

TYPOLOGY OF DOCUMENTS/WORKS FOR BIBLIOGRAPHY MANAGEMENT IN COBISS

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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, do not fall into this category and must be put into the categories 1.06 or 1.08.

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, do not fall into this category, but must be put into the categories 1.06 or 1.08.

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, do not fall into this category, but must be put into the categories 1.06 or 1.08.

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, do not fall into this category, but must be put into the categories 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, do not fall into this category and must be put into the categories 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, or provable by an invitation of the conference organiser, as well as comply with the criteria under 1.08.

An invited lecture differs in importance from all other lectures at the same conference. As a rule, this is an opening/closing plenary lecture (in conference proceedings normally indicated under the separate “Invited Lectures” category). Routine invitations to contribute to a conference do not fall into this category.

1.07 Published Professional Conference Contribution (invited lecture)

An invited lecture must be evident from the publication or the conference programme, or provable by an invitation of the conference organiser, as well as comply with the criteria under 1.09.

An invited lecture differs in importance from all other lectures at the same conference. As a rule, this is an opening/closing plenary lecture (in conference proceedings normally indicated under the separate “Invited Lectures” category). Routine invitations to contribute to a conference do not fall into this category.

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 do not fall into this category (see 1.12).

1.09 Published Professional Conference Contribution

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.

Abstracts and extended abstracts or published transparencies do not fall into this category (see 1.13).

1.10 Published Scientific Conference Contribution Abstract (invited lecture)

An invited lecture must be evident from the publication or the conference programme, or provable by an invitation of the conference organiser, as well as comply with the criteria under 1.12.

An invited lecture differs in importance from all other lectures at the same conference. As a rule, this is an opening/closing plenary lecture (in conference proceedings normally indicated under the separate “Invited Lectures” category). Routine invitations to contribute to a conference do not fall into this category.

1.12 Published Scientific Conference Contribution Abstract

An abstract of a conference contribution (lecture, presentation, poster), which is published in the separate conference proceedings, a scientific or professional journal, or on the conference's and/or conference organiser's website.

Also included in this category are extended abstracts and published transparencies.

1.13 Published Professional Conference Contribution Abstract

An abstract of a conference contribution (lecture, presentation, poster), which is published in the separate conference proceedings, a scientific or professional journal, or on the conference's and/or conference organiser's website.

Also included in this category are extended abstracts and published transparencies.

1.16 Independent Scientific Component Part or a Chapter in a Monograph

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 included in this category are original scientific maps, if they represent a recognisable independent contribution of an author.

Conference contributions, which are published in conference proceedings, a topical or special issue of a journal, or component parts or chapters in publications of the types 2.04, 2.05, 2.12, 2.13 and 2.14, do not fall into this category.

1.17 Independent Professional Component Part or a Chapter in a Monograph

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 included in this category are professional maps, if they represent a recognisable independent contribution of an author.

Conference contributions, which are published in conference proceedings, a topical or special issue of a journal, or component parts or chapters in publications of the types 2.05, 2.12, 2.13 and 2.14, do not fall into this category.

1.18 Encyclopaedia, Lexicon, Dictionary (and the like) Entry

An entry contains a systematic overview and display of a specific topic, problem, subject, word, person or event. Only entries that are longer than 200 words fall into this category. Entries, shorter than 200 words, should be categorised into 1.25. Scientific component parts, which are, in terms of scope, comparable to independent scientific component parts in monographs, may be categorised into 1.16.

1.19 Review, Book Review, Critique

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 particularly in terms of its quality.

1.20 Preface, Afterword

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 to be catalogued. In case of introductory or accompanying studies of scientific or professional character, these may also be categorised into 1.16 or 1.17.

1.21 Polemic, Discussion

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.

1.22 Interview

A conversation of academic or professional relevance, intended for the public, and mainly published in the form of questions and answers.

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 do not fall into this category.

1.23 Artistic Component Part

Poetry, prose, compositions and other artistic component parts, which are part of a completed body of work.

1.24 Bibliography, Index, etc.

1.25 Other Component Parts

MONOGRAPHS AND OTHER COMPLETED WORKS

2.01 Scientific Monograph

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. Also included in this category are scientific and critical publications of originals, scientific translations with commentary, scientific dictionaries and scientific maps.

Conference proceedings, final research reports and other reports on research tasks, etc. (even if bound), do not fall into this category. The decisions on exceptions are made by the state institution, responsible for science.

2.02 Professional Monograph

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.

Conference proceedings, final research reports and other reports on research tasks, etc. (even if bound), do not fall into this category.

2.03 Reviewed University, Higher Education or Higher Vocational Education Textbook

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).

2.04 Reviewed Secondary and Primary School Textbook or Other Textbook

A textbook for primary and secondary schools as well as for other pre-university types of education is prepared in accordance with the prescribed syllabus and approved according to the appropriate procedure.

2.05 Other Educational Material

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.).

2.06 Encyclopaedia, Dictionary, Lexicon, Manual, Atlas, Map

A publication of general or professional character that contains clear and easy-to-consult information about a specific area or subject.

2.07 Bibliography

A clearly arranged overview of published and/or performed works that is published as a monograph.

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, 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

2.16 Artistic Work

Poetry, prose, compositions, films, paintings and other works of art.

2.17 Exhibition Catalogue

2.18 Scientific or Documentary Film, Sound or Video Recording

The publication of scientific issues and findings on a film strip or a magnetic tape or another electronic data medium.

2.19 Radio or Television Broadcast

A radio or television broadcast that deals with certain content in an expert manner. The content is catalogued based on the recording, otherwise the event falls into category 3.11.

2.20 Complete Scientific Database or Corpus

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.

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.

2.21 Software

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.

2.22 New variety

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.

2.23 Patent Application

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 one invention.

2.24 Patent

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.

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.

2.25 Other Monographs and Other Completed Works

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)

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 should be part of 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 proven by an invitation of the conference organiser **or** evident from the conference programme.

3.25 Other Performed Works

ADDITIONAL EXPLANATIONS AND INSTRUCTIONS

Bibliographic records within the COBISS system are created by specially trained librarians (bibliographers) 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. It is authors' responsibility to accurately classify their bibliographic units by typology, whereas the type of document/work can also be determined by a specialist for the said subject area.

The typology is applied only to bibliographic units of which at least one author has either a researcher's code or an evidence code within the COBISS system. If required, it can be applied to their superordinate records. In exceptional cases, it can also be applied to the article records of other authors in journals of national significance.

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 librarian 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.

Records for journal articles not yet printed are generally not entered to the COBISS system, with the exception of articles that fulfil all three of the following criteria:

- the article was accepted to be published;
- the article is already published or visible in full-text on the publisher's website;
- the article was given a DOI (digital object identifier).

Whenever the same content appears on different media or in different publications and several records have to be made, the points are assigned only to one record (Note: no points are assigned to the remaining records). This applies to: monographs published in printed and electronic forms; subsequently published diploma works, such as 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.

If there is an electronic as well as a printed version of the article, only one record for one of the versions is created in the COBISS system.

Only one bibliographic record is created in the COBISS system 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 entered into the COBISS system. This information should be part of the biography.