

BIREME / PAHO / WHO

Latin American and Caribbean Center on Health Sciences Information

SciELO Methodology

SciELO Processing Procedures

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SciELO Processing Procedures

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BIREME / PAHO / WHO

Latin American and Caribbean Center on Health Sciences Information

Rua Botucatu, 862 - V. Clementino

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Methodology document set

The complete set consists of 9 documents:

1. SciELO Model Guide
2. Secondary Pages Creation and Update
3. File Preparation Procedures
4. Installing PC Programs
5. Code Manager and Title Manager
6. Markup and Parser
7. Converter
8. Local Site
9. **SciELO Processing Procedures**

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Abbreviations used

- AACR2. Anglo-American Cataloguing Rules - 2nd Edition.
- ABNT. Associação Brasileira de Normas Técnicas [Brazilian Association of Technical Standards]
- ASCII. American Standard Code for Information Interchange.
- BIREME. Latin American and Caribbean Center on Health Sciences Information.
- BVS. Biblioteca Virtual em Saúde (*see* VHL).
- CGI. Common Gateway Interface.
- CNPq. Conselho Nacional de Desenvolvimento Científico e Tecnológico [National Council for Scientific and Technological Development].
- CNS. Conselho Nacional de Saúde [National Health Council (Brazil)].
- CSS. Cascading Style Sheet.

- DeCS. Health Sciences Descriptors.
- DTD. Document Type Definition.
- FAPESP. Fundação de Amparo à Pesquisa do Estado de São Paulo [The State of São Paulo Research Foundation].
- FAQ. Frequently Asked Questions.
- HTML. HyperText Markup Language.
- HTTP. HyperText Transfer Protocol.
- ISBN. International Standard Book Number.
- ISI. Institute for Scientific Information.
- ISO. International Organization for Standardization.
- ISSN. International Standard Serial Number.
- LILACS. Latin American and Caribbean Health Sciences Literature.
- MEDLINE. Medical Literature Analysis and Retrieval System Online.
- NLM. National Library of Medicine.
- PAHO. Pan American Health Organization.
- PDF. Portable Document Format.
- SciELO. Scientific Electronic Library Online.
- SeCS. Serials in Health Sciences.
- SGML. Standard Generalized Markup Language.
- URL. Universal Resource Locator.

- WHO. World Health Organization.
- XML. eXtensible Markup Language.

How to use this manual

This manual aims to helping the user to generate the local site, the public site and execute other procedures after the site is released.

This manual is structured in topics as follows:

- **Introduction:** presents a brief explanation on the procedures that take place after the local site id verified.
- **Generating the local site:** - detailed explanations on how to generate the site.
- **Preparing the test or public site:** describes the procedures to send the files (images, pdfs, bases and translated files) to the server by FTP.
- **Generating the public or test site:** explains in detail the procedures and commands to generate the test or public site.
- **Final observations:** describes the final observations on the SciELO processing.

1 Preface

1.1 About BIREME

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

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

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

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

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

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

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

1.2 The Virtual Health Library (VHL)

With the rise and consolidation of the internet as the prevailing means of access to information and communication, BIREME's technical cooperation model evolved,

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

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

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

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

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

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

1.3 About the SciELO Methodology

The access to adequate and up-to-date scientific and technical information is essential for the economic and social development, specially to support decision making process in planning, formulation and implementation of public policies and to support professional development and practice. The results of scientific research are mainly communicated and validated through publication in scientific journals. This is valid for developed and developing countries. However, scientific journals from developing countries face several distribution and dissemination barriers, which limits the access and usage of locally generated scientific information.

SciELO - Scientific Electronic Library Online is a model for cooperative electronic publishing of scientific journals on the Internet. Especially conceived to meet the scientific communication needs of developing countries, particularly Latin America and the Caribbean countries, it provides an efficient way to assure universal visibility and accessibility to their scientific literature, contributing to overcome the phenomena known as "lost science". In addition, the SciELO model comprises integrated procedures for the measurement of usage and impact of scientific journals.

