

ABIA

South and Southeast Asian

Art and Archaeology Index



Reference Manual

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CONTENTS

Part one: Introduction

1.	The <i>ABIA Index</i> project and database	7
2.	Contents of the <i>ABIA Index</i> database	8
3.	Information flow	9
4.	Using CDS/ISIS	9
5.	<i>ABIA Index</i> database design	11
6.	Related databases	12
7.	General bibliographic rules and acknowledgements	12
8.	Introduction to the field by field guide	13

Part two: Entry of data and field by field guide

1.	Getting started	17
2.	Screens, cursor movements, commands & F-buttons	17
3.	Adding a record	18
4.	Specific classes: reviews & obituaries	19
5.	Field by Field guide	20
	010 Reporting office record number	21
	020 Date of entering record	22
	030 Source library	23
	040 Name of indexer	24
	044 Name of the editor	24
	050 Source and status of record	25
	060 Bibliographic level	27
	100 Country of publication	28
	110 Language(s) used in the publication	29
	114 Script of the text	29
	120 ISBN	30
	200 Title of publication (shadow field 201)	31
	202 F200 translation	35
	210 Edition	36
	220 Original edition (shadow field 221)	37
	300 Author, editor, etc. (shadow field 301)	38
	320 Corporate body (shadow field 321)	41
	400 Place and name of publisher (shadow field 401)	43
	410 Date of publication	45
	420 Extent (pagination / number of volumes)	47
	430 Illustration statement	48
	440 Series statement (shadow field 441)	49
	500 Meeting, conference (shadow field 501)	51
	510 Thesis (shadow field 511)	53
	520 Additional notes	54

600	In title (shadow field 601)	55
610	Author, editor, etc. - 2nd level (shadow field 611)	56
620	Corporate body - 2nd level (shadow field 621)	57
640	Title of periodical (shadow field 641)	58
650	Part statement	60
660	Link code: linking review article to monograph(s)	61
662	Link code: linking monograph to the review article(s)	63
670	Link code: linking the article to the monograph	64
672	Link code: linking the monograph to the article(s)	65
680	Link code: linking the reprint to the earlier print	66
682	Link code: linking an earlier print to a reprint	67
700	Classification code	68
710	Period as descriptor (shadowfield 713 and 714)	69
720	Geographical descriptors (shadow field 721)	70
730	General descriptors (shadow field 731)	75
740	Personal names as descriptors (shadow field 741)	83
800	Annotation (shadow field 801)	87
900	Internal memo	91

Part three: Appendices

I	Rules for diacritics and special signs	95
II	ISO two-letter country codes	96
III	ISO three-letter language codes	99
IV	ISO four-letter scriptcodes	101
V	Library numbers	107
VI	Classification codes	110
VII	Search codes	119
VIII	Active annotation words	120

PART ONE

Introduction

1. The ABIA Index project and database

The International Institute for Asian Studies (IIAS) in Leiden has initiated an international project to compile a bibliographic database entitled 'ABIA South and Southeast Asian Art and Archaeology Index'. Following its formative five year period at the IIAS in Leiden, starting from January 1997, coordination responsibilities for 2002-2006 shifted to the Postgraduate Institute of Archaeology (PGIAR) of the University of Kelaniya, Colombo, Sri Lanka.

At present five regional centres of expertise participate in the production: the IIAS (International Institute for Asian Studies) in Leiden, the Netherlands; the PGIAR (Postgraduate Institute of Archaeology of the University of Kelaniya) in co-operation with the CCF (Central Cultural Fund) in Colombo, Sri Lanka; the SPAFA (Regional Centre for Archaeology and Fine Arts in Southeast Asia) in Bangkok, Thailand; the IGNCA (Indira Gandhi National Centre for the Arts) in New Delhi, India and the RCHSS (Research Centre for Humanities and Social Sciences) in Depok, Java-Indonesia.

Formerly known as the *Annual Bibliography of Indian Archaeology (ABIA)* published at the Kern Institute in Leiden, the new *ABIA South and Southeast Asian Art and Archaeology Index* is an electronic database supplying annotated records which are fully searchable online and freely accessible at <http://www.abia.net>.

Each office creates its own database. Online, however, all data can be linked through an 'Search all' function.

Besides these electronic formats, extracts from the database are also available in the form of printed bibliographies. Two volumes have been published thus far, containing approximately 3,350 annotated and keyword-indexed references to publications between 1996 and 2001. Together these media guide its users through the enormous flood of monographs and articles in periodicals, congress volumes, commemorative volumes and other monographic volumes via various search entries.

In addition to the title description, each record contains keywords and annotations which elucidate the context, the inherent interest and the potential value of each of the publications for the user. For each reference, the *ABIA Index* database indicates the source library, thus making such widely dispersed professional literature more easily traceable.

Besides, the *ABIA Index* aims to offer review articles in which recent, important contributions clustered around a particular theme are discussed. It also offers review articles summarizing important publications or research results written in a language other than English.

The database is consulted regularly by art historians, archaeologists, Asia specialists, anthropologists, numismatists, historians, epigraphists and students. Other users are librarians, curators, educational service staff, and collectors of Asian art and coins.

2. Contents of the ABIA Index database

The subjects, regions, and materials covered by the *ABIA South and Southeast Asian Art and Archaeology Index* are the following:

2.1 Subjects

- Pre- and protohistory
- Historical archaeology
- Ancient art history
- Modern art history
- Material culture
- Epigraphy
- Palaeography
- Numismatics
- Sigillography

The performing arts and ancient history are not included.

2.2 Regions

- South Asia: Bangladesh, Bhutan, India, Nepal, Pakistan, Sri Lanka and Maldives
- Southwest Asia - as related to South Asia (for instance Afghanistan and Eastern Iran)
- Central Asia - as related to South Asia (for instance Uzbekistan and Tajikistan)
- East Asia - as related to South Asia (for instance the region of Tibetan culture)
- Southeast Asia: Brunei Darussalam, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Phillipines, Thailand, Vietnam
- East Asia - as related to Southeast Asia (for instance South China)
- The Pacific - as related to Southeast Asia (for instance the region of Austronesian culture)

2.3 Materials

- Monographs
- Articles in monographs
- Articles in periodicals (including reviews and obituaries)
- Unpublished Ph.D. theses and, for Germany, Habilitationsschriften
- Any 'grey' literature of academic level (see below)

2.4 Level

- Scholarly publications by specialists for specialists
 - Scholarly publications by specialists for non-specialists
- Thus, a museum catalogue written by art historians for a general audience is included, but an article by a journalist in a popular magazine is not.
- The boundaries may not always be very clear. In ambiguous cases the indexer will have to decide whether or not to include the publication.

2.5 *Languages*

The language of the database is English. However, the *ABIA Index* editors aim to process information on publications in any language. In practice the database includes publications in those languages with which the ABIA editors and annotators are familiar or for which they receive help from others.

3. *Information flow*

3.1 *IIAS, Leiden*

The editors at The International Institute for Asian Studies (IIAS) in Leiden, The Netherlands, describe materials published in Europe, North and South America, Africa, the Middle East, Australia, Bhutan, Central Asia, Russia, China and Japan.

3.2 *PGIAR and CCF, Colombo*

The editors at The Postgraduate Institute of Archaeology of the University of Kelaniya (PGIAR) in cooperation with the Central Cultural Fund (CCF) in Colombo, Sri Lanka, describe materials published in Sri Lanka, Bangladesh, Pakistan and the Maldives.

3.3 *IGNCA, New Delhi*

The editors of the Indira Gandhi National Centre for the Arts (IGNCA), New Delhi, India, describe materials published in India, Bhutan and Nepal.

Annotators working in countries without an editorial office send their data forms to their relating regional office. The countries involved include: Pakistan, Bangladesh, Bhutan and Nepal.

4. *Using CDS/ISIS*

4.1 *General information*

The ABIA Project documents materials with the help of CDS/ISIS, a text retrieval programme designed and distributed free of charge by UNESCO. It is widely used for bibliographic (and other) databases throughout the world.

Information about CDS-ISIS can be found at the web sites:

www.unesco.org/webworld/isis/isis.htm and <http://www.bib.wau.nl/isis/>.

To join the CDS/ISIS discussion list, consult the web site and fill in the CDS-ISIS form.

The new CDS/ISIS is presently “ready” to import bibliographical data stored/managed in MARC 21 standard, which is used in many libraries.

ABIA endeavours to apply CDS/ISIS- MARC 21 in 2010.

Manuals

Various articles and books on CDS/ISIS are available. See for references:

<http://www.bib.wau.nl/isis/bibliografia.html>

The following are useful English-language manuals:

- *Mini-micro CDS/ISIS reference manual (version 2.3)* / Division of Software Development and Applications, Office of Information Programmes and Services. Paris: UNESCO, 1989.
- *Mini-micro CDS/ISIS : CDS/ISIS Pascal (version 2.3)* / Division of Software Development and Applications, Office of Information Programmes and Services. Paris: UNESCO, 1989.
- *Handling CDS-ISIS : learning the basic notions of the CDS-ISIS information retrieval software system version 3.0* / drafted by Isabelle Gachie and Louis Lohle-Tart. Paris: UNESCO, 1992.
- *Supplement to CDS/ISIS reference manual : CDS/ISIS version 3.0, incorporating a beginners guide to CDS/ISIS* / Susanne Ornager. Bonn [etc.] : Zentralstelle für Erziehung, Wissenschaft und Dokumentation, 1993.
- *The CDS/ISIS handbook* / Andrew Buxton and Alan Hopkinson. London: The Library Association, 1994.
- *Explore CDS/ISIS : a training vehicle* / Eddie Kips. The Hague: LIS Department, The Hague Polytechnic, 1994.
- *Micro CDS/ISIS: simplified manual. 2nd edition* / N.U. Yapa. Colombo: Natural Resources Energy & Science Authority of Sri Lanka, 1997. ISBN: 955-590-010-8

4.3 Important rules

- Make back-ups regularly.
- Do not change any of the ABIA database definitions (ABIA fdt; ABIA, ARMO, and MONO worksheets; ABIA fst; and ABIA display format).
- One may define other display formats for local use under different names.
- The ABIA database is the default database.
- Your record is saved by the final enter at the end of the record (sheet 3).
- One has to choose the option 'change database' (c) in the main menu to work in one of the other databases.

- The user can access the DOS operating system without exiting ISIS. To do this, press control key F6. Use control key F6 for this purpose only if one of the menus is displayed.
- Pressing F6 when editing a worksheet deletes all characters in the field you are working in from the cursor onwards.
- In menu ISISDEF, never use the option 're-initialize database' (i). When used, all your data will be lost.

5. ABIA Index database design

5.1 Field definition table (FDT)

Fifty-nine fields have been defined in the ABIA field definition table. One will find in tag order:

- the name of the field;
- its length;
- the type of field ('X' for a field that may contain both alphabetic and numerical characters);
- possible field repeatability ('R')
- possible subfield delimiters ('ab', 'abc', 'abcd')

Do not alter the ABIA field definition table.

5.2 Worksheets

Three types of worksheet with a four-letter name have been defined for the use of entering data into the ABIA Index database:

- ABIA for articles in periodicals
- ARMO for articles in monographs
- MONO for monographs

Please do not alter them.

5.3 Field select table (FST)

The field select table enables an 'index' to be defined, i.e. a list of terms accessible in fast search mode. By 'term' we mean a word, an expression or a short sentence (for instance, the name of an author, the words of a title, the title of a series or a periodical).

The ABIA field select table indicates which fields are indexed in the ABIA database, and according to which system.

Do not alter the ABIA field select table.

5.4 Edit format

Several edit formats can be defined for each database. Please do not alter the ABIA edit format.

If another format is required, please define a new format under a different name.

For the final print format AB11 is used.

6. Related databases

6.1 Thesauri databases

Each regional office creates its own set of three thesauri:

- THGEO for geographic terms (entered in field 720)
- THGEN for general terms (entered in field 730)
- THPRS for personal names as terms (entered in field 740)

These thesauri consist of a gradually expanding number of terms. A special programme (ped-23) assists in editing the fields 720, 730 and 740 with the help of the thesauri.

7. General bibliographic rules and acknowledgements

7.1 Bibliographic description

- *ISBD(M) : International standard bibliographic description for monographic publications* / International Federation of Library Associations and Institutes. First standard edition, revised. London : IFLA International Office for UBC, 1978.
This standard is our starting-point for the bibliographic descriptions
- *The Chicago manual of style*. Fourteenth edition. Chicago and London : The University of Chicago Press, 1993.
In some minor details we depart from the first-mentioned standard. We then follow this second standard.

7.2 Transliterations

Non-Roman scripts are transliterated according to ISO standards, or, if not available yet, according to romanization tables used by the Library of Congress, and published in: *ALA-LC romanization tables : transliteration schemes for non-Roman scripts* / approved by the Library of Congress and the American Library Association ; tables compiled and edited by Randall K. Barry. Washington: Library of Congress. ISBN 0-8444-0706-2(pb).

7.3 Diacritics and special signs

Diacritics and special signs are documented in the bibliographic description proper *as they are found in the item* described (contrary to the annotation, which uses thesaurus spelling).

If an item has been written in a non-roman script, transliterations are made according to the above-mentioned ISO standards and romanization tables.

The *diacritics, special signs and special letters* are entered into the ABIA database *in an encoded form*.

8. Introduction to the field by field guide

The field by field guide gives a description of each field in the database in field tag order. For each field it is indicated which of the following characteristics should be applied:

8.1 Characteristics

8.1.1 Mandatory or optional

Input of field-information can be mandatory or optional, depending on the type of material.

- Mandatory means that filling in the field is compulsory. You must present the information.
 Example: if the item is an article in a book from a serial, the serial title *must* always *be entered* in field 440.
- Optional means that one is free to decide whether or not this field is required for a particular record.

8.1.2 Fixed source

In a field thus characterized, the source of information is fixed.

Example: the title of a monograph should be derived from the title page or, if there is no title page, the title page substitute.

8.1.3 Standardized form

In a field thus characterized the information is presented in a standardized form.

Example: in fields 300 and 610 the author's names are given in a standardized form, i.e. a form common (in field 300 or 610) to all records in the database referring to publications by that particular author.

NB: in fields 200^r and 600^r the author's name(s) appear in the form as found on the title page or the title page substitute.

8.1.4 % Repeatable

A repeatable field is one that allows more than one element of equal weight to be entered in it. Each element is treated separately.

Example: the personal author field is repeatable because there might be more than the author. A heading for each of these authors is needed in a personal author's index.

The elements in a repeatable field are separated by means of a percentage sign (%). This sign does not appear in the printed text.

8.1.5 *Subfielded*

A subfielded field allows you to treat the subelements separately.

Example: in field 400 (place and name of publisher) the place and the name of the publisher are in separate subfields. Both can thus be used as elements for sorting the records.

- Each subfield is preceded by a circumflex and a letter of the alphabet, for example: ^a. These subfield delimiters do not appear in the printed text.
- A subfield delimiter *without subfield contents* is regarded as an existing subfield, and will be displayed. *It should be deleted* if the subfield does not contain information.

8.1.6 *With diacritics*

Indicates that a field *may* contain diacritics. Such a field is used for the printed version of the *ABIA Index*. It can also be consulted in the electronic form. This field is not indexed.

8.1.7 *Shadowfielded*

Indicates that the field has a shadowfield for information without diacritics. By means of a special programme, the information in this shadowfield is automatically derived from the corresponding field *with* diacritics. Therefore it is neither defined in the worksheets, nor shown. However the information is searchable and made visible in the online database (see paragraph 7 above, under transliterations).

If the information is indexed, it is the shadowfield, not the field with diacritics, that is being indexed.

8.1.8 *Searched as*

Presents the three-letter code by which a specific field can be searched in the search programme. According to the specific character of a certain field, the entire field can be searched or words from the field.

See Appendix VII for a list of these indexed terms.

Example: the code AUT= is prefixed to all the standardized names of authors, editors, etc. that occur in fields 300 and 610.

Example: when searching publications written by the author P.L. Gupta, the search term to use is AUT= Gupta; if searching books on the Gupta period, the search term may be TTL= Gupta (if one searches for the word Gupta as occurring in titles of publications).

8.2 *Purpose*

Describes when and how the field is used.

8.3 *Rules for entry*

Elucidates the use of the field and explains how the data should be entered in the field, including cataloguing rules for capitalization and punctuation.

8.4 *Examples*

Illuminate the rules for entry.

