

Instructions to Data contributors

What is OII?

Open Index Initiative is relatively a new concept conceived at IGIDR library with a basic objective to develop an exhaustive online database with index and abstract to articles, book reviews and conference papers published in Indian Social Science Journals.

The inspiration for this initiative comes from [RePEc](#), but differs from it mainly in method of collecting and compiling data. OII provides flexibility to the data contributors regarding the data format.

Who can provide data:

Any, Library and Information Scientist or an institution (Library) can provide data in ISO2709, MS-Excel, MS-Access or dBase format. However, ISO2709 is the most preferred format. The tags in case of ISO2709 format, which happens to be CCF, would be provided by the coordinating agency, which at present is IGIDR library, Mumbai

The data thus provided and compiled becomes '**Common Property**' and can be mirrored by any academic and research organization of the country, participating in this initiative, for non-commercial purpose. Therefore, it is implicit that access is open, but no one owns it. In other words, it would be a virtual index.

Due credit will be given to the contributors, whether institutions or an individuals, by including their names in each record contributed by them, which ultimately gets displayed at the time of retrieval.

Instructions to data contributors

OII has been developed on a relational Database Management system, using MySQL. Contributors can provide data in one of the below mentioned format:

ISO2709 - CDS/ISIS or WINISIS
MS-Access
MS-Excel
dBase

The records received in any of these formats will be converted to MYSQL.

Guidelines for data entry:

Document type: There are three types of documents considered presently for OII and document code needs to be entered for every record

JA - Journal Article

BR - Book Review

CP - Conference Paper

Authors for Journal Articles: Includes author of the journal article or book reviewer. Maximum of six authors will be taken for journal articles/Book reviewer. There are fields named auth1 to auth6 in the database. Same with MS-Access and MS-Excel.

Author needs to be entered with Surname, followed by forename both separated by a comma. i.e Surname, comma, one space and forename. No dots between initials.

Ex: Ranganathan, S R

Gopinath, M S

Meloni, Julie Christopher

Book Author (s): Take maximum three authors. If more than three authors, then enter only author and add suffix *et al*

Ex: **Gupta, B M**

Bendre, Dattatraya Ramachandra

Meloni, Julie C

Give a comma and space after each surname. [Entry same as authors of journal articles]

Title of the journal article:

Enter the Title of the Article as it appears in the journal.

Ex: India's Collaboration with Peoples Republic of China in Science and Tech

If the Title Contains any subtitle, separate title and subtitle with Colon and one space

Ex: Time Series Analyses: Univariate and Multivariate Methods

Notes: Every word, other than preposition, conjunction, interjection and articles (a, an the), appearing in the middle of the title, needs to be in upper case (capital letter). Please do not use ampersand (&)

Title of the journal: Same as article title

Ex: China Report

International Journal of Development Planning Literature

Journal code: Every journal, selected for the indexing, has been codified by the OII Coordinator. Such code(s) will be provided to the data contributor at the time of allocation. Please consult the coordinator for any clarification.

Year: This can be journal year or year of publication of the book. Always mention year in 4 digits

Ex: 2005

Month:

Month of the Journal as mentioned in the journal issue. All the months have been shortened.

Ex: **Jan**
 or
 Jan-Mar

Month codes: Always use first three alphabets from the respective month.

Jan - January
Feb - February
Mar - March

Apr - April
May - May
Jun - June
Jul - July
Aug - August
Sep - September
Oct - October
Nov - November
Dec - December

Volume number :

Means, Volume Number of the Journal, always use Decimal No to provide the Volume Number. Enter volume number in Indo-Arabic numerals, without any prefix

Ex: 1 or 10 or 28

(If Volume number is in Roman Numbers, then convert it in to Indo-Arabic numerals)

Issue number:

Issue Numbers as it appears in the journal issue. Enter in Indi-Arabic numerals

Page Number:

Enter Starting Page and Ending Page Number of the article.

Ex: 24-44 (Use Hyphen between starting and Ending Page number)

Subject Keywords:

For future use. Please leave this blank.

Data contributed by:

Enter your member code, as provided by the coordinator.

Ex: 05:0015
05:0001

Title of the Book:

This field is to be entered in case of book review. Enter the book title as mentioned in title of the journal article

Ex: Mao's Children in the New China: Voices from the Red Guard

Book Authors: Enter only the first three authors. If there are more than 3 authors, then take on the first author add suffix *et al.*

Ex: *Jiang, Yarong*
Ashley, David et al

Imprint of the book : Includes place, publishers and year of publication. In case of CDS/ISIS, use sub-field delimiters.

^aNew Delhi^bSage^c^c2005

Those who make data entry in MS-Access or MS-Excell, will use these in separate fields.

?? **Download Sample database / Table** from <http://oii.igidr.ac.in/forms/OII3.HTM>

Book Page No:

Total Number of Pages of the Book Reviewed.

Ex: 344 (No need to add 'p')

Abstract:

Enter the Author Abstract appearing in the journal article. Leave this Blank, if not available.

Remarks :

Used to mention in case of Conference Paper or paper in a special issue

Ex: Paper presented in International Academic Conference on 'China-India-Russia: Challenges of Globalisation and Prospects for Trilateral Cooperation'

Ex: Special issue

Ex: Special issue on International Trade