

TYOLOGY OF DOCUMENTS/WORKS FOR BIBLIOGRAPHY MANAGEMENT IN COBISS

30 September 2016

ARTICLES AND OTHER COMPONENT PARTS

1.01 Original Scientific Article

An original scientific article is only the first-time publication of original research results in a way that allows the research to be repeated, and the findings checked. As a rule, it follows the IMRAD (Introduction, Methods, Results and Discussion) scheme for experimental research, or it is organised in a descriptive way for descriptive scientific areas. The article must be published in a scientific journal with a peer-review system of accepting articles and must be peer-reviewed. The peer-review system must be evident from the instructions for authors.

Conference contributions, even if published in a scientific journal, are not classified into this type, but into type 1.06 or 1.08, **with the exception of articles, written after the conference upon the journal's editorial board's invitation for a regular issue of the journal, and accepted for publication according to the same peer-review rules and procedures as other articles published in the regular issue of the journal, that comply with the definition for type 1.01.**

1.02 Review Article

A review article is an overview of the latest works in a specific subject area, the works of an individual researcher or a group of researchers with the purpose of summarising, analysing, evaluating or synthesising the information that has already been published. A review article brings new syntheses, which also include the results of the author's own research. The review article must be published in a scientific journal with a peer-review system of accepting articles and must be peer-reviewed. The peer-review system must be evident from the instructions for authors.

Conference contributions, even if published in a scientific journal, are not classified into this type, but into type 1.06 or 1.08, **with the exception of articles, written after the conference upon the journal's editorial board's invitation for a regular issue of the journal, and accepted for publication according to the same peer-review rules and procedures as other articles published in the regular issue of the journal, that comply with the definition for type 1.02.**

1.03 Short Scientific Article

A short scientific article is an original scientific article, in which some of the elements of the IMRAD scheme may be omitted. It briefly summarises the findings of a completed original research work or a research work in progress. Also included in this category are mini reviews and preliminary publications, if they have the characteristics of a short scientific article.

Conference contributions, even if published in a scientific journal, are not classified into this type, but into type 1.06 or 1.08, **with the exception of articles, written after the conference upon the journal's editorial board's invitation for a regular issue of the journal, and accepted for publication according to the same peer-review rules and procedures as other articles published in the regular issue of the journal, that comply with the definition for type 1.03.**

Short conference contributions, even if published in a scientific journal, are not classified into this type, but into type 1.10 or 1.12.

Commentaries to articles (e.g. in the form of a letter to the editor) are not classified into this type, but into type 1.21, except in cases when they also contain the author's own research findings and comply with the definition for type 1.03.

1.04 Professional Article

A professional article is the presentation of what is already known, with the emphasis on the applicability of original research results and the dissemination of knowledge, while the complexity of the text is adapted to the needs of the users and readers of the professional or scientific journal, in which the said article is published.

Conference contributions, even if published in a professional or scientific journal, are not classified into this type, but into type 1.07 or 1.09.

1.05 Popular Article

A popular article is an article with the aim of popularising both scientific or professional findings and the role of R&D in society. As a rule, popular articles are published in newspapers and magazines of general interest as well as other journals for the popularisation of knowledge.

Conference contributions, even if published in a professional or a scientific journal, are not classified into this type, but into type 1.07 or 1.09.

1.06 Published Scientific Conference Contribution (invited lecture)

An invited lecture must be evident from the publication or the conference programme and comply with the criteria for type 1.08.

An invited lecture differs in importance from all other lectures at the same conference. Classified here are only invited opening/closing plenary lectures, which are usually listed in a separate category (e.g. "Invited Lectures") in conference proceedings. Routine invitations to contribute at a conference are not classified into this type.

1.07 Published Professional Conference Contribution (invited lecture)

An invited lecture must be evident from the publication or the conference programme and comply with the criteria for type 1.09.

An invited lecture differs in importance from all other lectures at the same conference. Classified here are only invited opening/closing plenary lectures, which are usually listed in a separate category (e.g. "Invited Lectures") in conference proceedings. Routine invitations to contribute at a conference are not classified into this type.

1.08 Published Scientific Conference Contribution

A published scientific conference contribution (lecture, presentation, poster), published as a whole in the separate conference proceedings, in a scientific journal or on the conference's and/or conference organiser's website. The published contribution should, in principle at least, be organised as a scientific article.

Peer-reviewing according to the criteria for original scientific articles or review articles and/or independent scientific component parts in monographs is assessed based on the typology of the conference proceedings, which can be an independent monograph, a regular or special journal issue, a supplement or a web resource.