PART TWO

Entry of data

Field by field guide

1. *Getting started*

- Start PCABIA via Start-Programs-PCABIA-CDS/ISIS PED.
- Enlarge the screen by using Alt-Enter.
- Choose option 1: Stockpile
- Choose the number of the database you have to work in and press ENTER
- If asked for: *Shall I update the Inverted File ?* Press y for yes
- The database will open and present the un-opened record 1
- The **task ruler** distinguishes between 7 commands, **select an action by typing the initial letter**. *Be cautious* with the command <Ctl_PGUP>
 - <Edit> This will open the record (see number at the top right). You can now edit or add information
 - <Add> I want to create a new record.
The system comes up with the question: Copy current record as a template of the new record ? Y/N
Y = Yes I want an exact copy of the record of which the number is given in the upper right corner (which can be very practical for quite similar records). See also explanation of letter G
N = No, I don't want a copy; come up with an empty new record
Select your worksheet by choosing for 1, 2 or 3.
 - <Delete> Delete the record of which the number is given in the upper right corner. The system explicitly asks you: Are you sure? Y/N. Choose Y or N
 - < CTL ► ◀ > By using the combination Ctrl → the system will bring you to the last record in the database; Ctrl ← will bring you to the first record in the database.
 - <Quit> Quit this task ruler. You get the options Compile, Run or Quit.
 - <Ctl_PGUP> *Be cautious!* The system starts checking all shadowfields in all records. If you are at record 1, it will check all records from number 1 onwards. This will take ca. 20 minutes for 6.000 records. Only to be used by editors.
 - <GO> After choosing G, an empty line will show up. Type the record number you want to open and press Enter.

2. *Screens, cursor movements, commands & F-buttons*

Screens

- Alt-Enter: will enlarge your screen
- To enter a screen, use M (modify)

(Cursor) movements

- Create forward movements by using the Enter button; the cursor will jump to the next field.

Create backward movements by using the Tab button; the cursor will jump to the previous field.

- The annotation field is regarded as one field: the cursor quickly jumps through it.
- With the ↓ -sign, you jump to the end of a field.
- To enter data in the second or third screen of a record, use the Enter button.
- To move to a previous screen, use B (previous screen). It takes you backwards, screen by screen.

Commands

- To visualize the command ruler, if in a record, use the Enter button until arrived at the bottom of your screen.
- The command ruler has 8 commands. Choose the appropriate initial.

F-buttons

- Within the ABIA add and edit program, the following F-series is active:
 - F1: Help function; available in all screens
Under the F1 button you will find an ‘made-to-measure’ help function, guiding you through a specific field. The help function changes its content dependent on the field your cursor is in.
 - F3: Marks the beginning of the text part to cut/copy
 - F4: Marks the end of the text part to cut/copy; in fact your text is cut now . You can restore the text by using F5
 - F5: Copy function; the selected text part is copied and saved until replaced by a new text part. It can be applied as often as wished for.
 - F6: Omits all data within a field behind the cursor.

3. *Adding and copying records*

- Start from your task-ruler, choosing A (Add)
- **Copy current record as a template of the current record? Y/N**
Y = Yes, I want an exact copy of the record of which the number is given in the upper right corner.
But the fields 010 and 020 are empty in the copy record; these are filled in automatically after saving the record.
N = No, I don’t want a copy; come up with an empty new record. In that case:
 - Select your worksheet by choosing for 1, 2 or 3.
 - If you want a specific **record to be added to another database**:
Press A (Add); Do you want a record as a template of the current record? Choose N (no).
Add the record to another stockpile? Type Y (yes); type the number of the preferred database and the record will be added after a few seconds.
 - FOR TECHNICAL GUIDING THROUGH THE RESPECTIVE FIELDS, SEE: FIELD BY FIELD GUIDE

4. *Specific classes of publications: reviews & obituaries*

Reviews

- For reviews ^b in 200 (subtitle) is never used. All title information is given in ^a. If there is a subtitle: choose for space-colon-space followed by the subtitle.
- For reviews the 200^a field starts with the formulation: Review of:
Example: 200^aReview of: Ancient Buddhist scrolls from Gandhara : the British Library Kharosthi fragments, by Richard Salomon, with contributions by Raymond Allchin and Mark Barnard^rCarol Altman Bromberg
- In 200^r the author of the review is given.
- Two reviews in one publication? Create the % sign and insert ^a and ^r for adding the second title and author.
- In the 300 (author's name) first add the name of the reviewer in ^a and ^b; create the % sign and insert ^a and ^b to add the name(s) of the author(s) reviewed.
- Reviews do not require keywords, an annotation or a period indicator, only a classification code.
- The status of reviews (050) is edb.
- Always fill in the linkcode with the book (660).
 A unique code should be filled in with small letters according to the Pica principle of 44221.
 4: give the first four letters of the author's name (to three-letter names a space is added to create four characters: Dev= Devspace; but in two-letter names only one space is added: e.g. Fu is Fospace).
 4: give the first four letters of the first title word (skip the initial article; add spaces if necessary)
 2: the first 2 letters of the following word (add spaces if necessary)
 2: the first 2 letters of the following word
 1: the first letter of the following word
 Ignore the subtitle.

Obituaries (Memorials/ Necrologies)

- Obituaries are classified according to their specific research field: e.g. archeology India is 2.3.5 or 2.3.6.
- The period can be indicated by giving both the year of birth and demise.
- In Abthes Prs you can create the name of the person. Add a scope note (SN) for additional information such as *archeologist 1885-1958, researcher etc.*
- Add keywords to cover his 'field of work' geographically (India) and professionally (Gandhara; Buddhism, archaeology, indologists, archaeologists)

5. Field by field guide

REPORTING OFFICE RECORD NUMBER

010

CHARACTERISTICS

Mandatory: However, does not require input of data as the information is *generated automatically* after saving the record

PURPOSE

Field 010 is used for containing a code that makes each record identifiable and unique within a co-operative system.

EXPLANATION OF THE CODES

1. The code consists of two alphabetical letters assigned on the basis of an ISO country code (see Appendix II). Since the ABIA at present has cooperative systems in Colombo, New Delhi, and Leiden, there are three possibilities: lk (Sri Lanka), in (India), nl (The Netherlands).
2. Then a hyphen is added automatically, followed by the year of entry of the record using all four digits; again it is followed by a hyphen.
3. Finally, the sequential MFN number, shown in the lower right corner of the screen, is added. This Master File Number is a numeric link to your new record in the database.

EXAMPLES

lk-2003-6349

in-2004-1680

nl-2005-7850

020DATE OF ENTERING RECORD

CHARACTERISTICS

Mandatory: However, does not require input of data as the information is *generated automatically* after saving the record

PURPOSE

Field 020 is used for documenting the date on which the record was created in the database.

EXPLANATION OF THE CODES

1. Two digits are added for the day, two for the month, and four digits for the year.
2. They are separated by hyphens.

EXAMPLES

21-05-2004	for 21 May 2004
03-11-2006	for 3 November 2006

SOURCE LIBRARY
030

CHARACTERISTICS

Mandatory: with exceptions (see rule 6).

PURPOSE

Field 030 is used for entering a code that identifies the library where the copy of the documentary unit that is being described, is kept. This field serves the user of the ABIA database in locating the publications.

RULES FOR ENTRY

1. Enter the ISO country code (see Appendix II) together with a numeral assigned for each local library. *Don't separate by an hyphen.*
2. Each contributing country office has to make a list of libraries and numbers ascribed to them.
3. Presently, lists are available for Sri Lankan, Thai, Indonesian and Dutch libraries (Appendix V).
4. Mention only one library.
5. If no library can be assigned to a record, at least add the country code.
6. If a book, article or off-print used for preparing a record is a privately owned copy which is not available in a specific library, then leave field 030 open. If the information is derived from catalogues or the internet, just fill in the first two letters of your own country code. The library numeral will be added later.

EXAMPLES

- lk3 for Sri Lanka, library no. 3 (library of the Department of Archaeology, Colombo)
- nl2 for The Netherlands, library no. 2 (library of the Kern Institute, Leiden)
- id1 for Indonesia, library no. 1 (Perpustakaan Nasional, Jakarta)

040 & 044

NAME OF INDEXER & NAME OF THE EDITOR

CHARACTERISTICS FOR 040 & 044

Mandatory

% Repeatable

Searched as: ind= & edi=

PURPOSE

Field 040 is used for documenting the name of the indexer (the person to put in the bibliographical data) in an abbreviated form.

Field 044 is used for documenting the name of the indexer (the person to correct the bibliographical data and write the annotation) in an abbreviated form.

RULES FOR ENTRY

1. Use a two-letter or three-letter code (usually the first initial and the first letter of the family name) to document the name of the indexer. Don 't use capitals.
2. The code identifying the indexer must be unique within the ABIA network. Please check the online website to ascertain its uniqueness. Search **ind=**
3. If two co-workers have together prepared one record, include codes for both names, separated by %.
4. In the case of *limited* extra editorial work on a specific record, the second editor's name is *not* added in field 044.

EXAMPLES

bw	for Buddhini Wijesuriya
kp	for Kwie Ping
kpp	for Kristy Phillips (see Kwie Ping)
wt	for Wilasinee Thabuengkarn
er%gt	for Ellen Raven and Gerda Theuns

SOURCE AND STATUS OF RECORD

050

CHARACTERISTICS

- Mandatory:* All subfields should be filled in
- Subfielded:* ^a ^b ^c
- Searched as:* STA= (referring to the source status codes filled in under ^a and ^b together)
STS= (referring to the progress status codes filled in under ^c)

PURPOSE

- Subfield ^a is used for documenting the source of the data on which the documentation is based
- Subfield ^b is used to document the way of inputting (direct or through a form)
- Subfield ^c is used to document the editorial status of the record (so this can change)

RULES FOR ENTRY

Subfield ^a

- Fill in: p, c, or r
- p = documentation on the basis of the publication itself
 - c = documentation on the basis of a title in a publisher's catalogue, internet, author's list
 - r = documentation on the basis of the old ABIA (retrospectively entered titles)

Subfield ^b

- Fill in: d or w
- d = direct input (you actually do it yourself)
 - w = input from filled-out data forms, as prepared e.g. in Bangladesh, Nepal and Pakistan.

Subfield ^c

- Fill in: i, t, c, or e
- i = incomplete for an unfinished record, not visible in the the online database yet
 - t = transitional for an incomplete record, valuable enough to show already in the online database, e.g. catalogue records including keywords (See P.S.)
 - c = complete for a complete, but *editorially unchecked* record; it is accessible online
 - e = end phase for a complete, and editorial checked record; it is accessible by the online database

Followed by v3 (*etc.*) or referring to *ABIA Index Volume Number* (this code is assigned to the printed volume in which the record will be, or has been included)

db referring to the online database only the final destination of the record; the record will not be printed in an *ABIA Index Volume*.

All records, whether status db or v3 are accessible in the online database.

EXAMPLES

^ap^bd^civ3 From right to left: Incomplete, unchecked record (when, for instance, the annotation has not yet been made) destined for *ABIA Index Volume 3*, created via direct input of bibliographic data on the basis of the publication itself.

^ac^bd^ctdb From right to left: transitional record destined for the online database only, created via direct input of bibliographic data on the basis of a publisher's catalogue.

NB: If bibliographic data are based on a publisher's catalogue, the record is considered 'incomplete' when there are no keywords added yet and considered 'transitional' when keywords have been added. Catalogue records have to be re-checked later, after consulting the publication itself. Use the search code **sts=idb** or **sts=tdb** to find these incomplete or transitional records. Consulting of the publication is necessary to give the record an c or e status.

^ap^bw^ccv3 From right to left: Complete record, destined for *ABIA Index Volume 3*, of which the input took place by means of a filled-out data form; the bibliographic data were gathered on the basis of the publication itself.

^ar^bd^cedb From right to left: Record checked by a coordinating editor, destined for the online database. The input was direct, using a title of the old *ABIA*, which means that it is entered retrospectively.

^ap^bd^cev1 From right to left: Record checked by a coordinating editor, included in *ABIA Index* vol. 1, which knew a direct input, based on the publication itself.

^ap^bw^cev2 From right to left: Record checked by a coordinating editor, included in *ABIA Index* vol. 2, of which the input is based on hand-written data forms in which the publication itself was used.

BIBLIOGRAPHIC LEVEL
060

CHARACTERISTICS

Mandatory Subfield ^a; Subfield ^b (if necessary; should be deleted if not filled in)
In some worksheets automatically filled in as default. See Examples

Subfielded: ^a ^b

Searched as: bib=

PURPOSE

Field 060 is used for documenting the bibliographic level of the item being catalogued and of the parent item. In subfield ^a the first level is shown; in subfield ^b the second level.

RULES FOR ENTRY

subfield ^a:

Fill in a, m, or c a = article
 m = monograph (single-volume work)
 c = collation (multi-volume work)

subfield ^b:

Fill in m, p, s or c m= monograph consisting of separate articles
 p= periodical
 s= monograph in a series
 c= monograph in a collation (multi-volume work)

EXAMPLES

^aa^bm for an article in a monograph.
 PS: default in worksheet ARMO (for article in monograph)

^aa^bp for an article in a periodical.
 PS: default in worksheet ABIA (for article in periodical)

^am for a monograph (delete ^b)

^am^bs for a monograph in a series

^ac for a multi-volume work (delete ^b)

^am^bc for a monograph in a multi-volume work

100COUNTRY OF PUBLICATION

CHARACTERISTICS

*Mandatory**Searched as:* cou=

PURPOSE

Field 100 is used for entering a code that identifies the country from which the publication emanated. This field serves to retrieve all items originating from a particular country.

RULES FOR ENTRY

1. Enter an ISO two-letter country code in small letters (see Appendix II).
2. The country given is that of the place of publication mentioned first.
Example: if one finds on the title page: London, Bangkok, Singapore, New York: Oxford University Press, the country to be coded is: United Kingdom.
3. If the documentary unit is a revised reprint issued in a country other than the country of origin, select the country in which the reprint is issued.

EXAMPLES

af	for Afghanistan
au	for Australia
gb	for United Kingdom
in	for India
id	for Indonesia
lk	for Sri Lanka
th	for Thailand
us	for United States

 LANGUAGE(S) AND SCRIPTS USED IN THE PUBLICATION

110 & 114

CHARACTERISTICS FOR 110 & 114

*Mandatory**% Repeatable*

Searched as: lan=
 (FOR 110 ONLY)

PURPOSE

Field 110 is used for entering a code that identifies the language(s) in which the item is written.

Field 114 is used for entering an ISO 15924 code, consisting of four letters. see <http://unicode.org/iso15924/iso15924-codes.html> or Appendix IV.

RULES FOR ENTRY

1. Add one or more ISO three-letter language codes (App. III), using lower cases
2. Separate codes by means of a % sign

EXAMPLES

eng	for a publication in English
ben	for a publication in Bengali
bur	for a publication in Burmese
eng%hin	for a publication in English and Hindi
eng%snh%tam	for a publication in English, Sinhalese, and Tamil

 120
ISBN

CHARACTERISTICS

Mandatory: if available; leave out if the item is an article in a monograph and the monograph is also documented

Fixed source: derived from anywhere in the publication

% Repeatable

Searched as: isb=

PURPOSE

Field 120 is used for documenting the International Standard Book Number (ISBN) assigned to published monographs. The field is repeatable to allow entry of separate ISBN numbers for a multi-volume work, or to distinguish separate numbers as assigned to hardcover and paperback editions of one and the same monograph.

RULES FOR ENTRY

The ISBN is a ten-digit number divided into four parts of varying length separated by hyphens.

1. Enter the ISBN as found on the item, except that spaces between numbers should be replaced by hyphens.
Since 2007 the modern ISBNs have 13 digits, starting with 978 or 979.

In case of a title *derived from a catalogue*, enter the ISBN as given but note in field 900 (Internal memo) that the number has to be checked after consulting the publication.

2. Do not enter the letters ISBN in front of the number. These are added automatically in the print format.
3. Add (pb) for a paperback edition and (hc) for a hardcover/hardback edition. No space in between.
4. If the ISBN code concludes with an x, then make it a capital X

EXAMPLES

0-88936-354-4

92-5-102209-7%92-5-302209-4

0-521-27523-6(hc)%0-521-27525-3(pb)

 TITLE OF THE PUBLICATION

200

CHARACTERISTICS

Mandatory

Fixed source: derived from the title page or title page substitute of a monograph or the head of an article

% Repeatable for the same title in another language

Subfielded: ^a (see instructions)
 ^b (delete it, if superfluous)
 ^r (see instructions)

With diacritics

Shadowfielded in: 201 without diacritics

Searched as: ttl=

PURPOSE

Field 200 is used for documenting the main title (^a), subtitle(s) (^b), and responsibility (^r) e.g. authors, editors, illustrators, translators etc. and/or corporate bodies acting as authors.

