start of the underline as "$" (ASCII 036) and the end of the underline as "£" (ASCII 156), e.g. "$Araneus£ $diadematus£" or "$Araneus diadematus£".

Include diacritical marks necessary for French, German, Italian, Portugese, and Spanish (see section on Diacritical Marks below). If the reference consists only of an abstract or summary of a talk, insert "(Abstract)-" at the very beginning of the title (note the two spaces symbolised by"-", after the closing parenthesis).

```
      (Abstract)   Title<    (Abstract)   ----- <
```

```
      e.g.:
      "(Abstract)   Ecdysones in spiders<"
```

If the title has been translated from its original language, enclose in square brackets.

```
[Title]<
[-----]<
```

```
e.g.
"[Description of three species of spider
from Shaanxi Province, China]<"
```

5. REFERENCES/JOURNAL TITLE

5a. If published in a journal or series, put the journal or series title here. Abbreviations of words in the journal title are acceptable, but be sure to include enough information so that a professional reference librarian can find the periodical. If it is useful to include the city of publication, include that in parentheses, thus "Psyche (Cambridge)". Obviously styles of abbreviations differ, but no uniform system is widely used. It is more practical to allow abbreviation now and save disk space than to try to impose a standard abbreviation style.

```
Journal title<
-------------<
```

```
e.g.
"J. Anim. Ecol.<"
"Envir. Entom.<"
```

5b. If the reference is a book, use the following style. No intervening space after ";" (semicolon).

```
Publisher;Place of Publication<
---------;--------------------<
```

```
e.g.
"Cambridge University Press;Cambridge"
```

ALWAYS one ";" (semicolon) in this case: a book.

5c. If published as a chapter in a book, or something that can be construed as a chapter in a book (e.g. conference proceedings, symposium volumes, etc.), list as:

```
In: Title of main work;Editor,initials/Editor,initials
(Ed.);Publisher;Place of Publication<


In:-------------------;------,--------/------,--------
(Ed.);---------;------- -----------<
```

```
e.g.
"In: Spiders: Webs, Behavior, and Evolution;Shear,WA
(Ed.);Stanford Univ. Press;Stanford"
```

ALWAYS "In:" At the beginning, and three ";" (semicolon) in this case: references with In:.

The same reference supposing with unknown place of publication:
```
"In: Spiders: Webs, Behavior, and Evolution;Shear,WA
(Ed.);Stanford Univ. Press;"
```

NOTE THE ";" AT THE END !!!

The same reference supposing with unknown publisher:
```
"In: Spiders: Webs, Behavior, and Evolution;Shear,WA
(Ed.);;Stanford"
```

NOTE THE «;;» (two times) !!!

5d. If the reference does not seem to fall within any of the above categories (i.e. journal, book, or "in" reference), use the following miscellany format:

```
Details of reference;Available from: where to obtain it<
-------------------;Available from:-------------------<
```

```
e.g.
"Published by the American Arachnological
Society;Available from: Dr. John Reiskind,Dept.
Zoology,University of Florida,Gainesville,FL 32611"
```

ALWAYS ";Available from:" in this case: special reference.

6. VOLUME/SERIES NUMBER.-Include here the volume or series number of the journal or series. If inapplicable (e.g., the reference is a book or an "in" reference), leave this field blank.

7. PART/FASCICLE. Include here the part or fascicle in which the reference appeared, e.g. in a journal issued quarterly, the fascicle number would be 1, 2, 3, or 4.

8. PAGINATION. Include here the first page number of the reference and the last page number of the reference, separated by one hyphen, e.g. 251-322, or 1-344 in the case of a book or series. If the reference occupies only a single page, include just that number.

9. LANGUAGE. If the citation is in a different language than the body of the reference (e.g. a translation of a Japanese, Chinese, or Russian title), enter the language of the orginal reference here. If the reference includes a summary or abstract in a different language than the body of the text, indicate that as: "Japanese, english summary."

10. TOPIC.
11. BIOGEOGRAPHY.
12. COUNTRY.   These 6 fields are reserved for KEYWORDS
13. HABITAT.   see FÜRST & MULHAUSER, 1991 for details.
14. TAXONOMY.
15. MISCELLANEOUS.

General note for keywords fields: Keywords are coded by numbers. In a field, a "," (comma) separte two keywords, without space!

```
For example, a paper concerning:
Thomisidae in applied ecology and conservation, in
Switzerland, in Alps pastures  has to be coded as:

(10)"9,10<"    (9 for applied ecology, 10 for conserva-
tion)
(11)"30,31<"   (30 for palearctic, 31 for European)
(12)"155<"     (155 for Switzerland)
(13)"143,1<"   (143 for Pasture, 1 for mountains)
(14)"5103<"    (5103 for Thomisidae)
(15)"Xysticus decidiosus,Xysticus gallicus,pest
control,Canton du Valais<"
```

(Numbers in brackets refer to field numbers and would not be entered in the file)

4. DIACRITICAL MARKS

Diacritical marks are punctuation marks like umlauts, grave or aigu accents, tildes, cedillas, etc., which inflect some languages. Because of the limited but disparate ways that computers represent these characters, only those inflected characters accessible through the IBM extended ASCII character set will be included, i.e. ASCII 128-165:

Ç ü é â ä à å ç ê ë è ï î ì Ä Å É æ Æ ô ö ò û ù ÿ Ö Ü ¢ £ ¥ P f á í ó ú ñ Ñ

5. EXAMPLES

Numbers in brackets "()" refer to field numbers and would not be entered in the file; **all other caracters must be type on the keyboard exactly as they appear here below and save in ASCII files**. "<" symbolizes a hard carriage return.