Abstracts and extended abstracts or published transparencies are not classified into this type (see type 1.12).

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| <p>1.09 Published Professional Conference Contribution</p> <p>A published professional conference contribution (lecture, presentation, poster), published as a whole in the separate conference proceedings, in a professional (or scientific) journal or on the conference's or conference organiser's website.</p> <p>Abstracts and extended abstracts or published transparencies are not classified into this type (see type 1.13).</p> |
| <p>1.10 Published Scientific Conference Contribution Abstract (invited lecture)</p> <p>An invited lecture must be evident from the publication or the conference programme and comply with the criteria for type 1.12.</p> <p>An invited lecture differs in importance from all other lectures at the same conference. Classified here are only invited opening/closing plenary lectures, which are usually listed in a separate category (e.g. "Invited Lectures") in conference proceedings. Routine invitations to contribute at a conference are not classified into this type.</p> |
| <p>1.11 Published Professional Conference Contribution Abstract (invited lecture)</p> <p>An invited lecture must be evident from the publication or the conference programme and comply with the criteria for type 1.13.</p> <p>An invited lecture differs in importance from all other lectures at the same conference. Classified here are only invited opening/closing plenary lectures, which are usually listed in a separate category (e.g. "Invited Lectures") in conference proceedings. Routine invitations to contribute at a conference are not classified into this type.</p> |
| <p>1.12 Published Scientific Conference Contribution Abstract</p> <p>An abstract of a conference contribution (lecture, presentation, poster), published in the separate conference proceedings, a scientific or professional journal, or on the conference's and/or conference organiser's website.</p> <p>Also classified into this type are extended abstracts and published transparencies.</p> |
| <p>1.13 Published Professional Conference Contribution Abstract</p> <p>An abstract of a conference contribution (lecture, presentation, poster), published in the separate conference proceedings, a scientific or professional journal, or on the conference's and/or conference organiser's website.</p> <p>Also classified into this type are extended abstracts and published transparencies.</p> |
| <p>1.16 Independent Scientific Component Part or a Chapter in a Monograph</p> <p>An independent scientific component part or a chapter in a monograph is catalogued as a separate bibliographic unit only in the case of a so-called editorial publication with independent contributions by individual authors and not in the case of an integral text by different authors, who are also named on the front page of the monograph. Also classified here are original scientific maps, if they represent an original recognisable independent contribution of an author.</p> <p>Conference contributions that are published in conference proceedings, a topical or special issue of a journal, or component parts or chapters in publications of types 2.04, 2.05, 2.12, 2.13 and 2.14 are not classified into this type.</p> |

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| <p>1.17 Independent Professional Component Part or a Chapter in a Monograph</p> <p>An independent professional component part or a chapter in a monograph is catalogued as a separate bibliographic unit only in the case of a so-called editorial publication with independent contributions by individual authors and not in the case of an integral text by different authors, who are also named on the front page of the monograph. Also classified here are professional maps, if they represent a recognisable independent contribution of an author.</p> <p>Conference contributions that are published in conference proceedings, a topical or special issue of a journal, or component parts or chapters in publications of types 2.05, 2.12, 2.13 and 2.14 are not classified into this type.</p> |
| <p>1.18 Professional Entry in Dictionary, Encyclopaedia or Lexicon</p> <p>An entry contains a professionally laid out systematic overview and presentation of a specific topic, problem, subject, word, person or event, usually with explanations. The entry must be longer than 200 words; otherwise it is classified into type 1.25.</p> <p>Only authored entries are classified into this type.</p> |
| <p>1.19 Review, Book Review, Critique</p> <p>A contribution in a scientific or professional publication (journal, book, etc.), in which the author evaluates or proves the correctness/incorrectness of a scientific or professional work, criterion, opinion or finding and/or disputes/supports/assesses the findings, works or opinions of other authors. The display of an expert opinion, a critique of a scientific, professional or artistic work, in particular in terms of its quality.</p> |
| <p>1.20 Preface, Afterword</p> <p>A short component part before or after the main text, which is about the main text and its author. Welcoming words, thank-you notes and the like are not catalogued. In case of introductory or accompanying studies of scientific or professional character, these may also be categorised into 1.16 or 1.17.</p> |
| <p>1.21 Polemic, Discussion, Commentary</p> <p>A contribution, in which the author proves the correctness of a specific criterion, his/her opinion or finding and disputes the findings or opinions of other authors.</p> |
| <p>1.22 Interview</p> <p>A conversation of academic or professional relevance, intended for the public, and mainly published in the form of questions and answers.</p> <p>Contributions based on answers to questions, but not published in the form of questions and answers, as well as individual statements, round table contributions and questionnaires are not classified into this type.</p> |
| <p>1.23 Artistic Component Part</p> <p>Poetry, prose, compositions and other artistic component parts, which are part of a completed body of work.</p> |
| <p>1.24 Bibliography, Index, etc.</p> |
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1.25 Other Component Parts**1.26 Scientific Entry in Dictionary, Encyclopaedia or Lexicon**