RULES FOR ENTRY

General

1. *Capitalizing letters:*

Capitalize the first letter of the first word in the main title, proper names, and each significant word in the names of corporate bodies or conferences that might appear in the title.

So, *don't capitalize every noun in the title*, even if this was done on the title page.

2. *Punctuation*

Do not enter any punctuation at the end of a subfield.

3. *Title missing*
If the item has no title, supply one and enclose it in square brackets [...].
Enclose each square bracket in triangular brackets. <[>.....<]>
In MICRO-ISIS, this device ensures that the square brackets will be ignored when the titles are sorted alphabetically.
4. *Sic title*
If there's a mistake in the title or author's name, take over the mistake(s), but note [sic] behind the title or name. Allow no space in between.
5. *Responsibility*
If the responsibility is known but cannot be derived from the title page or its substitute, enclose it in square brackets [...].
It is not necessary to enclose the square brackets because this information is not used for sorting purposes.

Subfield ^a (main title)

1. Enter the main title as found on the title page of the item (but be aware of the capitalization rules); so e.g. in French records also: avec collaboration de...
2. If there is no title page, select the title from the title page substitute (cover, half title page, spine, or other part of the item, in this order).
3. For articles in monographs and periodicals, enter the title as found at the head of the article, *not as found in the table of content*.
4. If the main title begins with an article ('The', 'A', 'An' and their equivalents in other languages), enclose this article in triangular brackets.
In MICRO-ISIS this device will ensure that the article will be ignored when sorting alphabetically.
If the title contains *quotation marks*, act as following: The "boats of South Asia" should be: <The "> boats of South Asia".
5. If the book or article is written in multiple languages, enter the main title and subtitle in subfield ^a and ^b and repeat this set for the 2nd language in order to retain the sequence ^a**title**^b**subtitle**%^a**title**^b**subtitle**% etc.

6. If the article is a **review**, enter: Review of: complete *title* followed by a *comma* and the word *by* plus the *author (s) reviewed*. If applicable complemented by (ed.) or (eds) between brackets. The *author of the review is entered in subfield ^r*.
Reviews don't have a subfield ^b; all data are given under ^a using a specific punctuation. See Examples under *review on page 21*.

Subfield ^b (subtitle)

1. If there is a subtitle, enter it as found on the title page of the item.
Never put it between brackets.
2. Don't capitalize the first letter of the subtitle or bracket the opening article.
3. If there is no title page, select the subtitle from a title page substitute.
4. For articles in monographs and periodicals, enter the subtitle as found at the head of the article; do not use the table of contents.
5. If there is more than one subtitle, add these sub-subtitles and separate them by a space, a semi-colon, and a space.
6. If the book is written in multiple languages, enter the subtitle for each language in repeated subfields ^b. So: ^a^{title}^b^{subtitle}%^a^{title}^b^{subtitle}% etc.

Subfield ^r

1. Enter the responsibility of the item as found on the title page or, if not available, on the title page substitute (see subfield ^a, rule 2 page 34).
2. In case of an article, enter the responsibility as found at the head of the article or, if not available, as found elsewhere in the article or in the monograph or periodical.
3. Leave out titles such as Dr., but add (in abbreviated form) any information about the role of the responsibility *as found on the title page* (or head of the article).
Examples: by ...; ed. by ...; ... (ed.); ... (eds); fotogr. by ...; ... (fotogr.); transl. by ...; ... (transl.).
4. If one would like to add such information, which is, however, not found on the title page, then add it in square brackets.
Example: ^r[ed. by] John Miksic; [text by Jan B. Av\01e] etc.
5. Separate names of two or more authors by a comma and a space.
Example: ^rPeter Bellwood, James J. Fox, and darrell Tryon (eds)
6. If there is no author, put ^b in field 300.

6. Separate names of responsibilities *with different roles* by a space, a semi colon, and a space.

Example:^rby R. Soekmono ; transl. by Michael Smithies

7. If information on the role of the responsibility is given in two or more languages give the information in the first language only.

EXAMPLES

Main title and responsibility

^aAncient history^rvolume ed.: John Miksic

Main title, subtitle and responsibility

^a<The> archaeology of mainland Southeast Asia^bfrom 10,000 B.C. to the fall of Angkor^rCharles Higham

Main title, two subtitles and responsibility

^a<The> bounteous tree^btreasures in Indian art and culture : homage to Dr. H.V. Trivedi^red. by Kalyan Kumar Chakravarty

Main and subtitle in two languages, corporate bodies as responsibility

^aLooting in Angkor^bone hundred missing objects^aPillage \02a Angkor^bcent objets disparus^ra publication of the International Council of Museums (ICOM) in cooperation with the Ecole fran\\14caise d'Extr\03eme-Orient

Main title, two kinds of responsibilities

^a<The> sculpture of Indonesia^rJan Fontein ; with contributions by R. Soekmono, Edi Sedyawati

Main title and subtitle in two languages, two kinds of responsibilities not mentioned on the title page or title page substitute, but derived from the contents

^aBorneo^bles Dayak dans la collection Fran\\14cois Coppens%^aBorneo^bthe Dayak in the Fran\\14cois Coppens collection^r[pr\01eface by Genevi\02eve Lagard\02ere ; text by Jan B. Av\01e]

Title not mentioned on the title page or title page substitute, but derived from the contents, responsibility not mentioned

^a[>Heritage of Asia's past<]>

^aReview of: The crossroads of Asia : transformation in image and symbol in the art of ancient Afghanistan and Pakistan, by Eliabeth Errington and Joe Cribb with Maggie Claringbull (eds)^bBruno Dagens

CHARACTERISTICS

Mandatory

With diacritics

PURPOSE

Field 202 is used for the presentation of an English title derived from a non-English record.

RULES FOR ENTRY

1. Translate the title into English, keeping as close as possible to its original title.
2. Do not use italics in the translation.
3. Do not apply ^a and ^b, but apply space-colon-space between the main and the subtitle.
EXAMPLE: Borneo : the dayaks in French collections
4. Do not bracket the opening article.

 210

 EDITION

CHARACTERISTICS

Mandatory for 2nd or later editions of monographs (unless unrevised);
for 2nd or later editions of articles in monographs, if the
monograph is not entered as a separate record.

Fixed source: derived from anywhere in the publication.

PURPOSE

Field 210 is used for documenting any edition statement other than the first.

RULES FOR ENTRY

1. Enter any edition statement other than of the first edition as found on the item, but in the language of the database (English).
2. Abbreviate words such as edition, revised, enlarged, as in the examples below.
3. The first letter of the first word should be capitalized as in the third, fourth, and fifth examples.
4. *Do not enter any punctuation at the end of the field.*
5. If one knows that the item is a reprint but this is not mentioned in the publication, this information may be added in square brackets, so [reprint].
6. Do *not* use for:
 - 1st edition
 - an article in monograph if the monograph is entered as a separate record as well
 - an article in a periodical

EXAMPLES

2nd ed
3rd ed
New ed., rev. and enl
Rev. ed
[Re-ed.]

ORIGINAL EDITION
220

CHARACTERISTICS

Mandatory: if available*Subfielded:* ^a mandatory ^b if necessary ^c if necessary*With diacritics**Shadowfielded:* 221 without diacritics

PURPOSE

Field 220 is used for documenting the original edition of the re-edition/reprint described.

RULES FOR ENTRY

1. *Subfield ^a* is meant for the year of the original publication
2. *Subfield ^b* is meant for the place of original publication (if different from the re-edition/reprint)
3. *Subfield ^c* for the publisher's name of the original publication (if different from the re-edition/reprint)
4. Enter the information as found in any reliable and easily traceable source (usually the re-edition/reprint itself). If such information cannot be easily found, then do not enter anything.

EXAMPLES

^a1998 Originally edited in 1998 at the same place and by the same publisher as mentioned in the re-edition

^a1993^bLondon^cBlackwell
Originally edited in 1993 in a different place (London),
and by a different publisher (Blackwell) than the re-edition

 300

 AUTHOR, EDITOR, ETC.

CHARACTERISTICS

Mandatory: if available

Standardized form

% Repeatable

Subfielded: ^a ^b

With diacritics

Shadowfielded: 301 without diacritics

Searched as: aut=

PURPOSE

Field 300 is used for documenting the standardized name of the responsibility mentioned in field 200^r. The standardized name is the name under which an author, editor, etc. is best known. This name is used in all records for that author in the ABIA databases. For Thai and Vietnamese names a form without diacritics is used as standardized name. In case of a review, field 300 will refer first to the author of the review, secondly to the author of the item reviewed (see page 21).

RULES FOR ENTRY

Subfield ^a (personal name(s))

1. Enter personal name(s), initial(s) and/or prefix(es) to a family name in this field, according to the most commonly used form (See printed *ABIA-Index*):
Example: ^aAshvini^bAgrawal^aF.R.^bAllchin; ^aHans T.^bBakker
2. When prefix(es) to a family name form the main entry to a name (recognizable as written with upper case), enter them in subfield ^b.
Example: ^aAlbert^bLe Bonheur)
4. In other prefix instances they are entered after the first name in subfield ^a.
Example: ^aKarel R. van^bKooij

CONTINUED
300

Subfield ^b (family name and addition(s))

1. Enter family name and addition(s) to a family name in this field, or enter independently used personal name(s).
2. Give the most commonly used form.
3. Malaysian and Chinese names and any other names of which the name presented first forms the main entry to the name, are entered in this field leaving subfield ^a blank.

General

1. If the author uses various forms of his name more or less equally frequently, use the most complete form.
Example: V.S. Agrawala is mentioned more or less as frequently as Vasudeva S. Agrawala, while Vasudeva Sharana Agrawala is less frequently used. Then use Vasudeva S. Agrawala as standardized form.
2. If two authors have the same initials and family name, use the full form of their personal names instead of initials.
3. If an identical name belonging to another person is added, previously entered names should be adapted accordingly.
4. If there is no author, type ^b in field 300; field 200 is subsequently without ^r.

EXAMPLES

^aJ.G. de^bCasparis

(Dutch scholar, also known as Johannes Gijsbertus de Casparis)

^aJ.E. van^bLohuizen-de Leeuw

(Dutch scholar, also known as Johanna Egberta van Lohuizen-de Leeuw and as Joh. E. de Leeuw)

^aRobert^bBrown%^aMichael^bWilles

(review written by Robert Brown of a publication by Michael Willes)

^bMohd. Kamaruzaman A. Rahman

(Malaysian scholar, also known as Kamal Rahman)

- Tan Tat Ghee** (Scholar from Singapore, Chinese name)
- Soeroso M.P** (Indonesian scholar, name with initialized last names)
- Pisit Charoenwongsa** (Thai scholar, first name is the main element of entry)
- Warawut Suthithon** (Thai name, standardized form without diacritics; note that in field 200^r the transliterated form - Wr\08awu\12th\08Su\12th\08\80\12thr -is given, with diacritics)
- Le Xuan Diem** (Vietnamese name without diacritics; note that in field 200^r the form with diacritics - L\03e Xu\03an Di\03\12em - is given if this is found on the title page)
- Albert Le Bonheur**
(French scholar, prefix to family name forms the main element of entry)
- Steve Van Beek** (American scholar, prefix to family name forms the main element of entry)

CORPORATE BODY
320

CHARACTERISTICS

Mandatory: if available*Standardized form**% Repeatable**Subfielded:* ^a mandatory ^b if necessary ^c mandatory*With diacritics**Shadowfielded:* 321 without diacritics*Searched as:* cor= (for whole name); cow= (for words)

PURPOSE

Field 320 is used for documenting the standardized name of each corporate body bearing intellectual responsibility for the work, e.g. UNESCO. Corporate bodies that sponsored or funded the work described in the record, are not entered.

Only fill in if there are no authors.

RULES FOR ENTRY

1. Enter the corporate body under its internationally best known name.
2. Capitalize all significant words.
3. Do not enter any punctuation at the end of a subfield.

Subfield ^a (main body)

1. Enter the main body in this subfield. Note that on the title page the main body is usually mentioned as the last, the sub-body as the second, and the sub-sub-body as the first.

Subfield ^b (sub-body)

1. Enter the sub-body in this field.
2. If more than one sub-body is mentioned, give all of them, separated by a comma and a space. Note that the sub-sub-body is usually mentioned before the first sub-body (see above).

Subfield ^c (city)

1. Enter the city in which the corporate body is located in this field.
2. If the corporate body is entered under the name of a government, or if it is a well known international organization, leave this subfield blank.
3. In other cases, enter the city of the corporate body, irrespective of whether the country or the city is indicated in the name or not (see the examples below).

EXAMPLES

^aUNESCO

^aBangladesh University of Engineering and Technology^bDepartment of Urban and Regional Planning^cDhaka

^aDepartemen Pendidikan dan Kebudayaan^bPusat Penelitian Arkeologi Nasional, Proyek Penelitian Arkeologi Jakarta^cJakarta

^aUniversit\11at Bonn^cBonn

^aSiam Society^cBangkok

 PLACE AND NAME OF PUBLISHER

400

CHARACTERISTICS

Mandatory: for monographs and for articles in monographs of which the monograph is not entered as a separate record

Fixed source: derived from anywhere in the publication

% Repeatable

Subfielded: ^a mandatory ^b mandatory

With diacritics

Shadowfielded: 401 without diacritics

Searched as: plc= (for place); pub= (for publisher's name)

PURPOSE

For published items, field 400 is used for documenting the place of publication and the name of the publisher.

If a publisher is not mentioned in an item, but a distributor or printing service is, the name and location of these may be entered in this field.

RULES FOR ENTRY

Subfield ^a (place of publication)

1. Enter the place of publication in this field.
2. If more than one place is mentioned, but only one publisher, enter the first place only and add etc. in square brackets: [etc.].
3. If different places corresponding to different publishers are mentioned, enter all these places in repeated subfields ^a.
NB: The sequence should always be ^a ^b %^a ^b% etc.
4. If no place of publication is mentioned, enter in field 400 the place of distribution or printing (if mentioned).
5. If the place of publication is not mentioned, but the publisher's location is generally known, add this placename between square brackets.

6. If the place of publication is uncertain, the probable place is given between square brackets, with a question mark.
7. If no place can be given, the abbreviation s.l. (*sine loco*) is given between square brackets with the s capitalized: [S.l.]

Subfield ^b (publisher)

1. Enter the name of the publisher in this field.
2. If more than one publisher is mentioned, enter them in repeated subfields ^b.
NB: The sequence should always be: ^a ^b %^a ^b.
3. If a publisher's name is a personal name, leave out initials only if he/she is a well-known publisher.
4. Always leave out additions such as Verlag, Press, Prakashan, etc. unless this creates confusion e.g. Oxford University Press instead of Oxford University.
5. If a publisher is a corporate body consisting of a main body and a sub-body, separate main and sub-body by a comma and a space.
6. If a publisher is not mentioned, enter in this field the printing service or the distributor (if mentioned).
7. If no such names are mentioned at all, then enter the abbreviation s.n (*sine nomen*) between square brackets: [s.n.]

EXAMPLES

^aOxford [etc.]^bOxford University Press

^aHull^bCentre for South-East Asian Studies, University of Hull

^a[S.l.]^b[s.n.]

^a[London]^b[s.n.]

^aLondon^b<The> British Museum%^bSmith

^aLondon^bBlackwell%^aOxford [etc.]^bOxford University Press

^aNew Delhi^bAditya (and not Aditya Prakashan)

 DATE OF PUBLICATION

410

CHARACTERISTICS

Mandatory: for monographs and articles in monographs

Subfielded: ^a mandatory ^b if necessary

PURPOSE

Field 410 is used for documenting the date of an item.

It is *not* used:

- for articles in periodicals (use 650^a instead);
- for unpublished proceedings or reports of meetings or conferences (use 500^c instead)
- for unpublished theses (use 510^d instead).

Subfield ^b is used for documenting the presumed year of publication if this information cannot be derived from the item itself. It is also used for documenting the actual year of publication if one knows that this is different from the year mentioned in the publication.

RULES FOR ENTRY

Subfield ^a (year)

1. If the item is a monograph, give the date of the item as found on the item.
Example: if is mentioned: 'First published 1974, second edition 1996', enter in field 410: 1996.
2. If the item is a multi-volume work and the separate volumes have different publication dates, enter the first and last year, separated by a hyphen.
3. Do not use this field for an article published in a periodical. In that case use field 650 ^a instead.

Subfield ^b (actual or presumed date)

1. Enter any actual or presumed date (if not the same as found on the item being catalogued) in this subfield (see above).
Example: if a publication carries the date 1994, although it actually appeared in 1997, then enter 1994 in subfield ^a and 1997 in subfield ^b. In the output the dates in subfield ^b will be placed between square brackets.
2. If no date is mentioned, but the item is known to have been published in 1997, leave subfield ^a blank and enter 1997 in subfield ^b.

