BIREME / PAHO / WHO

Latin American and Caribbean Center on Health Sciences Information

Methodology for Legislation

Manual of Bibliographical Description of the Administration Program of Legislation Reference Data (Leisref)

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BIREME / PAHO / WHO

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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 3 documents:

1. Legal Norms Selection Guidelines for LEYES Database
2. **Manual of Bibliographical Description of the Administration Program of Legislation Reference Data (Leisref)**
3. Manual of Operation of the Administration Program of Legislation Reference Data (Leisref)

Table of contents

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Methodology document set

Abbreviations used

- **AACR2**. Anglo-American Cataloguing Rules - 2nd Edition.

- **ABNT**. Associação Brasileira de Normas Técnicas [Brazilian Association of Technical Standards].

- **BIREME**. Latin American and Caribbean Center on Health Sciences Information.

- **BVS**. Biblioteca Virtual em Saúde (*see* VHL).

- **CSS**. Cascading Style Sheet.

- **DeCS**. Health Sciences Descriptors.

- **DirEve**. Directory of Scientific Events.

- **FAPESP**. Fundação de Amparo à Pesquisa do Estado de São Paulo [The State of São Paulo Research Foundation].

- **FAQ**. Frequently Asked Questions.

- **GLIN**. Global Legal Information Network.

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Abbreviations used

- **HTML**. HyperText Markup Language.

- **HTTP**. HyperText Transfer Protocol.

- **iAH**. Interface for Access on Health Information.

- **ISO**. International Organization for Standardization.

- **LEISREF**. Administration Program of Legislation Reference Data.

- **LEYES**. Latin American and Caribbean Basic Health Legislation.

- **LILACS**. Latin American and Caribbean Health Sciences Literature.

- **LIS**. Health Information Locator.

- **MEDLINE**. Medical Literature Analysis and Retrieval System Online.

- **NLM**. National Library of Medicine.

- **PAHO**. Pan American Health Organization.

- **SciELO**. Scientific Electronic Library Online.

- **SHD/HP**. Strategic Health Development/Health Policies and Systems Unit.

- **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.

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Abbreviations used

- **WHO**. World Health Organization.

- **WHOLIS**. World Health Organization Library Information System.

- **XHTML**. eXtensible HyperText Markup Language.

- **XML**. eXtensible Markup Language.

- **XSL**. eXtensible Stylesheet Language.

- **XSLT**. eXtensible Stylesheet Language Transformations.

Using the manual

The manual is composed by two main sections: the system modules description and data fields description. The first section corresponds to the concepts and structure of the modules. The second section corresponds to the data fields description, where are presented all the available fields in the system work form, its characteristics and rules.

The information presented in the description of each data field are:

DATA FIELD DESCRIPTION:
a) Size of the field:
   indicator of the maxim amount of characters that the field admits. A data field can be of variable or fixed size. A data field is of fixed size when the content to be registered is constant for all described documents. A data field is of variable size when the number of characters of the content vary from document to document.
b) Repeatable:
   a data field is repeatable when it can happen more of once. For example the field "Descriptors" can contain one or more descriptors, according to the criterion of the documentalist.
c) Presence of the fields:
   the requirement of a field can be MANDATORY, ESSENTIAL or OPTIONAL. The mandatory data field must be always completed. The essential data fields must be completed whenever the information exists. To fill the optional data fields is at the criterion of the documentation service.
DATA ELEMENT DEFINITION:
   Defines the data elements that this field reaches.

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Using the manual

NOTES:

Presents the way to fill the data field, and notes about the norms that will be adopted.

EXAMPLE:

Presents examples to fill the data field of data in the work form.

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.

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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.

1.1 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,

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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.

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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.

1.2 Methodology for Legislation

Methodology for Legislation <http://leyes.bireme.br/leisref/entry.php?lang=en> was developed to orient institutions and projects that make the registry of the collection of legal instruments of legislation in health and have as public researches and professionals of health in general, specialized in health legislation or with interest in this type of information.

The Methodology, applied in the Administration Program of Legislation Reference Data, allows the treatment, storage, recovery and availability of information related to normative documents in the BVS - Virtual Library in Health.

All the legal instruments are indexed by the descriptors of the DeCS - Health Sciences Descriptions <http://decs.bvs.br/I/homepagei.htm>, from which was made a cut for the Legislation area, the DeCS Legislation.

Characteristics of the general structure:

With the purpose of allowing the navigation among the registries of related legal instruments, are registered as hypertext links the following data:

- Amendments to the Act
- Acts Relationship
- Regulation of the Legislative Act
- Revocation of the Legislative Act

When registering the electronic address of the full text of the instrument in the corresponding registry, the users can accede to this text, in addition to the referential data. It is possible also to make the indexing of articles in the case of Constitutions and Codes.

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The Methodology was oriented to the use of controlled tables that help in the normalization of the data entry.

2 Introduction

The LEYES database coordinated by the Strategic Development Health Area (SHD/OPS-Washington) and by the Latin American and Caribbean Center on Health Sciences Information (BIREME), contains bibliographical references of the basic legislation of health from countries of Latin America and the English Caribbean language. The LEYES database is a way to spread the knowledge and to support the formulation of legislation that makes effective the policies and strategies of health based on principles of social justice and equity. It is sustained in the recognition that an obsolete legislation can be an obstacle to reach the health for all at national level (Resolution WHA33.28 of the Health Worldwide Assembly). The utility of the LEYES database is increased when allowing to make the pursuit of the norm that the countries have emitted for the profit of the Objectives of Development of the Millennium.

At the present time, the most part of the information contained in LEYES database is extracted of the registries of Global Legal Information Network (GLIN) coordinated by the Division of Hispanic Right of the Library of the Congress of the United States of America; Cooperators Centers of several countries of Latin America and Caribbean also contribute to the database. As soon as more centers are incorporated they will produce the base from their respective countries. BIREME acts as Coordinating Center of LEYES.

