

BIREME / PAHO / WHO

Latin American and Caribbean Center on Health Sciences Information

LILACS Methodology

Document Selection Guidelines for LILACS Database

5th edition, revised and expanded

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Document Selection Guidelines for LILACS Database

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

Methodology document set

The complete set consists of 4 documents:

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

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Abbreviations used

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

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

How to use this manual

This Guide includes criteria for the selection of documents to be included in the LILACS database, one of the Information Sources of the VHL (Virtual Health Library). It includes two main sections: database coverage and selection criteria according to the type of literature, in addition to two attachments. The first section includes the definitions of the themes, chronology, geographic locations and languages covered by the LILACS database. The second session includes the specific selection criterion per type of literature, such as periodical publications, books, Thesis, Dissertation, and other. The attachments include a list with DeCS's major categories and the Criteria for the Selection of Periodicals for the LILACS Database.

The Guide was designed to guide Cooperating Centers in the selection of material to be entered into the LILACS database. It establishes common selection and classification criteria to guarantee the integrity, compatibility and quality of records within the database.

It is not a cataloguing manual, and therefore it was not designed to teach cataloguing practices. It is neither an indexing manual nor a guide for the operation of a database.

The selection criteria presented in this Guide are not intended to clarify all the doubts that may arise in the decision-making process. If after having analyzed all the elements needed to make a decision, including a specialist's opinion, the indexing technician is still unsure as to whether a certain document should be included or not in the database, he/she should include the document.

1 Preface

1.1 About BIREME

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

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

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

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

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

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

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

1.2 The Virtual Health Library (VHL)

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

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

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

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

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

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

1.3 About the LILACS Methodology

LILACS Methodology is a Virtual Health Library component and is composed by standards, manuals and softwares <<http://bvsmodelo.bvsalud.org/site/lilacs/I/icomponents.htm>>, which guide the identification, selection, bibliographic description, document indexing and databases development.

The need of a common methodology has brought up the development of LILACS Methodology since 1982 to decentralize the handling of health scientific-technique literature produced by Latin American and the Caribbean countries.

By the use of this methodology, *Latin American and Caribbean of Health Sciences Information System* <<http://www3.bireme.br/bvs/I/isystem.htm>> countries have created local and national databases. They cooperate feeding the LILACS database, contributing with the bibliographic control and the dissemination of scientific-technique literature of the Region, in the model of technique cooperation established for the Virtual Health Library.

This group of databases that use the standards established in LILACS Methodology we call LILACS System.

Currently, LILACS System is integrated by the following databases: LILACS, BBO, BDENF, MEDCARIB and national databases of the Latin American countries.

2 Introduction

The Latin American and Caribbean Literature on Health Sciences Database (LILACS) is a cooperative product of the Latin American and Caribbean Centre on Health Sciences Information, coordinated by BIREME.

The Cooperating Centers of the Latin America and Caribbean countries include: the libraries of the network or national information systems; the Pan American Health Organization - PAHO Documentation Centers, Representations in the countries of the Region, Special Regional Centers and Headquarter Library. All of them contribute to the LILACS database. A Coordinating Centre in each country is responsible for the activities of the National Coordinating Institutions concerning to LILACS database. BIREME is the LILACS Coordinating Institution at regional level, and at national level for Brazil

The Cooperating Centers are responsible for collecting, analyzing, and processing the literature produced in their countries, in predefined areas of action, either geographic (institutional, national, regional) or according to special subjects.

As the collection and selection of documents are decentralized tasks, a Guideline for the Selection of Documents is needed to orient the System Cooperating Centers. Common selection criteria are essential to guarantee the integrity, compatibility and the quality of the database records and also to maintain a balance between the extreme inflexibility and tolerance, avoiding consequently, both the inclusion of irrelevant documents and the exclusion of relevant ones.

LILACS Methodology allows the creation of national databases and also the feeding of the LILACS regional database. Each country of the System is responsible for deciding which documents have national and/or international values to be included in LILACS. Documents of local interest or which do not comply with LILACS criteria should be only included in the national databases.

The selection criteria of this Guide must be complemented, in practice, with experts' consultation on the different areas covered by the database, and with the utilization of other components of the LILACS methodology such as the controlled vocabulary DeCS (Descriptors in Health Sciences), the Indexing Manual, etc.

The herein exposed selection principles do not probably solve all the questions that arise when a final decision is to be made. When doubts still persist after considering all the alternatives - including the experts' advice - the indexer should favor the inclusion of the document.