SciELO Model is product of a partnership among FAPESP (the State of São Paulo Science Foundation) <<http://www.fapesp.br>>, BIREME (the Latin America and Caribbean Center on Health Sciences Information) <<http://www.bireme.br>>, as well as national and international institutions related to scientific communication and editors. A pilot project, involving 10 Brazilian journals from different subject areas, was successfully carried out from March 1997 to May 1998, aimed at the development and evaluation of an adequate methodology for electronic publishing on the Internet. From June 1998, the project begins to operate regularly,

incorporating progressively new journal titles and expanding its operation to other countries. Since 2002, the Project is also supported by CNPq (Conselho Nacional de Desenvolvimento Científico e Tecnológico) <<http://www.cnpq.br>>.

The SciELO Model comprises three components:

The model's first component is the SciELO Methodology, which enables the electronic publication of complete editions of scientific journals, the organization of searchable bibliographical and full text databases, the preservation of electronic archives and the production of statistical indicators of the scientific literature usage and impact. The methodology includes also journal evaluation criteria based on international scientific communication standards. SciELO full texts are enriched with dynamic hypertext links with national and international data bases, as for example, LILACS and MEDLINE.

The SciELO Model's second component is the application of the SciELO Methodology to operate web sites of collections of electronic journals. The SciELO Model envisages the operation of national sites as well as thematic sites. The pioneer application is the SciELO Brazil site <<http://www.scielo.br>>. Nowadays, Chile <<http://www.scielo.cl>> and Cuba <<http://www.scielo.sld.cu>> are also operating applications regularly. Several other countries are evaluating and/or being trained on the SciELO Methodology. SciELO Public Health <<http://www.scielosp.org>>, a regional thematic library covering Public Health scientific journals from Latin America and Spain, was launched in December 1999. A portal to integrate and provide access to the network of SciELO sites operates at <<http://www.scielo.org>>.

The Model's third component is the actual development of partnerships among national and international scientific communication players — authors, editors, scientific and technological institutions, funding agencies, universities, libraries, scientific and technological information centers etc, aiming at the dissemination, improvement and sustainability of the SciELO Model. The operation of the SciELO network is highly based on national infrastructures, which contributes to guarantee its future sustainability.

The successful development of the proposed SciELO network of Latin America and Caribbean scientific journals in the next years will contribute to make locally generated scientific information readily available, which will ultimately contribute to increase the usage of scientific and technical information on decision making process at different levels.

2 Creating a local site

All the examples in this topic show the directory structure for the standard installation of the SciELO website:

```
\scielo\serial (*)
\scielo\web\bases
\scielo\web\bases-work
\scielo\web\cgi-bin
\scielo\web\htdocs
\scielo\web\proc
```

(*) data structure resulting from the marking/conversion process.

2.1 Informing issues available on the website

Edit file `\scielo\serial\scilista.txt` with the following format:

```
<journal acronym> <vXXnYY>
```

where each line represents an issue to be included in the database on the local site.

Example:

```
bjmbr v34n10
bjmbr v34n11
rbz v30n3s1
```

```
ce v43n281-282
```

In case an issue is to be excluded, it should be included in the file `scilista.txt` with a space at the end of the line, followed by the word "del" as shown below:

```
bjmbr v15n1 del
```

2.2 Executing the processing

This procedure adds the issues that are listed at `\scielo\serial\scilista.txt` to the site and updates the following bases:

```
title
issue
newissue
article
iah
```

- Open a DOS session and move to directory `\scielo\web\proc`
- Choose type of processing (see About types of processing)

2.2.1 About types of processing

There are two types of processing:

1. Add new issues to the collection and/or update them
 - a) There are two ways to execute this procedure:
 - ◆ Execute `GeraSciELO.bat`
 - ◆ Execute `GeraPadrao.bat`
2. Create a new site
 - a) Execute `GeraPadrao.bat` with a "new" parameter

2.2.1.1 Execute `GeraSciELO.bat`

This procedure includes or updates issues in the collection.