An entry contains a scientifically laid out systematic overview or presentation of a specific topic, problem, subject, word, person or event, usually with explanations, which, as a rule, is part of a fundamental scientific dictionary, lexicon (type 2.26) or scientific terminological dictionary, encyclopaedia or topical lexicon (type 2.27), or a professional dictionary, encyclopaedia, lexicon (type 2.06).

Only authored entries are classified into this type.

MONOGRAPHS AND OTHER COMPLETED WORKS

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| <p>2.01 Scientific Monograph</p> <p>A scientific monograph is a publication that scientifically, systematically, in great detail and comprehensively deals with a certain problem, question or subject, person or event, in one issue or in a certain number of issues, which are published simultaneously or in a pre-defined time period. The publication must be peer-reviewed and consist of all the prescribed elements, which are required to obtain CIP and ISBN (ISMN) data. Scientific maps are also classified into this type. Critical editions of a resource that include the reproduction, transcription or translation of a historical resource are classified into type 2.28, whereas scientific dictionaries, encyclopaedias and lexicons are classified into type 2.26 or 2.27.</p> <p>Conference proceedings, final research reports and other reports on research tasks and projects, etc. are not classified into this type. Doctoral dissertations that are subsequently published as a scientific monograph, if no updates/changes were made to the contents, are not classified into this type.</p> |
| <p>2.02 Professional Monograph</p> <p>A professional monograph is a publication that deals with a certain problem, question or subject, person or event in a professional way, either in one issue or in a certain number of issues, which are published simultaneously or in a pre-defined time period. The publication must contain all the prescribed elements, which are required to obtain CIP and ISBN data.</p> <p>Conference proceedings, final research reports and other reports on research tasks and projects, etc. (even if bound) are not classified into this type.</p> |
| <p>2.03 Reviewed University, Higher Education or Higher Vocational Education Textbook</p> <p>A university, higher education or higher vocational education textbook is a type of publication intended for students as the prescribed study material for a specific branch of study or study subject (e.g. algebra textbook, practical training).</p> |
| <p>2.04 Reviewed Secondary and Primary School Textbook or Other Textbook</p> <p>A textbook for primary and secondary schools as well as for other pre-university types of education, which is prepared in accordance with the prescribed syllabus and approved according to the appropriate procedure.</p> |
| <p>2.05 Other Educational Material</p> <p>The systematic processing of teaching material according to the study programme prepared by the author in accordance with his/her own or somebody else's material (lecture notes, collected material, course material), collection of exercises and assignments for a specific subject and other teaching aids (e.g. audio material, multimedia teaching materials, etc.).</p> |
| <p>2.06 Dictionary, Encyclopaedia, Lexicon, Manual, Atlas, Map</p> <p>A publication of general or professional character that contains clear and easy-to-consult information about a specific area or subject.</p> |
| <p>2.07 Bibliography</p> <p>A clearly arranged overview of published and/or performed works, published as a monograph.</p> |

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| 2.08 Doctoral Dissertation |
| A doctoral dissertation is the work based on which the author was awarded the title of Doctor of Philosophy (PhD). |
| 2.09 Master's Thesis |
| A master's thesis is the work based on which the author was awarded the title of Master of Science (MSc) or obtained the Bologna Master's degree. |
| 2.10 Specialist Thesis |
| A specialist thesis is the work based on which the author obtained a specialist degree. |
| 2.11 Undergraduate Thesis |
| An undergraduate thesis is the work based on which the author was awarded a professional title. |
| 2.12 Final Research Report |
| A publication that shows the progress and the results (findings, discoveries) of a scientific research or research and development task. Only final reports that are publicly available are included in this category. Interim and annual reports as well as administrative reports for financiers are not recorded. |
| 2.13 Treatise, Preliminary Study, Study |
| A report on the completion of a project assignment as a completed professional publication or documentation intended for a known user that systematically and in great detail deals with a specific problem or topic, based on the relevant sources of information, and provides predetermined problem-solving directions and suggestions for future work. |
| 2.14 Project Documentation (preliminary design, working design) |
| A project can be a completed publication that specifies what should be done and in what way, or it can be a collection of plans, technical specifications and cost reviews for a structure (e.g. a road project, a building project in the field of construction and architecture, a machine project in the field mechanical engineering, an information system project, an investment project in the area of economy, etc.). |
| 2.15 Expertise, Arbitration Decision |
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| 2.16 Artistic Work |
| Poetry, prose, compositions, films, paintings and other works of art. |
| 2.17 Exhibition Catalogue |
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| 2.18 Scientific or Documentary Film, Sound or Video Publication |
| The publication of scientific issues and findings on a film strip or a magnetic tape or another electronic data medium. Promotional films, corporate videos, video recordings of lectures and similar are not classified into this type. |