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The Cooperators Centers have the responsibility to look for, analyze and process the legal norms produced in the country based in their level (national, state/provincial, municipal) and their thematic content. The work in network is possible due to the adoption of common norms for the data processing. These norms are orchestrated in a form of data entry following the recommendations of the ***Reference Manual for Machine-Readable Bibliographic Description*** from UNISIST/UNESCO.

Methodology for Legislation <http://leyes.bireme.br/leisref/entry.php?lang=en> allows to the creation of national data bases and the feeding of the regional LEYES database. All of them following a common methodology. The LEYES database is updated weekly and it is available in <http://leyes.bireme.br/public/form.php?lang=en> and in compact disc (LILACS CD-ROM).

2.1 Objectives of the Manual of Bibliographical Description

The objective of this manual is to orient in the filling of the form of work of the database. The goal is not to teach cataloguing. Is not an indexing manual either nor a guide for the operation of a database. For the cataloguing the norms adopted are the Anglo-American Cataloguing Rules 2 (AACR-2). The indexation is made with base in the Health Sciences Descriptors (DeCS) used by LILACS.

2.2 Basic concepts

Document:

The LEYES database contemplates the following legal instruments: health/sanitary codes, laws, decrees, decrees-laws, regulations and/or their denominations. The constitutional dispositions referred to the health and connected aspects with it are also mentioned, and the ratifications of international deal (multilaterales/bilaterales) with impact on the health.

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Health is considered in its ample concept and multisectorial connotation. That is "as a physical, mental and social well-being state, and not only the absence of affections or diseases" (Constitution and The World Health Organization, Basic Principles). For that reason, must be registered all those dispositions that are inclinated to the health in that context, and not only that ones directed to the benefit of health attention services. Nevertheless, are not in analysis dispositions that designate civil employees or increase wages.

Data Field:

A registry is composed by a data group divided in fields. Each field contains an specific data class (title, description, notes) and is identified in the entrance form with a number. For example, in the field "Number" must be registered the number of the legal instrument.

Data Element:

A data field can be subdivided in data elements. A data element is the smaller part of information than can be subdivided without losing the meaning. For example, the "Descriptors" can contain several descriptors, and each one of them constitutes a data element.

Characteristics of a Data Field:

a) In relation to the filling:
   - A data field can be of mandatory, essential or optional.
   - The data fields characterized as obligatory must always be filled.
   - The essential data fields must be filled whenever an established condition is demanded or when the data can be obtained from the analyzed document.
   - The facultative fields must be filled following the criterion of the documentalist in charge of the description.

b) In relation to the size:
   - A data field can be of variable or fixed size.
   - A data field of fixed size is that one which the data element has a predefined size.
   - A field of variable size is that one which data element has an indefinite size.

c) In relation to the repeatability:
   - A data field is repeatable when allows the registry of several data elements.
   - Data field not repeatable indicates that the data element cannot happen more than one once.

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2.3General notes for the filling of data fields

1. When a data field is repeatable, the characteristics of the field are applied to each occurrence;
2. All the characters are allowed;
3. Fields signaled with asterisk (*) are of obligator fulfilling.

3 General Help of the Administration Program

The four modules that compose the Administration Program of Legislation Reference Data are:

Legislative Acts Module
Search Module
Lists Module
Users Module

To start the work, must be registered the users who are going to enter data in the **Users** module.

After knowledge the fields of Methodology for Legislation <http://leyes.bireme.br/leisref/entry.php?lang=en>, must be filled the lists that serve as fixed content or election to the fields of the registries, from the module Lists. With this is possible to initiate the data entry of the norms from the screens available in **Legislative Acts Module**.

If necessary to make free searches or searches by fields of the registries of the base, must be accessed **Search**.

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The program allows access to the filling rules of each field through help texts (link

"help"), as well as for the general helps of the program (icon ⊕).

3.1 Legislative Acts Module

After login the system will be opened in the "Legislative Acts" module. In this

module the following functions are available: add (✚), edit (✐), remove (▬)

and republish (ℝ) Legislative Acts.

Will be displayed the existing registries in a list that facilitates the data

administration.

To make specific searches, access the **Search** module.

To visualize a registry, make a click in it.

In the screen, the fields are handled from the icons:

🗷 to delete the occurrence for the field

🔼 to ascend for the anterior occurrence of the field

🔽 to descend for the posterior occurrence of the field

🔁 to insert a new occurrence for the field

In order to facilitate the visualization and the handling in the screen, the fields can

be hidden when doing a click in legend.
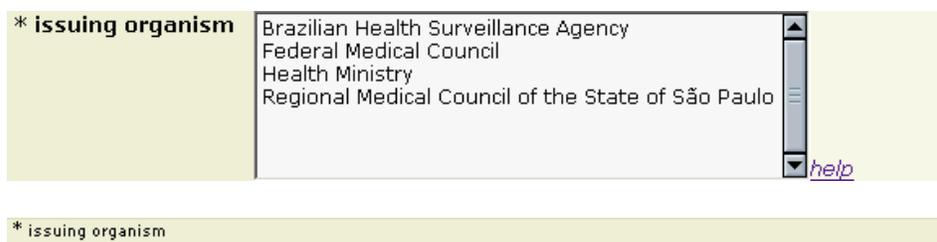
The system makes the verification of the consistencies for the fields, according to

Methodology for Legislation <http://leyes.bireme.br/leisref/entry.php?lang=en>.

Always remember to record the registry at the end of the edition.

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3.2 Search Module

It makes searches by all or specific fields. The data from the field to search must be filled from the option "All Indices" or by each one of the fields that can be chosen.

To search **Legislative Acts**, at the superior menu, selecting the option "Legislative Acts", will appear the screen for the search of the acts. Is is possible to selected one of items of the list or to kept the default option "All Indices".

3.3 Lists Module

Module used to record the data in the standards tables used for the system.

When making a click in the menu is opened a new window with the list of tables. This option is available only for the Administrator and Editor profiles (the last one with restrictions).

The tables must be filled and controlled by the Administrator or Editor, in order to guarantee the standardization and to prevent the duplication of items.

When selecting a category, the window to record the items will be opened. Pay attention in the manipulation of some of these tables and, preferential, they do not must be modified, because existing registers and the correct functioning of the system and the base can be affected.