As every component of the LILACS Methodology, this Guideline can be improved by observations and suggestions of all those who share the cooperative effort of feeding the LILACS database; this is the way to reach a high degree of optimization.

3 Basic Concepts

Document:

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

Conventional Document:

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

Non-conventional document:

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

4 The Database Coverage

The LILACS database is an attempt to cover all types of documents (conventional or non-conventional) produced by Latin American and Caribbean authors, related to the Health Sciences and following the herein described criteria.

The fundamental factor that determines the inclusion or exclusion of a document in the database is its scientific content regardless of its format (in print or electronic).

4.1 Subject Matter Coverage

In a broad sense, LILACS covers all Health Sciences addressing the human health: Medicine, Public Health, Dentistry, Nursing, Veterinary Medicine, Sanitary Engineering, Pharmacy and Chemistry, Biology, Nutrition, Psychology, Ecology and Environment, etc.

It should be borne in mind that the system is intended primarily for those in the health profession, from the expert in the areas of Medicine, Dentistry or Nursing, the Public Health professional, the rural physician, the health care personnel to the health administrators linked to the Health Ministries and State Secretariats.

The documentary language that covers LILACS subject matters is generally included in DeCS - Descriptors in Health Sciences, a controlled vocabulary that helps the documentalist in the analysis of a document to be included in the database, and contributing also to its future retrieval.

A document is qualified for inclusion in the LILACS database whenever you can describe its content using one or more DeCS descriptors. DeCS is the translation into the Portuguese and Spanish of the Medical Subject Headings (MeSH), produced by the U.S. National Library of Medicine. Expansions in Public Health (SP), Homeopathy (HP), Science and Health (SH) and Health Surveillance (VS) were made in addition to the original document (MeSH). The Annex I presents DeCS main Categories.

The expansion in Public Health (SP) fulfils the need to process data generated by PAHO Special Centers and Programs. To the SP Category were added subjects such as: Administration and Health Planning, Provision of Health Services, Epidemiology and Biostatistics, Demography, Environmental Health, Nutrition, etc.

The subject matters covered by LILACS are not submitted to strict limits and common sense is the best judgment. Documents regarding human health can also be considered in the following areas: Sanitary Engineering, Pharmacy and Chemistry, Veterinary Medicine, Biology.

4.2 Chronological Coverage

The database includes documents produced from 1982 onwards. National or special LILACS System databases can include previously published documents, according to their own selection criteria.

To contribute to the database updating, priority should be given to the most recently published documents.

4.3 Geographic Coverage

LILACS includes documents of Latin American and Caribbean authors and/or published in the countries of the Region, and those produced by PAHO Programmers and Special Centers.

Documents on Latin America published out of the region will not be included because most of them are already included in international databases. According to one of the BVS guidelines most

of the existing international databases will be carefully searched to identify documents produced by Latin American and Caribbean and published out of the Region as well as documents on Latin American and the Caribbean produced by authors outside our Region and indexed in international databases.

Documents representing the scientific production of the countries in the Region should be included in the database whenever their contents have national and/or international relevance and have also a special significance.

Documents which interest is limited to a country or to a region within a country can only be included in the national or institutional database managed by the Cooperating Centers. These documents, although processed in accordance with the LILACS Methodology, will not be transferred to its database.

4.4 Language Coverage

Only documents in English, French, Portuguese and Spanish will be considered for inclusion.

The system vocabulary is trilingual - Portuguese, Spanish and English - and the documents can be indexed and retrieved in either one of these languages.

Documents with versions in several languages - occurring frequently in the Pan-American Health Organization documents - have to be processed in all their versions. Each version of the document will be a LILACS database record, since that it is not a parallel title.

5 Selection Criteria by Type of Literature

The main rule for selection is:

A document will be considered for inclusion in LILACS whenever its content besides referring to the Health Sciences, can be described utilizing one or more DeCS descriptors.

When this essential condition is complied, within the limits of LILACS geographic, chronological and language coverage, the following factors are still to be considered:

1. Quality of the content

The content of the documents included in LILACS must have a technical and scientific significance concerning mainly scientifically conducted basic or applied research. Technical specifications and standards documents produced by all levels of government or international Organizations are also to be included.

Books, articles of journals, thesis, dissertations, and congress or conference papers, usually undergo, before publication, an intellectual quality control by experts and/or through the peer review process.

Other types of documents are not usually submitted to a similar quality control. The lack of quality control, prior to the appearance of the document, requires the same process after its publication.

Whenever the process of quality control is not clear, a document can be added to the LILACS database when produced by noteworthy institutions which are responsible for its content.