This file requires 4 (four) mandatory parameters as follows:

```
Parameter 1: SciELO path to production area
Parameter 2: SciELO production web area path (\scielo\web\
Parameter 3: processing logfile (log)
Parameter 4: create / add in/to the log)
```

Example:

```
GeraScielo.bat \scielo \scielo\web log\20010930.log cria
```

2.2.1.2 Execute GeraPadrao.bat

This procedure includes or updates issues in the collection.

It is a shortcut to execute file GeraScielo.bat with all the parameters required for execution.

File GeraPadrao.bat should be customized in case the directory structure is different from the local site standard.

Example:

```
GeraPadrao.bat
```

2.2.1.3 Execute GeraPadrao.bat with 'new' parameter

This procedure re-creates the site, that is, it deletes all the issues inserted into the site so far and creates a new site with the issues listed at \scielo\serial\scilista.txt only.

If the new site contains journal titles from the current site, it is necessary, before it is executed, to copy files title.mst and title.xrf from \scielo\serial\title\ to the directory \scielo\web\bases\title\ considering that a Title already contains the titles for the new site.

Example:

```
GeraPadrao.bat new
```

2.3 Checking the processing output

Processing output is displayed on the screen (standard output) and is stored in a file.

In case of error, processing stops at once, until there is intervention by the user who should read carefully the messages displayed on the screen to decide which action to take according to the options available.

Example:

Cancel or Continue

After processing is completed, it is advisable to check the logfile created to check for any errors.

The field name is given by the file that was executed. (GeraSciELO.bat ou GeraPadrao.bat).

If processing is executed by GeraSciELO.bat, the logfile will have the same name as the third parameter of the command.

Example:

if the following was typed on the command line

GeraSciELO.bat \scielo \scielo\web log\20010930.log create
the logfile can be found in log\20010930.log.

If processing is executed by GeraPadrao.bat, the logfile will always have the same standard name (GeraPadrao.log).

Example:

if the following is typed on the command line

GeraPadrao.bat
the logfile can be found in log\GeraPadrao.log

Before GeraPadrao.bat is run, the processing logfile should be moved or renamed immediately before this is done, thus maintaining the history of each execution.

In case the file is not renamed or moved to another area, processing will accumulate the history information in that file.

2.4 Checking the local website

In this phase, the local site is checked to make sure it is working correctly. The next phases can only be continued if this is the case, otherwise the corrections required should be made first.

3 Preparing the test or public site

If FTP is available on the public or test server, read Copying files.

When a journal is to be included, the files plogo.gif and glogo.gif should be copied to the structure

`\htdocs\img\revistas\\`

and also .htm* files of secondary pages to

`\htdocs\revistas\\`

for each journal being processed, image directories of the issue should be copied

`\htdocs\img\revistas\\<vol-num>\`

and also PDF files of the bases area (default) to

`\bases\pdf\\<vol-num>\`

for each journal being processed, the directories below

`\scielo\serial para \scielo\web\serial`

should be copied

Sending files to a server with FTP.

If it is Windows with no FTP service, read Copy of files

3.1 Copying files

When a journal is to be included, the files `plogo.gif` and `glogo.gif` should be copied to the structure

`\htdocs\img\revistas\<<acronym>\`
and also `.htm*` files of secondary pages to

`\htdocs\revistas\<<acronym>\`

for each journal being processed, image directories of the issue should be copied

`\htdocs\img\revistas\<<acronym>\<vol-num>\`

and also PDF files of the bases area (default) to

`\bases\pdf\<<acronym>\<vol-num>\`

for each journal being processed, the directories below

`\scielo\serial para \scielo\web\serial`

should be copied

3.2 Sending files to a server with FTP

Preferably, work should be done with other two more servers. One for testing, and one for the public.