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| <p>2.19 Radio or Television Broadcast</p> |
| <p>A radio or television broadcast that deals with certain content in an expert manner. The content is catalogued based on the provided recording; otherwise it is classified as an event into type 3.11.</p> |
| <p>2.20 Complete Scientific Database or Corpus</p> |
| <p>An electronic data collection, the scientific relevance of which is demonstrated by the use for the purpose of researching a wide range of theoretical and applied problems. The data collection must be the outcome of an accomplished research and comply with high quality standards. The quality is assessed on the basis of the detailed accompanying documentation. The data collection must be publicly available in the national or international scientific data archives. The collection must be documented and available in a form that allows the repetition of published scientific findings made on its basis.</p> <p>A corpus is a uniform collection of authentic texts, internally structured and labelled in a standard manner, created in accordance with predefined criteria and with a specific aim, accessible electronically and equipped with tools for multi-layer search and statistical data processing.</p> |
| <p>2.21 Software</p> |
| <p>Software residing on computer media, which is publicly available or made for a known customer and which represents an independent work with recognised authorship. Software that supports information systems or processes and, as a rule, is of corporate authorship is not recorded.</p> |
| <p>2.22 New Variety</p> |
| <p>A new variety of plants is intellectual property, which is proven by the decision confirming or protecting the variety, issued by the competent state authority on the basis of internationally comparable results, obtained with DUS (Distinctness, Uniformity and Stability) testing performed in institutions renowned at the EU level, and which is included in the EU Common Catalogue of Varieties.</p> |
| <p>2.23 Patent Application</p> |
| <p>The status of a patent application applies to a request for the grant of a patent from filing an application to granting and publishing the patent in the official gazette of the competent Industrial Property Protection Office. The Office issues the certificate of the acceptance of application to the applicant. Only one patent application is to be included in the bibliography for the same invention.</p> |
| <p>2.24 Patent</p> |
| <p>A patent is a protected invention. It is granted as of the day of publication of the patent in the official gazette of the competent Industrial Property Protection Office. The patent is proven by the decision on the grant of the patent, or through its publication on the Internet (ESPACENET). Once the patent is granted, the record on the patent application (2.23) must be deleted.</p> <p>If several patents belonging to the same family are granted in different countries for the same invention, the points are assigned only to one record (chosen by the inventor or the applicant); no points are assigned to other records. Exceptions to this rule are granted patents with a significant change to the original invention.</p> |
| <p>2.25 Other Monographs and Other Completed Works</p> |
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2.26 Fundamental Scientific Dictionary or Lexicon

Classified here are lexicographical works that fulfil all of the following criteria: (1) they have a demanding and scientifically substantiated concept, (2) they stem from extensive material or material, gathered in large quantities, (3) they have a high level of initial organisation of material, (4) they were created in a group, as their completion took at least 70 man-years, (5) they fully or to a large extent take into account the relevant literature, (6) they provide professionally high-level analysis of material from multiple aspects, (7) they are extensively or greatly informative, (8) they introduce several linguistic findings or implement other significant new data, (9) they only include data, interpreted by a human being (machine-generated data can only be included in exceptional cases, and only as additional content) that was (at least initially) conceived or interpreted for a human user, (10) they present data in ways, established in modern scientific lexicography (any possible new approaches must be evaluated accordingly by both users and experts); all (potential) parts of the dictionary must be based on a coherent concept, stemming from the same linguistic logic and must deal with similar issues in a similar way, (11) they have all the required accompanying texts, and (12) they are of great national and international significance.

2.27 Scientific Terminological Dictionary, Encyclopaedia or Topical Lexicon

Classified here are lexicographical works that comply with at least nine out of twelve criteria, listed under type 2.26. In addition to that, terminological dictionaries must be normative or at least demonstrate an attempt to standardise the terminology.

2.28 Critical Edition

A critical edition of a resource includes the reproduction and/or transcription and/or translation of a historical resource (e.g. text, sheet music, art or cartographic material) and scientific notes and other documentation of more than 32 typewritten double-spaced pages (notes related to textual criticism and/or content, literature list and study). The publication must be peer-reviewed and contain all the prescribed elements for the acquisition of CIP and ISBN (ISMN).