Each country must try to represent in LILACS its most relevant and significant national scientific production, worthy of being internationally disseminated. To achieve this goal, it is required the set up of a LILACS Selection Committee in each country in the Region. This

Committee is responsible for complying with LILACS selection criteria and for the evaluation of the national literature to be included in the database.

2. Content significance and relevance

The documents included in LILACS should be useful to:

- decision-making concerning health matters (making a diagnosis, therapeutic techniques, accepting or rejecting a technology, defining policies, etc.);
- drawing up projects or establishing programmes (statistical, socio-economic and cultural information, etc.);
- solve a country or a region specific problem;
- be used as reference or to conduct a search;
- training of personnel (education materials for courses, seminars, etc.);
- evaluation of activities, procedures, methods.

The information contained in LILACS documents is likely to be applied to other geographic areas and to different situations; thus, those documents that: refer to a local situation unlikely to be reproduced elsewhere, have exclusively a local interest, or are mainly informative should not be included in the LILACS database.

5.1 Serials

5.1.1 Selection of LILACS journal titles

The journals to be included in LILACS will be selected by the Selection Committees set up in each country or by a PAHO Special Centre, according to the selection criteria described in Annex II.

The Selection Committee will determine the journals that can be included and their level of selection, that is, if the journal is to be analyzed as a whole (cover-to-cover) or partially, with the selection of articles to be of interest to LILACS. For example, a journal on Economics or Public Administration can be selected if it frequently publishes articles in the interest to the health sciences but, in this case, only those articles will be included in the database.

Information on the selected titles for their inclusion in the LILACS database should be sent to BIREME by the Coordinator Institutions of LILACS in each country for acknowledgement of the new titles and also for their inclusion in the Serials in Health Sciences Database (SeCS). The Coordinator Institution can either send a complete description of a journal or a copy of its cover, title page, management issues for its description by BIREME. Without the description of a journal in SeCS, its corresponding records when sent to LILACS will be automatically rejected by LILACS quality controls.

5.1.2 Selection of LILACS journal articles

The selection of articles of each issue of an already selected journal should consider the following items:

- Reports of original articles, with signed title and stated authorship;
- Review, updating articles, case report;
- Comments or discussions on subjects or on original articles with the authorship and/or with defined titles. If the discussion does not present the authorship, it will be considered part of an article and its pagination included in that of the article;
- Editorials that can be considered as a special article; they usually include a bibliography.
- Scientific event papers published in journals. If only the abstracts are published it is not necessary to make analytics for each abstract; the issue must be considered as a whole and be indexed by the particular subject of the event.
- Letters to the Editor of an unusual significance and equivalent to a brief article.
- Scientifically significant interviews.
- Anatomico-clinical case meetings.
- Obituary, with significant biographical data;
- Clinical Trials duly registered in databases.

Do not consider:

- Editorials, usually signed by the editor and addressing points related to the recurring issue;
- News;
- Translations or reprints;
- Reproductions of articles already published in national and international journals, except in the cases mentioned in ICMJE recommendation (<http://www.icmje.org>) - item III.D.3;
- Editorials, letters, interviews, and dialogues, without significant scientific value, or bearing a personal character;
- Abstracts in general: of articles, of books, scientific event papers, etc;
- Book reviews;
- Drug and equipment advertisement.
- Administrative or informative reports on scientific events (Conference, Congress, Seminar, etc.);
- Financial and administrative reports.

5.2 Selection of LILACS journal articles - Separatas

- It is considered as separata a part of a text (in the case, journal articles), accurately with the same typographical and of formatting of the original workmanship characteristics, that received a layer, with the respective information that ties it with all, and the expression "Separata of" in evidence.

- As soon as the separate of an article is selected, the journal title must to be described into the SeCS database (Journal on health Sciences). The Cooperating Institutions of each country must send to BIREME the complete description of the same ones for the SeCS Database or the copy of the layer, page of face, expedient, etc., so it can be described for BIREME and, in future update of the auxiliary base used by the system, the title can be available in the list.
- Without the description of the heading into the SeCS, the corresponding records to these separatas sent to LILACS will be rejected by the automatic controls of quality.
- For the LILACS database LILACS non official separatas of journals must to be treated as non conventional material.

5.3 Books

Books published in Latin America and the Caribbean that comply with the above stated selection criteria should be considered to be indexed in the LILACS database.

Books can be analyzed as a whole or by chapters (analytical). The bibliographic and content description of a chapter or a part enables the utilization of the information system full potentiality.

Different editions of a book will be considered as independent records.