If the configuration is for just one server, then the server or test and public site mean the same.

Here, the transfer of journal files from the local site to the test server is carried out and the files below are executed:

3.2.1 Sending bases

This procedure sends the bases to the test site server where `GeraSciELO.bat` is run to create the site.

To be executed, this procedure is transferred by FTP:

- file `scilista.txt` to the serial directory in the server; and

Thus, we should guarantee that `scilista.txt` contains all the issues to be included in the test site.

EnviaBasesSciELO.bat, with the following parameter:

Parameter 1: path to production area

Parameter 2: FTP logfile

Parameter 3: logfile (log)

Parameter 4: creates / adds (in/to the log)

Example:

```
EnviaBasesSciELO.bat \scielo transf\EnviaBases2Teste.txt log\20011002.log
creates
```

Parameter 2 in this procedure refers to the FTP logon file which should be set up with the information from the server, preferably soon after installation of the SciELO Web. The content of this file is comprises the following:

```
server IP
user and FTP password
directory containing the databases of each issue (equivalent to serial)
```

The shortcut for this procedure uses logon file transf\EnviaBasesLogOn.txt with the following syntax:

```
EnviaBasesSciELOPadrao.bat
```



Remember to configure the logon file used for this procedure before executing. The example used by `EnviaBasesSciELOPadrao.bat` is found in `\scielo\web\proc\transf` with the name `EnviaBasesLogOn-Example.txt`.

3.2.2 Sending images and pdf

This procedure transfers the images and pdfs of journal articles listed in the file `scilista.txt`.

This procedure makes available images and pdfs. It has nothing to do with creating the site, but with viewing articles images and pdfs.

EnviaImgPdfSciELO.bat with the following Parameter:

Parameter 1: path to production area

Parameter 2: FTP logon file

Parameter 3: logfile (log)

Parameter 4: creates / adds (in/to log)

Parameter 5: path to server test area

Example:

```
EnviaImgPdfSciELO.bat \scielo transf\EnviaImgPdfLogOn.txt log\20011002.log  
creates \scielo\web\htdocs
```

Command `EnviaImgPdfSciELO.bat` is similar to `EnviaBasesSciELO.bat` with the addition of Parameter 5.

The shortcut for this procedure is:

```
EnviaImgPdfSciELOPadrao.bat
```

The example used by `EnviaImgPdfSciELOPadrao.bat` can be found in `\scielo\web\proc\transf` with the name `EnviaImgPdfLogOn-Example.txt`.

3.2.3 Sending article translations

This procedure transfers the HTML and PDF of the translations of journal articles listed in the file `scilista.txt`.

This procedure makes translations available in HTML and PDF. It has nothing to do with process to create the site, but with viewing of article translations.

`EnviaTranslationSciELO.bat`, with the following Parameters:

- Parameter 1: path to production area
- Parameter 2: FTP logon file
- Parameter 3: logfile (log)
- Parameter 4: creates / adds (in/to log)
- Parameter 5: path to server test area

Example:

```
EnviaTranslationSciELO.bat \scielo transf\EnviaTranslationSciELOLogOn.txt  
log\20011002.log creates \scielo\web\htdocs
```

The command `EnviaTranslationSciELO.bat` is similar to `EnviaBasesSciELO.bat` with the addition of Parameter 5.

The shortcut for this procedure is:

```
EnviaTranslationSciELOPadrao.bat
```

**The example used by EnviaImgPdfScieloPadrao.bat can be found in
\scielo\web\proc\transf with the name EnviaTranslationLogOn-Example.txt.**

4 Creating a test or public site

4.1 Test or public site on Windows

On the public server, execute process for creating the site. Read more in [Creating a Local Site](#)

4.2 Test or public site on Linux

All the examples in this topic show the directory structure for the standard SciELO server installation as follows:

```
/home/scielo
```

In the standard installation there is the `www` directory which in turn contains the following structure:

```
/www  
  /bases  
  /bases-work  
  /cgi-bin  
  /htdocs  
  /proc
```

/serial

The bases subdirectory hosts the subdirectories of each database processed as below:

- /bases
 - /artigo
 - /ftp
 - /iah
 - /issue
 - /lattes
 - /medline
 - /newissue
 - /title

The bases-work subdirectory hosts the sub-directories of each database during processing in addition to individual directories for each journal.