2.29 Model

A model is the legally protected external appearance of a product that is new and individual. A model is the result of scientific research in the area of product design and must comply with specific requirements for the operation or improvement of operation of a product (Locarno classification).

A model is catalogued based on the issued model protection certificate.

2.30 Proceedings of Professional or Unreviewed Scientific Conference Contributions

2.31 Proceedings of Peer-Reviewed Scientific Conference Contributions (international and foreign conferences)

2.32 Proceedings of Peer-Reviewed Scientific Conference Contributions (domestic conferences)

The proceedings of peer-reviewed scientific conference contributions, which are peer-reviewed according to the criteria for original scientific articles, review articles and/or independent scientific component parts in monographs. The proceedings can be an independent monograph, a regular or special journal issue, a supplement or a web resource. The peer-review of the contributions, if not otherwise provable, must be mentioned in the publication references. A domestic conference counts as an international conference, if at least one third of the active participants, whose contributions are published in the proceedings, come from abroad.

PERFORMED WORKS (EVENTS)

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| 3.10 Artistic Performance |
| Concerts, theatre or opera performances and other public performances of artistic works. |
| 3.11 Radio or Television Event |
| Participation in radio or television reports, presentations, discussions, etc. |
| 3.12 Exhibition |
| An event, organised by either the author of the work or the author of the arrangement. |
| 3.14 Invited Lecture at Foreign University |
| A lecture at a university or a scientific and/or academic institution or scientific gatherings outside Slovenia. Guest engagements at foreign universities for longer periods of time are classified in the biography. |
| 3.15 Unpublished Conference Contribution |
| The title of the contribution should be evident from the conference programme. |
| 3.16 Unpublished Invited Conference Lecture |
| An invited conference lecture must be evident from the conference programme. An invited lecture differs in significance from other lectures at the same conference. Only introductory/closing invited plenary lectures are classified into type 3.16. Routine invitations to participate at a conference are not classified into this type. |
| 3.25 Other Performed Works |
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ADDITIONAL EXPLANATIONS AND INSTRUCTIONS

Bibliographic records within the COBISS system are created by specially trained cataloguers in libraries. Articles and other component parts, as well as monographs and other completed works are catalogued on the basis of the primary document/work. Performed works (events) are recorded on the basis of the corresponding proof of the work performed. If a publication is not available in the library, it has to be supplied to the librarian by the author. The correct classification of bibliographic records according to this typology is primarily the authors' responsibility, whereas the type of document/work can also be determined by a specialist for the said subject area.

The article type is determined on the basis of:

- the type indication which, as a rule, is found in the article header;
- the indication that the journal only publishes articles of certain types, which is, as a rule, published by the editors in the instructions for authors;
- the title of the column, in which the article is published, if the journal is structured in such a way.

In other cases, the cataloguer can specify the type of document/work in cooperation with the author or an expert for the subject area, in accordance with the type description of documents/works contained in this typology. **The competent national institution for science decides about exceptions for all types.**

As a rule, records for component parts in publications not yet printed (e.g. records for articles in journals and records for chapters in monographs) are not created in the COBISS system.

Exceptions

- Articles that fulfil all three of the following criteria:
 - the article was accepted to be published;
 - the article is already published in full-text on the publisher's website;
 - the article was given a DOI (digital object identifier).
- Chapters in monographs that fulfil all three of the following criteria:
 - the chapter is already published in full-text on the publisher's website;
 - the chapter and/or monograph was given a DOI (digital object identifier);
 - there is sufficient data about the monograph on the publisher's website for the cataloguer to create a new record.

Cataloguers create a preliminary incomplete record for component parts that fulfil all the criteria listed above.

Before a preliminary incomplete record is created, researchers are obliged to inform the cataloguers if the component part is a contribution at a conference that will be published in a journal.

Cataloguers can only complete the incomplete records once the journal or monograph is published. For this purpose, they have to be alerted by the researches. The typology will not be verified until the records are complete.

If several records have to be created because the same content appears on different media or in different publications, points are assigned only to one record (and no points are assigned to the remaining records). This applies to: monographs published in printed and electronic form; subsequently published diploma works (e.g. works proposed for the Prešeren Award); articles that have been published by mistake in two issues of the same journal, and the like.

Rules within the COBISS system:

- only one record for one of the versions is created if there is an electronic as well as a printed version of the article;
- only one record is created for articles, where both the original text and the translation are published in the same publication;
- records related to the organisation of events and awards granted are not created as this information should be part of the biography.