The tables contain 05 (five) columns: name, acronym, unique value, default and delete.

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1. In the column "name", fill out the name that will be in the table of contents. It is mandatory to use this field or the field "Acronym", and both may be used simultaneously;

2. In the column "acronym", fill out as a single form. It is mandatory to use this field or the field "Name", and both may be used simultaneously;

3. The contents of the "unique value" column will come automatically from the field "Name" when putting the cursor in this field. It is in this way to guarantee the data standardization in order to facilitate the search.

4. In the column "default", select this option for content(s) that must be automatically displayed with each new record.

5. In the last column one item can be selected to modify its position (arrows) or to eliminate it (x).

Some lists have the contents standardized, by the LILACS Methodology for Legislation <http://leyes.bireme.br/leisref/entry.php?lang=en> or because they are of internal control of the system. So, alterations are not recommended in the following lists: type of legislative act (Methodology), language and act level (internal of the system).

Preferential keep the contents of the lists of the installation package.

When finishing the lines for the entry of new items, exit the list and open it again. New lines for the fulfilling will be available.

The system automatically organizes the lists for data entry. At the moment of the register of the lists it is possible to maintain the wished order, but when registering records the system ordinate alphabetically the data. To guarantee the standardization it is necessary to follow the alphabetical rules.

It is not necessary fulfilling the lists in the interface of the three languages (Portuguese, Spanish and English) if they will not be used. But if this action is necessary, the correspondent lists in each interface must be filled one by one and with the same data.

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* type

cancel   help

name	acronym	unique value	default	
1	Constitution		Constituição	☐	⦿
2	Constitutional Ammendment		Emenda Constitucional	☐	○
3	Law		Lei	☑	○
4	Decree		Decreto	☐	○
5	Estatute		Estatuto	☐	○
6	International Treaty / Convention		Ato Internacional	☐	○

3.4 Users Module

Module for the users entry, edition or deletion. It presents the existing registries
that facilitates the data administration. The registries are ordered by the selection
of the wished column, in descending or ascending way. To make specific searches,
must be accessed the Search.

To enter a new user make a click in ✛ , fill all the fields and password to be used
for the access to the system. Select the type of user, according to permissions, and
make a click in the icon 💾 to save. After this process appears the data of
confirmation of the writing.

Select the users type in agreement with the following options:

Documentalist:
° create and change registries;
° make the control of the review of the registries.
Editor:
° all the **Documentalist** options;
° make available registries for search by the public site;
° access, through the option "Lists", the standardized tables, with exception
of "act language" and "act level".
Administrator:
° all the **Editor** options;
° Lists module: unrestricted access;
° Users module: unrestricted access.

4 Bibliographical description

INTERNAL CONTROL DATA (bibliographicDescription1.htm)
° Code of Center Responsible for Creation of the Records
° Record Creation Date
° Record Updating Date
° Documentalist
° Type of Literature
LEGISLATIVE ACT
° Record Situation
° Record Control
° Source Name
° Volume
° Issue Number
° Pagination
° Publication Date
° Republish of the Legislative Act
° Act´s Enacting Body
° Type of Legislative Act
° Legislative Act Number
° Legislative Act Denomination
° Issue's Date

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- ° Scope of the Legislative Act
  - ♦ Level of Scope
  - ♦ Country under the Legislative Act
  - ♦ State under the Legislative Act
  - ♦ City under the Legislative Act
  - ♦ Geographic Group under the Legislative Act
- ° Act Relations
  - ♦ Amendments to the Legislative Act
  - ♦ Acts Relationship
  - ♦ Regulation of the Legislative Act
  - ♦ Revocations of the Legislative Act
- ° Language of the Legislative Act
- ° Abstract of Court/Non Official Abstract of Court
- ° Electronic Address
- ° Location
  - ♦ Center Code
  - ♦ Location Code
- ° Observations
- ° Legal Duration of the Legislative Act
- ° Adjustments of the Act

INDEXATION
- ° Primary Descriptors
- ° Secondary Descriptors
- ° Institution as Theme
- ° Unauthorized Descriptors
- ° Unauthorized Geographic Descriptors

ARTICLE
- ° Part
- ° Book
- ° Title
- ° Chapter
- ° Section
- ° Subsection
- ° Article Number
- ° Abstract of Court/Summary

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4.1 Code of Center Responsible for Creation of the Records

DATA FIELD DESCRIPTION:
- ° Variable length
- ° Mandatory (intern to the system)

DATA ELEMENT DEFINITION: Identification Code of the Center Responsible by the creation of the registry.

NOTES:
- ° The Center code comprises the ISO code of the country where the Center is located, followed by its identification number;
- ° This code is provided by the institution that coordinates the network that the library belongs to;
- ° When creating a new register the system automatically brings the code of the Center, being able to be changed if the physical localization of the document is different of the localization of the Center that created the register.

EXAMPLES:
- ° BR1.1 (code of BIREME)
- ° VE1.1 (code of the Venezuelan National Center)
- ° BR67.1 (code of a Brazilian Network Cooperative Center)

4.2 Record Creation Date

DATA FIELD DESCRIPTION:
- ° Fixed length, 8 characters
- ° Mandatory (intern to the system)

DATA ELEMENT DEFINITION:
- ° Date of document record creation in database.

EXAMPLE:
- ° Creation date: 19/02/2004.

4.3 Record Updating Date

DATA FIELD DESCRIPTION:
- ° Fixed length
- ° Mandatory (internal to system)

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DATA ELEMENT DEFINITION:

° Date of the last update (change) of document record in database.

EXAMPLE:

° Updated date: 02/03/2004.

4.4 Documentalist

DATA FIELD DESCRIPTION:

° Variable length

° Mandatory (intern to the system)

DATA ELEMENT DEFINITION:

° Name of documentalist using the database (to enter or change data).

NOTE:

° The content of this field is updated in each alteration made to the record, if not performed by the same documentalist who created the record or made the last change.