EXAMPLES

- | | |
|--------------|---|
| ^a2005 | for an item carrying the date 2005 and presumably published in that year |
| ^a2004-2006 | for a multi-volume work of which the first volume appeared in 2004 and the last in 2006 |
| ^a2003^b2005 | for an item carrying the date 2003 but known to have been published in 2005 |
| ^b2006 | for an item not carrying any date but presumably published in 2006 |

EXTENT (PAGINATION / NUMBER OF VOLUMES)

420

CHARACTERISTICS

Mandatory: for monographs

PURPOSE

Field 420 is used for entering the number of pages of a single monograph, or the number of volumes of a multi-volume work (in that case the number of pages of the separate volumes is not given).

Do *not* use field 420 for:

- a chapter from a book
- an article in a monograph
- an article in a periodical.

Use field 650 for the extent of a chapter or an article.

RULES FOR ENTRY

1. For a monograph, enter the pages as numbered in the monograph.
2. Do not enter pages that are not numbered.
3. For a multi-volume work, do not mention the number of pages for each volume, but enter *the number of volumes*.
3. Abbreviate pages as 'p' and volumes as 'vols'.
4. Do not use any punctuation at the end of the field.
5. Roman numbers are written non-capitalized.

EXAMPLES

iv, 312 p
3 vols

430

ILLUSTRATION STATEMENT

CHARACTERISTICS

Mandatory: for monographs

PURPOSE

Field 430 is used for documenting whether a monograph or multi-volume work contains black-and-white illustrations, maps, plans, or colour illustrations.

RULES FOR ENTRY

1. Enter one or more of the following abbreviations: ill.; map; maps; plan; plans; col. ill. *Enter them in that particular order.*
2. The word 'chiefly' may precede these abbreviations, if the work consists of chiefly illustrations, maps, plans, and/or colour illustrations.
3. *Do not use any punctuation at the end of the field; if necessary only within a series.* So: if a publication only has one type of illustration e.g. ill or col. Ill do not add a punctuation.

EXAMPLES

ill	for a publication with only black-and-white illustrations
ill., maps	for a publication with black-and-white illustrations and maps
ill., maps, plans, col. ill	for a publication with black-and-white illustrations, maps, plans, and colour illustrations
chiefly ill., plans	for a publication chiefly consisting of black-and-white illustrations and plans

SERIES STATEMENT

440

CHARACTERISTICS

Mandatory: for monographs in series and for articles in monographs if the monograph forms part of a series and is not entered as a separate record

Fixed source: derive from the title page or title page substitute

% Repeatable

Diacritics

Shadowfielded: 441 without diacritics

Searched as: ser= (whole title); sew= (words from the title)

PURPOSE

Field 480 is used for entering the series statement when the item being catalogued is part of a monographic series.

RULES FOR ENTRY

1. Enter all information relating to the series (title of the main series, number in the main series, title of the subseries, number in the subseries, etc.).
2. Separate the title of a series and the number in that series by a space.
3. Separate subseries from main series by a comma and a space.
4. Use initial capitals for all significant words.
5. For the number in a series, give the numeral only; omit `no.', `vol.', etc.
6. Use arabic numerals only.
7. If the title of a series appears in two languages, add the title in the second language in a repeated field. Separate it from the first title by a % sign. The number should also be repeated, even if it is not repeated for this second title in the original item.

440CONTINUED

EXAMPLES

Studies in Asian Art and Archaeology 19

Studies in Southeast Asia, Archaeological Series 5

Aspek-Aspek Arkeologi Indonesia 18%Aspects of Indonesian Archaeology 18

MEETING, CONFERENCE
500

CHARACTERISTICS

Mandatory: for (un)published proceedings or reports of meetings or conferences

% Repeatable

Subfielded: ^a mandatory ^b mandatory ^c dates mandatory

With diacritics

Shadowfielded: 501 without diacritics

Searched as: mee= (complete name); mew= (words from the name)

PURPOSE

Field 500 is used for *unpublished* proceedings or reports of meetings or conferences to document the name of the meeting or conference, the place where it was held and the dates when it was held.

It is also used for *published* proceedings from which it is not clear from the title that these are proceedings.

RULES FOR ENTRY

Subfield ^a (name)

1. Enter the name of the meeting, as found in the item.
2. Capitalize the first letter of the first word and of each significant word in the name.

Subfield ^b (place)

1. Enter the city.
2. If the city is not very well-known, add the ISO two-letter country code in brackets.
3. Separate the country code from the city by a space.

 500
CONTINUED

Subfield ^c (dates)

1. Enter the date or dates on which the meeting was held.
2. Enter the abbreviated names of the months (first 3 letters only) without punctuation.
3. If the item is associated with two meetings, enter both, separated by a % sign.

EXAMPLES

^a9th International Conference of the European Association of Southeast Asian Archaeologists^bLeiden (nl)^c2-6 Sep 2003
(for unpublished papers)

^aPertemuan Ilmiah Arkeologi VII%Kongres IAAI ke-9^bCipanas (id)^c12-16 Mar 2005
(for unpublished papers)

^a18th Congress of the Indo-Pacific Prehistory Association^bChiang Mai (th)^c5-12 Jan 2003
(for published proceedings titled: *Indo-Pacific prehistory : the Chiang Mai papers*)

NB: if the papers of the first example are published as: *Southeast Asian Archaeology 1996 : proceedings of the 6th international conference of the European Association of Southeast Asian Archaeologists, Leiden, 2-6 September 1996*, field 500 is *not* used.

 THESIS

510

CHARACTERISTICS

Mandatory: for *unpublished* theses

Subfielded: ^a mandatory ^b mandatory ^c if necessary ^d mandatory

Diacritics

Shadowfield: 511 without diacritics

Searched as: the= (whole title); thw= (words from the title)

PURPOSE

Field 510 is used for documenting *unpublished* Ph.D. dissertations and Habilitationsschriften (Germany). Published versions are documented as other monographs (in field 200).

RULES FOR ENTRY

Subfield ^a (kind of thesis)

- Enter either 'Ph.D. thesis' or 'Habilitationsschrift'

Subfield ^b (place)

- Enter the name of the university where the thesis was submitted
- If the name of the university contains the name of its location, neglect subfield ^c.

Subfield ^c (place)

- Enter the place where the university is located (see also subfield ^b)

Subfield ^d (year)

- Enter the year

EXAMPLES

^aPh.D. thesis^bUniversitas Indonesia^cJakarta^d2005

^aHabilitationsschrift^bUniversit\11at Bonn^d2006

520ADDITIONAL NOTES

CHARACTERISTICS

Optional

PURPOSE

Field 520 is used for relevant information which does not fit in any of the other fields.

RULES FOR ENTRY

1. Enter the information in the form of sentences separated by a period and a space.
2. Do not enter a period at the end of the field.

EXAMPLES

Electronic journal
[URL=http + address; or https + address]

 600

 IN TITLE

CHARACTERISTICS

Mandatory: for articles in monographs

Fixed source: from title page or title page substitute of monographs

% Repeatable

Subfielded: ^a main title ^b subtitle(s) ^r responsibility

With diacritics

Shadowfielded: 601 without diacritics

Indexed as ttl=

PURPOSE

Field 600 is used for entering the title of the monograph, when the item being catalogued is an article in a monograph.

RULES FOR ENTRY

1. Enter the title using the rules of entry as for field 200, but taking the editor's name only (so no names of authors or contributors).
2. Mention the role of the editor in abbreviated form in brackets behind his name.

EXAMPLE

Article on 'Sculpture and reliefs of Majapahit' by Edi Sedyawati, in a monograph entitled *Ancient history* and edited by John Miksic:

200: ^aSculpture and reliefs of Majapahit^rEdi Sedyawati

600: ^aAncient history^rJohn Miksic (volume ed.)

200: ^aHow to write an ABIA^rEllen M. Raven

600: ^aBibliographies revisited^rGraham Shaw and Helen Wong (eds)

610AUTHOR, EDITOR, ETC - 2ND LEVEL

CHARACTERISTICS

Mandatory: for articles in monographs

Standardized

% Repeatable

Subfielded: ^a personal name(s)/initial(s)/prefix(es)
 ^b family name(s) or independently occurring personal
 name(s)/addition(s)

With diacritics

Shadowfielded: 611 without diacritics

Searched as: aut=

PURPOSE

Field 610 is used for documenting the standardized name of the author, editor, etc. mentioned in field 600^r. The standardized name is the name under which an author, editor, etc. is best known, and thus added in field 300.

RULES FOR ENTRY

Enter the standardized name using the rules of entry for field 300.

EXAMPLES

See field 300 (page 38).

CORPORATE BODY - 2ND LEVEL

620

CHARACTERISTICS

Mandatory: for articles in monographs of which the monograph *is not* entered as a separate record

Standardized
% Repeatable

Subfielded: ^a main body ^b sub-body, if necessary ^c city

With diacritics

Shadowfielded: 621 without diacritics

Searched as: cor=(for whole name); cow= (for words)

PURPOSE

Field 620 is used for documenting the standardized name of each corporate body having intellectual responsibility for the work. Field 620 is only used when no author(s) is given. Corporate bodies that sponsored or funded the work described in the record, are not entered.

RULES FOR ENTRY

Enter the corporate body using the rules of entry for field 320.

EXAMPLES

See field 320.

640

TITLE OF PERIODICAL - 2ND LEVEL

CHARACTERISTICS

<i>Mandatory:</i>	for articles in periodicals
<i>Fixed source:</i>	from the title page or title page substitute of the periodical
<i>% Repeatable</i>	
<i>Subfielded:</i>	^a main title ^b subtitle(s)
<i>With diacritics</i>	
<i>Shadowfielded:</i>	641 without diacritics
<i>Searched as:</i>	ttl=

PURPOSE

Field 640 is used for documenting the title of the periodical, when the item being catalogued is an article from a periodical.

RULES FOR ENTRY

1. Enter the title of the periodical as it appears on the title page.
2. Enter the main title in subfield ^a and the subtitle(s) in subfield ^b.
3. If the main title begins with an article ('The', 'A', 'An' or their equivalents in other languages) enclose the article in triangular brackets.
4. If there is more than one subtitle, separate them by a space, a colon, and a space.
5. If there is no title page, derive the title from any other part of the periodical.
6. If the title is in several languages, document the various titles in repeated fields by separating them by a % sign.
7. Capitalize the first letter of the first word of the main and subtitle and the first letter of each significant word in the title.

CONTINUED

640

8. Do not capitalize the opening article (the, a) of the subtitle (example 2).

EXAMPLES

^aIIAS Newsletter

^aLalit Kala^ba Journal of Oriental Art, chiefly Indian

^a<The> Journal of the Oriental Numismatic Society

CHARACTERISTICS

- Mandatory:* for articles in monographs and periodicals
- Subfielded:* ^a mandatory for articles in periodicals; see below
^b mandatory for all articles

PURPOSE

Field 650 is used for entering the pagination of an article or other contribution in a monograph or periodical, the volume and issue number, and the year.

RULES FOR ENTRY

Subfield ^a (volume, issue and year)

1. Subfield ^a is only used for articles in periodicals.
2. Enter volume, issue and year as follows:
Separate volume and issue number by a slash, then enter a space and the year in brackets.
3. A combined two yearly issue or an issue bridging two years, has the data with a hyphen.(Examples 2 and 3).

Subfield ^b (pages)

1. Only for articles in a periodical or monograph. See examples.

EXAMPLES

- ^b23-27 the pages of an article in a monograph (23-27)
- ^a35/2 (2004)^b347-362
the volume and issue number of a periodical (35/2), the year of the periodical (1997) and the pages of the article in the periodical (347-362)
- ^a12/3-4 (2005-2006)^b65-78
the volume (12), combined issue number (3 and 4), the year of the periodical (winter 2005 and spring 2006)
- ^a6 (2006-2007)^b12-15
the volume (6), combined years of issue of the periodical (2006 and 2007), and the pages of the article in the periodical (12-15)

LINK CODE:	LINKING REVIEW TO MONOGRAPH(S)	660
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CHARACTERISTICS

Mandatory: for reviews and review articles

% Repeatable

Searched as: lir=

PURPOSE

Field 660 is used in reviews and review articles for entering a code which will link the review to the monograph.

RULES FOR ENTRY

1. Apply the 44221 code of the monograph as follows:
 - Enter the first 4 letters of the family name of the first responsibility of the monograph,
 - the first 4 letters of the first word of the title of the monograph (neglecting articles: a, the),
 - the first 2 letters of the second word of the title,
 - the first 2 letters of the third word,
 - the 1st letter of the fourth word of the title.
2. Neglect diacritics.
3. Give spaces instead of letters to fill the empty positions in the 44221 code. For instance, if an author's name has only three letters, enter the three letters and a space. But in two-letter names e.g. Fu, only 1 space is added.
4. Ignore subtitles when creating a 44221 code.
5. If a review (article) reviews more than one publication, add more 44221 codes and separate them from the first by % signs.

660CONTINUED

EXAMPLES

minesitaansai Code entered in the description of a review of *Sitar and sarod in the 18th and 19th centuries*, by Allyn Miner, to link the monograph to it. (Mine: first four letters of Miner; sita: first four letters of the first word of the title; an: first two letters of the second word; sa: first two letters of the third word; i: first letter of the fourth word.)

wateli%viho%fox insia%huo Code entered in the description of a review in which is reviewed: *The living house*, by Roxana Waterson, and of *Inside Austronesian houses*, ed. by James J. Fox.

LINK CODE: LINKING MONOGRAPH TO REVIEW ARTICLE(S) 662

CHARACTERISTICS

Mandatory: for monographs

% Repeatable

Searched as: lir=

PURPOSE

Field 662 is used in monographs for entering a code which will link the monograph to (future) reviewing records.

RULES FOR ENTRY

The same 44221 code is entered as in field 660.

EXAMPLES

minesitaansai Code entered in the record for the monograph *Sitar and sarod in the 18th and 19th centuries*, by Allyn Miner.
See also field 660.

pal art oftim Code entered in the record for the monograph *The art of Tibetan monasteries*, by Pratapaditya Pal

REMARKS

If there is no editor, but a series authors, link to the title only.

670 LINK CODE : LINKING AN ARTICLE TO THE MONOGRAPH

CHARACTERISTICS

Mandatory: for an article in a monograph, if the monograph is entered as a separate record

Searched as: lia=

PURPOSE

Field 670 is used in monograph articles for entering a code which will link the article to the monograph.

RULES FOR ENTRY

1. Apply the 44221 code of the monograph as follows:
 - Enter the first 4 letters of the family name of the first responsibility of the monograph,
 - the first 4 letters of the first word of the title of the monograph (neglecting articles such as 'a', 'the'),
 - the first 2 letters of the second word of the title,
 - the first 2 letters of the third word,
 - the 1st letter (or number) of the fourth word of the title.
2. Neglect codes for diacritics.
3. Give spaces instead of letters to fill the empty positions of the 44221 code. For instance, if an author's name has only three letters, enter the three letters and a space. But in two-letter names e.g. Fu, only 1 space is added.
4. Ignore subtitles when creating 44221 codes.
5. Use only if the monograph is documented as a separate record.

EXAMPLES

miksancihi Code entered in the description of an article which has appeared in *Ancient history*, by John Miksic

erricrosofas Code entered in the description of an article which has appeared in *The crossroads of Asia*, edited by Elizabeth Errington and Joe Cribb with Maggie Claringbull.

LINK CODE:	LINKING THE MONOGRAPH TO THE ARTICLE(S)	672
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CHARACTERISTICS

Mandatory: for a monograph containing articles documented in separate records

Searched as: lia=

PURPOSE

Field 672 is used in monographs for entering a code which will link the monograph to the article(s).

RULES FOR ENTRY

The same 44221 code is entered as in the descriptions of the corresponding articles. See field 670.

EXAMPLES

miksancihi Code entered in the description of *Ancient history*, by John Miksic

erricrosofas Code entered in the description of *The crossroads of Asia*, edited by Elizabeth Errington and Joe Cribb with Maggie Claringbull.

680 LINK CODE: LINKING THE REPRINT TO THE EARLIER PRINT

CHARACTERISTICS

Mandatory: for revised reprints and re-editions

Searched as: lie=

PURPOSE

Field 680 is used in revised reprints or re-editions for entering a code which will link the reprint to the earlier print/edition, which possibly is more elaborate. It can also be used to link the English version of a monograph to its original French edition, for instance.