Reprints of the same edition of a book should not be considered as a new record. The information on the reprint can appear as a "note" in the record.

5.3.1 Selection of book chapters

The basic rule for the selection of chapters is: A chapter or a part of a book is considered in itself as an independent bibliographic record when it constitutes a whole, it is self-understandable, and has no connections with the preceding or following chapters.

Normally the chapters considered as analytics have their own author(s) and/or bibliographic references.

5.4 Scientific meeting papers (seminar, conference, congress, etc.)

The full texts of papers presented at scientific meetings, whether partially published or collected under the Proceedings of the respective events, should be included in the database.

If the Proceedings contain only the abstracts, no analytics should be made. In this case, the Proceedings should be registered as whole (monographic level) and indexed by the particular subject of the event.

5.5 Manuals, guidelines, etc.

This type of publication, usually issued by the ministries of health, aims at guiding the physician or health professional on procedures concerning specific situations or prior to referring the patient to the higher levels of the health care system.

These publications will preferably be included and analyzed as a monograph.

5.6 Thesis, Dissertation

Only doctoral or associate professor dissertations or thesis, and papers of "stricto sensu" graduation courses will be included in LILACS.

An exception to this rule is applied to the areas of Nursing and Public Health (Epidemiology, Health Services, Health Care and Health Promotion, Social Medicine, Oral Health, Women's Health, Child Welfare, Public Health Veterinary Medicine, Nutrition, etc.). Master's degree dissertations or monographs presented in specialization courses and "lacto sensu" graduate courses, duly recognized in the country, of the above mentioned areas must be included in the database.

5.7 Technical and scientific reports

Technical-scientific reports of unusual significance describing an original research or technical activities carried out by Societies, Associations, Institutions, Programmers, Consultancies, etc., can be included in the database.

Evaluate how intensively treated are the described activities (researches carried out, results, diagnostic of situations, etc.). General and brief reports must not be included.

5.8 Health legislation

Monographs on health legislation (health laws, sanitary regulations, law projects, etc.) at municipal, national or regional areas must be included.

Laws, decrees, ordinances, etc., will be input in the specific legislation databases according to the BVS context, full text, preferably.

5.9 Statistics

Monographic material containing statistical information conducted by international and governmental agencies on mortality, morbidity, health services, health care manpower, etc., describing the state of health of a municipality, country or Region should be included in the database.

Exclude statistical information that is not specifically endorsed by an authorized governmental source or an international agency.

5.10 Educational Materials

Include education materials of significant content, produced by renowned teaching institutions, scientific societies, governmental and non-governmental agencies when they address the areas covered by the database.

Do not include posters, folders, and other ephemeral publications.

5.11 Bibliographies

Include only bibliographies with bibliographic citations of papers by Latin American and Caribbean authors and that refer to LILACS specialty areas.

5.12 Motion pictures, Videorecording, Nonmusical sound recording

Must to be included documents with significant technical-scientific content, produced by institutions of education, scientific societies, recognized governmental and not governmental organisms in the area, of national and international interest.

Do not must to be included ephemeral life materials, spreading materials. In these cases, if considered pertinent, they can be cited as companion material.

6 Bibliographic references

1. BIREME. *Descritores em Ciências da Saúde*. 2.ed. rev. São Paulo, 1992. 1111 p.
2. BIREME. *Manual de Indexação*. São Paulo, 1988. 209p.
3. BIREME. Qualificadores. In: *Manual de Indexação*. Rev. São Paulo, 1993.
4. CHAREN, Thelma. Medlars indexing manual: Part II. In: *Bibliography Services Division: Index Section*. Bethesda: National Library of Medicine, 1983.

7 Glossary

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

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

- **File.** In computing, a set of data that may be saved into some type of storing device. The data files are created by applications, such as a text processor for example.
- **Full text.** Integral contents of any originally electronic document or the digitalized version of a material based on paper. This material can include journal articles, newspaper articles, government documents and whole books.
- **Glossary.** Vocabulary for specific or controlled use, used in publications to clarify the meaning of technical or restricted terms which are not widely used.
- **Guide.** Defines the processes needed for the production of a source of information or phases of a methodology.
- **ID.** ID number assigned to a specific register in the database.
- **Indexing.** Procedure to identify and describe the content of a document with terms that reflect the corresponding subject matters to allow the document to be retrieved later.
- **ISO Code.** Code created under the typology of ISO 2709 standard within ILO - International Labour Organization.
- **ISO Format (of files).** Standard established by the ISO to allow the exchange of data between institutions, networks and users.
- **Lato sensu.** Graduate course, specialization course. This is a more flexible, market-oriented course. It also prepares students for *Stricto Sensu* graduate courses (master's and PHD degrees).
- **LILACS Format.** A bibliographic description format established by BIREME, based on the UNISIST Reference Manual for Machine-readable Bibliographic Descriptions.