(1)   Wang,YW/Zhu,CD<

(2)   1982<

(3)   <

(4)   [Description of three species of spider from Shaanxi Province,China]<

(5)   J. Bethune Med. Univ.<

(6)   8<

(7)   <

(8)   44-45<

(9)   Chinese<

(10)   1<

(11)   30,35<

(12)   <

(13)   <

(14)   620<

(15)   Description<

(16)   *<

(1)   Jackson,RR<

(2)   1977<

(3)   1978<

(4)   Comparative studies of $Dictyna£ and $Mallos£ (Araneae: Dictynidae).III. Prey and predatory behavior<

(5)   Psyche (Cambridge)<

(6)   84<

(7)   3-4<

(8)   267-280<

(9)   <

(10)   11<

(11)   <

(12)   <

(13)   5075<

(14)   <

(15)   Prey, Predator<

(16)   *<

(1)   Kovoor,J<

(2)   1987<

(3)   <

(4)   Comparative structure and histochemistry of silk-producing organs
in arachnids<

(5)   In: Ecophysiology of Spiders;Nentwig,W (Ed.);Springer-Verlag;Berlin<

(6)   <

(7)   <

(8)   160-186<

(9)   <

(10)   5,6,7,20,24<

(11)   <

(12)   <

(13)   11000,5000,4000<

(14)   <

(15)   Silk,Silk glands,Prosomal glands,Opisthosomal glands,Mites (Acarina)<

(16)   *<

(1)   Barrientos,JA/Bach,C/Gaju,M<

(2)   In press<

(3)   <

(4)   Sobre algunas arañas de la cuenca del Bembezar (Cordoba, España).
I.El genero Arctosa C.L. Koch (Araneae, Lycosidae)<

(5)   Misc. Zoologica (Barcelona)

(6)   <

(7)   <

(8)   <

(9)   <

(10)   3<

(11)   30,33<

(12)   <

(13)   <

(14)   149<

(15)   <

(16)   *<

(1)   Rao,PRM/Kanaka Raju,A/Appa Rao,RV/Krishna Moorthy Rao,BH<

(2)   1981<

(3)   <

(4)   Note on a new record of spider predators of $Amuasca biguttula biguttula£ Ishida, a serious pest on mesta from Andhra Pradesh<

(5)   Indian J. Agric. Sci.<

(6)   51<

(7)   3<

(8)   203-204<

(9)   <

(10)   9<

(11)   40,41<

(12)   140,143<

(13)   <

(14)   702<

(15)   predator,Pest control,Amuasca buguttula<

(16)   *<

(1)   Peters,HM/Kovoor,J<

(2)   1980<

(3)   <

(4)   Un complément à l'appareil séricigène des Uloboridae (Araneae): Le paracribellum et ses glandes<

(5)   Zoomorphology<

(6)   96<

(7)   <

(8)   91-102<

(9)   <

(10)   6,7<

(11)   <

(12)   <

(13)   5052<

(14)   <

(15)   silk organ,Paracribellum,Glands<

(16)   *<

(1)   Aitchison,CW<

(2)   1986<

(3)   <

(4)   The ecology of spiders under snow<

(5)   In: Proceedings of the Ninth International Congress of Arachnology (Panama: 1983);Eberhard,WG/Lubin,YD/Robinson,BC (Eds.);DC, Smithsonian Inst. Press;Washington<

(6)   <

(7)   <

(8)   15-18<

(9)   <

(10)   8<

(11)   <

(12)   <

(13)   5000<

(14)   <

(15)   Snow,Spiders<

(16)   *

6. CONCLUSION

At this time, this computer files format has not been choosen yet by the CIDA, but it could become official if it's felt to be necessary for the members or for the general secretary. In any case, as it was asked by the CIDA assembly, it completes the first step of the keywords system that has been set up in Turku (FÜRST & MULHAUSER, 1991).

BIBLIOGRAPHIE

CODDINGTON, J.A. -(1991): Spider literature: A computer bibliography, version 3.0. National Museum of Natural History, Smithsonian Institution, Washington.

FÜRST, P.A. & MULHAUSER, G. -(1990): Worldwide bibliography of Arachnids: Biological terminology and organisation of key words. Acta Zool. Fennica, 190, pp 147-150

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Jonathan A. Coddington
National Museum of Natural History
Smithsonian Institution
USA-Washington DC 20560

Pierre-Alain Fürst
Ecoconseil
Rue Daniel- Jeanrichard 44