RULES FOR ENTRY

1. Apply the 44221 code of the original print/edition as follows:
 - Enter the first 4 letters of the family name of the first responsibility of the monograph,
 - the first 4 letters of the first word of the title of the monograph (neglecting articles such as ‘a’, ‘the’),
 - the first 2 letters of the second word of the title,
 - the first 2 letters of the third word,
 - the 1st letter of the fourth word of the title.
2. Enter the same 44221 code in the description of the earlier print/edition in field 682.
3. Neglect codes for diacritics.
4. Give spaces instead of letters to fill the empty positions of the 44221 code. For instance, if an author’s names has only three letters, enter the three letters and a space. But in two-letter names e.g. Fu, only 1 space is added.
5. Ignore subtitles when creating a 44221 code.
6. For a re-edition in another language, derive the 44221 code from the earlier edition.

EXAMPLE

giraart delas

Code entered in the description of the German and English editions of *L’art de l’Asie Sud-Est*, by Maud Girard-Geslan et al.

LINK CODE: LINKING AN EARLIER PRINT TO THE REPRINT(S)

682

CHARACTERISTICS

Mandatory: if the case

Searched as: lie=

PURPOSE

Field 682 is used in monographs for entering a code which will link an early, more elaborate print/edition to a revised print or edition.

RULES FOR ENTRY

The same 44221 code is entered as in the description of the reprint(s)/re-editions. See field 680. Derive the 44221 code from the title of the earlier edition.

EXAMPLE

giraart delas Code entered in the description of the original French edition of *L'art de l'Asie Sud-Est*, by Maud Girard-Geslan et al. See field 680.

700CLASSIFICATION CODE

CHARACTERISTICS

*Mandatory**% Repeatable**Searched as:* cla=

PURPOSE

This field is used for entering a code which refers to the ABIA classification system (see Appendix VI). This field provides the entry under which the records are arranged in the printed edition.

RULES FOR ENTRY

1. Enter one or more of the codes from the list in Appendix VI.
2. If more than one code is entered, separate them by a % sign.
NB: the document will be presented under the code entered first.

EXAMPLES

1.0.2	for a handbook on South and Southeast Asian art and archaeology
2.3.8	for a publication on modern Indian art
2.7.6%6.3.6	for a publication on Sri Lankan and Indonesian historical archaeology

 PERIOD AS DESCRIPTOR

710

CHARACTERISTICS

Mandatory: except for reviews

PURPOSE

Field 710 is used for entering the period covered by the item being catalogued.

RULES FOR ENTRY

1. Enter the period as precisely as possible.
2. Add A.D. , B.C. , or B.P. with periods.
3. The abbreviation A.D. only precedes a date, if exact (see examples 1-2).
4. Separate two dates by a bar.
5. Sometimes it proves impossible to add a period; leave it open.

EXAMPLES

A.D. 1017

A.D. 929-1500

9th A.D.

10th-15th A.D.

...-18th A.D. for a publication describing materials from the earliest times up to the 18th century A.D.

18th A.D.-...

3rd B.C.

2nd B.C.-1st A.D.

200 B.C.-A.D. 200

4th B.C.-... for a publication describing materials from the 4th century B.C. up to the present

2nd-1st B.C.

1st mill. B.C.

1000 B.C.

7,000 B.P. for a publication describing materials from 7,000 years ago (before present)

720

GEOGRAPHIC KEYWORDS

CHARACTERISTICS

Mandatory: except for reviews

Searched as: geo=

PURPOSE

Field 720 is used for entering geographic descriptors, i.e. names of countries, regions, mountains, lakes, rivers, etc., selected from the ABIA thesaurus of geographic descriptors (THGEO).

HOW TO SELECT EXISTING GEO TERMS

- Go to the second task ruler to choose your thesaurus.
- Choose for S (show), followed by: 1 (geo).
- The geographic thesaurus will be presented at the bottom of the screen, starting from A.
- Go to the 4th task ruler and choose S (select), followed by the first 2 letters of the term you have in mind; a selection of close-by terms is presented at the bottom of your screen.
- Walk through them by using the arrow signs.
- Select the term by choosing A, type the number of your chosen term and give an Enter.
- Repeat your action if necessary.
- If you choose for R while selecting, then your series in the Private keyword field will be 'overwritten' by the newly selected term.
- The term(s) will be shown in the Private Keyword field first. There you can adjust the term(s). *The COUNTRY part of the geographic series village-(district)-state-country should be deleted for reasons of searchability.*
- Again choose for Add if the term is ready for 'final use': the terms are presented in the upper keyword field now and are saved.
- All keywords can also be edited later; choose for edit in the 2nd task ruler.

EXAMPLES

<Khajuraho>< Chhatarpur (district) ><Madhya Pradesh >
 <Tamil Nadu>
 <Trowulan><Mojokerto (district)><Jawa Timur>
 <India><Indonesia>
 <Khorat plateau><Northeast Thailand>
 <Mekong (river)>

HOW TO CREATE NEW GEO TERMS ?

General approach

- Open ABTHES via START, PROGRAMMES, ABIA, CDS-ISIS ABTHES, enter
- Select 1: geographic (= a thesaurus)
IMPORTANT: only one person at the time can work in a thesaurus.
- Type in the blue window the term you want to create: a final check will take place
- A list of close-by terms is presented
- If your term doesn't exist yet, choose for C[reate term]
- Sources to be used: A. *The Times Atlas of the World*; B. a national atlas.
Example: <Polonnaruwa> (instead of the also used Polonnaruwa) according to *The Times Atlas of the World*.

If a geographic term cannot be found in atlas A, then use atlas B.

If not found in either of these sources, then use the item to be catalogued as the source of information.

- Geographic names *do not include diacritics*.
- The following abbreviations can be used:

BT =	broader term
NT =	narrower term
RT =	related term
SN=	scope note
UF =	use for
USE =	use

Adding a province, state, island or other non-national entity

See general approach

- Choose C[reate term]
- Type the new term in the *black window*, only capitalizing the first letter of each name:

Examples: Tamil Nadu; Jawa Barat; but: Punjab (**province**);

The last example shows that some descriptors need an informative extension. These extensions are added to avoid confusion (we have Punjab as a state in India and Punjab as a province in Pakistan).

Towns can have the same name as districts; districts can have the same name, but be located in different states e.g. India: Bilaspur (district Himachal Pradesh) and Bilaspur (district Madhya Pradesh).

In countries where there is a good chance for systematic confusion, additional information is compulsory.

- Give Enter; an extension field is shown for long terms; there you can finish your long term; again give an Enter.
- All geographic terms require a broader term, except continentals.
- Choose for A[dd relation].
- Enter in the small black box the two-letter relation code BT in capitals, followed by a tab.
- Type the name of the country, only using an initial capital:
Example: Tamil Nadu=BT India
- If the country term is not yet available then first create the country name and then the state or province name.

Be aware of the fact that your new term will be shown in upper letters in the thesaurus later.

Adding a district or subdistrict (not applied for all countries, check ABIA, Vol. 3)

See general approach

- Choose C[reate term]
- Type the new term in the *black window*, only capitalizing the first letter
Example: Hugli (district) or Gegesik (subdistrict);
- Give Enter; an extension field is shown for long terms; there you can finish your long term; again give an Enter.
- Districts should be related to their state or province.
- Choose for A[dd relation]
- Enter in the small black box the two-letter relation code BT in capitals, followed by a tab
- Type the name of the state or province, only using an initial capital:
Example: Hugli (district): BT West Bengal
As Hugli was spelled formerly as Hooghly, also add a UF relation code.
Example: Hugli (district): UF Hooghly (district)
Example: Gegesik (subdistrict) BT Cirebon (district)
Check whether the Cirebon (district) has been added yet and is related to its larger geographic entity, in this case BT Jawa Barat.
- If the country term is not yet available, then first create the country name and then the state or province name.

Adding a village or town

See general approach

- Choose C[reate term]
- Type the new term in the *black window*, only capitalizing the first letter
Example: Madurai
- Give Enter; an extension field is shown for long terms; there you can finish your long term; again give an Enter.
- Towns and villages should be related to their district (and so automatically to their province and country).

- Choose for A[dd relation]
- Enter in the small black box the two-letter relation code BT in capitals, followed by a tab
- Type the name of the district, only using an initial capital:
Example: Madurai should be related to Madurai (district);
Check whether Madurai (district) is related to Tamil Nadu.
- If the district term is not yet available, then first create the district name and then the city or village name.

Adding other geographic descriptors: rivers, deltas, mountains and valleys

See general approach

- Choose C[reate term].
- Type the new term in the *black window*, only capitalizing the first letter of each part of a name:
Example: Huei Thamo (river); Mekong (delta); Mekong (river); Ciremay (mountain) but Mahakam valley (valley is not presented between brackets as it is a full name; do not capitalize valley).
- Give Enter; an extension field is shown for long terms; there you can finish your long term; again give an Enter.
- Choose for A[dd relation].
- Enter in the small black box the two-letter relation code BT in capitals, followed by a tab
Example: Mahakam valley: BT Kalimantan Timur
Kuang (basin): BT Doi Saket (district); Huei Thamo (river): BT South Laos
- Geographical terms belonging to the geographical name are attached to the name
Example: South China Sea
- To distinguish between descriptors or to specify a descriptor, add explanations between brackets if necessary.
Examples: Mekong (delta) as opposed to Mekong (river); Krishna (river) as opposed to the general descriptor K\12r\12s\12na.

Ordering general keywords

- Put the various geographic terms in a logical order. In the *ABIA Index* the most specific descriptors come first, followed by more general descriptors.
- Create your order by choosing the number of the keyword followed by a comma: 3, 1,2, etc.
- Take care you number all keywords. The order function only works if you order them all. If you forgot a number while giving the Enter, then your ordering is lost; Just do it again!
- Close your series with an Enter; your series is presented now in the right order in the field above.
- If you want to change your order, repeat the above actions or go to the edit field.

Examples of:

*Conventional geographic descriptors*Supra-national terms

- South Asia
- Southeast Asia etc.

Countries

- Pakistan
- Thailand etc.

Provinces, states, regions

- Jawa Tengah (UF Central Java)
- Shan State etc.

Subregions, districts

- Kediri (district) etc.

Cities, villages

- Kediri (city)
- New Delhi
- Trowulan etc.

*Natural geographic descriptors*Deltas

- Mekong (delta) etc.

Islands

- Ambon (island)
- Kai Islands
- Maldives
- Sumbawa etc.

Lakes

- Toba (lake)
- Tonle Sap (UF Great Lake) etc.

Mountains, hills, ranges

- Abu (mountain)
- Cardamom range
- Merapi etc.

Plains, valleys

- Kathmandu valley
- Kedu valley etc.

Plateaus

- Dieng plateau
- Khorat plateau etc.

Rivers, Seas, gulfs, straits

- Ganga (UF Ganges)
- Malaka Straits
- Mekong (river) etc.

GENERAL KEYWORDS
730

CHARACTERISTICS

Mandatory: except for reviews

With diacritics

Shadowfielded: 731 without diacritics

Searched as: gen=

PURPOSE

Field 730 is used for entering descriptors which are suitable as heading in a subject index. They are selected from the ABIA thesaurus of general descriptors (THGEN).

HOW TO SELECT EXISTING GENERAL TERMS

- Go to the second task ruler to choose your thesaurus
- Choose for S (show), followed by: 2 (general),
- The general thesaurus will be presented at the bottom of the screen, starting from A.
- Go to the 4th task ruler and choose S (select), followed by the first 2 letters of the term you have in mind; a selection of close-by terms is presented at the bottom of your screen.
- Walk through them by using the arrow signs.
- **Beware of diacritics, they influence the order: encoded diacritic signs are presented after the last alphabetical letter: St\08upa I Amaravati will be shown after stylistic analysis.**
- Select the term by choosing A, type the number of your chosen term and give an Enter: the term will be shown in the Private keyword field.
- Repeat your action if necessary.
- If you choose for R while selecting, then your series in the Private keyword field will be 'overwritten' by the newly selected term.
- If necessary you can edit the series in the Private keyword field, e.g skip terms, etc.
- Choose for Add in the Private keyword field in order to transport the terms to the 'official' upper keyword field. Now your terms are saved.
- All keywords can also be edited later; choose for edit in your the 2nd task ruler
- In those exceptional cases that you cannot use the thesaurus, type the keyword in LOWER CASE between <> in the proper place within the edit field. These will have to be replaced by thesaurus-lifted keywords afterwards.

Ordering general keywords

- Put the various general terms in a logical order. In the *ABIA Index* the most specific descriptors come first, followed by more general descriptors. Generally speaking keywords relating to e.g. particular dynasties or periods come after more specific object/subject-orientated keywords.
- Put the keywords in the order from more specific to more general
So: specific keywords, techniques, materials, dynasties, cultures, museums, collections, religions, period indicators (to be ordered chronologically).
- Create your order by choosing the number of the keyword followed by a comma: 9,12, etc.
- Take care you number all keywords. The order function only works if you order them all. If you forgot a number while giving the Enter, then your ordering is lost; Just do it again!
- Close your series with an Enter; your series is presented now in the right order in the field above.
- If you want to change your order, repeat the above actions or go to the edit field.

EXAMPLES

```
<ma\12n\12dalas><st\08upas>
<K\12r\12s\12na><life stories><manuscripts>
<Avalokite\01svara><iconography>
<Borobudur><narrative reliefs>
<temples><landscape><orientation>
<\01Siva><sculptures><Gandh\08ara><Ku\01s\08a\12na period>
<paintings><manuscripts><Buddhism><P\08ala period>
<arts><Jainism><exhibitions><Victoria and Albert Museum London>
```

HOW TO CREATE NEW GENERAL TERMS ?*General approach*

- Open ABTHES via START, PROGRAMMES, ABIA, CDS-ISIS ABTHES, enter
- Select 2: general (= a thesaurus)
IMPORTANT: only one person at the time can work in a thesaurus.
- Type in the blue window the term you want the create: a final check will take place.
- A list of close-by terms is presented.
- If your term doesn't exist yet, choose for C[reate term].

- The following abbreviations can be used:

BT =	broader term
NT =	narrower term
RT =	related term
SN=	scope note
UF =	use for
USE =	use
- Choose C[reate term]
- Type the new term in the *black window*; for capitalization: *See below*.
Examples J\08atakam\08ala.
- Give Enter; an extension field is shown for long terms; there you can finish your long term; again give an Enter.
- If relevant choose for A[dd relation]
- Enter in the small black box the two-letter relation code BT in capitals, followed by a tab
- Type the general term to which you want to relate your new term:
Examples: Collection Frans Lugt=BT collections
M\08ulagiri Rajamah\08avih\08ara Mulagiri=BT monasteries
- Use the SN code for additional information
If the field is too short, make two scope notes.

Rules for new general descriptors

1. Use simple descriptors; no combinations of words
Examples: not <Buddhist art> but <arts> <Buddhism>
2. Adjectives are not used independently.
3. In conjunction with nouns they are used as sparsely as possible.
Examples: instead of <Gupta coins>, enter <coins><Guptas>.
4. The plural form is used for terms that can be pluralized.
5. The singular form is used for abstract terms.
Examples: <palaces>, <pur\08a\12nas> and <trade routes>, as opposed to <style>, <trade>, and <stylistic analysis>.
6. Names of specific gods or groups of gods, texts, architectural monuments, etc. have an initial capital.
Examples: <Bodhisattvas>, <J\08atakas>, <Avalokite\01svara>, <St\08upa 2 Sanchi>
7. An English term is preferred over a local term.

Cultures

- Ban Chiang culture
- Dong Son culture (UF Dongson culture)
- Harappa culture (RT Indus civilization) etc.

Ancient cities

- Harihar\08alaya
- Hastin\08apura
- P\08a\12taliputra etc.

Research and dating methods

pollen analysis

- radiocarbon dating (RT radiocarbon dates)
- terminoluminescence etc.

Examples of descriptors for ancient and modern art history

Art historical terms: general

- architecture
- interpretations
- stylistic analysis etc.

Architectural structures and sites: general

- bodhi shrines
- mausoleums
- st\08upa halls etc.

Architectural structures and sites: specific

- Ajanta (site)
- Borobudur
- Loro Jonggrang (UF Prambanan) etc.

Architectural elements

- lintels
- doorframes
- antefixes etc.

Works of art

see also under 4. Descriptors for material culture

- illuminations (RT illustrations)
- oil paintings
- ma\12n\12dalas etc.

Iconography

- attributes
- hand gestures (UF mudr\08as)
- postures etc.

Motifs

- dharmacakra
- footprints
- lion (UF si\12mha, vy\08alaka) etc.

(Semi)divine beings, gods, etc.

- \08adityas
- apsarases
- bodhisattvas etc.

Specific (semi)divine beings, gods, etc.

- \08Adi Buddha
- Agastya
- Agni etc.