- **LILDBI-DOS.** DOS version of the “LILACS Bibliographic Description and Indexing” system.
- **LILDBI-Web.** Web version of the “LILACS Bibliographic Description and Indexing” system.
- **Manual.** Set of steps and operations, whether automatic or manual, required to provide users with instructions on a certain application, program or methodology.
- **Methodology.** Set of rules and conventions used to standardize a process or the production of a source of information.
- **Monographic Level.** Bibliographic description of a document that is a unit in itself.
- **National Coordinating Institution.** Institution that cooperates with the VHL and whose primary role is the coordination of a region’s cooperating centers.
- **PDF.** File format developed by Adobe whose objective is to maintain the presentation format of a document designed for printing when this document is stored in digital media.
- **PHA.** Table created by Heloísa de Almeida Prado with symbols that are used to organize documents according to the author or title of these documents. Is an adaptation of the Cutter table for Portuguese names.
- **Quotation.** Excerpt originally written by a third person. Quotations appear between inverted commas in a publication, with a mention to the author.
- **Scientific production.** Collation (gathering and analysis) of all the literature on a certain theme or literature produced by a specific author for the purpose of analysis, especially of a quantitative nature.
- **Specialized Center.** Institution that specializes in a determined subject within the area of health.

- **Stricto sensu.** Graduate course at the master's or doctorate level that prepares students for an academic career.
- **TCP/IP Protocol.** Standard that defines the method of communication between digital equipment. It employs a single number of identification.
- **Technical Cooperation.** Exchange between developing countries or between developing countries and developed countries to enable cooperation in certain areas, such as the exchange of specialists and faculty members, development or transfer of technology, exchange of information, exchange of information and experiences to improve sanitary conditions.
- **Template.** File which contains the basic definition of the type of document that will be used, with style, predefined text, etc.
- **Thematic area.** Specific set of information on the subject matter of a VHL which allows user topic-based navigation.
- **Treatment Level.** Codified definition of the degree of depth applied to the document upon its bibliographic description.
- **URL.** Standard defined for the addressing of data contents via the TCP/IP protocol. Internet browsers use the URL to access Web pages.

Appendix A - Principal Categories of the DeCS

A ANATOMY

- A01 Body Regions
- A02 Musculoskeletal System
- A03 Digestive System
- A04 Respiratory System
- A05 Urogenital System
- A06 Endocrine System
- A07 Cardiovascular System
- A08 Nervous System
- A09 Sense Organs
- A10 Tissues
- A11 Cells
- A12 Fluids and Secretions
- A13 Animal Structures
- A14 Stomatognathic System
- A15 Hemic and Immune Systems
- A16 Embryonic Structures
- A17 Integumentary System

B ORGANISMS

- B01 Animals
- B02 Algae
- B03 Bacteria

- B04 Viruses
- B05 Fungi
- B06 Plants
- B07 Archaea
- C DISEASES**
- C01 Bacterial Infections and Mycoses
- C02 Virus Diseases
- C03 Parasitic Diseases
- C04 Neoplasms
- C05 Musculoskeletal Diseases
- C06 Digestive System Diseases
- C07 Stomatognathic Diseases
- C08 Respiratory Tract Diseases
- C09 Otorhinolaryngologic Diseases
- C10 Nervous System Diseases
- C11 Eye Diseases
- C12 Urologic and Male Genital Diseases
- C13 Female Genital Diseases and Pregnancy Complications
- C14 Cardiovascular Diseases
- C15 Hemic and Lymphatic Diseases
- C16 Congenital, Hereditary, and Neonatal Diseases and Abnormalities
- C17 Skin and Connective Tissue Diseases
- C18 Nutritional and Metabolic Diseases
- C19 Endocrine System Diseases
- C20 Immune System Diseases
- C21 Disorders of Environmental Origin
- C22 Animal Diseases
- C23 Pathological Conditions, Signs and Symptoms
- D CHEMICALS AND DRUGS**
- D01 Inorganic Chemicals
- D02 Organic Chemicals
- D03 Heterocyclic Compounds
- D04 Polycyclic Compounds
- D05 Macromolecular Substances
- D06 Hormones, Hormone Substitutes, and Hormone Antagonists
- D07 Reproductive Control Agents
- D08 Enzymes and Coenzymes
- D09 Carbohydrates
- D10 Lipids
- D11 Growth Substances, Pigments, and Vitamins
- D12 Amino Acids, Peptides, and Proteins
- D13 Nucleic Acids, Nucleotides, and Nucleosides