4.5 Type of Literature

DATA FIELD DESCRIPTION:

° Fixed length

° Mandatory (internal to system)

DATA ELEMENT DEFINITION:

° Code that identifies the type of Literature of the document. All the registers are related to Legislation, so they are identified with the code "L".

4.6 Record Situation

DATA FIELD DESCRIPTION:

° Fixed length

° Mandatory (automatic, default for "available")

DATA ELEMENT DEFINITION:

° Record situation following its availability (or not) for online (public).

NOTE:

° Select option "unavailable" or keep default option "available".

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4.7 Record Control

DATA FIELD DESCRIPTION:

° Fixed length

° Optional

DATA ELEMENT DEFINITION:

° Option of record control for data review processes.

NOTE:

° Select option "reviewed" for records of which data have been through review process.

° The country or center is responsible for revision of the dates.

4.8 Source Name

DATA FIELD DESCRIPTION:

° Variable length

° Mandatory, list predefined by the Center

DATA ELEMENT DEFINITION:

° Title of source publishing the legislative act.

NOTES:

° Fill the title in the language of the publication;

° Must to be entered only the source name, without the name of the municipality or the state. The identification of the municipality or state will be made by the field "act scope";

° Select only one of the elements in the list predefined by the Center;

° The administrators must to control the feeding of the list to guarantee the uniformity.

EXAMPLE:

° Federal Official Gazette

° State Official Gazette

° Municipal Official Gazette

4.9 Volume

DATA FIELD DESCRIPTION:

° Variable length

° Essential

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DATA ELEMENT DEFINITION:

° Alphanumeric code that corresponds to the major division of the serial; it may appear as volume, year or tome.

NOTES:

° To register the volume as it appears in the source (Arabian or Roman numbers);

° Omit information in this field in serial publications with no clear indication about volume.

EXAMPLES:

° 2

° 123

° XXXV

4.10 Issue Number

DATA FIELD DESCRIPTION:

° Variable length

° Essential

DATA ELEMENT DEFINITION:
Alphanumeric code that identifies each part of a serial in a volume.

NOTES:

° To register the volume as it appears in the source (Arabian or Roman numbers);

° If there is any complementary information, such as supplement, register after the issue number, separate by comma and leave no space.
Examples:
3,n.esp(special issue number 3)
5,supl.2(supplement 2 corresponding to issue 5)
suppl. 2

° If the issue has subdivisions, register after a comma, and leave no space.
Examples:
5,pt.1(part 1 of issue 5)
5,pt.2 (part 2 of issue 5)

° If the issue comprises more than one number, register the numeral corresponding to the first and last issue, separated by a slash (/).
Example:
1/2 (number 1 and 2); not 1-2

EXAMPLES:

° 7

° 3,n.esp

° supl.3

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Bibliographical description

- ° 2/3
- ° 2A
- ° 5,pt.1

4.11 Publication Date

DATA FIELD DESCRIPTION:
- ° Variable length
- ° Mandatory

DATA ELEMENT DEFINITION:
- ° Date the legislative act ruling was published.

NOTE:
- ° Choose day, month and year according to the date the legislative act was published in each of the corresponding tables.
- ° For year must be used always four digits, omitting the thousands punctuation.

EXAMPLE:
- ° day 12
- ° month December
- ° year 1993

4.12 Republish of the Legislative Act

DATA FIELD DESCRIPTION:
- ° Fixed length
- ° Essential

DATA ELEMENT DEFINITION:
- ° Identification of the republish of the original legal instrument, through a box of selection.

NOTES:
- ° Select the box only if is a republish of an legislative act.
- ° When the republish of an original legislative act is descript, the original legislative act will be overlapped , this is, the system just keeps the republish of the act, not keeping the original, and automatically selects the "republish" box.
- ° If the original legislative act is not available, the republish can be inserted normally, being necessary the selection of the box "republish" box, so the system will be able to identifies and signal the republish.

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4.13 Act´s Enacting Body

DATA FIELD DESCRIPTION:

° Variable length

° Mandatory, list predefined by the Center

° Repeatable

DATA ELEMENT DEFINITION:

° Name of the body responsible for enacting the legislative act.

NOTES:

° Register the name of the institution, and also use the acronym if the institution is known by it;

° Note that the legislative levels (federal, state and municipal), as well as the corresponding locations (country, state, city), are already defined in another field of information.

EXAMPLES:

° Health Ministry Education Ministry

° Brazilian Health Surveillance Agency

° Federal Medical Council

° Regional Medical Council of the State of São Paulo

4.14 Type of Legislative Act

DATA FIELD DESCRIPTION:

° Variable length

° Mandatory, list predefined by the Center

DATA ELEMENT DEFINITION:

° Register the type of legislative act.

NOTE:

° Use the name of the type of legislative act as provided in the official publication.

° "Law" was the type of legislative act adopted as default.

EXAMPLES:

° Law

° Resolution

° Decree

° Constitution

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4.15 Legislative Act Number

DATA FIELD DESCRIPTION:

° Variable length

° Essential

DATA ELEMENT DEFINITION:

° Alphanumeric code used by the enacting body to identify the legislative act.

NOTE:

° Register the identification code as provided in the document, but according to punctuation indicated in the examples for thousand units;

° This would not happen only if the abbreviation is an essential part of the number.

° To omit the initial zeros of the number;

° The punctuation is essential to not harm the search.

EXAMPLES:

° 10.751

° 1.234

° 34

4.16 Legislative Act Denomination

DATA FIELD DESCRIPTION:

° Variable length

° Essential

DATA ELEMENT DEFINITION:

° The way as a legislator identifies a certain legal instrument, and that makes it be recognized by this name or title and not by its numeration. This form is also used when the legal instrument is known by its nickname.

NOTE:

° Use this field to indicate:

° The name of a code or regulation that is approved, regulated or provided by the legislative act being recorded; the name is attached to the legislative act;

° The legislative act is the Constitution of a country;

° The nickname of an legislative act that has become consensual by use.