Manifestations; incarnations

- boar incarnation
- li\12nga
- manifestations

Texts: general

- Buddha's life stories
- creation myths
- vedas etc.

Texts: specific

- \08Adiparva
- Arjunawiw\08aha (RT Kir\08at\08arjun\08\80ya)
- Ga\12n\12davy\08uha etc.

Myths: specific

- churning of the ocean (UF am\12rtamanthana)
- lingodbhava myth etc.

Examples of descriptors for material culture

Artifacts

- amulets
- ceramics (RT pottery)
- woodcarvings etc.

Examples of descriptors for epigraphy and palaeography

General terms

- abbreviations
- estampages (RT rubbings; Abklatschen)
- transliteration systems etc.

Languages

- Assamese
- Burmese
- Tulu etc.

Scripts

- Arabic script
- Br\08ahm\08\80 script
- Vietnamese script etc.

Eras

- Chalukya-Vikrama era
- Christian era
- Vikrama era etc.

Examples of descriptors for numismatics and sigillography

General terms

- medallions
- numismatic societies
- temple tokens etc.

Devices

- animals
- decorative motives
- titles etc.

Examples of descriptors relating to all subjects

Museums, collections: general

- collections
- conservation (RT preservation)
- museums etc.

Museums, galleries, collections: specific

- Department of Asiatic Art, Rijksmuseum Amsterdam
- Museum Nasional Jakarta etc.

Technology

- agriculture
- mining
- wet rice cultivation etc.

Socio-economic and cultural terms

- commodities
- financial transactions
- Silk Road etc.

Political terms

- chiefdoms
- devaraj
- warfare etc.

Groups of people, social classes

- ancestors
- world rulers (RT cakravartins)
- vaishyas etc.

Ethnic groups

- Aryans (RT Arya; Indo-Aryan)
- Javanese
- Khmer (people) etc.

Nature

- animals
- elephants
- trees etc.

Religious terms: general

- asceticism
- bhakti
- rituals (UF ceremonies) etc.

Religions, sects

- Brahmanism
- Mahāyāna Buddhism
- Viṣṇuism etc.

PERSONAL KEYWORDS
740

CHARACTERISTICS

Mandatory: if significant; not for reviews

% Repeatable

Subfielded: ^a personal name(s)/initial(s)/prefix(es)
^b family name(s) or independently occurring personal name(s)/addition(s)

With diacritics

Shadowfielded: 741 without diacritics

Searched as: prs=

PURPOSE

This field is used for entering personal names of people who are the subject of the item described. These can be rulers, donators to building projects, artists, architects, archaeologists, art historians, collectors of art, etc.

This field may also contain the name of the person to whom a publication, such as a felicitation or commemoration volume, is dedicated.

The names are selected from the ABIA thesaurus of personal names (THPRS).

HOW TO SELECT EXISTING PERSONAL TERMS

- Go to the second task ruler to choose your thesaurus
- Choose for S (show), followed by: 3 (persons).
- At the bottom of the screen, the selected thesaurus is presented, starting from A.
- Go to the 4th task ruler and choose S (select), followed by the first 2 letters of the term you have in mind; a selection of close-by terms is presented at the bottom of your screen.
- Walk through them by using the arrow signs.
- **Beware of diacritics, they influence the order: diacritic signs are presented after the last alphabetical letter: Am\08\80r Khusrow Dihlaw\08\80 comes after Amyntas.**
- Select the term by choosing A, type the number of your chosen term and give an Enter: the term will be shown in the Private keyword field.
- Repeat your action if necessary.
- If you choose for R while selecting, then your series in the Private keyword field will be 'overwritten' by the newly selected term.

- If necessary you can edit the series in the Private keyword field, e.g skip terms, etc.
- Choose for Add in the Private keyword field in order to transport the terms to the 'official' upper keyword field. Now your terms are saved.
- All keywords can also be edited later; choose for edit in your the 2nd task ruler
- In those exceptional cases you cannot use the thesaurus, type the keyword in LOWER CASE in the proper place within the edit field. These shall be replaced by thesaurus-lifted keywords afterwards.

Ordering keywords

- Make -if necessary- your order by choosing the number of the keyword followed by a comma: 3,2,1, etc.
- Take care that you number all keywords. The order function only works if you order them all.
- Close your series with an Enter; your series is presented now in the right order in the field above.
- If you want to change your order, repeat the above actions or go to the edit field.

EXAMPLES

^bCandragupta I
 SN Gupta ruler in India
 ^bRama III
 SN ruler in Thailand
 ^aS.^bSudjojono
 SN modern Indonesian painter
 ^aGeorge^bC\84d\02es
 SN French historian/epigraphist
 ^aN.J.^bKrom
 SN Dutch (art) historian

HOW TO CREATE NEW PERSONAL TERMS ?

General approach

- Open ABTHES via START, PROGRAMMES, ABIA, CDS-ISIS ABTHES, enter
- Select 3: personal (= a thesaurus)
IMPORTANT: only one person at the time can work in a thesaurus.
- Type in the blue window the term you want the create: a final check will follow.

- A list of close-by terms is presented.
- If your term doesn't exist yet, choose for C[reate term] *See Rules (further)*.
- Choose C[reate term].
- Type the new term in the *black window*.
Examples: ^bCandragupta Maurya;
- Give Enter; an extension field is shown for long terms; there you can finish your long term; again give an Enter.
- If relevant choose for A[dd relation].
- The following relation codes can be used:

BT =	broader term
NT =	narrower term
RT =	related term
SN	scope note (for limited additional information)
UF =	used for (e.g. Polonnaruwa USED FOR Polonnaruwa)
USE =	do use (e.g. Polonnaruwa USE Polonnaruwa)
- Enter in the small black box the letter relation code e.g. SN or USE
Examples: Candragupta Maurya=SN Maurya ruler in India
 The space for SN is rather limited; if necessary add more than one SN. Scope notes will be ordered alphabetically.
 Chulalongkorn=USE Rama V
- Type the general term to which you want to relate your new term if necessary.

Rules for personal names

1. Enter the best known name.
2. Enter the names according to the rules for entering names in the author's fields (300 and 610).
3. Enter the first names / personal names in subfield ^a
4. Enter the family name or independently occurring personal name(s) and any additions to a family name in subfield ^b.

Examples:

Donators, kings, etc

Candragupta I

- Hayam Wuruk
- Jayavarman II
- K\12rtanagara
- R\08ama III etc

Architects, artists

- Affandi
- Raden Saleh
- S. Sudjojono etc.

740PERS-KEYWORDS CONTINUED

Archaeologists, art historian, collectors of art

- George C\84d\02es
- Louis Finot
- N.J. Krom
- James Alsdorff etc.

CHARACTERISTICS

Optional: not done for reviews

With diacritics

Shadowfielded: 801 without diacritics

Searched as: ann=

PURPOSE

Field 800 is used for a brief description of the item catalogued to supplement the information in the descriptor fields (710, 720, 730, and 740) and elucidate the context, inherent interest and the potential value of the item.

RULES FOR ENTRY

Topics are presented in alphabetical order.

- Cardinal points
 - Capitalize cardinal points if referring to a geographic entity: the North, North India; but northern as an adjective is written in lower case: northern India.
- Dates
 - If you want to add an 'about' date: type the period followed by the word century and A.D. If there is enough space, type the complete word century; if not, take the abbreviated form and end with a dot: cent.
 - If you have a precise date: put A.D. in front of the date: A.D. 1074
 - Mind the comma in prehistoric dates: 10,000 B.P.
- Diacritics
 - Check the Diacritics list for the application of the diacritic codes.
 - Check the thesauri and the printed books for the proper spelling and application of diacritics (not Kushanas but Ku\12s\08a\12nas).
 - Script names also include diacritics: Khara\12s\12t\08\80.
 - Do NOT use diacritics in names of languages.
 - Do NOT use diacritics in present day geographical names; follow the **Times Atlas of the World**. Diacritics are only applied in geographic title words, if used by the author. Old geographic names may include diacritics, e.g. Gandh\08ara.

- Do not annotate:
 - reviews
 - minor monographs
 - reprints or second parallel editions
 - short articles (also not from exhibition catalogues, or felicitation volumes)

- General remarks:
 - Decide whether a record needs an annotation or not.
The *ABIA Index* in print contains preferably annotated records; the database contains records with and without annotations.
 - Read the recommendations on the *ABIA Index* Grammar and Style.
 - The annotation should be informative in itself, as users of the database might not have access to the publication itself.
 - **Always check your annotation on:**
 - **typing errors**
 - **double spaces**
 - **a space behind the final dot**
 - **capitalization, as applied in geographical terms, proper names (Stupa I Amaravati), personal names, and in some specific terms (Buddhism).**

- Grammar and style
 - The annotation should be short and compact.
 - Avoid statements as: This publication discusses...; the author presents; Instead briefly state: Discusses; Presents ...
 - So use active words to start your formulation with (*See for a list of active words, Appendix VIII*), but don't use the same words all over.
 - Be factual and to the point.
 - Avoid general explanations or introductions; focus on what the publication adds or changes to already known facts.
 - Preferably begin the annotation with a short scope statement which covers the contents of the publication. Never repeat or almost repeat the title.
 - Look for the conclusions or a summary, often presented at the end of the publication.
 - A catchy quote which captures the gist of the publication is a perfect conclusion for your annotation.
 - Avoid strings of laudatory adjectives; leave out superfluous words.

- Italics
 - Applied to non-western words from special literature.
 - The initiating italics code is /i1; the closing code /i0.
 - Amaravati /i1 stupa /i0

- In combination with brackets and punctuation:
`<Amaravati> /i1 <st\08upas> /i0 .`
 After the closing code always give a space even before a dot or a comma.
- Length
 - Preferable size: around 100-150 words.
 - The field is defined to contain a maximum of 900 characters.
- Obituaries
 - Don't annotate obituaries.
- Personal names
 - If you want to mention a person, only bracket the family name. Put the year of publication and the pages within round brackets:
 e.g. R. <Coomaraswamy> (1927:25-27).
 - Use the author's name as in the database.
- Proper names
 - Start with a capital letter: Temple 1 Besnagar; Jayavarman VII (do not use 7); Iron Pillar inscription (the Iron Pillar being a monument), but it is Bajaur casket inscription.
- Quotations
 - To open a quotation, use the single mark right above your Tab button.
 - To close a quotation use the single mark to the left of the Enter button.
- Reviews
 - Don't annotate reviews.
- Selecting criteria for annotations
 - Articles in important journals or books such as archaeological reports, conference proceedings and catalogues presenting new materials, take priority over monographs.
 - Articles and monographs reflecting results of new research, new excavations, new developments in the field take priority over publications summarizing research results known through existing publications.
- Searchable words
 - Any words in the annotation that should be searchable in the *ABIA Index*, online database should be placed between triangle-shaped brackets <>.
 - Index/search words are not necessarily thesauri words.
 - Also parts of words can be placed between brackets : e.g. dated becomes <date>d, <Deccan>i.
 - Avoid combinations of words, bracket them separately: thus <N\08ayakas> <temples> in stead of <N\08ayaka temples>

- Source
 - Annotations must be prepared from the publications themselves.
 - **Annotators are not allowed to copy abstracts from online databases, printed catalogues or book jackets; naturally it is good to read these.**

EXAMPLE

Provides a detailed <classification> of all known <Indonesia>n <Ga\\12ne\\01sa> <images>. Traces all references to Ga\\12ne\\01sa in ancient <Java>nese <inscriptions> and literary <texts>, and attempts to contextualize the visual and textual images of Ga\\12ne\\01sa during the <Ka\\12diri> and <Singhas\\08ari> periods.

INTERNAL MEMO

900

CHARACTERISTICS

Optional

PURPOSE

Field 900 may be used for a temporary personal or internal note. The field is hidden in the on-line database

RULES FOR ENTRY

No rules.

EXAMPLES

Annotation incomplete
Check author's name

PART THREE

Appendices

Rules for the use of diacritics:

1. Enter one, two, or three backslashes to indicate the position of the diacritic sign (above, below, or in the middle of a letter).
2. Enter the two-digit number corresponding to the diacritic sign, as presented in the list.
3. Enter the letter to which the diacritic sign has to be applied.

When such an encoded form of information has been entered in a field, a specific programme will translate this code into a form without diacritics presented in an invisible shadow field used for sorting and searching purposes. The encoded form of information is used for the printed version of the *ABIA South and Southeast Asian Art and Archaeology Index*. It is decoded in such a way that the diacritics are shown in their conventional form.

Rules for the use of special, non letter-related signs (Arabic hamzah, emphasis marks):

1. Enter one backslash.
1. Add the two-digit number assigned to the special sign.
2. *If there are two or more accents the order is: from left to right, from top to bottom*
Example: \05\12\12m for 'm with breve and dot above and with dot under'.

Rules for special letters

1. Enter one backslash.
2. Add the two-digit number assigned to the special letter
Example: \82 for 'ligature ae'.

NB: in the explanation, the following signs are used:

- = denotes the use of the character, or a synonym.
- * denotes specific usage of the character.
- x denotes: 'do not confuse with'

See for the codes to be applied: list diacritics (separate)

APPENDIX II

ISO two-letter country codes

<i>Country</i>	<i>Code</i>
Afghanistan	af
Albania	al
Armenia	am
Australia	au
Austria	at
Azerbajdsjan	az
Bahrain	bh
Bangladesh	bd
Belgium	be
Bhutan	bt
Brunei Darussalam	bn
Bulgaria	bg
Burma	bu
Byelorussian SSR	by
Cambodia (Kampuchea)	kh
Canada	ca
China	cn
Cook Islands	ck
Czechoslovakia	cs
Denmark	dk
Estonia	ee
Fiji	fj
Finland	fi
France	fr
Georgia	ge
Germany (Democratic Republic 1949-oct.1990)	dd
Germany (Federal Republic)	de
Greece	gr
Greenland	gl
Guam	gu
Hungary	hu
Iceland	is
India	in
Indonesia	id

ISO two-letter country codes

APPENDIX II

Iran	ir
Iraq	iq
Ireland	ie
Israel	il
Italy	it
Japan	jp
Jordan	jo
Kazakhstan	kz
Kiribati	ki
Korea, (Democratic People's Republic)	kp
Korea, (Republic)	kr
Kroatia	hr
Kuwait	kw
Kyrgyzstan	kg
Laos	la
Latvia	lv
Lebanon	lb
Liechtenstein	li
Lithuania	lt
Luxembourg	lu
Macau	mo
Madagascar	mg
Malaysia	my
Maldives	mv
Marshall Islands	mh
Mexico	mx
Micronesia	fm
Moldavia	md
Monaco	mc
Mongolia	mn
Nauru	nr
Nepal	np
Netherlands, The	nl
New Caledonia	nc
New Zealand	nz
Niue	nu
Northern Mariana Islands	mp
Norway	no
Oman	om

APPENDIX II

ISO two-letter country codes

Pakistan	pk
Palau	pw
Papua New Guinea	pg
Philippines	ph
Poland	pl
Portugal	pt
Qatarqa	qa
Romania	rd
Russian Federation	ru
Samoa (West)	ws
Saudi Arabia	sa
Singapore	sg
Slovenia	si
Solomon Islands	sb
Spain	es
Sri Lanka	lk
Sweden	se
Switzerland	ch
Syrian Arab Republic	sy
Tajikistan	tj
Taiwan	tw
Thailand	th
Tokelau	tk
Tonga	to
Turkey	tr
Turkmenistan	tm
Tuvalu	tv
Ukrainia	ua
United Arab Emirates	ae
United Kingdom	gb
United States	us
USSR (Russia)	su
Uzbekistan	uz
Vanuatu	vu
Vietnam	vn
White Russia	by
Yemen	ye
Yemen, Democratic	yd
Yugoslavia	yu

 ISO three-letter language codes

APPENDIX III

<i>Language</i>	<i>Code</i>
Albania	alb
Arabic	ara
Armenian	arm
Assamese	asm
Balinese	bli
Bengali	ben
Bihari	bih
Bulgarian	bul
Burmese	bur
Cambodian	cam
Chinese	chi
Czech	cze
Danish	dan
Dravidian languages other than Tamil, Malayalam, Telugu	dra
Dutch	dut
English	eng
Esperanto	esp
Estonian	est
Finnish	fin
French	fre
Georgian	geo
German	ger
Greek	gre
Gujarati	guj
Hebrew	heb
Hindi	hin
Hungarian	hun
Icelandic	ice
Indo-Aryan languages other than Assamese, Bengali, Bihari, Hindi, Oriya, Pahari, Pahlavi, Pali, Panjabi, Rajasthani, Sankrit, Sinhalese, Urdu	idc
Indonesian	ind
Indonesian/Austronesian languages other than Balinese, Indonesian, Javanese, Malagasy, Malaysian, Tagalog	map
Italian	ita
Japanese	jpn