The serial subdirectory contains the directories of all journals which in turn have all the original numbers used in processing (this data may be discarded after processing is carried out and approved).

The proc subdirectory contains all batch, executable files, FSTs for inversion, CISIS formats, etc, used during processing.

Processing in the test server compares to processing on the LOCAL SITE since process execution of GeraSciELO.bat or GeraPadrao.bat assumes there is an equal directory structure on the database directory of SciELO test (/home/scielo/www).

4.2.1 About processing types

There are two types of processing:

1. Adding new issues and/or updating them in the collection
 - a) There are two ways of executing this procedure:
 - ◆ Execute GeraSciELO.bat
 - ◆ Execute GeraPadrao.bat
2. Creating a new site
 - a) Execute ReinicializaSitePadrao.bat

4.2.1.1 Executing file GeraScielo.bat

This procedure inserts or updates issues in the collection.

This file requires four (4) mandatory parameters as follows:

- Parameter 1: path to production area
- Parameter 2: path to server test area
- Parameter 3: processing logfile (log)
- Parameter 4: creates / adds (in/to log)

Example:

```
./GeraScielo.bat .. .. log/20011003.log adds
```

where:

' .. ' represents directory www (one level up from the current directory)



The two first parameters are found on the same level (www) since the routine will look for directories serial, bases and bases-work.

4.2.1.2 Executing file GeraPadrao.bat

This procedure inserts or updates issues into the collection.

This is a shortcut for file GeraScielo.bat with all the parameters required for execution.

File GeraPadrao.bat should be customized in case the directory structure is different from the SciELO server standard.

Example:

```
./GeraPadrao.bat
```

4.2.1.3 Executing file ReinicializaSitePadrao.bat

This procedure re-creates the site, that is, it deletes all the issues included so far in the site and creates a new site with the issues found in at \scielo\serial\scilista.txt. only.

It is run in two stages, one by `ReinicializaSitePadrao.bat` and the other by `GeraPadrao.bat`, in this order.

In directory `proc`, run command `ReinicializaSitePadrao.bat`:

Example:

```
./ReinicializaSitePadrao.bat
```

`ReinicializaSitePadrao.bat` is the shortcut to run the two procedures:

`ReinicializaSite.bat` and `ExtraiRevistasArtigo.bat` using the standard parameters of SciELO installation.

a) `ReinicializaSite.bat` with the following parameters:

Parameter 1: path to production area

Parameter 2: path to server test area

Parameter 3: processing logfile (log)

Parameter 4: creates / adds (in/to log)

Example:

```
./ReinicializaSite.bat ... log/ExtraiRevistasArtigo.log creates
```

b) `ExtraiRevistasArtigo.bat` with the following parameters:

Parameter 1: path to production area

Parameter 2: path to server test area

Parameter 3: processing logfile (log)

Parameter 4: creates / adds (in/to log)

Example:

```
./ExtraiRevistasArtigo.bat ... log/ExtraiRevistasArtigo.log creates
```

c) Execute `GeraPadrao.bat`

Example:

```
./GeraPadrao.bat
```

At the end of this process, the logfile is checked (see explanation in item `Checking processing output`).

4.3 Checking the test site

At this stage, the test site is checked to make sure it is working properly. The following stages can only follow if they are in fact working properly, otherwise the corrections required should be made.

4.4 Processing Links

If the test site is operating properly, SciELO data may be exported to other databases to create links between outside databases and SciELO.

The procedure that creates the links is centralized at BIREME, and those interested should contact Scielo to ask for their collections to be processed.