EXAMPLES:

° Code of Medical Ethics - in which the Type of legislative act is Resolution, the legislative act Number is 1.246 and the Date of Sanction is January 8,

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       1988 (in this case, the Resolution 1.246 sanctioned the Code of Medical
       Ethics, which is attached to the Resolution)

°   Constitution of the Federative Republic of Brazil - where the Type of
       legislative act is Constitution, the legislative act Number does not exist and
       the Date of Sanction is October 5, 1988.

4.17 Issue's Date

DATA FIELD DESCRIPTION:

°   Variable length

°   Mandatory

DATA ELEMENT DEFINITION:

°   Date of sanction of the legislative act.

NOTES:

°   Choose day, month and year according to the issue's data of the legislative
       act date and based on one of the corresponding tables.

°   For year must be used always four digits, omitting the thousands
       punctuation.

EXAMPLE:

°   day 12

°   month December

°   year 1993

4.18 Level of Scope

DATA FIELD DESCRIPTION:

°   Variable length

°   Mandatory, list predefined by the Center

DATA ELEMENT DEFINITION:

°   Geographic scope (realm) of the legislative act.

NOTE: Select only one of the elements in the list:

°   Federal

°   State

°   Municipal

EXAMPLES:

°   Municipal

°   State

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4.19 Country under the Legislative Act

DATA FIELD DESCRIPTION:

° Variable length

° Mandatory, list predefined by the Center

DATA ELEMENT DEFINITION:

° Name of the country under the legislative act.

NOTES:

° Fill this field always when the legislative act is from a municipal, state or national scope;

° Select country in the list predefined by the Center.

EXAMPLES:

° Brasil

° Argentina

° United States

4.20 State under the Legislative Act

DATA FIELD DESCRIPTION:

° Variable length

° Essential, list predefined by the Center

DATA ELEMENT DEFINITION:

° Name of the state under the legislative act.

NOTES:

° Fill out this field only when the legislative act applies in the state realm;

° Select only one element in the list predefined by the Center;

° Also fill the field "Country".

EXAMPLES:

° São Paulo - Brasil

° Minas Gerais - Brasil

° California - U.S.A.

4.21 City under the Legislative Act

DATA FIELD DESCRIPTION:

° Variable length

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°   Essential, list predefined by the Center

DATA ELEMENT DEFINITION:

°   Name of the city under the legislative act.

NOTES:

°   Fill out this field only when the legislative act applies in the municipal realm;

°   Select only one element in the list predefined by the Center;

°   Also fill the fields "State" and "Country".

EXAMPLES:

°   São Paulo - São Paulo - Brasil

°   Washington - D.C. - U.S.A.

4.22 Geographic Group under the Legislative Act

DATA FIELD DESCRIPTION:

°   Variable length

°   Essential, list predefined by the Center

DATA ELEMENT DEFINITION:

°   Geographic group that enacted the legislative act.

NOTES:

°   Fill out this field only when the legislative act applies in international realm, such as common economic markets and integration groups;

°   Select only one element in the list predefined by the Center.

EXAMPLES:

°   Mercosul

°   Comunidad Andina

4.23 Amendments to the Legislative Act

DATA FIELD DESCRIPTION:

°   Variable length

°   Essential

°   Repeatable

DATA ELEMENT DEFINITION:

°   Dates on legislative act(s) or part(s) of amended act(s).

NOTES:

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- ° Fill out this field only when the legislative act alters the content of other legislative act(s), be it total or partial amendment;

- ° Indicate the type, number, year and part(s), if applicable, of the amended act(s);

- ° Fill the corresponding fields or search them in the database looking for legislative act. If there is no record of the legislative act in the database, data must be entered by typing;

- ° To the system be able to verify correctly the relationship(s) with an legislative act not registered in the base it is necessary to fill the fields "City", "State" and "Country", in accordance to the act level, respecting the standard of the lists;

- ° Is recommendable that the register be saved before making the relationship(s), becaus with this the system automatically fills the cited fields above;

- ° If the column "Acronym" in the lists "State" and "Country" has been filled, in the relationships this acronym must be enclosed before the full name, separated with "space, hyphen, space". Example: BR - Brazil;

- ° If the alterations are referring to the parts of the act (articles, annexes, interpolated propositions, chapters, books, sessions or others), these always must be inserted in the "Dispositive" field, describing the nomenclature of the modified part (article, paragraph, annex, etc.). To use the following suggested terminology standard when they appear in the original publication: suspend, suppresse, add, authenticate, complement, prorogues, inserts, it cancel and other variations, having to be added between parentheses ( ), to the end of the note in the "Dispositive" field;

- ° The system automatically makes a hypertextual link with the record of the legislative act listed.

EXAMPLE:

- ° Change: Decree nº 154, from January 8, 1999.

- ° Change: Decree nº 23, from March 3, art. 2.

- ° Change: Law nº 10.406, from January 10, 2002, art. 3 (suppresse).

- ° Change: Law nº 10.355, from December 26, 2001, § 3 of article 135 (complement).

- ° Change: Law nº 2.848, from December 7, 1940, Annex 2 (add).

4.24 Acts Relationship

DATA FIELD DESCRIPTION:

- ° Variable length

- ° Essential

- ° Repeatable

DATA ELEMENT DEFINITION:

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° Data about the legal instruments that mention the legislative acts indexed because its application has some relation.

NOTES:

° Fill this field only when the legislative act is related/correlated to other(s) act(s);

° Must be indicated the type, number and date of the related(s) legislative act(s);

° Fill the corresponding fields or search them in the database looking for legislative act. If there is no record of the normative ruling in the database, data must be entered by typing;

° To the system be able to verify correctly the relationship(s) with an legislative act not registered in the base it is necessary to fill the fields "City", "State" and "Country", in accordance to the act level, respecting the standard of the lists;

° Is recommendable that the register be saved before making the relationship(s), becaus with this the system automatically fills the cited fields above;

° If the column "Acronym" in the lists "State" and "Country" has been filled, in the relationships this acronym must be enclosed before the full name, separated with "space, hyphen, space". Example: BR - Brazil;

° The system automatically makes a hypertextual link with the record of the legislative act listed;

° The return relation will not always appear in the legislative act that it was related, because the inverse relation will not be present always. If the relation have a "coming and going" kind, this is, when is present between both the legislative acts, the active relationship must be made in the two registers.