APPENDIX III

ISO three-letter language codes

Javanese	jav
Korean	kor
Laotian	lao
Lithuanian	lit
Malagasy	mla
Malaysian	may
Malayalam	mly
Mongolian	mon
Nepali	nep
Newari	new
Norwegian	nor
Oriya	ori
Pahari	pah
Pahlavi	pal
Pali	pli
Panjabi	pan
Persian	per
Polish	pol
Portuguese	por
Rajasthani	raj
Romanian	rum
Russian	rus
Sanskrit	san
Serbo-Croatian (Cyrillic)	scs
Serbo-Croatian (Roman)	scr
Sinhalese	snh
Slovak	slo
Slovenian	slv
Spanish	spa
Tagalog (Pilipino)	tag
Tamil	tam
Telugu	tel
Thai	tha
Tibetan	tib
Turkish	tur
Urdu	urd
Vietnamese	vie

ISO four-letter script codes

APPENDIX IV

Code	N°	English Name	Nom français	Property Value Alias	Date
Arab	160	Arabic	arabe	Arabic	2004-05-01
Armi	124	Imperial Aramaic	araméen impérial	Imperial _Aramaic	2009-06-01
Armn	230	Armenian	arménien	Armenian	2004-05-01
Avst	134	Avestan	avestique	Avestan	2009-06-01
Bali	360	Balinese	balinais	Balinese	2006-10-10
Bamu	435	Bamum	bamoum	Bamum	2009-06-01
Batk	365	Batak	batak		2004-05-01
Beng	325	Bengali	bengalî	Bengali	2004-05-01
Blis	550	Blissymbols	symboles Bliss		2004-05-01
Bopo	285	Bopomofo	bopomofo	Bopomofo	2004-05-01
Brah	300	Brahmi	brâhmî		2004-05-01
Brai	570	Braille	braille	Braille	2004-05-01
Bugi	367	Buginese	bouguis	Buginese	2006-06-21
Buhd	372	Buhid	bouhide	Buhid	2004-05-01
Cakm	349	Chakma	chakma		2007-11-26
Cans	440	Unified Canadian Aboriginal Syllabics	syllabaire autochtone canadien unifié	Canadian _Aboriginal	2004-05-29
Cari	201	Carian	carien	Carian	2007-07-02
Cham	358	Cham	cham (čam, tcham)	Cham	2009-11-11
Cher	445	Cherokee	tchérokî	Cherokee	2004-05-01
Cirt	291	Cirth	cirth		2004-05-01
Copt	204	Coptic	copte	Coptic	2006-06-21
Cprt	403	Cypriot	syllabaire chypriote	Cypriot	2004-05-01
Cyrl	220	Cyrillic	cyrillique	Cyrillic	2004-05-01
Cyrs	221	Cyrillic (Old Church Slavonic variant)	cyrillique (variante slavonne)		2004-05-01
Deva	315	Devanagari (Nagari)	dévanâgarî	Devanagari	2004-05-01
Dsrt	250	Deseret (Mormon)	déseret (mormon)	Deseret	2004-05-01
Egyd	070	Egyptian demotic	démotique égyptien		2004-05-01
Egyh	060	Egyptian hieratic	hiératique égyptien		2004-05-01
Egyp	050	Egyptian	hiéroglyphes	Egyptian	2009-06-01

		hieroglyphs	égyptiens	_Hieroglyphs	
Ethi	430	Ethiopic (Ge'ez)	éthiopien (ge'ez, guèze)	Ethiopic	2004-10-25
Geok	241	Khutsuri (Asomtavruli and Nuskhuri)	khoutsouri (assomtavrouli et nouskhouri)		2006-12-11
Geor	240	Georgian (Mkhedruli)	géorgien (mkhédrouli)	Georgian	2004-05-29
Glag	225	Glagolitic	glagolitique	Glagolitic	2006-06-21
Goth	206	Gothic	gotique	Gothic	2004-05-01
Gran	343	Grantha	grantha		2009-11-11
GreK	200	Greek	grec	Greek	2004-05-01
Gujr	320	Gujarati	goudjarâti (gujrâti)	Gujarati	2004-05-01
Guru	310	Gurmukhi	gourmoukhî	Gurmukhi	2004-05-01
Hang	286	Hangul (Hangül, Hangeul)	hangül (hangül, hangeul)	Hangul	2004-05-29
Hani	500	Han (Hanzi, Kanji, Hanja)	idéogrammes han (sinogrammes)	Han	2009-02-23
Hano	371	Hanunoo (Hanunóo)	hanounóo	Hanunoo	2004-05-29
Hans	501	Han (Simplified variant)	idéogrammes han (variante simplifiée)		2004-05-29
Hant	502	Han (Traditional variant)	idéogrammes han (variante traditionnelle)		2004-05-29
Hebr	125	Hebrew	hébreu	Hebrew	2004-05-01
Hira	410	Hiragana	hiragana	Hiragana	2004-05-01
Hmng	450	Pahawh Hmong	pahawh hmong		2004-05-01
Hrkt	412	(alias for Hiragana + Katakana)	(alias pour hiragana + katakana)	Katakana_Or_Hiragana	2004-05-01
Hung	176	Old Hungarian	ancien hongrois		2004-05-01
Inds	610	Indus (Harappan)	indus		2004-05-01
Ital	210	Old Italic (Etruscan, Oscan, etc.)	ancien italique (étrusque, osque, etc.)	Old_Italic	2004-05-29
Java	361	Javanese	javanais	Javanese	2009-06-01
Jpan	413	Japanese (alias for Han + Hiragana + Katakana)	japonais (alias pour han + hiragana + katakana)		2006-06-21
Kali	357	Kayah Li	kayah li	Kayah_Li	2007-07-02
Kana	411	Katakana	katakana	Katakana	2004-05-01
Khar	305	Kharoshthi	kharochthî	Kharoshthi	2006-06-21

Khmr	355	Khmer	khmer	Khmer	2004-05-29
Knda	345	Kannada	kannara (canara)	Kannada	2004-05-29
Kore	287	Korean (alias for Hangul + Han)	coréen (alias pour hangûl + han)		2007-06-13
Kthi	317	Kaithi	kaithî	Kaithi	2009-06-01
Lana	351	Tai Tham (Lanna)	taï tham (lanna)	Tai_Tham	2009-06-01
Laoo	356	Lao	laotien	Lao	2004-05-01
Latf	217	Latin (Fraktur variant)	latin (variante brisée)		2004-05-01
Latg	216	Latin (Gaelic variant)	latin (variante gaélique)		2004-05-01
Latn	215	Latin	latin	Latin	2004-05-01
Lepc	335	Lepcha (Róng)	lepcha (róng)	Lepcha	2007-07-02
Limb	336	Limbu	limbou	Limbu	2004-05-29
Lina	400	Linear A	linéaire A		2004-05-01
Linb	401	Linear B	linéaire B	Linear_B	2004-05-29
Lisu	399	Lisu (Fraser)	lisu (Fraser)	Lisu	2009-06-01
Lyci	202	Lycian	lycien	Lycian	2007-07-02
Lydi	116	Lydian	lydien	Lydian	2007-07-02
Mand	140	Mandaic, Mandaeen	mandéen		2007-07-15
Mani	139	Manichaeen	manichéen		2007-07-15
Maya	090	Mayan hieroglyphs	hiéroglyphes mayas		2004-05-01
Merc	101	Meroitic Cursive	cursif méroïtique		2009-11-11
Mero	100	Meroitic Hieroglyphs	hiéroglyphes méroïtique		2009-11-11
Mlym	347	Malayalam	malayâlam	Malayalam	2004-05-01
Mong	145	Mongolian	mongol	Mongolian	2004-05-01
Moon	218	Moon (Moon code, Moon script, Moon type)	écriture Moon		2006-12-11
Mtei	337	Meitei Mayek (Meithei, Meetei)	meitei mayek	Meetei_Mayek	2009-06-01
Mymr	350	Myanmar (Burmese)	birman	Myanmar	2004-05-01
Nkgb	420	Nakhi Geba ('Na-'Khi ² Ggö-'baw, Naxi Geba)	nakhi géba		2009-02-23
Nkoo	165	N'Ko	n'ko	Nko	2006-10-10
Ogam	212	Ogham	ogam	Ogham	2004-05-01
Olck	261	OI Chiki (OI Cemet',	ol tchiki	OI_Chiki	2007-07-02

		Ol, Santali)			
Orkh	175	Old Turkic, Orkhon Runic	orkhon	Old_Turkic	2009-06-01
Orya	327	Oriya	oriyâ	Oriya	2004-05-01
Osma	260	Osmanya	osmanais	Osmanya	2004-05-01
Perm	227	Old Permic	ancien permien		2004-05-01
Phag	331	Phags-pa	'phags pa	Phags_Pa	2006-10-10
Phli	131	Inscriptional Pahlavi	pehlevi des inscriptions	Inscriptional_Pahlavi	2009-06-01
Phlp	132	Psalter Pahlavi	pehlevi des psautiers		2007-11-26
Phlv	133	Book Pahlavi	pehlevi des livres		2007-07-15
Phnx	115	Phoenician	phénicien	Phoenician	2006-10-10
Plrd	282	Miao (Pollard)	miao (Pollard)		2009-02-23
Prti	130	Inscriptional Parthian	parthe des inscriptions	Inscriptional_Parthian	2009-06-01
Qaaa	900	Reserved for private use (start)	réservé à l'usage privé (début)		2004-05-29
Qabx	949	Reserved for private use (end)	réservé à l'usage privé (fin)		2004-05-29
Rjng	363	Rejang (Redjang, Kaganga)	redjang (kaganga)	Rejang	2009-02-23
Roro	620	Rongorongo	rongorongo		2004-05-01
Runr	211	Runic	runique	Runic	2004-05-01
Samr	123	Samaritan	samaritain	Samaritan	2009-06-01
Sara	292	Sarati	sarati		2004-05-29
Sarb	105	Old South Arabian	sud-arabique, himyarite	Old_South_Arabian	2009-06-01
Saur	344	Saurashtra	saurachtra	Saurashtra	2007-07-02
Sgnw	095	SignWriting	SignÉcriture, SignWriting		2006-10-10
Shaw	281	Shavian (Shaw)	shavien (Shaw)	Shavian	2004-05-01
Sinh	348	Sinhala	singhalais	Sinhala	2004-05-01
Sund	362	Sundanese	sundanais	Sundanese	2007-07-02
Sylo	316	Syloti Nagri	sylotî nâgrî	Syloti_Nagri	2006-06-21
Syrc	135	Syriac	syriaque	Syriac	2004-05-01
Syre	138	Syriac (Estrangelo variant)	syriaque (variante estranghélo)		2004-05-01
Syrj	137	Syriac (Western variant)	syriaque (variante occidentale)		2004-05-01
Syrn	136	Syriac (Eastern	syriaque (variante		2004-05-01

		variant)	orientale)		
Tagb	373	Tagbanwa	tagbanoua	Tagbanwa	2004-05-01
Tale	353	Tai Le	taï-le	Tai_Le	2004-10-25
Talu	354	New Tai Lue	nouveau taï-lue	New_Tai_Lue	2006-06-21
Taml	346	Tamil	tamoul	Tamil	2004-05-01
Tavt	359	Tai Viet	taï viêt	Tai_Viet	2009-06-01
Telu	340	Telugu	télougou	Telugu	2004-05-01
Teng	290	Tengwar	tengwar		2004-05-01
Tfng	120	Tifinagh (Berber)	tifinagh (berbère)	Tifinagh	2006-06-21
Tglg	370	Tagalog (Baybayin, Alibata)	tagal (baybayin, alibata)	Tagalog	2009-02-23
Thaa	170	Thaana	thâna	Thaana	2004-05-01
Thai	352	Thai	thaï	Thai	2004-05-01
Tibt	330	Tibetan	tibétain	Tibetan	2004-05-01
Ugar	040	Ugaritic	ougaritique	Ugaritic	2004-05-01
Vaii	470	Vai	vaï	Vai	2007-07-02
Visp	280	Visible Speech	parole visible		2004-05-01
Wara	262	Warang Citi (Varang Kshiti)	warang citi		2009-11-11
Xpeo	030	Old Persian	cunéiforme persépolitain	Old_Persian	2006-06-21
Xsux	020	Cuneiform, Sumero-Akkadian	cunéiforme suméro-akkadien	Cuneiform	2006-10-10
Yiii	460	Yi	yi	Yi	2004-05-01
Zinh	994	Code for inherited script	codet pour écriture héritée	Inherited	2009-02-23
Zmth	995	Mathematical notation	notation mathématique		2007-11-26
Zsym	996	Symbols	symboles		2007-11-26
Zxxx	997	Code for unwritten documents	codet pour les documents non écrites		2007-06-13
Zyyy	998	Code for undetermined script	codet pour écriture indéterminée	Common	2004-05-29
Zzzz	999	Code for uncoded script	codet pour écriture non codée	Unknown	2006-10-10
Code		English Name	Nom français	<u>Property Value Alias</u>	Date

Library numbers

APPENDIX V

Sri Lanka [lk]

- 1 Central Cultural Fund
- 2 Postgraduate Institute of Archaeology, University of Kelaniya, Kelaniya
- 3 Department of Archaeology, Colombo
- 4 National Library, Colombo
- 5 Department of National Archives, Colombo
- 6 National Museum, Colombo
- 7 Architecture Conservation On Monuments and Sites Unit, University of Moratuwa, Moratuwa
- 8 Marga Institute, Colombo
- 9 University of Colombo, Colombo
- 10 University of Moratuwa, Moratuwa
- 11 University of Kelaniya, Kelaniya
- 12 University of Sri Jayawardenapura, Gangodawila
- 13 Open University, Nawala
- 14 University of Jaffna, Jaffna
- 15 University of Peradeniya, Peradeniya
- 16 University of Ruhuna, Matara
- 17 Eastern University, Batticaloa
- 18 Royal Asiatic Society, Colombo
- 19 Public Library, Colombo
- 20 Buddhist Encyclopedia Office, Colombo
- 21 Sinhala Encyclopedia Office, Colombo
- 22 Library Association, Colombo
- 23 Department of Cultural Affairs, Colombo
- 24 Sahitya Mandalaya, Colombo
- 25 Department of Hindu Religious Affairs, Colombo
- 26 Naleemiya Institute, Beruwala
- 27 International Council on Monuments and Sites, Colombo
- 28 Parivena Libraries

Thailand [th]

- 1 SPAFA Library and Documentation Services, Bangkok
- 2 National Library of Thailand, Bangkok
- 3 Central Library, Silpakorn University, Bangkok
- 4 Library of Chulalongkorn University, Bangkok
- 5 Library of Thammasat University, Bangkok
- 6 Library of the Siam Society, Bangkok

APPENDIX V

Library numbers

The Netherlands [nl]

- 1 University Library, Leiden
- 2 Library of the Kern Institute, Leiden
- 3 Library of the Department of Archaeology, Leiden
- 4 Library of the Department of Art History, Leiden
- 5 Library of the Department of Anthropology, Leiden
- 6 Library of the Koninklijk Instituut voor Taal-, Land- en Volkenkunde (KITLV), Leiden
- 7 Library of the Rijksmuseum voor Volkenkunde, Leiden
- 8 Library of the University of Amsterdam
- 9 Library of the Koninklijk Instituut voor de Tropen (KIT), Amsterdam
- 10 Library of the Rijksmuseum, Amsterdam
- 11 Koninklijke Bibliotheek, The Hague
- 12 Library of the Volkenkundig Museum Nusantara, Delft
- 13 Library of the Museum voor Volkenkunde, Rotterdam
- 14 University Library, Utrecht
- 15 University Library, Groningen
- 16 Library of the Museum voor Oudheden, Leiden
- 17 Library of the Rijksmuseum Penningkabinet, Leiden
- 18 Library of the Zeeuwse Bibliotheek, Middelburg
- 19 Library of the Nederlands Instituut voor het Nabije Oosten (NINO), Leiden
- 20 Gate Foundation, Amsterdam

Indonesia [id]

- 1 Perpustakaan Nasional Jakarta
- 2 Perpustakaan Puslit Arkenas Jakarta
- 3 Perpustakaan Direktorat
- 4 Perpustakaan UI Jakarta (Fakultas Sastra)
- 5 Perpustakaan Museum Nasional Jakarta
- 6 EFEO, Jakarta
- 7 Balai Arkeologi Bandung
- 8 Balai Arkeologi Yogyakarta
- 9 UGM (Fakultas Sastra) Yogyakarta
- 10 SUAKA Yogyakarta
- 11 SUAKA Jawa Tengah
- 12 Museum Sono Budoyo Yogyakarta
- 13 SUAKA Trowulan
- 14 Museum Mpu Tantular Surabaya
- 15 Balai Arkeologi Denpasar
- 16 Museum Bali Denpasar
- 17 SUAKA Bedulu, Bali
- 18 Balai Arkeologi Palembang
- 19 Pusat Penelitian Arkeolog: Nasional Jakarta
- 20 Fakultas Sastra Universitas, Indonesia Pepoh
- 21 Suaka Peninggalan Sejarah dan Purbakala, Janbi