- D14 Neurotransmitters and Neurotransmitter Agents
- D15 Central Nervous System Agents
- D16 Peripheral Nervous System Agents
- D17 Anti-Inflammatory Agents, Antirheumatic Agents, and Inflammation Mediators
- D18 Cardiovascular Agents
- D19 Hematologic, Gastrointestinal, and Renal Agents
- D20 Complex Mixtures
- D21 Anti-Allergic and Respiratory System Agents
- D22 Antineoplastic and Immunosuppressive Agents
- D23 Dermatologic Agents
- D24 Immunologic and Biological Factors
- D25 Biomedical and Dental Materials
- D26 Pharmaceutical Preparations
- D27 Chemical Actions and Uses
- E ANALYTICAL, DIAGNOSTIC AND THERAPEUTIC TECHNIQUES AND EQUIPMENT**
- E01 Diagnosis
- E02 Therapeutics
- E03 Anesthesia and Analgesia
- E04 Surgical Procedures, Operative
- E05 Investigative Techniques
- E06 Dentistry
- E07 Equipment and Supplies
- F PSYCHIATRY AND PSYCHOLOGY**
- F01 Behavior and Behavior Mechanisms
- F02 Psychological Phenomena and Processes
- F03 Mental Disorders
- F04 Behavioral Disciplines and Activities
- G BIOLOGICAL SCIENCES**
- G01 Biological Sciences
- G02 Health Occupations
- G03 Environment and Public Health
- G04 Biological Phenomena, Cell Phenomena, and Immunity
- G05 Genetic Processes
- G06 Biochemical Phenomena, Metabolism, and Nutrition
- G07 Physiological Processes
- G08 Reproductive and Urinary Physiology
- G09 Circulatory and Respiratory Physiology
- G10 Digestive, Oral, and Skin Physiology
- G11 Musculoskeletal, Neural, and Ocular Physiology
- G12 Chemical and Pharmacologic Phenomena
- G13 Genetic Phenomena

- G14 Genetic Structures
- H PHYSICAL SCIENCES**
- H01 Natural Sciences
- HP HOMEOPATHY**
- HP1 Homeopathy
- HP2 Homeopathic Clinics
- HP3 Homeopathic Therapeutics
- HP4 Materia Medica
- HP5 Repertory
- HP6 Homeopathic Semiology
- HP7 Homeopathic Pharmacy
- I ANTHROPOLOGY, EDUCATION, SOCIOLOGY AND SOCIAL PHENOMENA**
- I01 Social Sciences
- I02 Education
- I03 Human Activities
- J TECHNOLOGY AND FOOD AND BEVERAGES**
- J01 Technology, Industry, and Agriculture
- J02 Food and Beverages
- K HUMANITIES**
- K01 Humanities
- L INFORMATION SCIENCE**
- L01 Information Science
- M PERSONS**
- M01 Persons
- N HEALTH CARE**
- N01 Population Characteristics
- N02 Health Care Facilities, Manpower, and Services
- N03 Health Care Economics and Organizations
- N04 Health Services Administration
- N05 Health Care Quality, Access, and Evaluation
- SH SCIENCE AND HEALTH**
- SH1 Health Sciences, Technology and Innovation Management
- SP PUBLIC HEALTH**
- SP1 Health Administration and Planning
- SP2 Delivery of Health Care
- SP3 Demography
- SP4 Environmental Health
- SP5 Epidemiology and Biostatistics
- SP6 Nutrition
- SP7 Health Sector Reform
- SP8 Disasters
- SP9 Health Law

VS HEALTH SURVEILLANCE

VS1 Sanitary Surveillance System

VS2 Sanitary Surveillance of Products

VS3 Sanitary Surveillance of Health Services

VS4 Sanitary Surveillance of Environments

Z GEOGRAPHIC LOCATIONS

Z01 Geographic Locations

Appendix B - Journal Selection Criteria for LILACS Database

May/2005

LILACS database (Latin American and Caribbean Health Sciences Literature) is a cooperative product coordinated by BIREME (Latin American and Caribbean Center on Health Sciences Information). Its coverage includes all literature related to the Health Sciences produced by Latin American and Caribbean authors and/or published in the countries of the Region from 1982 onwards.

LILACS database is a result of a cooperative regional effort built by the National Coordinating Institutions (CCN) for each country, as well as Specialized Coordinating Institutions which in turn coordinate the Cooperating Centers that process and feed literature to this database.