EXAMPLE:

° Related legislative act: Law nº 8.902, from February 1st, 1997.

° Related legislative act: Law nº 4.567, from December 12, 1999.

4.25 Regulation of the Legislative Act

DATA FIELD DESCRIPTION:

° Variable length

° Essential

DATA ELEMENT DEFINITION:

° Data on a law regulated by a decree.

NOTES:

° Fill this field only when dealing with a decree regulating a legislative act;

° Indicate the type, number and date of the legislative act regulated by the decree;

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° Fill the corresponding fields or search them in the database looking for legislative act. If there is no record of the normative ruling in the database, data must be entered by typing;

° To the system be able to verify correctly the relationship(s) with an legislative act not registered in the base it is necessary to fill the fields "City", "State" and "Country", in accordance to the act level, respecting the standard of the lists;

° Is recommendable that the register be saved before making the relationship(s), becaus with this the system automatically fills the cited fields above;

° If the column "Acronym" in the lists "State" and "Country" has been filled, in the relationships this acronym must be enclosed before the full name, separated with "space, hyphen, space". Example: BR - Brazil;

° The system automatically makes a hypertextual link with the record of the legislative act listed.

EXAMPLE:

° It regulates: Law No. 9.787, of January 10, 1999.

4.26 Revocation of the Legislative Act

DATA FIELD DESCRIPTION:

° Variable length

° Essential

° Repeatable

DATA ELEMENT DEFINITION:

° Data on the legislative act (s) or part(s) of the revoked act(s).

NOTES:

° Fill out this field only when the legislative act revokes other legislative act(s), be it total or partial revocation;

° Must to be indicated the type, number, date and part (if is the case) of the revoked act(s);

° Fill the corresponding fields or search them in the database looking for legislative act. If there is no record of the legislative act in the database, data must be entered by typing;

° To the system be able to verify correctly the relationship(s) with an legislative act not registered in the base it is necessary to fill the fields "City", "State" and "Country", in accordance to the act level, respecting the standard of the lists;

° Is recommendable that the register be saved before making the relationship(s), becaus with this the system automatically fills the cited fields above;

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- ° If the column "Acronym" in the lists "State" and "Country" has been filled, in the relationships this acronym must be enclosed before the full name, separated with "space, hyphen, space". Example: BR - Brazil;

- ° If the revocation is relative to parts of the legislative act (articles, annexes, interpolated propositions, chapters, books, sections or other) must to be always inserted in the "Dispositive" field, describing the nomenclature of the changed part (article, paragraph, annex, etc.). Must to be used the standard terminology suggested when appeared in the original publication the information "to turn ineffectual" and other variations, and must to be added between parenthesis ( ), in the end of the note in the field "Dispositive";

- ° The system automatically makes a hypertextual link with the record of the legislative act listed.

EXAMPLE:

- ° Revocate: Law nº 4.567, from March 24, 1999.

- ° Revocate: Law nº 5.892, from April 3, 1997, art. 6.

- ° Revocate: Law nº 10.355, from December 26, 2001, art. 7 (to turn ineffectual)

4.27 Language of the Legislative Act

DATA FIELD DESCRIPTION:

- ° Variable length
- ° Mandatory, list predefined by the Center
- ° Repeatable

DATA ELEMENT DEFINITION:

- ° Language the normative ruling was published.

NOTE:

- ° Select one or more languages the legislative act was published.

EXAMPLES:

- ° Portuguese
- ° Spanish
- ° English

4.28 Abstract of Court/Non Official Abstract of Court

DATA FIELD DESCRIPTION:

- ° Variable length

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° Essential filling

DATA ELEMENT DEFINITION:

° Abstract of court or summary of the thematic content of the legislative act.

NOTES:

° Adopt the abstract of court, if any:

° If the legislative act has no abstract, or if it does not represent the content of the legislative act, make a copy of the first article or prepare a summary.

° The preference must to be to the language of the text, followed by the Spanish language and Portuguese language, in this sequence.

EXAMPLE:

° These rules set out the detailed procedures required when appeals against decisions of the Council are made to the Tribunal.

4.29 Non Official Abstract of Court

DATA FIELD DESCRIPTION:

° Fixed length

° Essential filling

DATA ELEMENT DEFINITION:

° Check-box for the non official abstract of court of the thematic contents of the legislative act.

NOTE:

° If does not exist the Summary of the legal instrument a summary must to be made and the selection box must to be filled.

4.30 Electronic Address

DATA FIELD DESCRIPTION:

° Variable length

° Optional

° Repeatable

DATA ELEMENT DEFINITION:

° Electronic address or address of the full text of the legislative act.

NOTE:

° Composed by two fields:

° address: URL where the text of the act is located. To insert it type the complete address, including http://. If necessary to verify if the address is correct or active make a click in the link "navigate ".

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° document: name of the document of the text of the legislative act . Accept
the extensions of archive **pdf**, **doc**, **txt**, **rtf**, **zip**, **htm**, **html** and **xml**. To
insert the document in the server make a click in the link "add document".
A window will be opened to locate the archive through the button "Browse".
After locate make a click in the button "send". The name of the document is
composed (automatically) by: center code + city, state and country + type
of the legislative act + issue's date of the legislative act + legislative act
number + order of the archive in the register + extension of the archive.

EXAMPLES:

° Address:

° http://www.scielo.br/scielo.php?script=sci_arttext&pid=S0102-
86502001000200001&lng=pt&nrm=iso

° http://www.planalto.gov.br/ccivil_03/LEIS/2002/L10406.htm

° Document:

° BR1.1-Brasil-Law-20020110-10.406_20_1_1.pdf

° BR1.1-Brasil-Law-20020110-10.406_20_1_2.doc

4.31 Code of Center Responsible for the Physical Localization of the Document

DATA FIELD DESCRIPTION:

° Variable length

° Essential

° Repeatable

DATA ELEMENT DEFINITION:

° Identification Code of the Center responsible by the physical localization of
the document.