Library numbers

APPENDIX V

England [gb]

- 1 British Library, London
- 2 Library of the School of Oriental and African Studies (SOAS), London

France [fr]

- 1 Library of the Bibliothèque Nationale, Paris
- 2 Library of the École Française d'Extrême Orient (EFEO), Paris
- 3 Library of Musée Guimet, Paris

1. *SOUTH AND SOUTHEAST ASIA: GENERAL*

- 1.0.1 Bibliographies
- 1.0.2 Handbooks and general works
- 1.0.3 Felicitation/commemoration volumes, selected studies
- 1.0.4 Proceedings of conferences
- 1.0.5 Archaeology (pre- and protohistory)
- 1.0.6 Historical archaeology
- 1.0.7 Ancient art history (up to 1900)
- 1.0.8 Modern art history (from 1900)
- 1.0.9 Material culture
- 1.0.10 Epigraphy and palaeography
- 1.0.11 Numismatics and sigillography
- 1.0.12 Diaspora

2. *SOUTH ASIA: GENERAL*

- 2.0.1 Bibliographies
- 2.0.2 Handbooks and general works
- 2.0.3 Felicitation/commemoration volumes, selected studies
- 2.0.4 Proceedings of conferences
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- 2.0.12 Diaspora

2.1 *Bangladesh*

- 2.1.1 Bibliographies
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- 2.1.11 Numismatics and sigillography
- 2.1.12 Diaspora

2.2 *Bhutan*

- 2.2.1 Bibliographies
- 2.2.2 Handbooks and general works
- 2.2.3 Felicitation/commemoration volumes, selected studies
- 2.2.4 Proceedings of conferences
- 2.2.5 Archaeology (pre- and protohistory)
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- 2.2.9 Material culture
- 2.2.10 Epigraphy and palaeography
- 2.2.11 Numismatics and sigillography
- 2.2.12 Diaspora

2.3 *India*

- 2.3.1 Bibliographies
- 2.3.2 Handbooks and general works
- 2.3.3 Felicitation/commemoration volumes, selected studies
- 2.3.4 Proceedings of conferences
- 2.3.5 Archaeology (pre- and protohistory)
- 2.3.6 Historical archaeology
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- 2.3.9 Material culture
- 2.3.10 Epigraphy and palaeography
- 2.3.11 Numismatics and sigillography
- 2.3.12 Diaspora

2.4 *Nepal*

- 2.4.1 Bibliographies
- 2.4.2 Handbooks and general works
- 2.4.3 Felicitation/commemoration volumes, selected studies
- 2.4.4 Proceedings of conferences
- 2.4.5 Archaeology (pre- and protohistory)
- 2.4.6 Historical archaeology
- 2.4.7 Ancient art history (up to 1900)
- 2.4.8 Modern art history (from 1900)
- 2.4.9 Material culture
- 2.4.10 Epigraphy and palaeography
- 2.4.11 Numismatics and sigillography
- 2.4.12 Diaspora

2.5 *Pakistan*

- 2.5.1 Bibliographies
- 2.5.2 Handbooks and general works
- 2.5.3 Felicitation/commemoration volumes, selected studies
- 2.5.4 Proceedings of conferences
- 2.5.5 Archaeology (pre- and protohistory)
- 2.5.6 Historical archaeology
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- 2.5.8 Modern art history (from 1900)
- 2.5.9 Material culture
- 2.5.10 Epigraphy and palaeography
- 2.5.11 Numismatics and sigillography
- 2.5.12 Diaspora

2.7 *Sri Lanka*

- 2.7.1 Bibliographies
- 2.7.2 Handbooks and general works
- 2.7.3 Felicitation/commemoration volumes, selected studies
- 2.7.4 Proceedings of conferences
- 2.7.5 Archaeology (pre- and protohistory)
- 2.7.6 Historical archaeology
- 2.7.7 Ancient art history (up to 1900)
- 2.7.8 Modern art history (from 1900)
- 2.7.9 Material culture
- 2.7.10 Epigraphy and palaeography
- 2.7.11 Numismatics and sigillography
- 2.7.12 Diaspora

2.8 *Maldives*

- 2.8.1 Bibliographies
- 2.8.2 Handbooks and general works
- 2.8.3 Felicitation/commemoration volumes, selected studies
- 2.8.4 Proceedings of conferences
- 2.8.5 Archaeology (pre- and protohistory)
- 2.8.6 Historical archaeology
- 2.8.7 Ancient art history (up to 1900)
- 2.8.8 Modern art history (from 1900)
- 2.8.9 Material culture
- 2.8.10 Epigraphy and palaeography
- 2.9.11 Numismatics and sigillography
- 2.9.12 Diaspora

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3. *SOUTHWEST ASIA AS RELATED TO SOUTH ASIA*
(for instance *Afghanistan, East Iran*)
 - 3.0.1 Bibliographies
 - 3.0.2 Handbooks and general works
 - 3.0.3 Felicitation/commemoration volumes, selected studies
 - 3.0.4 Proceedings of conferences
 - 3.0.5 Archaeology (pre- and protohistory)
 - 3.0.6 Historical archaeology
 - 3.0.7 Ancient art history (up to 1900)
 - 3.0.8 Modern art history (from 1900)
 - 4.0.9 Material culture
 - 4.0.10 Epigraphy and palaeography
 - 4.0.11 Numismatics and sigillography
 - 4.0.12 Diaspora

 4. *CENTRAL ASIA AS RELATED TO SOUTH ASIA*
(for instance *Uzbekistan, Turkmenistan, Tajikistan*)
 - 4.0.1 Bibliographies
 - 4.0.2 Handbooks and general works
 - 4.0.3 Felicitation/commemoration volumes, selected studies
 - 4.0.4 Proceedings of conferences
 - 4.0.5 Archaeology (pre- and protohistory)
 - 4.0.6 Historical archaeology
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 - 4.0.8 Modern art history (from 1900)
 - 4.0.9 Material culture
 - 4.0.10 Epigraphy and palaeography
 - 4.0.11 Numismatics and sigillography
 - 4.0.12 Diaspora

 5. *EAST ASIA AS RELATED TO SOUTH ASIA*
(for instance *the region of Tibetan culture, Silk Road studies*)
 - 5.0.1 Bibliographies
 - 5.0.2 Handbooks and general work
 - 5.0.3 Felicitation/commemoration volumes, selected studies
 - 5.0.4 Proceedings of conferences
 - 5.0.5 Archaeology (pre- and protohistory)
 - 5.0.6 Historical archaeology
 - 5.0.7 Ancient art history (up to 1900)
 - 5.0.8 Modern art history (from 1900)
 - 5.0.9 Material culture
 - 5.0.10 Epigraphy and palaeography
 - 5.0.11 Numismatics and sigillography
 - 5.0.12 Diaspora

6. *SOUTHEAST ASIA: GENERAL*

- 6.0.1 Bibliographies
- 6.0.2 Handbooks and general works
- 6.0.3 Felicitation/commemoration volumes, selected studies
- 6.0.4 Proceedings of conferences
- 6.0.5 Archaeology (pre- and protohistory)
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- 6.0.9 Material culture
- 6.0.10 Epigraphy and palaeography
- 5.0.11 Numismatics and sigillography
- 5.0.12 Diaspora

6.1 *Brunei Darussalam*

- 6.1.1 Bibliographies
- 6.1.2 Handbooks and general works
- 6.1.3 Felicitation/commemoration volumes, selected studies
- 6.1.4 Proceedings of conferences
- 6.1.5 Archaeology (pre- and protohistory)
- 6.1.6 Historical archaeology
- 6.1.7 Ancient art history (up to 1900)
- 6.1.8 Modern art history (from 1900)
- 6.1.9 Material culture
- 6.1.10 Epigraphy and palaeography
- 6.1.11 Numismatics and sigillography
- 6.1.12 Diaspora

6.2 *Cambodia*

- 6.2.1 Bibliographies
- 6.2.2 Handbooks and general works
- 6.2.3 Felicitation/commemoration volumes, selected studies
- 6.2.4 Proceedings of conferences
- 6.2.5 Archaeology (pre- and protohistory)
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- 6.2.10 Epigraphy and palaeography
- 6.2.11 Numismatics and sigillography
- 6.2.12 Diaspora

6.3 *Indonesia*

- 6.3.1 Bibliographies
- 6.3.2 Handbooks and general works
- 6.3.3 Felicitation/commemoration volumes, selected studies
- 6.3.4 Proceedings of conferences
- 6.3.5 Archaeology (pre- and protohistory)
- 6.3.6 Historical archaeology
- 6.3.7 Ancient art history (up to 1900)
- 6.3.8 Modern art history (from 1900)
- 6.3.9 Material culture
- 6.3.10 Epigraphy and palaeography
- 6.3.11 Numismatics and sigillography
- 6.3.12 Diaspora

6.4 *Laos*

- 6.4.1 Bibliographies
- 6.4.2 Handbooks and general works
- 6.4.3 Felicitation/commemoration volumes, selected studies
- 6.4.4 Proceedings of conferences
- 6.4.5 Archaeology (pre- and protohistory)
- 6.4.6 Historical archaeology
- 6.4.7 Ancient art history (up to 1900)
- 6.4.8 Modern art history (from 1900)
- 6.4.9 Material culture
- 6.4.10 Epigraphy and palaeography
- 6.4.11 Numismatics and sigillography
- 6.4.12 Diaspora

6.5 *Malaysia*

- 6.5.1 Bibliographies
- 6.5.2 Handbooks and general works
- 6.5.3 Felicitation/commemoration volumes, selected studies
- 6.5.4 Proceedings of
- 6.5.5 Archaeology (pre- and protohistory)
- 6.5.6 Historical archaeology
- 6.5.7 Ancient art history (up to 1900)
- 6.5.8 Modern art history (from 1900)
- 6.5.9 Material culture
- 6.5.10 Epigraphy and palaeography
- 6.5.11 Numismatics and sigillography
- 6.5.12 Diaspora

6.6 Myanmar

- 6.6.1 Bibliographies
- 6.6.2 Handbooks and general works
- 6.6.3 Felicitation/commemoration volumes, selected studies
- 6.6.4 Proceedings of conferences
- 6.6.5 Archaeology (pre- and protohistory)
- 6.6.6 Historical archaeology
- 6.6.7 Ancient art history (up to 1900)
- 6.6.8 Modern art history (from 1900)
- 6.6.9 Material culture
- 6.6.10 Epigraphy and palaeography
- 6.6.11 Numismatics and sigillography
- 6.6.12 Diaspora

6.7 Philippines

- 6.7.1 Bibliographies
- 6.7.2 Handbooks and general works
- 6.7.3 Felicitation/commemoration volumes, selected studies
- 6.7.4 Proceedings of conferences
- 6.7.5 Archaeology (pre- and protohistory)
- 6.7.6 Historical archaeology
- 6.7.7 Ancient art history (up to 1900)
- 6.7.8 Modern art history (from 1900)
- 6.7.9 Material culture
- 6.7.10 Epigraphy and palaeography
- 6.7.11 Numismatics and sigillography

6.8 Singapore

- 6.8.1 Bibliographies
- 6.8.2 Handbooks and general works
- 6.8.3 Felicitation/commemoration volumes, selected studies
- 6.8.4 Proceedings of conferences
- 6.8.5 Archaeology (pre- and protohistory)
- 6.8.6 Historical archaeology
- 6.8.7 Ancient art history (up to 1900)
- 6.8.8 Modern art history (from 1900)
- 6.8.9 Material culture
- 6.8.10 Epigraphy and palaeography
- 6.8.11 Numismatics and sigillography
- 6.8.12 Diaspora

6.9 *Thailand*

- 6.9.1 Bibliographies
- 6.9.2 Handbooks and general works
- 6.9.3 Felicitation/commemoration volumes, selected studies
- 6.9.4 Proceedings of conferences
- 6.9.5 Archaeology (pre- and protohistory)
- 6.9.6 Historical archaeology
- 6.9.7 Ancient art history (up to 1900)
- 6.9.8 Modern art history (from 1900)
- 6.9.9 Material culture
- 6.9.10 Epigraphy and palaeography
- 6.9.11 Numismatics and sigillography
- 6.9.12 Diaspora

6.10 *Vietnam*

- 6.10.1 Bibliographies
- 6.10.2 Handbooks and general works
- 6.10.3 Felicitation/commemoration volumes, selected studies
- 6.10.4 Proceedings of conferences
- 6.10.5 Archaeology (pre- and protohistory)
- 6.10.6 Historical archaeology
- 6.10.7 Ancient art history (up to 1900)
- 6.10.8 Modern art history (from 1900)
- 6.10.9 Material culture
- 6.10.10 Epigraphy and palaeography
- 6.10.11 Numismatics and sigillography
- 6.10.12 Diaspora

7. *EAST ASIA AS RELATED TO SOUTHEAST ASIA*

(for instance South China)

- 7.0.1 Bibliographies
- 7.0.2 Handbooks and general works
- 7.0.3 Felicitation/commemoration volumes, selected studies
- 7.0.4 Proceedings of conferences
- 7.0.5 Archaeology (pre- and protohistory)
- 7.0.6 Historical archaeology
- 7.0.7 Ancient art history (up to 1900)
- 7.0.8 Modern art history (from 1900)
- 7.0.9 Material culture
- 7.0.10 Epigraphy and palaeography
- 7.0.11 Numismatics and sigillography
- 7.0.12 Diaspora

8. *THE PACIFIC AS RELATED TO SOUTHEAST ASIA*

(for instance the region of Austronesian culture)

- 8.0.1 Bibliographies
- 8.0.2 Handbooks and general works
- 8.0.3 Felicitation/commemoration volumes, selected studies
- 8.0.4 Proceedings of conferences
- 8.0.5 Archaeology (pre- and protohistory)
- 8.0.6 Historical archaeology
- 8.0.7 Ancient art history (up to 1900)
- 8.0.8 Modern art history (from 1900)
- 8.0.9 Material culture
- 8.0.10 Epigraphy and palaeography
- 8.0.11 Numismatics and sigillography

**Overview of possible search codes to apply in your search.
See also the Field by field guide.**

• by indexer	ind=
• by annotator/editor	edi=
• by status	sts=
• by bibliographic level	bib=
• by country of publication	cou=
• by language	lan=
• by ISBN no.	isb=
• by title	ttl=
• by author	aut=
• by corporate body (complete name)	cor=
• by corporate body (words from)	cow=
• by place of publication	plc=
• by publisher	pub=
• by link code reviews ↔ monographs	lir=
• by link code articles ↔ monographs	lia=
• by link code applied in an earlier print	lie=
• by meeting, conference (complete name)	mee=
• by meeting, conference (words from)	mew=
• by thesis (complete name)	the=
• by thesis (words from)	the=
• by series (complete title)	ser=
• by series (words from)	sew=
• by geographic keyword	geo=
• by general keyword	gen=
• by personal keyword	prs=
• by annotation	ann=
• by classification	cla=

Ignore diacritics when searching: gen= or geo= or prs=

Use * in using multiple words:

ttl=asia*ttl=institute

Use “ (opening & closing quote marks) when searching for terms with brackets:
“geo=punjab (province)”

APPENDIX VIII

active annotation words

Adresses	Observes
Adduces	Offers
Advocates	Portrays
Agrees with	Preliminary study of
Analyses the	Presents
Analysis of	Preview of
Argues that	Provides
Brief report on	Quantifies
Catalogue to accompany	Recognizes
Catalogue with	Records the
Classification of	Reflects on
Classifies	Reports on
Collected writings of	Review of
Commemoration volume	Reviews
Compares the	Seeks to
Comprises	Sheds light
Concise overview of	Showcases
Condensed study of	Sketches
Contains	Studies the
Criticizes	Study of
Deals with	Summarizes
Distils	Surveys
Demonstrates	Typifies
Describes	
Discusses	
Distils	
Draws from	
Elucidates	
Encompasses	
Evaluates	
Explains	
Challenges	
Concludes	
Examines	
Felicitations volume	
Explains	
Focuses	
Follow-up to	
Highlights the	
Illustrated catalogue of	
Illustrated history of	
Includes (sections on)	
Interprets	
Introduction to	
Notes	