The request is assessed and the applicant is supplied with the data to use the procedures described below.

4.4.1 Sending data to BIREME

This procedure creates and sends data to the BIREME's server (data supplied after approval of request).

BIREME processes the data sent creating the links.

As a reply a database called NLINKS is sent which is used in the procedure "Receiving Outside Databases"

`Envia2Medline.bat`

This procedure sends `artigo.iso` and `bib4cit.iso` files by FTP to the server described in the file specified by parameter 2.

- Parameter 1: path to production area
- Parameter 2: FTP instruction file
- Parameter 3: processing logfile (log)
- Parameter 4: creates / adds (in/to log)

Example:

```
Envia2Medline.bat .. transf/Envia2MedlineBRME.txt log/envia2medline.log
creates
```

Parameter 2 in this procedure refers to the FTP logon file which should be duly configured with information from the server, preferably soon after SciELO Web installation. The content of this file is as follows:

```
Server IP
FTP user and password
directory where databases of each journal can be found (equivalent to serial)
```

There is also a shortcut for this procedure as shown below:

```
Envia2MedlinePadrao.bat
```



Remember to configure the logon file used for this procedure before executing. The example used by Envia2MedlinePadrao.bat can be found in \scielo\web\proc\transf with the name Envia2MedlineLogOn-Example.txt.

4.4.2 Receiving Outside Databases

```
GeraBasesExternas.bat
```

This procedure consults outside databases which create information sources for SciELO, completing or extending its data.

```
Parameter 1: database subdirectory of server test area
Parameter 2: processing logfile (log)
Parameter 3: creates / adds (in/to log)
```

Example:

```
GeraBasesExternas.bat ../bases log/20011001.log adds
```

From the databases created, the following is of note:

LATTES database – maintains the links between the curricula of CNPq researchers and scientists and the database of authors of scientific articles in SciELO.

This part of the procedure creates the LATTES database from reading the text file (format .seq) found at:

```
../bases/lattes/lattes.seq
```

NLinks database – maintains the links between the references of SciELO scientific articles and the bibliographical records of MedLine, LiLACS and Adolec databases.

This part of the procedure creates the NLINKS database based on file `nlinks.iso` received from BIREME (see Sending data to BIREME) at:

```
../bases/medline/nlinks.iso
```

The shortcut to `GeraBasesExternas.bat` with all the parameters required is called:

```
GeraBasesExternasPadrao.bat
```

At the end of the procedures, the test site can be checked, and, if approved, carry out processing output in the public site.

4.5 Updating Databases (exclusive for public site)

The procedures below may be executed independently.

Unless there is only one server, that is, the test and public server are the same, `AtualizaSciELOLattesMedlinePadrao.bat` should be run to execute the procedures below in sequence.

4.5.1 AtualizaSciELOLattesMedlinePadrao.bat

This procedure updates the data previously processed in the public area of SciELO and internally executes five stages, 2 for control and 3 for updating. It is in fact an automatic copy from one area to another in the server.

A processing summary is shown below:

Stage	Description
<code>Manutencao.bat</code>	places the system in the updating mode. In this mode, any attempt to access data results in a message indicating the updating that is taking place.
<code>AtualizaLattesOnLine.bat</code>	updates the LATTES database on the official site.

Stage	Description
AtualizaMedlineOnLine.bat	updates the NLinks database on the official site.
AtualizaSciELOOnLine.bat	updates the database processed on the official site.
Manutencao.bat	puts the system in online mode, that is, with data available for access.