NOTES:

° The Center code comprises the ISO code of the country where the Center is
located, followed by its identification number;

° This code is provided by the institution that coordinates the network that
the library belongs to;

° The documentalist must fill it with the cooperating center code before the
physical localization number in the collection;

° Fill the field when the document is in electronic or paper format.

EXAMPLES:

° BR1.1 (code of BIREME)

° VE1.1 (code of the Venezuelan National Center)

° BR67.1 (code of a Brazilian Network Cooperative Center)

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4.32 Location of the Document

DATA FIELD DESCRIPTION:

° Variable length

° Optional

° Repeatable

DATA ELEMENT DEFINITION:

° Data about location of a document in the keeping library.

NOTE:

° Code of the physical location of the document in the collection;

° Fill the field only when the document is in paper format.

EXAMPLES:

° BR1.1 - 1.00

° in which BR1.1 is the code of the Center that has the document and 1.00 is the code to locate the document in the collection

4.33 Observation

DATA FIELD DESCRIPTION:

° Variable length

° Optional

° Repeatable

DATA ELEMENT DEFINITION:
To the inclusion of complementary information about the document that cannot be inserted in other fields.

EXAMPLES:

° This Law was partially promulgated in July 28, 2005.

° Complementary information retired of the Internet.

4.34 Legal Duration of the Act

DATA FIELD DESCRIPTION:

° Variable length

° Essential

DATA ELEMENT DEFINITION:

° Data related to a certain period of legal duration of the act.

NOTE:

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° Fill out data on beginning and, if any, termination of legal duration of the act, except for term provided by date of publication.

EXAMPLE:

° This decree shall be enforced 45 days after its publication.

° This law shall be enforced as from February 1st, 2002.

4.35 Source of Adjustments of the Act

DATA FIELD DESCRIPTION:

° Variable length

° Essential

DATA ELEMENT DEFINITION:

° Name of the source on adjustments (corrections) made at the legislative act.

NOTES:

° Select the source, fill out this title in the language of the publication;

° Select only one element in the list predefined by the Center.

EXAMPLES:

° Source: Federal Official Gazette.

4.36 Adjustments of the Act

DATA FIELD DESCRIPTION:

° Variable length

° Essential

DATA ELEMENT DEFINITION:

° Data on adjustments (correction) made to the legislative act.

NOTES:

° Fill the page, date and text of the adjustment made in the legislative act;

° Insert or type the original text (indicated by "it reads") and the corrected text (indicated by "it should be read");

° In the out format the system inserts automatically the text "Published in" before the source and inserts a comma after, and is necessary only the typing of the data and text of the adjustment.

EXAMPLES:

° adjustment: Published in D.O.E. SP - Diário Oficial do Estado, from May 23, 2000. It reads: "create the career" - it should be read: "institute the career".

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° adjustment: Published in D.O.U. - Diário Oficial da União, from June 6, 2001, in the Art. 1º, it reads: "regularly inscribed - it should be read: "regulated".

4.37 Primary Descriptors

DATA FIELD DESCRIPTION:

° Variable length

° Mandatory

° Repeatable

DATA ELEMENT DEFINITION:

° Descriptors extracted from DeCS to represent the thematic content of the document. Are considered primary those selected as the most significant to represent the thematic content of a document.

NOTES:

° Record all descriptors needed to describe the thematic content of a document;

° Click on icon DeCS to search and select descriptors and their qualifiers, if applicable;

° To select descriptors in DeCS, follow orientations in the Indexing Manual of LILACS Methodology (in Portuguese) <http://www.bireme.br/abd/P/Manindpt.doc>.

EXAMPLES:

° descriptor HEALTH ADMINISTRATION AND PLANNING qualifier history

° descriptor HEALTH SURVEILLANCE

4.38 Secondary Descriptors

DATA FIELD DESCRIPTION:

° Variable length

° Essential

° Repeatable

DATA ELEMENT DEFINITION:

° Descriptors extracted from DeCS to represent the thematic content of the document. Minor descriptors are those chosen as less significant to represent the thematic content of a document.

NOTES:

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- ° Record all descriptors needed to describe the thematic content of a document;
- ° Click on icon DeCS to search and select descriptors and their qualifiers, if applicable;
- ° To select descriptors in DeCS, follow orientations in the Indexing Manual of LILACS Methodology (in Portuguese) <http://www.bireme.br/abd/P/Manindpt.doc>.

EXAMPLES:

- ° descriptor LEGISLATION, HOSPITAL qualifier history
- ° descriptor FACILITY REGULATION AND CONTROL

4.39 Institution as Theme

DATA FIELD DESCRIPTION:

- ° Variable length
- ° Essential
- ° Repeatable

DATA ELEMENT DEFINITION:

- ° Name of institution(s)/department(s) related to the legislative act.

NOTES:

- ° Register the name of the institution/department, using the acronym if the institution is known by it;
- ° It must be observed that the superior institution in the hierarchy will be indicated in the field for issuing organism of the legislative act, therefore does not exist the necessity to repeat the data in this field.

EXAMPLES:

- ° Secretary of Healthcare
- ° Secretary of Health Policies

4.40 Unauthorized Descriptors

DATA FIELD DESCRIPTION:

- ° Variable length
- ° Essential
- ° Repeatable

DATA ELEMENT DEFINITION:

- ° Descriptors not included in DeCS, but necessary to represent the thematic content of the document.

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NOTES:
° Register all descriptors needed for description of the thematic content of
the document, in a controlled manner, to make its further use easier in the
fields Primary and Secondary Descriptors.

EXAMPLES:
° MEDICAL SOCIOLOGY
° ANGIOLOGY

4.41 Unauthorized Geographic Descriptors

DATA FIELD DESCRIPTION:
° Variable length
° Essential
° Repeatable

DATA ELEMENT DEFINITION:
° Geographic descriptors not included in DeCS. Geographic descriptors are
those chosen to represent specific geographic locations under the
legislative act.