The journal selection criteria for LILACS database include printed and electronic format journals and provide orientation for editors and participants in the Latin American and Caribbean on Health Sciences Information System.

These criteria also appear as an annex to the Document Selection Guide for LILACS database, which includes the selection criteria for articles in journals and other types of documents included in the LILACS database (books, theses, dissertations, scientific reports, congress or conference papers, etc).

Responsibility and selection process for titles within the Latin American and Caribbean Health Sciences Information System

Since October 1992, each country in this System is responsible for selecting its journals through the National Coordinating Institutions. It is recommended that each country set up its own Selection Committee to select new titles, analyze national scientific production and promote a continuing evaluation of ongoing selection criteria.

LILACS International Journal Selection Committee is coordinated by BIREME. This International Committee countersigns the titles selected by the National Selection Committees, evaluates the journals indexed in the LILACS database periodically, and promotes studies about the Latin American and the Caribbean scientific production.

Information on the selected titles in each country should be sent to BIREME for acknowledgement of new titles and their inclusion in the Serials in Health Sciences Collections of BIREME (SeCS).

Brazilian scientific journals are selected by the National Selection Committee, coordinated by BIREME. When necessary, BIREME appeals to the Specialized Coordinating Institutions in Dentistry, Nursing and Psychology for the selection of journals in these thematic areas.

Elements to be taken under consideration for selection

It will be considered for indexing in LILACS database the scientific Health Sciences journals, published in Latin America and the Caribbean, in Portuguese, Spanish, English and French, that comply with the following criteria:

Content

Scientific merit of a journal is a primary consideration in selecting new journals for its indexing in LILACS database. In order to assess scientific merit, the following quality factors are taken under consideration: validity, importance, and originality of the topic, contribution to the specific area in question and the structure of the scientific work.

The publication of a significant number of original articles (at least 50% of them) is very important in the selection of a new journal title. Scientific journals must predominantly publish the result of original scientific research or other significant works for the health care area. Whenever necessary, the National Selection Committee may request peers to confirm the predominance of original contributions.

The journals should basically be addressed to health care professionals in general: physicians, nurses, dentists, public health practitioners, health care managers, veterinarians, paramedical staff, researchers in the health field, etc.

Occasionally, journals that cover topics correlated to the health care area may be selected, if considered to be of interest to this field. In these cases, the journal will be selectively analyzed, rather than as a whole (cover to cover).

Items that will be considered in selected journals:

- Original research articles (at least 50% of them);
- Original clinical observations accompanied by analyses and discussions;
- Analysis of philosophical, ethical or social aspects related to the Health Sciences area;
- Case reports or clinical conferences with discussions;
- Epidemiological statistics with analyses and discussions;
- Description or evaluation of methods or procedures.

Publications that will not be indexed:

- Journals that basically publish articles translated or presented in other journals, reports from scientific association or societies, abstracts, news and book reviews;
- News bulletins or publications directed to organizational and informative topics;
- Journals with commercial nature.

The advertising content or commercial sponsorships should not raise any doubts on the objectivity of the published material.

Peer Review

The scientific journals should demonstrate features that contribute to the objectivity, credibility, and quality of its contents. Review and approval of submitted contributions to scientific journals should be performed by peers. The journal editor should formally specify the peer review process adopted for contributions approval. It is recommended that the main dates of the process should be indicated, including the receipt and acceptance dates.

Editorial Board

The constitution of a journal's editorial board must be public. Its members should be renowned specialists with well-known experience in their areas. It is recommended that the journals indicate the city or country to which the members of the editorial board belong. When necessary, the National Selection Committee will check the scientific production of the members of the editorial board in specialized international databases.

Journals whose Editorial board members are predominantly from one institution or a single geographical region should be analyzed by the National Selection Committee as institutional or local nature journals and may not be considered for indexing in the LILACS database.

Regularity of publication

Regularity of publication is one of the mandatory criteria in the evaluation process. In order to be selected for the LILACS database, the journal should appear punctually as scheduled, meaning a quarterly journal should be published four times a year; semestral publication should be published twice a year, and so on.

Journals with more than a year's delay in publication will not be selected, and may be excluded from the LILACS database.

Frequency

Frequency is an indicator of the scientific production flow in a specific area covered by a journal. In the Health Sciences area, it is recommended that journals should be published at least quarterly.

Lifetime

Journals must have published at least four issues in order to apply for evaluation. Consequently, newly published journals should not be sent to the National Selection Committee before bringing out the required number of issues.