The parameters required for each stage are described below:

4.5.2 Manutencao.bat

Parameter 1: path to the database directory of the official site

Parameter 2: processing logfile (log)

Parameter 3: add / create (in/to log)

Parameter 4: On / Off (system mode flag)

Examples:

a) to put in updating mode:

```
./Manutencao.bat /home/scielo/www/bases log/AtualizaPadrao.log adiciona
On
```

b) to put in online mode:

```
./Manutencao.bat /home/scielo/www/bases log/AtualizaPadrao.log adiciona
Off
```

4.5.3 AtualizaLattesOnLine.bat

Parameter 1: path to the database directory of the test site

Parameter 2: path to the database directory of the official site

Parameter 3: processing logfile (log)

Parameter 4: add / create (in/to log)

Example:

```
./AtualizaLattesOnLine.bat ../bases /home/scielo/www/bases
log/AtualizaPadrao.log add
```

4.5.4 AtualizaMedlineOnLine.bat

Parameter 1: path to the database directory of the test site

Parameter 2: path to the database directory of the official site

Parameter 3: processing logfile (log)

Parameter 4: adds / creates (in/to log)

Example:

```
./AtualizaMedlineOnLine.bat ../bases /home/scielo/www/bases  
log/AtualizaPadrao.log add
```

4.5.5 AtualizaScieloOnLine.bat

Parameter 1: path to the database directory of the test site

Parameter 2: path to the database directory of the official site

Parameter 3: processing logfile (log)

Parameter 4: add / create (in/to log)

Example:

```
./AtualizaScieloOnLine.bat ../bases /home/scielo/www/bases  
log/AtualizaPadrao.log add
```

5 Final Considerations

All executable files (batch files/shell files) with suffix "Padrao" can be customized and were created with the purpose of facilitating SciELO management processing. Because they can be customized, any changes become the responsibility of those who made them.

All customized directories in executable files with suffix "Padrao" must necessarily show the directory structure of each installation whether LOCAL SITE or SERVER.

All files with file transfer instructions via FTP protocol used as parameters for executable files must show the configuration of the server to be accessed (IP, user identification, ftp password, and directory structure).

6 Bibliographic references

1. PACKER, Abel Laerte. SciELO: metodología para la preparación, almacenamiento, diseminación y evaluación de revistas científicas electrónicas. In: *Congreso Regional de Información en Ciencias de la Salud, 4* [online]. San José, 1998. Available from internet: <<http://www.bireme.br/cgi-bin/crics4w/text0?id=crics4-mr3-co3>>.
2. PACKER, Abel Laerte; et al. SciELO: uma metodologia para publicação eletrônica. *Ciência da Informação* [online]. 1998, v. 27, n. 2 [cited 2005 Set 21]. Available from: http://www.scielo.br/scielo.php?script=sci_arttext&pid=S0100-19651998000200002&tlng=en&lmg=en&nrm=iso. ISSN 0100-1965.

7 Glossary

- **Affiliation.** Institution to which the author belongs or to which he/she is subordinated.
- **Analytical.** Part of a document, such as the article of a periodical or the chapter of a book.
- **Application.** Program used to execute tasks in connection with an application, such as the creation or edition of texts, drawings, animations, layout, etc. E.g.: text processor, database manager, Internet browser, etc.
- **Backup.** Procedure used to duplicate one or more files and/or directories in another storing device (tape or disc), thus producing a backup copy that may be restored in the event of accidental deletion or physical damage to the original data.
- **Bibliographic Database.** Electronic version of a catalog or bibliographic index.

- **Bibliographic Description.** Description of a bibliographic item by using attributes such as author, title, edition, size, etc.
- **Browser.** Internet page navigator, such as Internet Explorer and Netscape Navigator.
- **CDS/ISIS - MicroISIS.** Software programs developed and maintained by UNESCO to treat bibliographic data.
- **CGI.** The Common Gateway Interface is a standard for interfacing external applications with information servers, such as HTTP or Web servers.
- **Controlled or structured vocabulary.** Collection of related terms, organized according to a methodology, in order to facilitate the access to the information previously indexed with those terms.
- **Cooperating Center.** Institution that participates in the VHL and/or contributes bibliographic records to Bireme.
- **Database.** Collection of data that are structured to be easily accessed and handled. It is formed by units called records whose attributes are represented by fields. For example, in a file called "customer base", each customer is a record, with several fields such as "NAME", "CUSTOMER CODE", "TELEPHONE" etc.
- **DeCS Server.** Application developed by Bireme using the IsisScript language to manage the database of health descriptors (DeCS).
- **Descriptor.** Embodies a concept accepted in a controlled vocabulary (like a thesaurus.)
- **DTD SciELO.** Describes the article structure and other periodic texts of scientific, identifying and defining of necessary form its structure and the bibliographical elements constituent, the context