NOTAS:
° Register the descriptors, in a controlled manner, to make its further use
easier in the field Secondary Descriptors;

° Distinguish information on geographic content of the legislative act from
that related to geographic area under the legislative act. For instance: a
legislative act may apply in the state realm of São Paulo, but it deals
specifically with environmental protection of the Alto da Ribeira State
Turistic Park (PETAR).

EXAMPLES:
° REGIÃO ANDINA
° REGIÃO AMAZÔNICA
° RIO DE JANEIRO, RJ
° SÃO PAULO, SP

4.42 Article(s)

Module destined to the entrance of analytical of the parts of the legislative act if
there is necessity of a more detailed description, for example, the more extensive
and complex legal instruments like the Civil Code or the Constitution.

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For the addition (✛), edition (✎) or deletion (▬) of an analytic use the

respective icons.

4.42.1   Part

DATA FIELD DESCRIPTION:

° Variable length

° Essential

DATA ELEMENT DEFINITION:

° Alphanumerical code used to identify the grouping (part) in which the
article is.

NOTE:

° Register the numerical code as provided in the legislative act, followed by
its name, if any.

EXAMPLES:

° I

° II - General

° Special

4.42.2   Book

DATA FIELD DESCRIPTION:

° Variable length

° Essential

DATA ELEMENT DEFINITION:

° Alphamumerical code used to identify the grouping (book) in which the
article is.

NOTE:

° Record the numerical code as provided in the legislative act, followed by its
name, if any.

EXAMPLES:

° I - General

° Special

4.42.3   Title

DATA FIELD DESCRIPTION:

° Variable length

° Essential

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DATA ELEMENT DEFINITION:

° Alphanumerical code used to identify the grouping (title) in which the article is.

NOTE:

° Record the numerical code as provided in the legislative act, followed by its name, if any.

EXAMPLE:

° I - REGULATORY CLAUSES

4.42.4   Subtitle

DATA FIELD DESCRIPTION:

° Variable length

° Essential

DATA ELEMENT DEFINITION:

° Alphanumerical code used to identify the grouping (subtitle) in which the article is.

NOTE:

° Record the numerical code as provided in the legislative act, followed by its name, if any.

EXAMPLE:

° I - REGULATORY CLAUSES TRANSIENT

4.42.5   Chapter

DATA FIELD DESCRIPTION:

° Variable length

° Essential

DATA ELEMENT DEFINITION:

° Alphanumerical code used to identify the grouping (chapter) in which the article is.

NOTE:

° Register the numerical code as provided in the legislative act, followed by its name, if any.

EXAMPLE:

° II - SOCIAL RIGHTS

4.42.6   Section

DATA FIELD DESCRIPTION:

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° Variable length

° Essential

DATA ELEMENT DEFINITION:

° Alphanumerical code used to identify the grouping (section) in which the article is.

NOTE:

° Record the numerical code as provided in the legislative act, followed by its name, if any.

EXAMPLE:

° I - Legislative Branch Organization

4.42.7   Subsection

DATA FIELD DESCRIPTION:

° Variable length

° Essential

DATA ELEMENT DEFINITION:

° Alphanumerical code used to identify the grouping (subsection) in which the article is.

NOTE:

° Record the numerical code as provided in the legislative act, followed by its name, if any.

EXAMPLE:

° II - Amendment to the Constitution

4.42.8   Article Number

. DATA FIELD DESCRIPTION:

° Variable length

° Essential

DATA ELEMENT DEFINITION:

° Numerical code used to identify the article(s).

NOTE:

° Register the numerical code(s) as provided in the legislative act.

EXAMPLE:

° 3

° 4 to 22

° and 6

5 Bibliographic references

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6 Glossary

- **Analytical**. Part of a document, such as the article of a periodical or the chapter of a book.

- **Analytical Level**. Bibliographic description of part of a document. *See also* Analytical.

- **Application**. Program used to execute tasks in connection with an application, such as the creation or edition of texts, drawings, animations, layout, etc. E.g.: text processor, database manager, Internet browser, etc.

- **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.

- **Bibliographic Database**. Electronic version of a catalog or bibliographic index.

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- **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.

- **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.

- **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).

- **Descriptor**. Embodies a concept accepted in a controlled vocabulary (like a thesaurus.)

- **Electronic Format**. Any form of storage, retrieval or presentation of information that may be transmitted on-line or recorded in magnetic or optical media.

- **Field**. *See* Database.

- **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.

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- **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.

- **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.

- **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.

- **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.

- **PubMed**. Service of the National Library of Medicine that includes over 15 million citations from MEDLINE and other life science journals for biomedical articles back to the 1950s. PubMed includes links to full text articles and other related resources.

- **SGML**. Metalanguage standard of the ISO (International Organization for Standardization) used for the definition of languages of marking of electronic texts, making possible the interchange and the

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distribution of documents in the most varied formats, from one same source of data.

- **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.

- **Thesaurus**. Structured set of vocabulary that points at hierarchical and associative relationships, in addition to the preference relating to terms (descriptors). *See also* Controlled Vocabulary.

- **UNISIST**. Intergovernmental program designed to foster cooperation in the field of scientific and technological knowledge.

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

- **Vancouver Group**. Was created in 1978 for the elaboration of articles, including the norms for the bibliographical references and was supportted of the National Library.

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- **XML**. Language created to allow the arrangement of data in a structured and hierarchical manner, thus facilitating data communication between different systems and platforms.

- **XSL**. Language created to allow the navigation, selection and capture of data of an XML file.

Annex A - Abbreviation of the months

	English	Spanish	Portuguese
January	Jan.	ene.	jan.
February	Feb.	feb.	fev.
March	Mars	mar.	mar.
April	Apr.	abr.	abr.
May	May	mayo	maio
June	June	jun.	jun.
July	July	jul.	jul.
August	Aug.	ago.	ago.
September	Sept.	sept.	set.
October	Oct.	oct.	out.
November	Nov.	nov.	nov.
December	Dec.	dic.	dez.

Annex B - ISO code of languages

° Spanish   Es
° English   En
° Portuguese   Pt