Important: In principle, Volume 1, N° 1 of a journal will not be indexed. If the journal is selected, the National Selection Committee may recommend later its retrospective indexing from Volume 1, N° 1 onwards.

Standardization

Journals should:

- Specify the followed rule(s) for the presentation and structuring of the text and references, in order to allow the evaluation of compliance with the proposed standardization;
- Include clear instructions for the authors that reflect the following criteria, if possible:
 - Selection of the works;
 - Identification of the author(s);
 - Indication of the source(s) of research funding;
 - Identification of the responsibility of the author(s) for the contents of the work and any conflict(s) of interest that may affect the outcome;
 - Presentation of report from ethical committee (recognized by NHC – National Health Council) for experimental studies in humans and animals;
 - Rules adopted by the journal, including guidelines for the presentation of abstracts and the selection of key words;
 - Classification of the sections found in the journal.
- Presentation format compatible with the rules for scientific articles publishing;
- Contain the abstracts and key words for the works in both original languages and English version. The use of the Health Sciences Descriptors (DeCS) is recommended for the selection of the key words <http://decs.bvs.br/I/homepagei.htm>
- Display the International Standard Serial Number (ISSN).

Layout

The journal should feature high-quality graphics, illustrations and printing for its layout. The presentation format is very important in order to ensure access to the document, through either traditional publishing way or electronic media.

Forwarding journals for selection

Journals are forwarded by their editors to the National Coordinating Institutions to be evaluated for inclusion in LILACS database, as well as by users or Scientific Editors' Associations. The

National Coordinating Institutions may also analyze a journal and recommend it to the National Selection Committee, even if the editor has not formally requested its inclusion in LILACS database

For a new journal to be analyzed, its last four issues must be sent to the National Coordinating Institutions.

Brazilian journals should be sent to BIREME, which is the National Coordinating Institution for Brazil. BIREME will coordinate the work of the Brazilian National Selection Committee and will provide information and documentation as required. If necessary, BIREME may call on the Specialized Coordination Centers in the Brazilian Health Sciences Information Network to evaluate specific journals in each field of activity.

Admission process report

Admission of a journal to the LILACS database must be carried out only after a favorable report by National Selection Committee in each country. Whenever necessary, the National Selection Committee will request the judgment of peers to support its decision.

BIREME must always be notified about a new title selection by the National Selection Committees for its inclusion in SeCS (Serials in Health Sciences) before its indexing in the database.

The Committee's report will be forwarded to the journal editor, and may include recommendations for journal improvements and changes. The recommendations should be implemented within the period stated by the same report, in order for the journal to be properly indexed in the LILACS database. Indexing will be based on the aspects assessed, or according to the decision of the Committee.

In case of a negative Committee's report, a request for a new evaluation can be done after the journal has been properly adapted to the LILACS Selection Criteria, proven through the submission of four issues published after the last evaluation.

Exclusion process report

A journal indexed in LILACS database may be excluded if it fails to comply with the LILACS Selection Criteria. This exclusion will take place after the report of the National Selection Committee has been issued.

Judgment appeals

Journal editor may appeal against judgments of the National Selection Committee, in relation to both admission and exclusion process. These appeals will be analyzed by the National Selection Committee and may be sent to the LILACS International Journal Selection Committee if necessary. The journal will be re- evaluated in this case and the final report will be sent to the editor.

Readmission process

Excluded journals from LILACS database can be readmitted. The readmission will not be carried out immediately after its exclusion from the LILACS database. The journals may be re-admitted whenever they comply with the Selection Criteria in at least four consecutive issues. Readmission will be analyzed by the National Selection Committee and a report will be sent to the editor.

Commitment of the editors

The scientific editors of the journals selected for the LILACS database are committed to keeping it up to date, while maintaining the high standards of the indexed journals. Indexed journals are evaluated regularly in order to ensure compliance with the LILACS database quality control.

As a counterpart to the indexing and international dissemination of the journals, the editors of the journals selected for the LILACS database should send a copy of new issues as soon as they are published as a donation to BIREME and/or to the National Coordinating Institution.

Forwarding the journals indexed in the LILACS database to the National Coordinating Institutions and BIREME ensures immediate response to user requests. The LILACS database strives to

guarantee full access to the indexed documents. To do so, it was developed and has been improved, the Cooperative Service for Accessing Documents (SCAD) by BIREME: <http://www.bireme.br/bvs/I/iscad.htm> This automated system provides streamlined access to documents among the Cooperating Centers in the System, and even transmission of electronic documents.

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