where they appear, its obligatoriness and its attributes. The DTD is used for the description and computerized treatment of texts.

- **Editorial Committee.** Group of professionals and specialists of the publication area of a periodical whose objective is to establish the rules and editorial conventions and to evaluate the contributions received by the publication to guarantee a certain quality standard.
- **Electronic Format.** Any form of storage, retrieval or presentation of information that may be transmitted on-line or recorded in magnetic or optical media.
- **Field.** *See Database.*
- **File.** In computing, a set of data that may be saved into some type of storing device. The data files are created by applications, such as a text processor for example.
- **Glossary.** Vocabulary for specific or controlled use, used in publications to clarify the meaning of technical or restricted terms which are not widely used.
- **Guide.** Defines the processes needed for the production of a source of information or phases of a methodology.
- **Indexing.** Procedure to identify and describe the content of a document with terms that reflect the corresponding subject matters to allow the document to be retrieved later.
- **ISO Format (of files).** Standard established by the ISO to allow the exchange of data between institutions, networks and users.

- **LILACS Format.** A bibliographic description format established by BIREME, based on the UNISIST Reference Manual for Machine-readable Bibliographic Descriptions.
- **Manual.** Set of steps and operations, whether automatic or manual, required to provide users with instructions on a certain application, program or methodology.
- **Methodology.** Set of rules and conventions used to standardize a process or the production of a source of information.
- **National Coordinating Center.** Institution that cooperates with the VHL and whose primary role is the coordination of a region's cooperating centers.
- **PDF.** File format developed by Adobe whose objective is to maintain the presentation format of a document designed for printing when this document is stored in digital media.
- **PubMed.** Service of the National Library of Medicine that includes over 15 million citations from MEDLINE and other life science journals for biomedical articles back to the 1950s. PubMed includes links to full text articles and other related resources.
- **Quotation.** Excerpt originally written by a third person. Quotations appear between inverted commas in a publication, with a mention to the author.
- **Scientific production.** Collation (gathering and analysis) of all the literature on a certain theme or literature produced by a specific author for the purpose of analysis, especially of a quantitative nature.
- **SGML.** Metalanguage standard of the ISO (International Organization for Standardization) used for the definition of languages of marking

of electronic texts, making possible the interchange and the distribution of documents in the most varied formats, from one same source of data.

- **Style.** Element which defines the form of a character, a set of characters or a paragraph for viewing or printing purposes. *See* template.
- **Stylesheet.** File which contains the definition of the styles of a publication. *See also* template.
- **Technical Cooperation.** Exchange between developing countries or between developing countries and developed countries to enable cooperation in certain areas, such as the exchange of specialists and faculty members, development or transfer of technology, exchange of information, exchange of information and experiences to improve sanitary conditions.
- **Template.** File which contains the basic definition of the type of document that will be used, with style, predefined text, etc.
- **Thematic area.** Specific set of information on the subject matter of a VHL which allows user topic-based navigation.
- **Treatment Level.** Codified definition of the degree of depth applied to the document upon its bibliographic description.
- **URL.** Standard defined for the addressing of data contents via the TCP/IP protocol. Internet browsers use the URL to access Web pages.
- **Vancouver Group.** Was created in 1978 for the elaboration of articles, including the norms for the bibliographical references and was supported of the National Library.

- **XML.** Language created to allow the arrangement of data in a structured and hierarchical manner, thus facilitating data communication between different systems and platforms.